Texas High School Deputy Registrar Training

Main Points



Required Responsibilities



Who Is Responsible For These Duties



Where To Get Applications



When To Distribute Voter Registration Applications



Who Is Eligible



Delivery Of Applications

Importance Of High School Deputy Registrars

Promote Early Civic Engagement

- They help students understand their rights and responsibilities as citizens at a younger age.
- Encourage lifelong voting habits starting at age 18.

Increase Voter Turnout

 Schools with active and consistent registrars often see higher registration and participation rates among young voters.

Make Registration Accessible

 By bringing the voter registration process into the school, they eliminate barriers like transportation or lack of information.

Build a More Voter-Informed Generation

 These registrars often educate students on how elections work and why their vote matters.

Required Responsibilities

As a high school principal in Texas, you are **required** to serve as a deputy voter registrar for the county in which your school is located. However, you may designate another individual to take on these responsibilities. While there are many activities you can initiate to encourage participation within your school to increase voter registration, the state requirements are:

A high school deputy registrar should obtain voter registration applications and other materials from their school board administrator or the Secretary of State.

During the final month of each semester, voter registration applications must be distributed along with a notice informing students how to return their completed VR applications.

Voter registration applications must be provided to eligible students or employees upon request by the applicant. Assistance may be provided while the applicant is filling out the form.

Upon receipt of an application, the deputy registrar should review the voter registration application for completeness and return it to the applicant if there is missing information.

After a voter registration application has been completed, the deputy registrar MUST deliver it to the county voter registrar within **five days**.

Find more information in Texas Election Code Sections 31.003 and 13.046, the Texas Administrative Code Chapter 81, and the National Voter Registration Act for requirements related to High School Deputy Registrars.

Who Can Perform These Duties

Texas Secretary of State

ELECTIONS DIVISION

You may designate **one** individual <u>in writing</u> to serve as your high school deputy voter registrar, acting on your behalf to register eligible voters. No specific form is mandated for this written designation; an email or interoffice memorandum is acceptable. The designated person can use the document to identify their role as the authorized high school deputy registrar.



You have the right to remove the designated representative from the position at any time by providing them with written notification (which can also be an email or interoffice memorandum) clearly stating the basis for removal. Should the designated person be removed or leave their school, they are required to return all voter registration materials to you. Following such a removal, you will resume the responsibilities of high school deputy registrar until a new designation is made.



If the designated individual is transferred or terminated from employment, the designated individual must also return the voter registration materials to you.



Where to Obtain Voter Registration Applications

Primary Source

You can easily obtain voter registration applications that are specially coded for public and private high schools by filling out an order form.

These forms can be ordered directly from the Secretary of State's office free of charge.

To order these applications, please use the <u>High School Voter Registration</u>

<u>Application Order Form on the Secretary of State's website.</u>

Forms are available in both English and Spanish.

Secondary Source

Get in contact with your county election office for voter registration applications or refer applicants to our Office's website to print their own applications.

Write on the completed applications "H.S. 18" before delivering them in order to aid in tracking.

Collecting and delivering these applications will also work for the purpose of registering students or employees in your school as long as all forms are completed correctly.

These applications have the same delivery deadline of 5 days.



When to Distribute Voter Registration Applications

Minimum Required Distribution

The law requires that high school principals distribute voter registration applications to eligible students at least twice a year. This should be done during the final month of each semester to maximize the number of eligible students who have turned 18 since the last distribution. However, there is nothing in the law that prevents you from distributing applications throughout the year.

Additional Distributions

You can also institute a program to deliver a voter registration application to each student on or near their 18th birthday. Again, there is no legal limit on the number of times you may distribute voter registration applications to individuals at your school.

Other Approaches to Registering Eligible Voters

Passive Methods

- Have voter registration applications available in the school library or front office for seniors to be able to take, complete, and return to the high school deputy registrar.
- Set up a table in a common area (like the cafeteria or main hallway) with registration forms, eligibility requirements, and instructions for seniors to take and complete at their convenience.
- Add a link to the Secretary of State's website on the school website or student portals.
- Dedicate a space for a bulletin board that includes registration information, deadlines, and eligibility information.

Active Methods

- Discuss voter registration in presentations in Government and Economic classes.
- Host school-wide events for seniors during lunch, assemblies, or information nights where students can register with help from voter registrars.
- Include voter registration in graduation preparations.
- •Use morning announcements, posters, and school newsletters to share information and encourage registration.

What truly matters isn't the specific method used for voter registration, but how effectively its importance is communicated. Students need to be taught why voter registration is significant and the full impact that it has.

Who is Eligible to Register to Vote?

Must be a United States citizen.

Must be 18 years old.

Students who are 17 years, 10 months of age may register to vote for an upcoming election if they will be 18 years of age on Election Day.



Eligibility



While high schools may have students with green cards or foreign exchange students attending high school on a student visa, these students are not eligible to register to vote.

Distributing voter registration applications twice a year at the end of each semester ensures that students who have birthdays later in the school year have the same opportunity to register as those students who have earlier birthdays.

Must not been finally convicted of a felony, or if a felon, must have completed all of 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.

Employees of the campus may also register to vote through the high school deputy registrar if they choose to.



Eligibility



Must 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.

This includes an employee who needs to change information on an active voter registration.

Reviewing

After the application has been completed and the applicant is still present

review each section

be sure to confirm all information

correct any errors; and

gather missing information.

NOTE: Some fields are required while others are optional; only the required fields are to be reviewed.

		R REGISTRATION APPLICATION ce of the Secretary of State VR18.2025E.13		For Offic	ial Use	Dnly
Register to			Inst	ructions		
With this ap	plica	tion, you can register to vote in Texas; change	_	Fill out Sections 1-8. Ple	ease p	orint clearly in ink.
your address replacement		me, or other information; or request a tificate.	_	Read and then sign and		· ·
Questions?	,		_	Write your Texas county		
Call yo	ur lo	ocal voter registrar	0	back side.	y 01 10	sidelite in the box on a
✓ Visit so	s.te	xas.gov or votetexas.gov	4	Fold and moisten shut	to sea	d.
		está disponible en español. Por favor llame a e votantes local para conseguir una versión en	6	Mail via the U.S. Postal application in-person to		
Eligibility		Are you a citizen of the United States of America				checked 'no' in respons
	1	Will you be 18 years of age on or before Election	Day?	Yes 🗌 No 🛡	to eitr not co	her of these questions, omplete this form.
Check the box that applies to you	2	New Application □ C Request a Replacement Certificate	hange	e of Address, Name, or C	ther I	nformation
Voter information		First Name	Mi	iddle Name (if any)		
illorinatio		Last Name (include suffix: Jr., Sr., III)				
	3					
	,	Former Name (if any)				
		Date of Birth (mm/dd/yyyy)				
Residence address		Number and Street (if none, describe where you l	ive)		Apt/L	Init
No P.O. Box, Rural Route, or business address	4	City TEXAS	Zip	p Code	Count	ty
Mailing address		Number and Street			Apt/L	Init
Skip if same as residence	5	City	Sta	ate		Zip Code
Previous residence		Number and Street (if none, describe where you	ived)		Apt/L	Jnit
address Skip if same as residence	6	City State	Zip	p Code	Count	ty
Identification You must provide one of the following numbers	7	Identification (TX ID) Card number (issued by the Texas Department of Public Safety):) Num		OR	I do not have a TX E TX ID, or Social Secu Number
Optional information	8	Telephone Number	l am an e	interested in serving as election worker		Yes Gender Ma
Applicant, sign here	9	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.	omple icarce een pa have r xercisi icapac ght to relation	not been finally convicted all of my punishmer ration, parole, supervisi ardoned. not been determined by ing probate jurisdiction citated or partially men b vote. nship to ness) Date (mm	nt, inc ion, pe y a fina i to be tally in	cluding any term of period of probation, or I it al judgment of a court totally mentally ncapacitated without t

These two questions are required to be answered.

If "No" is checked for either of the questions, the rest of the form is not to be completed.

		R REGISTRATION APPLICA		For O	official Use Only
Register to With this ap your addres replacemen Questions Call you State of the communication	plica s, na t cer our lo os.te.	e tion, you can register to vote in Texas; me, or other information; or request a	change	 Read and then sign a Write your Texas couback side. Fold and moisten sh Mail via the U.S. Pos 	Please print clearly in ink. and date in Section 9. inty of residence in the box on the ut to seal. to seal covice or deliver this n to your local voter registrar.
Eligibility	1	Are you a citizen of the United States Will you be 18 years of age on or befo	of America?		If you checked 'no' in response to either of these questions, do not complete this form.
that applies to you	2	Request a Replacement Certificat	e e	, , , , , , , , , , , , , , , , , , , 	- Cultural de la constitución
Voter information	3	First Name Last Name (include suffix: Jr., Sr., III) Former Name (if any) Date of Birth	<u> </u>	Middle Name (if any)	
Residence		(mm/dd/yyyy) /	where you liv	e)	Apt/Unit
Address No P.O. Box, Rural Route, or business address	4	City	TEXAS	Zip Code	County
Mailing address		Number and Street		•	Apt/Unit
Skip if same as residence	5	City		State	Zip Code
Previous residence address		Number and Street (if none, describe	where you liv	ed)	Apt/Unit
Skip if same as residence	6	City	2	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 TX ID digits	not been issued a TX DL c Number, and the last four of my Social Security er are:	or I do not have a TX DL TX ID, or Social Securi Number
Optional information	8	Telephone Number		I am interested in serving an election worker	as Yes Gender Male
Applicant, sign here	9	1 understand that giving false inform to procure a voter registration is prand a crime under state and feder law. Conviction of this crime may in in imprisonment up to one year in fine up to \$4,000, or both. 1 am a resident of this county and citizen. Signature of applicant or signature of applicant or printed name of applicant X	erjury cor al inc result bed i jail, a • I ha exe a U.S. inc rigi	npleted all of my punishr arceration, parole, superven pardoned. ave not been determined arcising probate jurisdicti appacitated or partially m to vote. lationship to	icted of a felony, or if a felon, I ha ment, including any term of sision, period of probation, or I ha by a final judgment of a court ion to be totally mentally entally incapacitated without the mm/dd/yyyy)

In this section the applicant is to answer if they are:

- registering to vote for the first time as a new voter
- updating their address, name or other Information
- requesting a replacement voter registration card

Register to With this ap your address replacement Questions? Call yo Visit so Este formula su registrad español.	olication, you can register to vote in T , name, or other information; or requ certificate. ur local voter registrar s.texas.gov or votetexas.gov rio está disponible en español. Por fa or de votantes local para conseguir ur	vx18.2025E.13 exas; change lest a vor llame a la versión en	nstructions Fill out Sections 1-8. F Read and then sign ar Write your Texas coun back side. Fold and moisten shu Mail via the U.S. Post application in-person	ity of residence in the box on the t to seal. al Service or deliver this to your local voter registrar.
Eligibility Chask the bay	Are you a citizen of the United S	r hafara Election D	Voc No U	If you checked 'no' in response to either of these questions, do
Check the box that applies to you	New Application Request a Replacement Cer		ange of Address, Name, or	Other Information
Voter	First Name		Middle Name (if any)	
	Last Name (include suffix: Jr., Sr. Former Name (if any) Date of Birth (mm/dd/yyyy)] [/ [[
Residence address No P.O. Box,	Number and Street (if none, des	cribe where you live	Zip Code	Apt/Unit
Rural Route, or business address Mailing	Number and Street	TEXAS	Zip Code	Apt/Unit
address Skip if same as residence	5 City		State	Zip Code
Previous residence	Number and Street (if none, des	cribe where you live	ed)	Apt/Unit
address Skip if same as residence	6 City	State	Zip Code	County
Identification You must provide one of the following numbers	Texas Driver's License (TX DL) or identification (TX ID) Card numb (issued by the Texas Department Public Safety):	er t of OR Humb	not been issued a TX DL or Number, and the last four of my Social Security er are:	I do not have a TX DL, TX ID, or Social Security Number
Optional information	8 Telephone Number		am interested in serving a an election worker	s Yes Gender Male No Female
Applicant, sign here	I understand that giving false it to procure a voter registration and a crime under state and law. Conviction of this crime in imprisonment up to one y fine up to \$4,000, or both. I am a resident of this county citizen. Signature of applicant or signature point or printed name of applicant or printed name or printed name or printed name or printed name or prin	n is perjury con federal inca may result ear in jail, a lear and a U.S. cright	npleted all of my punishm irceration, parole, supervi n pardoned. ve not been determined l rcising probate jurisdictio ipacitated or partially me it to vote. ationship to	ted of a felony, or if a felon, I have ent, including any term of sion, period of probation, or I have by a final judgment of a court in to be totally mentally intally incapacitated without the

The applicant must provide their full name, including their middle, maiden, or former name.

The applicant's date of birth must include the month, day, and year they were born.

		R REGISTRATION APPLICATION ce of the Secretary of State VR18.2025E.13			For Offi	cial Use (Only	
Register to			Instruc	tions				
With this ap	plica	tion, you can register to vote in Texas; change	1 Fill	out Section	ons 1-8. P	lease p	orint clearly in ink.	
replacemen		me, or other information; or request a tificate.	2 Re	ad and the	en sign an	d date	in Section 9.	
Questions		ocal voter registrar		rite your Te ck side.	exas count	y of re	sidence in the box on t	he
			⚠ Fol	ld and mo	isten shut	to sea	l.	
Este formul	ario	xas.gov or votetexas.gov está disponible en español. Por favor llame a e votantes local para conseguir una versión en					ce or deliver this r local voter registrar.	
Eligibility		Are you a citizen of the United States of America	2	Yes 🗍	No _	If you	checked 'no' in respon	se
	1	Will you be 18 years of age on or before Election		_	No O	to eith	ner of these questions, emplete this form.	do
Check the box		, , ,					nformation	
that applies	2	Request a Replacement Certificate		,	, , , ,			
Voter information		First Name	Middl	le Name (if	fany)			
		Last Name (include suffix: Jr., Sr., III)						
	3	Former Name (if any)						
		Date of Birth (mm/dd/yyyy)						
address		Namber and Screet (in none, describe where you	iive)			1440	and a	
No P.O. Box, Rural Route, or business address	4	City TEXAS	Zip Co	ode		Count	ty	
Mailing		Number and Street				Apt/U	nit	
address Skip if same as	5	City	State				Zip Code	
residence								
Previous residence		Number and Street (if none, describe where you	lived)			Apt/U	nit	
address Skip if same as residence	6	City State	Zip Co	ode		Count	ty	
Identification You must provide one of the following numbers	7	Identification (TX ID) Card number (issued by the Texas Department of Public Safety):	ave not bee ID Number its of my So mber are:	r, and the l ocial Secur	ast four	OR	I do not have a TX I TX ID, or Social Sec Number	
Optional information	8	Telephone Number		erested in tion worke				ale male
Applicant, sign here	9	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.	completed incarcerati been pard I have not exercising incapacita right to vo	l all of my ion, parole oned. been dete probate ju ted or par te. ip to	punishme , supervise ermined b urisdiction	nt, inc ion, pe y a fina n to be ntally in	a felony, or if a felon, I luding any term of riod of probation, or I al judgment of a court totally mentally ncapacitated without	have

The address provided must clearly indicate where the applicant resides.

This information is important because it determines the applicant's voting precinct and the races on which they are eligible to vote.

An incorrect residence address will not only cause complications when the voter registrar is processing the application, but it could also result in an incorrect voting precinct or polling location.

WRITE YOUR	(TE	(AS COUNTY OF RESIDENCE IN THE BOX ON TH	IE BACK SIDE. THEN, FOLD	AND MOISTEN SHUT TO SEAL.
		R REGISTRATION APPLICATION te of the Secretary of State VR18.2025E.I3	For Off	icial Use Only
Register to			Instructions	
		tion, you can register to vote in Texas; change	Fill out Sections 1-8. F	Name with slaub, in int
your address	, na	me, or other information; or request a	× .	
replacement		incate.	Read and then sign ar	nd date in Section 9.
Questions?		cal voter registrar	Write your Texas coun back side.	ty of residence in the box on the
■ Visit so	e to	as.gov or votetexas.gov	4 Fold and moisten shu	t to seal.
Este formula	ario e	está disponible en español. Por favor llame a e votantes local para conseguir una versión en		al Service or deliver this to your local voter registrar.
Eligibility		Are you a citizen of the United States of America	Yes No	If you checked 'no' in response
	1	Will you be 18 years of age on or before Election	Day?□ Yes □ No •	to either of these questions, do not complete this form.
Check the box	_	, , ,	hange of Address, Name, or	
that applies to you	2	Request a Replacement Certificate	and ige of reactess, realite, or	
Voter		First Name	Middle Name (if any)	
information		Last Name (Include suffice In Co. III)		
		Last Name (include suffix: Jr., Sr., III)		
	3	Former Name (if any)		
		Date of Birth		
				
Residence address	,	Number and Street (if none, describe where you	ive)	Apt/Unit
No P.O. Box, Rural Route, or business address	4	City TEXAS	Zip Code	County
Mailing		Number and Street		Ant/Unit
Skip if same as	5		Terri	
residence		City	State	Zip Code
Previous	_	Number and Street (if none, describe where you	ived)	Apt/Unit
residence address	6	, , ,	,	
Skip if same as	6	City State	Zip Code	County
residence				
Identification You must			e not been issued a TX DL or Number, and the last four	I do not have a TX DL, TX ID, or Social Security
provide one of	7	(issued by the Texas Department of digit	s of my Social Security	OR Number
the following numbers	•	rubile Salety).	nber are:	
		XX	K - XX -	
Optional information	8	Telephone Number	I am interested in serving a an election worker	s Yes Gender Male
Applicant, sign here	9	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.	ompleted all of my punishm carceration, parole, supervi- een pardoned. have not been determined I kercising probate jurisdictio capacitated or partially me ght to vote. elationship to	sion, period of probation, or I have by a final judgment of a court

Mailing Address

 If the applicant has a different mailing address than their residence address, they should provide that information here.

Identical Residence and Mailing Address

 Applicants whose residence address and mailing address are the same can leave this section blank.

Required for Descriptions

 Those who used a description in Section 4 must complete Section 5.

		R REGISTRATION APPLICATION ce of the Secretary of State VR18.2025E.13		For Of	ficial Use	Only
Register to With this ap your addres	vot plica	e tion, you can register to vote in Texas; change me, or other information; or request a	Ins	structions Fill out Sections 1-8.	Please	print clearly in ink.
Questions			0 €			in Section 9. esidence in the box on the
		ocal voter registrar xas.gov or votetexas.gov	0	back side. Fold and moisten shu	t to sea	al.
		está disponible en español. Por favor llame a e votantes local para conseguir una versión en	9	Mail via the U.S. Post application in-person		ice or deliver this r local voter registrar.
Eligibility	1	Are you a citizen of the United States of Amer Will you be 18 years of age on or before Elect			to eit	checked 'no' in response her of these questions, do omplete this form.
Check the box that applies to you	2	New Application [Request a Replacement Certificate		ge of Address, Name, or		•
Voter information		First Name	N	Aiddle Name (if any)		
	3	Last Name (include suffix: Jr., Sr., III) Former Name (if any)				
		Date of Birth (mm/dd/yyyy)				
Residence address No P.O. Box, Rural Route, or	4	Number and Street (if none, describe where y	7	lip Code	Apt/l	
Mailing address	5	Number and Street			Apt/l	
Skip if same as residence	3	City	S	tate		Zip Code
residence address Skip if same as residence	6	City State	Z	lip Code	Coun	ity
Identification You must provide one of the following numbers	7	Identification (TX ID) Card number (issued by the Texas Department of Public Safety):	X ID Nur		OR	I do not have a TX DL, TX ID, or Social Securi Number
Optional information	8	Telephone Number	l ar an	n interested in serving a election worker	S	Yes Gender Male
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 a applicant or printed name of applicant (if sign	omplincard been points in the last of the	leted all of my punishmeration, parole, supervi pardoned. not been determined sing probate jurisdictic action or partially me to vote.	ent, ind sion, po by a fin on to be entally i	eriod of probation, or I ha al judgment of a court e totally mentally incapacitated without the
		X	,		7/	

Applicants must provide their full previous residence address <u>unless</u> it is the same as the residence address they have provided in Section 4.

		R REGISTRATION APPI	LICATION VR18.2025E.I3			For Officia	I Use Only
Register to		<u> </u>		In	structions		
		tion, you can register to vote in Te		•	Fill out Section	s 1-8. Ple	ase print clearly in ink.
replacement	t cer	me, or other information; or requi tificate.	est a	2	Read and then	sign and	date in Section 9.
Questions?		ocal voter registrar		€	Write your Texa back side.	as county	of residence in the box on the
✓ Visit so	s.te	xas.gov or votetexas.gov		4	Fold and moist	en shut to	seal.
Este formula su registrado español.	ario or d	está disponible en español. Por fav e votantes local para conseguir un	or llame a a versión en	€			Service or deliver this your local voter registrar.
Eligibility		Are you a citizen of the United St	tates of Americ	a?	Yes N		you checked 'no' in response
	1	Will you be 18 years of age on or	before Election	n Day	? Yes N	o U to	o either of these questions, do ot complete this form.
Check the box		New Application		Chan	ge of Address, Na		•
that applies to you	2	Request a Replacement Cert	ificate				
Voter information		First Name			Middle Name (if a	ny)	
		Last Name (include suffix: Jr., Sr.,	, III)				
	3	Former Name (if any)					
		Date of Birth (mm/dd/yyyy)	_/				
Residence address		Number and Street (if none, desc	ribe where you	u live)		F	Apt/Unit
No P.O. Box, Rural Route, or business address	4	City	TEXAS		Zip Code	(County
Mailing address		Number and Street				A	Apt/Unit
Skip if same as residence	5	City			State		Zip Code
Previous residence address	6	Number and Street (if none, desc	cribe where you	u lived)	-	Apt/Unit
Skip if same as residence	6	City	State		Zip Code	(County
You must provide one of the following numbers	7	Identification (TX ID) Card number (issued by the Texas Department Public Safety):	of OR Nu	gits of umber	mber, and the las my Social Security are:	,	TX ID, or Social Security Number
Optional information	8	Telephone Number			m interested in se election worker	erving as	Yes Gender ☐ Male No ☐ Female
Applicant, sign here	9	I understand that giving false is to procure a voter registration and a crime under state and false. Conviction of this crime in limprisonment up to one ye fine up to \$4,000, or both. I am a resident of this county citizen. Signature of applicant or signature.	n is perjury federal may result ear in jail, a and a U.S.	comp incare been I have exerc incap right	eleted all of my pu ceration, parole, s pardoned. e not been detern ising probate juri acitated or partia to vote.	unishment supervision mined by isdiction t	d of a felony, or if a felon, I have t, including any term of n, period of probation, or I have a final judgment of a court to be totally mentally ally incapacitated without the

One of the following <u>MUST</u> be provided on the applicant's voter registration application:

Texas Driver's License

Personal ID Number

Last 4 of Social
Security
Number

If they have not been issued any of the IDs listed, the applicant must check the box stating so.

Register to with this appyour address replacement. Questions? Call you Visit sos Este formular su registrador español. Cligibility Check the box hat applies o you o you Toter Information Residence ddress lo P.O. Box, ural Route, or usiness address Aailing ddress Aailing ddress	vot olica , na ceri ur lo s.te:	ion, you can register to vote in Texas nee, or other information; or request a fificate. cal voter registrar ras, gov or votetexas, gov set disponible en español. Por favor II votantes local para conseguir una ve Are you a citizen of the United States Will you be 18 years of age on or bef New Application Request a Replacement Certifica First Name Last Name (include suffix: Jr., Sr., III) Former Name (if any) Date of Birth	a lame a ersión en sof America Electica	Read and then Write your Textback side. Fold and moist Mail via the U. application in- Yes No.	as county of ten shut to sees. Postal Serperson to your lifty to enot me, or Other	residence in the box on the eal. vice or deliver this rur local voter registrar. vice the deliver of these questions, do complete this form.
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	6	City Stat	te	Zip Code	Col	ıntv
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umbers		Public Salety).	1	xx - xx -		
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nformation	8			an election worker	Ī	No Female
D		I understand that giving false infor- to procure a voter registration is p	mation •	I have not been finally completed all of my pu	convicted o	f a felony, or if a felon, I have
pplicant,		and a crime under state and fede law. Conviction of this crime may	ral	incarceration, parole, s been pardoned.	supervision,	period of probation, or I have
ign here		in imprisonment up to one year in	n jail, a •	I have not been deterr		inal judgment of a court
	•	fine up to \$4,000, or both. I am a resident of this county and	l a U.S.		ally mentally	be totally mentally incapacitated without the
	9	citizen. Signature of applicant or signature o	of agent and	right to vote. I relationship to		
		applicant or printed name of applica	nt (if signe	d by witness)	Date (mm/dd	/yyyy)
		X		- 11		

Signature

- •In order to confirm their voter registration, the applicant must sign on the X.
- •Any mark made by the applicant will be acceptable as the signature.
- Reminder: If the applicant is unable to make a mark on the signature line, you must make note of this on the application and print their name.

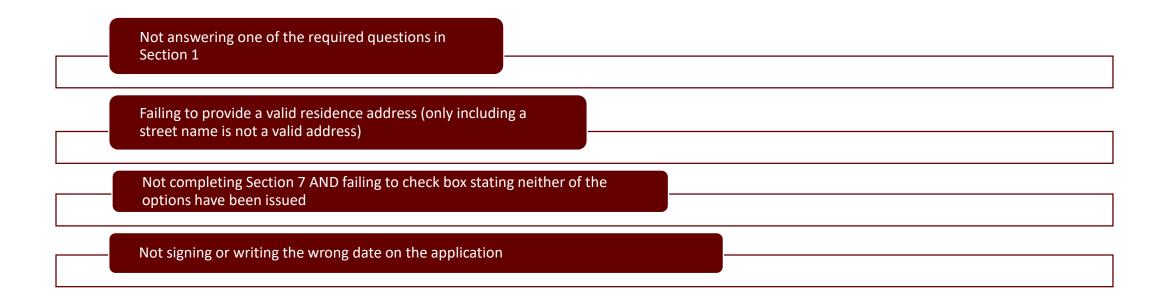
Date

- •The date is required to confirm when the applicant applied for their voter registration.
- Be sure to confirm the date is correct and clearly states the month, day, and year.
- In some cases this date determines whether a person is eligible to vote in the upcoming election.

		ER REGISTRATION APPI		Fo	or Official Use Only
Prescribed by the Register to		fice of the Secretary of State	VR18.2025E.I3	Instructions	
With this ap	plica	ation, you can register to vote in Te	exas; change	_	1-8. Please print clearly in ink.
your address replacement	s, na	ame, or other information; or reque	est a	<u> </u>	gn and date in Section 9.
Questions?					county of residence in the box on the
Call yo	our le	ocal voter registrar		back side.	Journey of residence in the sex of
✓ Visit se	os.te	exas.gov or votetexas.gov		4 Fold and moisten	shut to seal.
		está disponible en español. Por fav le votantes local para conseguir una			Postal Service or deliver this rson to your local voter registrar.
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	1	Will you be 18 years of age on or	r before Election D	Day? Yes No	to either of these questions, d not complete this form.
Check the box that applies	2	New Application	_	hange of Address, Name	e, or Other Information
to you	4	Request a Replacement Certi	ificate		
Voter information		First Name	****	Middle Name (if any)	<u> </u>
		Last Name (include suffix: Jr., Sr.,	, <mark>I</mark> II)		
	3	Former Name (if any)			
		Date of Birth (mm/dd/yyyy)	/		
Residence address		Number and Street (if none, desc	cribe where you liv	/e)	Apt/Unit
No P.O. Box, Rural Route, or business address	4	City	TEXAS	Zip Code	County
Mailing address	5	Number and Street			Apt/Unit
Skip if same as residence	5	City		State	Zip Code
Previous residence		Number and Street (if none, desc	cribe where you liv	ved)	Apt/Unit
address Skip if same as residence	6	City	State	Zip Code	County
Identification You must provide one of the following numbers	7	Texas Driver's License (TX DL) or Identification (TX ID) Card numbe (issued by the Texas Department Public Safety):	er t of or digits Numb	e not been issued a TX D Number, and the last for of my Social Security ber are:	OR TX ID, or Social Secur Number
Optional information	8	Telephone Number		I am interested in servi an election worker	ing as Yes Gender Male
Applicant, sign here	9	I understand that giving false in to procure a voter registration and a crime under state and filaw. Conviction of this crime in imprisonment up to one ye fine up to \$4,000, or both. I am a resident of this county citizen. Signature of applicant or signatu applicant or printed name of app	n is perjury cor federal inc may result be ear in jail, a • I ha ext and a U.S. inc rigi	mpleted all of my punis carceration, parole, sup- sen pardoned. save not been determin sercising probate jurisdi capacitated or partially tht to vote. elationship to	onvicted of a felony, or if a felon, I ha ishment, including any term of pervision, period of probation, or I ha ned by a final judgment of a court liction to be totally mentally y mentally incapacitated without th te (mm/dd/yyyy)

Common Mistakes

While information can only be <u>reviewed</u> for completeness by high school deputy registrars, it is important not to hesitate to let the applicant know when required sections are visibly missing information. Some common mistakes made by applicants include:





Notice to Provide High School Students or Employees When Registering to Vote

Notice to High School Students or Employees Registering to Vote

 Each application form must be accompanied by a notice informing the applicant that the application may be submitted in person or by mail to the voter registrar of the county in which the applicant resides or in person to a high school deputy registrar or volunteer deputy registrar for delivery to the voter registrar of the county in which the applicant resides.

NOTICE TO HIGH SCHOOL STUDENTS OR EMPLOYEES REGISTERING TO VOTE

Students and school employees who are 17 years and 10 months of age or older may register to vote by filling out and delivering the attached voter registration application card (or printing out the card filled out at the attached link, where relevant). You may deliver your registration application card in one of the following three

1. You may deliver the application card in person to the voter registrar in your county. The voter registrar in your county is

Your registration to vote will become effective on the 30th day after you submit the application to the voter registrar or on the date you become 18 years of age, whichever is later.

OR

2. You may mail the application card to the voter registrar in your county. You must complete the registrar's mailing address on the application card. No stamp is necessary. Your registration to vote will become effective on the 30th day after you place the application in the mail or on the date you become 18 years of age, whichever is later. The postmark date is presumed to be the date you placed the application in the mail.

3. You may deliver the application card in person to your high school principal or the principal's designee, or a volunteer deputy registrar. He or she will then deliver your application card to the voter registrar in your county. Your registration to vote will become effective on the 30th day after the principal or principal's designee receives your application, or on the date you become 18 years of age, whichever is later.

You will receive a voter registration certificate by mail. This certificate will show the effective date of your registration to vote.



Delivery of Completed Applications

How to Return Completed Applications

- After a voter registration application has been completed, a High School Deputy Registrar MUST deliver it to the voter registrar within **five days**.
- The High School Deputy Registrar can deliver a group of applications to the registrar's office by mail in an envelope or package.
- Applications delivered by mail are considered to be delivered once they are received by the county voter registrar.
- If an application is completed within 4 days before the last day to register for the upcoming election, you must deliver them by 5:00 p.m. the next business day after the date to submit a timely application.
- If an application is completed on the last day to register to be able to vote in the upcoming election, it must be delivered by 5:00 p.m. the next day.
- Failure to deliver an application in a timely manner is a criminal offense.

High School Deputy Registrar Process Summary

Distribute

• Distribute voter registration applications during the final month of each semester to give as many eligible students as possible the opportunity to register to vote.

Review

 Review for completeness to make sure all the required information is provided by the applicant.

Deliver

 Deliver completed voter registration applications to the county voter registrar by mail or in person as soon as possible after they are received.

What Is Allowed or Not Allowed

What <u>is</u> allowed as a High School Deputy Registrar

- Distribute voter registration applications to eligible students.
- Assist students in correctly completing their voter registration forms.
- Collect completed forms from students.
- Submit completed forms to the appropriate election office within the required deadline.
- Host voter registration drives or information sessions at the school.
- Encourage all eligible students to register to vote without pressuring or influencing their political choices.

What <u>is not</u> allowed as a High School Deputy Registrar

- Withhold voter registration opportunities from eligible students requesting an application.
- Endorse or oppose candidates or political parties while acting as a registrar.
- Refuse registration assistance based on political beliefs.
- Alter or withhold completed registration forms.

Reminders

Offer Help, Not Pressure: Do not pressure them to register, choose a party, or vote a certain way.

Use the Correct Applications:
Distribute voter registration
applications that have been
obtained from the Secretary of
State because these applications
have a code indicating they come
from this specific program.

Respect Deadlines: Submit all completed VR forms promptly in order for all eligible students to be registered in time.

Protect Privacy: Keep students' personal information confidential and secure at all times.

Stay Informed: Keep up to date with any changes in voter registration laws and deadlines in order to increase voter turnout for these first time voters.

Available Support



WEBINARS



TRAINING

elections@sos.texas.gov

800-252-VOTE • 512-463-5650 sos.texas.gov



RESOURCES