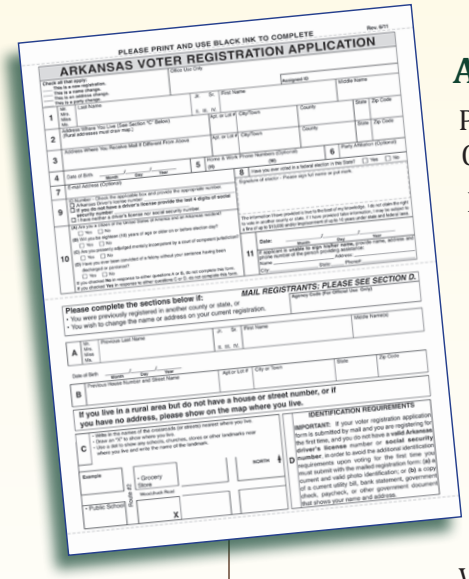
Conducting a Voter Registration Drive

Arkansas Secretary of State Mark Martin


PLEASE PRINT AND USE BLACK INK TO COMPLETE

ARKANSAS VOTER REGISTRATION APPLICATION

On the Application:

- Print with Black or Blue ink
- Make sure handwriting is legible
- Ensure all information is complete
- Check for signature — unsigned applications cannot be processed
- Verify maps for rural residents — if you notice a rural route and a box number or an HC address, ensure that the applicants indicate their location on the provided map

What About Students?

College students may only register in the county of their permanent residence. Voter registration is not permitted in a county of temporary residence.

Identification Requirements

On the registration form, applicants must either:

1) Provide an Arkansas driver's license number; ***or***
2) List the last four digits of the Social Security number; ***or***
3) Mark the box that indicates neither of those numbers is available.

Also, in order to avoid the requirement of voting a Provisional Ballot when voting for the first time, applicants must submit a copy of ONE of the following forms of identification:

1) A current and valid photo identification (such as a driver's license, government I.D., passport, etc.), ***or***
2) A copy of a current utility bill, bank statement, goverment check, or paycheck that shows your name and address, ***or***
3) Another government document that shows your name and address.

After the Registration Drive:

Please print **VRD01** in the "Agency Code" box on EACH application.

If all your applicants live in the same county, you may deliver completed forms in bulk directly to that County Clerk.

If your applicants live in an assortment of counties, please return the applications to the Office of the Secretary of State so that we may distribute them to the appropriate counties.

Voter registration applications collected during your drive must be submitted to the Secretary of State or County Clerk within 21 days or no later than 30 days prior to the next election.

Watch Your Deadlines!

In order to qualify to vote in an election, a voter's application must be approved by the County Clerk **or** postmarked 30 days prior to that election.

Remember:

These forms are only applications to register to vote.

Applicants are NOT registered until they are approved by their county clerk.

Advise all applicants to check with their county clerk if they have not received confirmation in the mail within 2-3 weeks.

Applicants can also visit ***www.VoterView.org*** *to check the status of their application.*

For additional guidelines, see information on the back of this page

Questions? Contact:

Secretary of State Voter Services Division
State Capitol, Room 026
Little Rock, AR 72201-1094

Phone: 1-800-482-1127
www.VoteNaturally.org
e-mail: arsos@sos.arkansas.gov

How Do I Register a New Voter?

1. Ask the person if he/she would like to register to vote.
2. Ask the person if he/she has ever voted or registered.
3. Instruct the applicant to "check all that apply" at the top left of the form.
   a. This will help you instruct the applicant which sections to fill out.
   b. If the application is a name change or an address change, the applicant must fill out the top **and** the bottom of the application completely.
4. Once the individual has filled out the form, make sure that all required sections are complete.
   a. Sections 1, 2, 4, 8, 9, 10 and 11 **must** be complete.
   b. Sections A, Date of Birth and B must be complete if the applicant is already registered to vote, but is changing his/her name or address.
   c. Check the boxes in Section 10 to make sure the applicant responded, "Yes" to A and B and "No" to questions C and D. If marked any other way, the applicant can't register. Then explain why.
   d. Check for a signature and date in Section 11
5. Thank individuals for applying and advise them that they are not fully registered until their applications are processed by the county clerk. Applicants should call the county clerk's office if they have not received confirmation of registration in two weeks (same info on back of voter application).
6. Offer the applicant a copy of ***Voting 101: A Pocket Guide to Voting in the Natural State*** to the applicant. This booklet provides answers to common questions about voting.
7. Give a friendly reminder to vote in the next election.

Special Issues

Identification Requirements

The I.D. Requirements at the bottom of the voter application do not apply as long as the application is hand delivered to the Secretary of State's office or the county clerk's office. Applications that are mailed in should include a copy of a photo I.D. (such as an Arkansas driver's license) **or** a copy of a current utility bill, bank statement, or other government document that shows the applicant's current name and address. Those who do not submit such documents with their application will be asked for I.D. at the polls or will be required to cast a provisional ballot.

College Students, Temporary Workers, Nursing Home Residents or Military Personnel

If the individual registering to vote is a college student, a worker on temporary assignment, a nursing home resident or a member of the military, he/she might want to consider absentee voting. They can simply request an absentee ballot application from the county clerk for their permanent residence.

Individuals who are registered in another county or state but choose to change their registration address should fill out the top and bottom portions of the form. This will cancel their registration in their previous county of residence.

Every time voters establish a new permanent address, they must update their registration (if moving within Arkansas) or cancel their registration in their previous state of residence and complete a new registration in their new state of residence.

Convicted Felons (Are you off paper?)

(Amendment 51 § 11)

(2) (A) It is the duty of any convicted felon who desires to register to vote to provide the county clerk with proof from the appropriate state or local agency, or office that the felon has been discharged from probation or parole, has paid all applicable court costs, fines, or restitution.

(B) Proof that the felon has been discharged from probation or parole, paid all probation or parole fees, or satisfied all terms of imprisonment, and paid all applicable court costs, fines, or restitution shall be provided to the felon after completion of the probation, parole, or sentence by the Department of Correction, the Department of Community Correction, the appropriate probation office or the circuit clerk as applicable.

(C) The circuit clerk, or any other entity responsible for collection, shall provide proof to the Department of Correction, the Department of Community Correction, or the appropriate probation office that the felon has paid all applicable court costs, fines, or restitution.

Vote Naturally
Are you ready to be heard?
www.VoteNaturally.org

A voter education program from
Secretary of State
Mark Martin