



Elections Administration

MEMORANDUM

TO: Volunteer Deputy Registrar
FROM: Jared Goldsmith, Elections Administrator
SUBJECT: Volunteer Deputy Registrar
DATE: January 01, 2021 to December 31, 2022

On behalf of the McLennan County Elections Administration Department, I would like to thank you for your interest in encouraging participation in the democratic process. Inside this folder you will find your Certificate of Appointment as volunteer deputy registrar. Also enclosed in this package is a pamphlet entitled "Texas Volunteer Deputy Registrar Guide." This guide contains valuable information regarding voter registration in Texas. Please read this guide and keep it with your registration materials so that you may refer to it when registering citizens to vote.

Please make special note of the following items:

- You **must issue a receipt** to any person from whom you receive a completed voter registration application. Attach the duplicate copy of the receipt to the completed application before sending the application to our office. All applications given to you for delivery **MUST BE HAND DELIVERED**. *Deputy Registrars are not able to mail collected applications and doing so is a criminal offense.*
- Please make certain that each applicant answers **all questions** by checking yes or no. Failure to answer the Citizenship, Address, Driver's License, SSN, and not signing the application are the most common reasons for the rejection of voter registration applications.
- The last day to register to vote for an election is the 30th day before Election Day. If the 30th day before Election Day falls on a weekend or holiday, the deadline is extended forward to the next business day.
- You must deliver completed registration applications to our office no later than 5:00 PM of the 5th day after the date on which you receive them. Failure to deliver a completed application in a timely manner is a criminal offense.

Please feel free to call our office at 254-757-5043 should you have any questions regarding voter registration.