

# Guide for Voter Registration Drives



**DeKalb County Election Office**

[www.dekalbelections.com](http://www.dekalbelections.com)

## Introduction

One of the Goals of the DeKalb County Election Commission is to strive for 100 percent registration of all eligible citizens.

We thank you for your willingness to **“Conduct a Voter Registration Drive”** and encourage you to review the contents of this guide. Please contact us at 615-597-4146 if you have any questions.

### The Decision to Conduct a Voter Registration Drive is:

- A worthy a cause
- Fundamental to the election process
- Important & should be taken seriously
- Taking responsibility to make government work

### The Voter Registration Drive will be successful when:

- Forms are properly completed
- Forms are delivered to the DeKalb County Election office prior to registration deadlines.
- Forms are made available to individuals without discrimination
- Individuals conducting the voter registration drive insure that the persons receiving the forms understand how to fill them out and that they are aware of the registration deadlines.
- Applicants are advised that they will receive a voter registration card in the mail and to contact this office if they never receive a card.

### The Voter Registration Application can be used to:

- Apply to Register to Vote
- Report a Change of Address for a Voter
- Report a Name Change
- Report a Change in other Information
- Cancel a Voter’s Registration in another County or State

## To be Eligible to Register to Vote

***ALL of the following qualifications must be met:***

- be a U.S. Citizen
- be a Legal Resident
- be 18 Years of Age by the Date of the Next Election
- Not have been Convicted of a Felony or have had Voting Rights restored as required by state law
- Submit a properly completed voter registration application at least 30 days before an upcoming election

These qualifications are the same county to county. However, to be eligible to register in another Tennessee County, the individual must be a resident of that county as well as meet the other qualifications. ***To register in DeKalb County one must be a resident of DeKalb County, not a weekend visitor to Center Hill Lake!***

### ***REGISTRATION DEADLINE***

Voter Registration Deadlines are specific under the law. If a person registers at the election office the deadline is 30 days prior to Election Day. If a form is postmarked 29 days prior to election day, it may be accepted.

A form with a postmark of less than 29 days before Election Day would be considered ***UNTIMELY*** and the individual ***WOULD NOT BE ELIGIBLE*** to participate in the upcoming election.

Conducting a voter registration drive makes you responsible for getting the forms delivered by the deadline. Don't rely on a postmark. All post offices do not have the same hours of operation.

### ***Processing Voter Registration Applications at the Election Office***

If a Mail-In Voter Registration Application is untimely, the voter will be notified by mail that their registration was received after the deadline and they will not be eligible to vote in the upcoming election.

Voter registrations filed by the registration deadline are processed in the order in which they are received. **An applicant's eligibility is determined by the DeKalb County Election Office personnel based on state law.** Registrations that are incomplete (missing social security number, signature, date of birth, etc.) will be rejected and the voter notified in writing. Occasionally, registration forms are received in DeKalb County that must be forwarded to a neighboring county. Hopefully, each application in your registration drive will be timely and properly completed.

**GIVING FALSE INFORMATION WHEN REGISTERING TO VOTE IS A FELONY PUNISHABLE BY NOT LESS THAN 6 YEARS IMPRISONMENT OR A FINE OF \$3000 OR BOTH.**

The DeKalb County Election Office will issue a voter registration card to each eligible voter. While conducting your registration drive, please advise each applicant to look for their DeKalb County Voter Registration Card in the mail. Advise them to read the card for accuracy and, if everything is in order, to sign the card and keep it in a safe place until the next election.

**INDIVIDUALS THAT REGISTER BY MAIL MUST VOTE IN PERSON THE FIRST TIME THEY APPEAR TO VOTE** The definition of "in person" would be to appear personally at their election day polling place with proper I.D. or appear personally at an early voting location with proper I.D. First time voters who register with a mail-in application must present additional identification.

***Some forms of Valid I.D. for first time voters are:***

DeKalb County Voter Registration Card with current residential address, or  
Valid Tennessee Driver License with current address, or  
Photo I.D. with voter's name & voter's signature, or  
Photo I.D. without voter's signature plus social security card or credit card,  
or Passport

***ELECTION DAY POLLING PLACE INFO***

DeKalb County Election Day Polling Places open at 8 AM and close at 7 PM. The location of your polling place is located on your Voter Registration Card.

A voter knowing the location of their election day polling place avoids problems and delays.

## **LOCATION OF MAIL-IN VOTER REGISTRATION APPLICATIONS**

Additionally, forms can be found at any City Hall or Public Library. The Department of Safety, Department of Human Services, Military Recruiting Offices, DeKalb County Health Department, Department of Vocational Rehabilitation and at our office which is located in Room 104 of the DeKalb County Courthouse, 1 Public Square, Smithville.

Voter Registration Forms are also available on the DeKalb County Election Office website, [www.dekalbelections.com](http://www.dekalbelections.com) Download the form and print it out on **WHITE PAPER**. Complete the form in *ink*. Mail the form to our P.O. Box 543, Smithville TN 37166 at least 30 days before any upcoming election day.

## ***PURGED REGISTRATIONS or PERMANENTLY REGISTERED?***

As required by law, all 95 County Election Offices in Tennessee purge voter registration records on a daily basis. Registering in a county automatically removes that person from the registration files in the county of prior residence.

### ***Other Legal Reasons to Purge a Voter:***

- Upon receipt of a request to purge the registration from the voter.
- Upon the death of the voter.
- Upon written confirmation that the voter has moved outside the county of registration or has registered to vote in another jurisdiction.
- Upon learning that a voter has had a name change for ninety (90) days or more, except by marriage, and the voter has failed to notify the election office.
- Upon receiving official confirmation that the voter has been convicted of an infamous crime as defined in T.C.A. 40-20-112.

## Mail-In Application For Voter Registration

You can use this form to:

- register to vote in Tennessee, or to
- let us know that your name or address has changed.

To register to vote:

- you must be a U.S. citizen, AND
  - you must be a resident of Tennessee, AND
  - you must be at least 18 years old on or before the next election, AND
  - you must not have been convicted of a felony, or if you have, your full rights of citizenship must have been restored (or you must have received a pardon).
- Anyone who registers by mail, must vote in person the first time he or she votes after registering.**

Are you interested in working on Election Day?

- Yes  
 No

**MAIL OR HAND DELIVER THIS FORM TO YOUR COUNTY ELECTION COMMISSION.**

**Instructions / checklist:**

- Please PRINT with a blue or black INK pen (not felt tip).
- Provide the information in items 1-8 below, read the VOTER DECLARATION, and sign by the "X".
- An application for voter registration must be postmarked or hand delivered to the proper county election commission office at least 30 days before an election.
- Voter registration records are public records, open to inspection by any citizen of Tennessee.


YOU ARE NOT REGISTERED TO VOTE UNTIL YOU RECEIVE A VOTER REGISTRATION CARD.

*If you are qualified and the information on your form is complete, we will add your name to the county's voter rolls. We will then mail you a voter card. This card will tell you where to vote. For more information, call your county election commission.*

Fold Here

 SS-3010 REV 11/01		FOR COUNTY ELECTION COMMISSION USE ONLY			
CHECK ONE: <input type="checkbox"/> NEW REGISTRATION <input type="checkbox"/> ADDRESS CHANGE <input type="checkbox"/> NAME CHANGE		NAME	PREVIOUS	APPROVED	EFF. DATE
1 LAST NAME                      FIRST NAME                      MIDDLE INITIAL		PREVIOUS	PREVIOUS	PREVIOUS	WARD
2 SEX                      GENDER (OPTIONAL)					
3 ADDRESS WHERE YOU LIVE (DO NOT GIVE A P.O. BOX)                      APT. #                      CITY #                      COUNTY #                      ZIP CODE					
4 ADDRESS WHERE YOU GET YOUR MAIL, IF DIFFERENT FROM #3:					
5 DATE OF BIRTH                      PLACE OF BIRTH                      SOCIAL SECURITY NUMBER, if any	6		7 DAYTIME PHONE NUMBER		
8 NAME AND ADDRESS ON LAST VOTER REGISTRATION					
NAME		ADDRESS			
CITY		COUNTY		STATE                      ZIP	
<b>VOTER DECLARATION</b> By completing the questions below and signing my name, I am swearing (or affirming) that the information I have provided is true, subject to the WARNING as stated.					
		Yes	No		
1. I am a U.S. citizen.		___	___		
2. I am a resident of the State of Tennessee.		___	___		
3. I will be at least 18 years old on or before the next election.		___	___		
4. I have been convicted of a felony.		___	___		
		X			
		Signature (in ink) of Applicant		Date	
		If applicant is unable to sign, provide signature of person who signed for applicant.			
		Signature of Precinct/County			
		Address			
		Cell/Phone			

The Applicant should complete the entire form. Inform them that they should receive a voter registration card in the mail. Tell them to contact this office at 615-597-4146 if they do not receive it within 10 days.

 93-3010 REV 11/01		<b>FOR COUNTY ELECTION COMMISSION USE ONLY</b>			
<b>CHECK ONE:</b> <input type="checkbox"/> NEW REGISTRATION <input type="checkbox"/> ADDRESS CHANGE <input type="checkbox"/> NAME CHANGE		Mail _____	Reg # _____	Approved _____	Eff. Date _____
<b>1</b>		P/A _____	District _____	Precinct _____	Ward _____
<b>2</b> LAST NAME <b>Name Required</b> FIRST NAME _____ MIDDLE INITIAL _____		SEX <input type="checkbox"/> M <input type="checkbox"/> F		RACE (OPTIONAL)	
<b>3</b> ADDRESS WHERE YOU LIVE (DO NOT GIVE A _____) <b>Legal Address Required</b>		CITY _____	COUNTY _____	ZIP CODE _____	
<b>4</b> ADDRESS WHERE YOU GET YOUR MAIL (IF DIFFERENT FROM #3) <b>Mail Address Required</b>					
<b>5</b> DATE OF BIRTH <b>Date of Birth Required</b>		SOCIAL SECURITY # <b>SS # Required</b>	DAYTIME PHONE NUMBER <b>7</b>		<small>(required under TCA 2-2-119 for purposes of identification and to meet state identification requirements)</small>
<b>8</b> NAME AND ADDRESS ON LAST VOTER REGISTRATION		<b>6 PROVIDE THIS INFO IF IT APPLIES TO YOU</b>			
NAME _____		ADDRESS _____			
CITY _____		COUNTY _____	STATE _____	ZIP _____	
<b>VOTER DECLARATION</b> By completing the questions below and signing my name, I am swearing (or affirming) that the information I have provided is true. <b>These 4 Questions Required</b>		<b>WARNING:</b> Giving false information to register to vote or attempting to register when not qualified is a felony punishable by not less than one (1) year in prison or a fine of _____ or both. <b>Signature Required</b> <b>Date</b>			
		Yes	No		
1. I am a U.S. citizen.		_____	_____		
2. I am a resident of the State of Tennessee.		_____	_____		
3. I will be at least 18 years old on/or before the next election.		_____	_____		
4. I have been convicted of a felony.		_____	_____		
		<b>X</b>		Signature (or mark) of Applicant _____ Date _____	
		<small>If applicant is unable to sign, provide signature of person who signed for applicant.</small>			
		Signature of Person Assisting _____			
		Address _____			

**DO NOT USE A PENCIL. DO NOT USE A POST OFFICE BOX AS YOUR LEGAL ADDRESS** Please notice that anyone who registers by mail must vote in person the first time after registering.

