

APPENDIX E

Basics for Completing Voter Registration Cards (VRCs)

BASICS FOR COMPLETING VOTER REGISTRATION CARDS (VRCs)

Item 1: Qualifications. The applicant must mark “yes” or “no” to the question of whether or not he or she is a United States citizen and if he or she is 18 years old or older. To pre-register to vote in California the applicant must mark the box indicating that he or she is 16 or 17 years old.

Item 2: Legal name. First name, middle name (or initial), last name, suffix (optional), and title (optional).

- Should match CA driver license (CDL)/CA identification card (ID Card).

Item 3: Identification. Date of birth and CA driver license/ID card number or last four of Social Security number

- Date of birth and U.S. state or foreign country (not county) of birth.
- If the applicant has been issued a CA driver license or an identification card, they MUST list the number.
- If they do not have either, they MUST list the last four digits of their Social Security number.
- If they do not have any of the above, they can still register to vote. Just leave the field blank.

Item 4: Home address. Home address, city, zip code, and county name. This should be their “Residential” address.

- Residence: Place in which the applicant’s habitation is fixed and where the intention is to stay. For voting purposes, a person can have only ONE residence.
- P.O. Boxes and business addresses are NOT valid here.
- If the applicant does not have a street address, they can give an exact description of where they live in this field.
 - Cross streets, route, box, bridges, or other landmarks can be used.
 - Mostly used for applicants living in rural areas with non-specific street addresses. Also used for applicants who are homeless.

Item 5: Mailing address. Applicants complete this section if they want to receive election mail at a different address other than their residential addresses. This is typically a P.O. Box or business address.

Item 6: Registration history. If the applicant was previously registered and changed his or her address, surname, or political party preference, complete this section. If the applicant cannot recall his or her previous address, it can be left blank.

Item 7: Vote by mail. To become a permanent vote-by-mail voter, the applicant must check the box marked “yes.” This can be left blank if the applicant wants to vote at a polling location.

Item 8: Political party preference. Mark box to choose any of the political parties listed. If the applicant does not want to choose a political party preference, mark the “No Party/None” box.

- There can be only ONE mark in Item 8 with NO CORRECTIONS or ALTERATIONS. A new VRC must be filled out if an error is made.
- If the applicant wants to choose a “political body,” they can write in the name on the “Other” line.

Item 9: Optional Information.

- E-mail address and phone number. These are optional, but recommended.
- To receive state materials in another language, mark the language preference box. If no box is checked, voter materials will be provided in English.
- To receive voting materials in an accessible format, mark the box.

Item 10: Affidavit. This item MUST contain the signature/mark/signature stamp of the applicant. Please include the date of signing.

Blue Box: If you helped fill out the VRC on behalf of the applicant (put pen to paper) or receive the completed VRC, complete the box. If you only answered questions or checked if the VRC was complete and did not receive the VRC, do not complete the box.