



El Paso County Elections Department

Volunteer Deputy Registrar Guide



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Dear Volunteer Deputy Registrar,

Thank you for your interest in assisting the El Paso County Elections Department in registering our eligible citizens to vote. Your assistance is greatly appreciated. By working together, we can increase voter participation and involvement.

Acceptance of the duties of a Volunteer Deputy Registrar, also known as VDR, places you in a position of trust and responsibility to the citizens you will register to vote.

Please become familiar with the instructions and guidelines in this guide and carry it with you while you perform your duties. If in the course of your service a question should arise which you are unable to answer, please contact our office at (915) 273-3597 or the Texas Secretary of State Election Division at 1 (800) 252-8683.

Thank you,
Lisa Wise
Elections Administrator
500 E. San Antonio Ave. Ste. 314
El Paso, Texas 79901
Phone: (915) 273-3597



Examples on Completion for Both Request & Certificate

BW2-1
Prescribed by Secretary of State
Sections 13.033, Texas Election Code
09/2023

REQUEST FOR APPOINTMENT AS A VOLUNTEER DEPUTY REGISTRAR IN EL PASO COUNTY

Please Print Legibly

NAME

Volunteer Johnny B.
Last First Middle

RESIDENCE ADDRESS

123 Main Street El Paso 79901
Street City Zip

DATE OF BIRTH (MM/DD/YYYY)

07 / 17 / 1984

EMAIL ADDRESS

johnnyvolunteer@gmail.com

TELEPHONE NUMBER WHERE YOU CAN BE REACHED FROM 8:00 A.M. TO 5:00 P.M. MONDAY THROUGH FRIDAY

(915) 546-2154

VOID NUMBER (OPTIONAL)

10982458754

I understand that under Section 13.031 of the Texas Election Code, a Volunteer Deputy Registrar must (1) be 18 years of age or older; (2) not have been finally convicted of a felony, or, if so convicted, must have (i) fully discharged the person's sentence, including any term of incarceration, parole, or supervision, or completed a period of probation ordered by any court, or (ii) been pardoned or otherwise released from the resulting disability to vote; (3) not have been finally convicted of an offense under Section 32.51 of the Texas Penal Code (identity theft); (4) be a United States citizen; (5) not have been determined by a final court judgment to be (i) totally mentally incapacitated, or (ii) partially mentally incapacitated without the right to vote; and (6) a resident of the State of Texas. I affirm that I meet all the qualifications to be a Volunteer Deputy Registrar.

I further understand that I may not accept any completed voter registration applications unless and until I complete the training program mandated under Section 13.047 of the Texas Election Code.

I further understand that if I have been terminated as a volunteer deputy registrar because of a final conviction under Section 13.008 of the Texas Election Code (prohibition against performance-based compensation for registering voters) or Section 13.043 of the Texas Election Code (failure to deliver a voter registration application), I may not be reappointed as a Volunteer Deputy Registrar.

Johnny Volunteer
SIGNATURE OF APPLICANT

01/20/2025
DATE

For Election Official Use Only

Date: / / 20 Voter Unique Identification Number (VUID), if any

THIS DEPUTIZATION IS VALID IN AND FOR EL PASO COUNTY ONLY

BW2-2.doc
Prescribed by Secretary of State
Sections 13.033, 13.036 Texas Election Code
09/2023

CERTIFICATE OF APPOINTMENT FOR VOLUNTEER DEPUTY REGISTRAR El Paso County 2025-2026

Please print legibly

Name of Appointee: Johnny B. Volunteer
First Name Middle Name Last Name

Residence Address: 123 Main Street El Paso 79901
Street City Zip Code

Voter Unique Identifier (VUID) (if any): 10982458754 Deputy Number: EP_1001

I, Lisa Wise, Voter Registrar for El Paso County, do hereby appoint Johnny Volunteer, as a Volunteer Deputy Registrar for El Paso County.

I further certify that the aforementioned Volunteer Deputy Registrar has undergone training adopted by the Texas Secretary of State and is hereby appointed for a term to begin on 01 / 20 / 2025 and expire on December 31, 2026 (even-numbered year).

The appointment shall terminate on an earlier date if the appointee receives a final conviction for an offense for failure to deliver a voter registration application or if the appointee is finally convicted of an offense under the law relating to performance-based compensation for voter registrations. If the El Paso County Voter Registrar determines that the Volunteer Deputy Registrar failed to adequately review a voter registration application, intentionally destroyed or physically altered a registration application, or engaged in any other activity that conflicts with the responsibilities of a Volunteer Deputy Registrar under Chapter 13 of the Texas Election Code, the appointment may also be terminated before the expiration date of the appointment.

Lisa Wise
Lisa Wise, El Paso County Voter Registrar

Johnny Volunteer
Signature of Appointee

01/20/2025

Date of Appointment

For Office Use Only

Date of Termination: Reason for Termination:



Before Getting Started

- A person may not receive another person's Voter Registration Application until satisfactorily completing training developed or approved by the Secretary of State and is appointed a Volunteer Deputy Registrar.
- At the time of appointment, the El Paso County Voter Registrar will advise the Volunteer Deputy Registrar of any county-specific procedures for processing voter applications and that the only requirements for voter registration are those prescribed by the Texas State Law or by the Secretary of State.



Qualifications

To serve as a Volunteer Deputy Registrar, individuals must meet certain qualifications to ensure they can carry out their responsibilities effectively and in accordance with the law. These requirements help maintain the integrity of the voter registration process and make sure that VDRs are well-equipped to assist citizens accurately and effectively.

To be appointed a Volunteer Deputy Registrar, a person must:

- Be at least 18 years of age or older;
- Be a United States Citizen; and
- Be a Texas resident.

To be appointed a Volunteer Deputy Registrar, a person must not:

- Have been determined to be totally mentally incapacitated or partially mentally incapacitated without the right to vote;
 - Have been convicted of failing to deliver a voter registration application to a voter registrar;
 - Have been convicted of identity theft under Section 32.51 of the Texas Penal Code;
- or
- Have any unresolved felony convictions.



How to Become a Volunteer Deputy Registrar

- Contact the El Paso County Elections Department at (915) 273-3597 or via email at epelections@epcounty.com.
- Our staff will provide you with information about how training will be offered and completed, either as a walk-in, in a classroom setting, or virtual.
- Upon satisfactorily completing the training, the El Paso County Voter Registrar will appoint you as a Volunteer Deputy Registrar and advise you of any county-specific procedures for processing voter registration applications and the only requirements for voter registration are those prescribed by Texas State Law or by the Secretary of State.
- The Voter Registrar will issue you a Certificate of Appointment, and a VDR kit.
- You may not receive another person's voter registration application until you have completed the training developed or approved by the Secretary of State.



Length of Appointment

Period of Appointment

You may be appointed as a Volunteer Deputy Registrar at any time of the year. There is no waiting period after receiving the Certificate of Appointment issued by the Voter Registrar. Once appointed, a VDR can immediately start offering their voter registration services.

Expiration of Appointment

All Volunteer Deputy Registrar terms expire on December 31st of every even-numbered year. That means that as of January 1, 2025, all VDRs appointed in 2023 and 2024 must again complete training and an examination, if required, prior to being appointed as a VDR for the 2025-2026 biennium.

Termination

Your appointment as a Volunteer Deputy Registrar may be terminated by the appointing authority if it is determined that you:

- Failed to properly review a voter registration application for completeness;
- Intentionally destroyed or physically altered a registration application; or
- Engaged in any other activity that conflicts with your responsibilities as a Volunteer Deputy Registrar.

Your appointment as a Volunteer Deputy Registrar will be terminated by the appointing authority if:

- You are finally convicted of an offense under the law relating to delivery of completed voter registration applications to the Voter Registrar; or
- You are finally convicted of an offense under the law relating to performance-based compensation for voter registrations.

Upon termination of appointment, all election materials issued to a Volunteer Deputy Registrar, including the Certificate of Appointment, voter registration applications and other forms in the Volunteer Deputy Registrar's possession, must be returned or accounted for.



How to Become a VDR in More Than One Texas County

If you are a Volunteer Deputy Registrar in one county and are interested in becoming a Volunteer Deputy Registrar in another county, you must submit a Request for Appointment as a Volunteer Deputy Registrar with the new county.

The Voter Registrar in the new county will appoint you as a Volunteer Deputy Registrar and advise you of any county-specific procedures for completing the duties of a Volunteer Deputy Registrar.

You are not required to retake the examination in the new county if you previously took the exam and received a Certificate of Appointment in another county.



How to Request Voter Registration Applications

Request Applications from El Paso County

The El Paso County Voter Registrar will provide you with applications containing the county return address. If the El Paso County Voter Registrar does not have enough applications to provide to you, you may print blank applications from www.epcountyvotes.com.

These applications should only be distributed to applicants residing in El Paso County. Should you receive generic applications containing the Secretary of State's return address, you can distribute to anyone residing in any county; however, you can only accept applications from those registering within El Paso County.



Role of a Volunteer Deputy Registrar

Checklist

Before you get started, be sure you have the following:

- Certificate of Appointment;
- A sufficient number of voter registrations applications (English & Spanish);
- A blue/black pen;
- This Volunteer Deputy Registrar Guide (2025-2026)
- Volunteer Deputy Registrar Card



Role of a Volunteer Deputy Registrar

Distributing Applications

While Distributing Voter Registration Applications

- **Offer Equal Access** – Registration opportunities should be extended to all eligible citizens of the county, ensuring inclusivity and accessibility.
- **Remember Your Goal** – As a VDR, it is your purpose to boost voter registration participation in El Paso County. By providing applications to as many eligible county residents as possible, you will not only aid in the increase of voter registration participation, but in the overall voting turnout of future elections.
- **Do Not Pre-Fill Any Information** – Let applicants fill out their own forms to avoid errors or possible confusion.
- **Stay Nonpartisan** – Do not promote any political party or candidate while distributing applications.
- **Track Submission Deadlines** – Make sure individuals know when their applications must be submitted to be eligible to vote.
- **Know Where to Return Forms** – Ensure completed applications are submitted to the El Paso County Voter Registrar's office in a timely manner.



Role of a Volunteer Deputy Registrar

Distributing Applications

While Distributing Voter Registration Applications to College Students

- Remember that college students may have moved counties for school.
- Remind the students they have the option of either registering at the address where they currently reside **OR** at their hometown address if they do not currently reside there during the school year.
- They can only register at one of these addresses.



Role of a Volunteer Deputy Registrar

Accepting Applications

You may accept a voter registration application from any resident of the county who:

- Is a United States Citizen;
- Is at least 17 years and 10 months old to register, and must be 18 years of age by Election Day;
- Has not been finally convicted of a felony, or if a felon, must have completed all the punishment, including any term of incarceration, parole, supervision, or period of probation, or must have been pardoned or otherwise released from the resulting disability to vote; and
- Has not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

Reminder: You may also offer voter registration services to currently registered voters who wish to update information on their voter registration certificate (such as name or address) by checking the “change” box on the application.



Assisting Applicants

- You may assist any resident of El Paso County in completing a voter registration application, if he/she cannot read, or has a physical disability.
- If an applicant cannot sign his/her name on the application, the applicant may make a mark on the signature line. Print the name of the applicant beside the mark. Sign your name and address as the witness and state the reason the applicant is unable to sign.
- You may allow another registered voter (or anyone who has submitted a voter registration application) to fill out and sign an application for his/her spouse, parent or child. That person must sign the application as “agent” and state the relationship to the applicant on the application. The “agent” must have the permission of the applicant to do this.



Reviewing the Application

Each voter registration application should be reviewed in the presence of the applicant. If the voter registration application does not contain all the required information, including the required signature, the Volunteer Deputy Registrar shall return the application to the applicant for completion and resubmission.

A voter registration application you accept from any resident of El Paso County should include the following:

- Section 1: Applicant must answer citizenship and age question;
- Section 2: Applicant must select why they are submitting the application (new application, change to current information, or request for replacement);
- Section 3: Full name, including any middle, maiden, or former name, plus date of birth
- Section 4: Residence address, if mail can't be delivered to the residence address;
- Section 5: Mailing address, (skip if same as residence);
- Section 6: Previous residence address (skip if same as residence);
- Section 7: Texas Driver's License No., Texas Personal I.D. No., or last 4 digits of Social Security number. If the applicant hasn't been issued any of these items, he or she must check the box in this section affirming this statement; and
- Section 9: Signature of applicant and date of signing. Be sure the applicant has read the statements that he/she is signing regarding qualifications to register and if the "agent" is assisting an applicant, be sure the "agent" provides his/her relationship to the applicant.
- **Volunteer Deputy Registrar Use Only**: Deputy number, signature of VDR and date.
- **Registration Receipt**: Name of applicant, name and signature of Volunteer Deputy Registrar, deputy number and date.

You **CANNOT**:

Determine if the applicant is actually qualified to register to vote or make the applicant provide his/her gender or telephone number.



Voter Registration Application Example

Required

Must be signed and dated by applicant

Volunteer Deputy Registrar must include Deputy Number, date and signature

Tear-away receipt must include name of VDR, Deputy Number and Date

Optional

TEXAS VOTER REGISTRATION APPLICATION Prescribed by the Office of the Secretary of State For Official Use Only

Instructions

- Please complete sections by printing legibly.
- If you have any questions about how to fill out this application, please call your local voter registrar.
- Visit sos.texas.gov or votetexas.gov for additional election information.
- Este formulario está disponible en español. Por favor llame a su registrador de votantes local para conseguir una versión en español.

Qualifications to vote

- You must register to vote in the county in which you reside.
- Be a United States citizen.
- Be at least 17 years and 10 months old to register, and be 18 years of age by Election Day.
- Not be finally convicted of a felony, or if you are a felon, you must have completed all of your punishment, including any term of incarceration, parole, supervision, period of probation, or you must have received a pardon.
- Not have been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

Eligibility

1 Are you a citizen of the United States of America?.....☒ Yes ☐ No

2 Will you be 18 years of age on or before Election Day?.....☒ Yes ☐ No

Check the box that applies to you

3 ☒ New Application ☐ Change of Address, Name, or Other Information

Voter information

First Name Johnny Middle Name (if any)

Last Name (include suffix: Jr., Sr., III) Voter

Former Name (if any)

Date of Birth (mm/dd/yyyy) 07/04/2000

Residence address
No P.O. Box, Rural Route, or Business address

4 Number and Street (if none, describe where you live) 123 Main St. Apt/Unit

City El Paso State TEXAS Zip Code 79901 County El Paso

Mailing address
Skip if same as residence

5 Number and Street Apt/Unit

City State Zip Code

Previous residence address
Skip if same as residence

6 Number and Street (if none, describe where you lived) Apt/Unit

City State Zip Code County

Identification
You must provide one of the following numbers

7 Texas Driver's License (TX DL) or Texas Identification (TX ID) Card number (issued by the Texas Department of Public Safety): ☐ OR I have not been issued a TX DL or TX ID Number, and the last four digits of my Social Security Number are: XXX - XX - 1234 OR ☐ I do not have a TX DL, TX ID, or Social Security Number

Optional information

8 Telephone Number I am interested in serving as an election worker ☐ Yes ☐ No Gender ☐ Male ☐ Female

Applicant, sign here

9 I understand that giving false information to procure a voter registration is perjury and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to \$4,000, or both.

I am a resident of this county and a U.S. citizen.

Signature of applicant or signature of agent and relationship to applicant or printed name of applicant (if signed by witness) X Johnny Voter Date (mm/dd/yyyy) 11/24/2025

For Volunteer Deputy Registrar Use Only

Application must be delivered to local voter registrar no later than 5 days after receipt

Deputy Number 102 Signature of Volunteer Deputy Registrar [Signature] Date (mm/dd/yyyy) 11/24/2025

REGISTRATION RECEIPT

Name of Applicant/Applicant's Agent (if applicable) Johnny Voter Receipt Number

Name of Volunteer Deputy Registrar Marta Covarrubias Deputy Number 102

Signature of Volunteer Deputy Registrar [Signature] Date (mm/dd/yyyy) 11/24/2025

You should receive your Voter Registration Certificate within 30 days. Please keep this receipt until you receive the certificate from your local voter registrar.



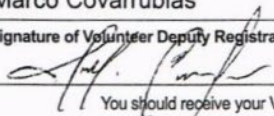
Registration Receipt and Delivery of Applications

Completing Registration Receipts

For each completed voter registration application you receive, you must complete the receipt in bottom of application. The receipt must include name of applicant, name and signature of VDR, as well as deputy number and date. Remove tear-away receipt and give to applicant.

You should not keep copies of any completed voter registration applications because these documents contain information that is confidential by law.

Receipt Example

REGISTRATION RECEIPT	
Name of Applicant/Applicant's Agent (if applicable) Jane Doe Smith	Receipt No.:
Name of Volunteer Deputy Registrar Marco Covarrubias	Deputy No.: EP-1001
Signature of Volunteer Deputy Registrar 	Date: 01/20/2025

You should receive your Voter Registration Certificate within 30 days. Please keep this receipt until you receive your Voter Registration Certificate from the voter registrar.




Volunteer Deputy Registrar Card

Upon completion of the VDR training, you will be issued a VDR card.

- You are not required to carry this card with you when you are registering voters, but you are required to present it when submitting applications at the El Paso County Voter Registrar's office.
- This new procedure is to ensure that all VDRs are up to date in their training, and we are following the laws set forth by the Texas Secretary of State.

Card Example

	2025-2026 Volunteer Deputy Registrar Card
	Deputy Number: EP- <u>1000</u>
	Date of Appointment: <u>01, 01, 2025</u>
I, Lisa Wise, do hereby appoint, <u>Johnny B. Volunteer</u>	
as a Volunteer Deputy Registrar for El Paso County, Texas. The appointee has undergone training adopted by the Texas Secretary of State and is hereby appointed for a term that expires on December 31, 2026.	
<u>x Lisa Wise</u>	<u>x Johnny Volunteer</u>
Lisa Wise, El Paso County Voter Registrar	Signature of Volunteer Deputy Registrar



Reviewing the Application

Delivery of Applications and Receipts

You must deliver completed voter registration applications and receipts in person to the El Paso County Voter Registrar no later than 4:45 p.m. on the 5th day after the date you received them. You **MAY NOT** deliver the application(s) and receipt(s) by mail.

NOTE: To be eligible to vote, **a person must be registered 30 days before Election Day.**

Section 13.042(c) of the Code states that you must deliver an application submitted after the 34th day before the date of an election and on or before the last day for a person to timely submit a registration application for that election to the county voter registrar not later than 5:00 p.m. of the next regular business day after the date to timely submit a registration application for that election.

FAILURE TO DELIVER AN APPLICATION IN A TIMELY MANNER IS A **CRIMINAL OFFENSE.**



Important!

Recording and Disclosure of a Voter Registration Application

Under Section 13.004, Texas Election Code:

- I. The registrar may not transcribe, copy, or otherwise record a telephone number furnished on a registration application.
- II. The following information furnished on a voter registration application is confidential and does not constitute public information for purposes of Chapter 552, Government Code:
 - i. a Social Security number
 - ii. a Texas Driver's License No.
 - iii. a Texas Personal I.D. No.
 - iv. an indication that an applicant is interested on working as a Poll Worker, or
 - v. the residence address of the applicant, if the applicant is a Federal Judge or State Judge, as defined by Section 13.0021... or an individual to whom Section 552.1175, Government Code, applies.
- III. Under Section 552.101, Texas Government Code, the date of birth is confidential pursuant to City of Dallas v. Paxton Case.



Voter Registration

When is the Registration Effective?

Tell the applicant that he/she can vote as soon as the 30th day after submitting the application. This 30-day period starts when the Volunteer Deputy Registrar receives the application form.

If the applicant is under the age of 18, the registration will become effective on the 30th day after the Voter Registrar receives the application or on the applicant's 18th birthday, whichever comes later.

How Long is the Registration Effective?

Tell the applicant that the registration will be automatically renewed every even-numbered year unless:

- The voter moves to another address;
- The voter receives a final felony conviction and has not completed the sentence, probation, or parole or been pardoned or otherwise released from the resulting disability to vote (Note: "deferred adjudication" does not constitute a "final felony conviction"); or
- The voter has been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

Deadline for Voter Registration

Texas law requires eligible voters to register by the 30th day before Election Day. If you receive a voter registration application within four days before the last day to register for the upcoming election, you are required to deliver the application and receipt to the El Paso County Voter Registrar no later than 5:00 p.m. of the next regular business day after the date to submit a timely application.



Voter Registration

CHANGING VOTER REGISTRATION INFORMATION

Address Changes

If the voter moves, the voter must update the address on the registration by:

- Making the change on the back of the voter registration certificate and mailing it to the El Paso County Voter Registrar's office;
- Submitting a new application to the El Paso County Voter Registrar's office and checking the box for "change";
- Writing a letter to the El Paso County Voter Registrar's office explaining the change of address without having to submit any additional paperwork; or
- Updating information on their voter registration record through the **VoteTexas.gov** online portal.*

Name Changes

If a voter's name changes, the voter can update their registration by:

- Making the change on the back of the voter registration certificate and mailing it to the El Paso County Voter Registrar's office;
- Submitting a new application to the Voter Registrar and checking the box for "change";
- Writing a letter to the Voter Registrar explaining the change of name without having to submit any additional paperwork; or
- Updating information on their voter registration record through the **VoteTexas.gov** online portal. *

*A voter can update information on their voter registration record through the VoteTexas.gov online portal by clicking on "Am I registered?" To access the VoteTexas.gov portal, the voter will need their Voter Unique Identifier (VUID). The voter can find their VUID by visiting the Texas Secretary of State's *My Voter Portal* and entering their name, county, date of birth, and zip code to display their voter registration information.



Voter Registration

VOTER REGISTRATION APPLICATION TIPS

Two Portions Per Voter Registration Application

The Registration Portion. This section is used to register the voter and can be mailed to the election official without the need for postage.

The Voter's Receipt. This section is used and completed by the VDR after a voter registration application has gone through the final stage of review for any mistakes or missing information.

Use Ink

The application should always be filled out with a black, blue, or other dark colored ink pen.

Print Legibly

All information on the application must be legible. If an elections official cannot read the information on the application, they may not be able to enter the voter's name or other required information into the system.

Do Not Use Abbreviations

For cities or street names, make sure the applicant has spelled out the address in its entirety unless they are commonly accepted, for example, "St" for "Street" or "Rd" for "Road."

No White-Out or Cross-Outs

If an applicant makes a mistake, please have them start over with a new form instead of trying to fix the mistake by crossing out the incorrect information.



Voter Registration

MOST COMMON VOTER REGISTRATION MISTAKES

While registering to vote is a simple process, small mistakes on an application can lead to delays or even prevent a person from being successfully registered. As a VDR, it is important to be aware of the most common errors so you can help applicants avoid them. Catching these mistakes early ensures an application is completed accurately and processed without issues.

- **Failing to answer a required question in Section 1.** Checking the required boxes on an application is crucial because the purpose is to confirm essential eligibility criteria, such as U.S. Citizenship and age requirements. Without checking these boxes, the application may be considered incomplete or invalid, leading to the applicant possibly being denied the opportunity to register.

- **Incorrect or outdated address.** An accurate address is essential on an application because it determines the voter's proper voting precinct, polling location and the specific local elections in which they are eligible to vote. If the address is incorrect or outdated, the voter may receive the wrong ballot, be assigned to the wrong district, or face delays or issues on Election Day. A correct address helps facilitate a smooth voting experience.

- **Not providing information in Section 9.** Providing a driver's license number or the last four digits of the applicant's Social Security Number is important because it helps verify identity when registering to vote. This information is used to confirm that the person submitting the application is who they say they are, which helps prevent voter fraud. Without this verification, the application may be delayed or rejected.

- **No signature or wrong date provided.** Not signing the application or writing the wrong date can make the application invalid. The signature serves as a legal authentication that the information provided is accurate. The date confirms when the application was completed. An unsigned form or incorrect date can delay processing, which can lead to the individual not being registered before the deadline.



Reminders

Volunteer Deputy Registrars are allowed to:

- **Educate the Public** - Inform voters about the importance of participating in elections, dispelling myths or misunderstandings about the voting process.
- **Increase Accessibility** – Help make voter registration forms accessible to different populations by providing forms, ensuring accessibility for people with disabilities.
- **Encourage All Groups** – Target members of each community, such as young voters, first-time voters, and those with less access to traditional voter registration opportunities.
- **Provide Assistance** – Many eligible applicants face challenges when filling out registration forms or understanding eligibility requirements.
- **Recruit New VDRs** – Encourage others to become Volunteer Deputy Registrars to expand the opportunities to even more individuals.

Volunteer Deputy Registrars are NOT allowed to:

- **Use Registration for Personal or Political Gain** – Voter information must remain confidential.
- **Alter or Pre-Fill Applications** – VDRs cannot complete any part of an applicant's registration form unless assisting them at their request.
- **Withhold or Discard Applications** – Every completed application must be submitted to the El Paso County Voter Registrar's office within five days of completion.
- **Influence Voter Choice** – VDRs cannot suggest political preferences, party affiliations, or voting decisions.
- **Engage in Electioneering** – While performing duties, VDRs cannot wear or distribute political material.
- **Charge a Fee for Registration** – VDRs cannot accept money for helping someone register.



Frequently Asked Questions

Q: Must I personally be registered to vote in order to serve as a Volunteer Deputy Registrar?

A: No. Pursuant to Section 13.031(d)(3) of the Code, to be eligible for appointment as a Volunteer Deputy Registrar, a person must meet the requirements to be a qualified voter under Section 11.002 of the Texas Election Code, except that the person is not required to be a registered voter.

Q: I have been designated a Volunteer Deputy Registrar from County X. I will be at an event that will have attendees from County X along with County Y and Z. May I register people from County Y and Z?

A: No. Volunteer Deputy Registrar status is conferred on a county-by-county basis. To accept applications for Y or Z counties, you would have to become a Volunteer Deputy Registrar for those counties. You could certainly give applications to the attendees from County Y and County Z and direct them to mail the application to the appropriate county voter registrar's office. Under Section 13.044 of the Texas Election Code, a person commits a Class C misdemeanor by acting as a Volunteer Deputy Registrar when he or she does not have an effective appointment as a Volunteer Deputy Registrar.

Q: May I photocopy a completed application before turning it in to the El Paso County Voter Registrar?

A: No. Section 13.004(c-1) of the Texas Election Code requires that the El Paso County Voter Registrar ensure that certain information, such as the telephone number, on a Voter Registration Application is redacted from photocopies of Voter Registration Applications. In our opinion, this means that a photocopy of an application must come directly from the El Paso County Voter Registrar's office, so that he or she may ensure the required information has been blacked out or otherwise obscured. With that said, we believe that a Volunteer Deputy Registrar may photocopy the receipt. You may also copy the relevant information from the application in writing just as you would be able to do if you went to the El Paso County Voter Registrar's office and pulled a copy of the original Voter Registrar Application.



Frequently Asked Questions

Q: I am a candidate and/or working for a campaign. May I serve as a Volunteer Deputy Registrar?

A: Yes. There is no prohibition against a candidate or a campaign worker serving as a Volunteer Deputy Registrar, as long as they otherwise meet the “Qualifications” and have been officially appointed as a Volunteer Deputy Registrar. Similarly, there is no prohibition against a Volunteer Deputy Registrar registering voters at a campaign rally or event. While working a rally or public event, a Volunteer Deputy Registrar must offer registration to anyone who requests it.

Q: Is there any way for me to become a statewide Volunteer Deputy Registrar?

A: No. Volunteer Deputy Registrar appointments are made on a county-by-county basis. Section 13.032 of the Texas Election Code provides that a county may not refuse to appoint a resident of the county as a Volunteer Deputy Registrar. A voter registrar may not refuse to appoint a Volunteer Deputy Registrar on the basis of sex, race, color, creed, or national origin or ancestry.

Q: Is there a minimum age to become a Volunteer Deputy Registrar?

A: Yes. A person must be at least 18 years of age to become a Volunteer Deputy Registrar.

Q: I just want to hand out blank Voter Registration Application forms and encourage people to register to vote. Can I do that without being appointed as a Volunteer Deputy Registrar?

A: Yes. Anyone can hand out blank Voter Registration Application forms to voters for the voters to fill out and mail in themselves. If this is all you want to do, you do not have to be a Volunteer Deputy Registrar. Also, if you are already a Volunteer Deputy Registrar in one county, you can hand out blank forms in other counties where you are not a Volunteer Deputy Registrar. It is the voter’s handing the application back to you to review and to deliver to the El Paso County Voter Registrar that triggers the requirement to be an authorized Volunteer Deputy Registrar.



Frequently Asked Questions

Q: What if someone says he or she is already registered?

A: You may wish to advise the person that the new application form will be treated as an update of their current voter registration if the change is in the same county and the voter is providing new information. If the person moved to a new county, he or she will need to register to vote in the new county.

Q: As a Volunteer Deputy Registrar, may I appoint others to assist me in registering voters?

A: No. Each Volunteer Deputy Registrar must be appointed directly by the El Paso County Voter Registrar.

Q: May a Volunteer Deputy Registrar bundle completed applications and submit them to the El Paso Voter Registrar by mail?

A: No. There are two methods for a Volunteer Deputy Registrar to submit applications to the El Paso County Voter Registrar. First, the applications may be submitted by personal delivery by the Volunteer Deputy Registrar. Second, the Volunteer Deputy Registrar may give his or her applications to another Volunteer Deputy Registrar for personal delivery to the El Paso County Voter Registrar.

Q: I failed to submit the application to the El Paso County Voter Registrar within the allotted period. What should I do now?

A: Submit the form to the El Paso County Voter Registrar as soon as possible. Under the law, the voter's registration is not impacted by your late delivery to the El Paso County Voter Registrar. However, you should deliver the form as soon as possible. Further delay will create problems in getting the lists ready in time for Early Voting and Election Day. The registration process cannot be completed until you deliver the application. The registration is still effective, and the voter still receives the effective date of submission to you.



Frequently Asked Questions

Q: If I have previously taken the Volunteer Deputy Registrar examination and have received a Certificate of Appointment in one county, but would like to be appointed as a Volunteer Deputy Registrar in another county, am I required to take the examination again in the new county?

A: No, you are not required to retake the examination in the new county if you previously took the exam and received a Certificate of Appointment in another county. You should complete and submit a Request for Appointment as a Volunteer Deputy Registrar with the new county. The Voter Registrar in the new county will appoint you as a Volunteer Deputy Registrar and advise you of any county-specific procedures for completing the duties of a Volunteer Deputy Registrar.

For more information, contact the El Paso County Voter Registrar or the Secretary of State's Office.

Secretary of State
Elections Division
P.O. Box 12060
Austin, Texas 79711-2060
(512) 463-5650 or 1 (800) 252-VOTE (8683)
Fax (512) 475-2311, TTY 7.1.1
www.votexas.gov

El Paso County Elections Department
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El Paso, Texas 79901
(915) 273-3597
Monday – Friday
8:00 a.m. – 4:45 p.m.
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Thank you!

Thank you for your commitment as an El Paso County
Elections Volunteer Deputy Registrar!

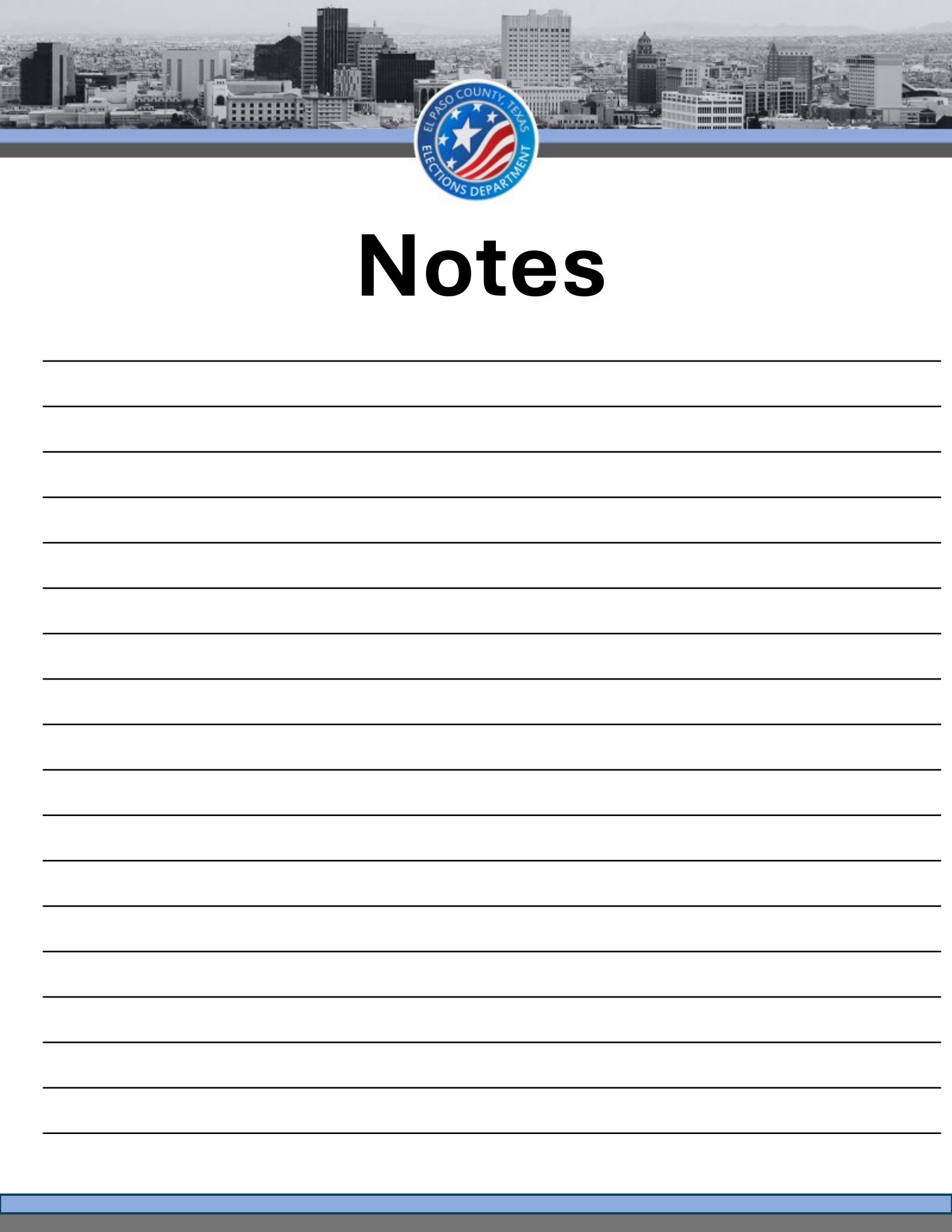


www.epcountyvotes.com



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Notes

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.