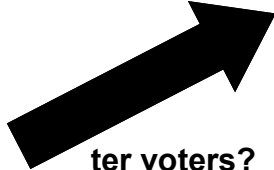




Shelby County Election Commission Deputy Registrar Training

Thank you for being a deputy registrar. Here's a few things you need to know. As a deputy registrar, voters who appear before you are considered to have registered in person if they complete the form in your presence. In order for us to know that you registered them in person, you will need to write the code "NP" at the top of the form followed by your initials.

NP *ca*



When can I register voters?

At pretty much any event or even door to door if you tell us at least two weeks in advance so that we can publish the required legal notice. If you don't tell us, then you can still register voters but it's not an official Shelby County Election Commission event and they will be considered to have registered by mail.

1. Are you a citizen of the United States? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No With _____ years of age or older on or before Election Day? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If you answered "No" in response to either of the above, do not complete this form.		FOR COUNTY ELECTION COMMISSION USE ONLY Mail Reg # Approved Effective Date P/A District Precinct Ward	
2. LAST NAME: <i>Doe</i> FIRST NAME: <i>Jane</i> MIDDLE NAME: <i>Ann</i> SUFFIX: _____ SEX: <input type="checkbox"/> M <input checked="" type="checkbox"/> F RACE (OPTIONAL): _____			
3. ADDRESS WHERE YOU LIVE (DO NOT GIVE A P.O. BOX): <i>62 Anywhere Street</i> APT. # _____ CITY: <i>Memphis</i> COUNTY: <i>Shelby</i> STATE: <i>TN</i> ZIP CODE: <i>38100</i>		4. ADDRESS WHERE YOU GET YOUR MAIL (IF DIFFERENT THAN ABOVE): _____ E-MAIL (OPTIONAL): _____	
5. DATE OF BIRTH: <i>7/1/47</i> CITY AND STATE OF BIRTH: <i>Kansas City, KS</i> SOCIAL SECURITY #: <i>111-22-3333</i> (required under T.C.A. § 2-2-116 for purposes of identification and to avoid duplicate registration)		6. PHONE #: _____	
10. NAME AND ADDRESS ON LAST VOTER REGISTRATION: NAME: _____ ADDRESS: _____ CITY: _____ COUNTY: _____ STATE: _____ ZIP: _____			
11. VOTER DECLARATION: I, being duly sworn on oath (or affirmation) declare that the above address is my legal residence and that I plan to remain at such residence for an undetermined period of time and say that to the best of my knowledge and belief all of the statements made by me are true.		12. WARNING: Giving false information to register to vote or attempting to register when not qualified is a felony punishable by not less than two (2) years nor more than twelve (12) years imprisonment or a fine of \$5,000 or both.	
1. Are you a resident of the State of Tennessee? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Signature (or mark) of Applicant: <i>Jane Doe</i> Date: <i>8/1/17</i> <small>If applicant is unable to sign, provide signature of person who signed for applicant.</small>	
2. Have you ever been convicted of a crime which is a felony in this state, by a court in this state, a court in another state, or a federal court? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Signature of Person Assisting: _____ Address: _____	

Qualifications for Registering to Vote:

- must be a US citizen.
- must be 18 by the next election.
- must be a resident of Tennessee. (You are free to accept registrations from residents of other counties but let them know that it will take longer as we have to mail the forms to that county.)
- cannot be disqualified under the law. Generally individuals with felony convictions whose rights have not been restored cannot register.

Forms:

Use the buff voter registration form for new voters. Please use the white change of name or address form for those voters who are already registered in Shelby County or those who only want a new card. A Spanish voter registration form is located on our website. It is OK to copy forms or download them off the internet. However, we **must have the form with an original signature.**

Don't know if they are registered or not? You can find them on the GoVoteTN application.

Social Security Numbers:

Tennessee law requires the social security number in order for the registration to be processed. Registrants often do not wish to provide their number but it is required to complete processing of the registration. If you make copies of the completed forms, you must redact the social security number on the copy that you keep. (A black sharpie marker works well for this.) If a voter is more comfortable mailing the form, suggest that they seal the form with tape and mail it in. There are address labels in your packet.

Completing the Form:

After the voter completes the form, take a quick look at it for a couple of very common problems.

- Make sure the two questions at the top and the two at the bottom are completed.
- Make sure that line 5 is an actual address and not a PO Box. We assign precincts based on physical address, which is where the voter normally sleeps. Homeless citizens or those without a fixed address can register to vote but call us for advice if they are using a non-traditional address like under the “I-40 bridge at 3rd Street” .
- We are happy to send mail to PO Boxes; just fill in line 6.
- Make sure the voter has signed the form. It must be an original signature. If the voter is illiterate or has a physical disability that prevents them from completing the form, make sure that whoever helped them complete the form signs at the bottom.

Non-Partisan:

As a deputy registrar, you are representing the Shelby County Election Commission and we are non-partisan. We register anyone who asks and we don't engage in political activity while wearing our badges. If you want to engage in political activity, you can still register voters but it becomes a “by mail” situation. If you become a candidate for political office, your certification is revoked; please return your badge when you file your petition.

Questions?

Contact Sherry Hewlett at 901-222-1203, email sherry.hewlett@shelbycountyttn.gov. Our main office number is 901-222-1200.

In an emergency, contact Linda Phillips on her county cell phone at (901) 430-2909.

Returning the Forms:

Return them to either office within **five days of completion**. Forms must be delivered to us by the close of business on the **voter registration deadline** in order for the voters you registered to be registered for an upcoming election. Please, please get the forms to us in a timely manner. You may mail them or drop them off at either location during business hours. Please be aware the failure to return the forms to us by the voter registration deadline is a Class E felony.

Operations Center:
980 Nixon Drive

Downtown:
157 Poplar, Suite 157

Both offices are open from 8:00am until 4:30pm weekdays.