

# **APPENDIX A**

## **Voter Registration Card Statement of Distribution**

**Voter Registration Card  
Statement of Distribution**

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(Office Use Only)

**I. General Information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Name of Organization: \_\_\_\_\_  
\_\_\_\_\_

Street Address (No P O Box): \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
\_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_  
\_\_\_\_\_

Number of Cards Requested: \_\_\_\_\_ Language: \_\_\_\_\_  
\_\_\_\_\_

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**II. Proposed Method of Distribution (Check)**

- ☐ Fixed Location ☐ Mail (Blanket) ☐ Petition  
☐ Door-to-Door ☐ Mail (Targeted)  
☐ Other \_\_\_\_\_  
\_\_\_\_\_

Briefly explain your distribution plan (where will forms be distributed, by whom will they be distributed, etc.).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**III. Declaration**

I declare under penalty of perjury that I have read and understand the legal requirements on the reverse side of this form and that I will take reasonable steps to ensure that:

- 1) The person or persons distributing registration cards will give a registration card to any elector requesting one; and
- 2) The voter registration cards issued will not be defaced or changed in any way, other than by the insertion of a mailing address and the affixing of postage; and
- 3) Prior to distribution, the affidavit portion of the registration cards will not be marked, stamped, or partially or fully completed by anyone other than an elector or by another person assisting the elector; and
- 4) Persons entrusted with distribution or subsequent collection of completed forms, will be fully advised of the legal requirements outlined on the reverse side of this statement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

**(Important: See Legal Requirements on reverse side of this Statement)**

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(Office Use Only)

Serial Numbers:

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**Fax This Completed Form To: (916) 653-3214**

### Legal Requirements

- Important -

The following requirements must be complied with by all persons and/or organizations to whom registration cards are issued. Non-compliance may result in referral to the appropriate law enforcement agency.

Receipt – A person who assumes responsibility for returning another person’s completed voter registration card (a completed voter registration card is known as an affidavit of registration) to the elections official, must complete the blue box section of the affidavit by signing, dating and listing their name, address and telephone number on the card itself and on the receipt portion of the affidavit. (Elections Code § 2158.)

Return of Affidavits – Persons distributing voter registration cards must return all completed affidavits in their possession within three working days, excluding Saturdays, Sundays, and state holidays. Retaining completed affidavits for more than three days, or denying the voter’s right to return his or her completed affidavit is a misdemeanor. All blank cards must be returned to the elections official immediately after the 15<sup>th</sup> day preceding a statewide primary or general election, and whenever instructed to do so by the elections official. (Elections Code §§ 2138, 2139, 18103.)

Unsolicited Mailing – Any mailing of a voter registration card to a person who did not request one must be accompanied by a cover letter or other notice with each card, instructing the recipient to disregard the card if he or she is currently registered to vote. (Elections Code § 2158.)

Note: Organizations receiving completed affidavits of registration for delivery to the elections official must ensure that all affidavits completed in whole or in part by prospective registrants are promptly forwarded to the elections official. This includes affidavits containing irregularities or minimal information, i.e. a name and address.

The elections officials, not the organization distributing or receiving affidavits, will determine the validity of the registration.