



# NATIONAL VOTER REGISTRATION ACT

## Steps to Follow When You Receive a Voter Registration Form

### Is the form filled out correctly?

If a person returns a voter registration form while he or she is in the office, review the form to make sure it is complete. Ask the registrant if he or she has any questions.

### Did the registrant answer question 15 on the registration form?

Question 15 gives all registrants the option of becoming a permanent vote-by-mail voter. Vote-by-mail voters receive their ballots in the mail ahead of elections and can then return them by mail any time before the election. This gives voters an opportunity to study the ballot ahead of time and to seek assistance with filling it out if they need it. If registrants do not want to vote by mail they should leave question 15 blank.

### Did the registrant answer question 16 on the registration form?

If registrants know the address where they previously registered, they should answer this question. However, a registrant is not required to answer this question in order to register to vote.

### Does the registrant have a language preference other than English?

In the "Optional" section of the form registrants can choose their language preference. If the registrant chooses one of the preferences he or she will receive a state voter guide in that language. The sample ballot is available in San Diego in English, Spanish, Chinese, Vietnamese, and Filipino.

### Did the registrant sign the form?

Registrants must sign the voter registration form to finalize their registration.

### Did the registrant detach the receipt?

The bottom third of the registration is a receipt for the registrant. Detach that portion of the form and return it to the registrant.

### Did I fill out the form for the applicant?

If you filled out the voter registration form on behalf of the applicant then you need to sign the form on the right side where it says "Did someone help you fill out or deliver this form?" If you only checked the form to make sure it was complete or just answered questions from the registrant then you do not need to sign the form.

### Has the form been date-stamped?

Once the voter registration form is complete it should be sealed and date-stamped. The date stamp should go on the back of the form under the postage indicia.

### Has the form been placed in the mail?

The easiest way to ensure that forms are always returned on time is to place them in the mail on a daily basis.<sup>1</sup> Voter registration forms are self-addressed with prepaid postage and can be placed with your outgoing mail.

The voter registration deadline is 15 days before an election. When the registration deadline nears, the voter registration forms should be mailed daily in an envelope. Include a cover letter or note in the envelope that identifies your agency and explains that these are timely registrations. A registration is timely if it is received at a voter registration agency by the registration deadline.

<sup>1</sup> The NVRA requires that voter registration agencies transmit completed voter registration forms to the county elections office within 10 days. If it is within five days of the voter registration deadline, the voter registration form must be transmitted within five days. The California Secretary of State recommends transmitting the forms on a daily basis.



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