

Conducting a Voter Registration Drive

Arkansas Secretary of State Elections Division

Thank you for helping give more Arkansans a voice in their government. This guide provides instructions on how to conduct a voter registration drive, including important information registrants need to know regarding state voting laws. You'll also find a list of additional voter services resources available from the Secretary of State's office that will provide answers to other voting questions. Feel free to contact the Secretary of State's office

The image shows a sample of the Arkansas Voter Registration Application form. It is a multi-section document with fields for personal information, address, and identification. The form is titled 'ARKANSAS VOTER REGISTRATION APPLICATION' and includes sections for 'MAIL REGISTRANTS: PLEASE SEE SECTION D', 'Please complete the sections below if:', and 'IDENTIFICATION REQUIREMENTS'. The form is partially filled out with handwritten information.

- c. Check the boxes in Section 9 to make sure the applicant responded, "Yes" to A and B and "No" to C, D and E. If marked any other way, the applicant can't register.
- d. Check for a signature and date in Section 10
5. Advise the applicant of requirements for identification that he/she can expect at the polls (see back of this sheet).
6. Thank individuals for applying and be sure to 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).
7. 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.
8. Give a friendly reminder to vote in the next election.

What Supplies Do I Need For a Voter Registration Drive?

1. Before the drive begins, review this sheet to familiarize yourself with current laws and learn important information you should pass on to your registrants.
2. Assemble your supplies:
 - ✧ Blue or black pens
 - ✧ Voter Registration Forms
 - ✧ **Voting 101** voter information booklets
 - ✧ A flat writing surface, whether it's a table with chairs or several clipboards
 - ✧ If you're setting up a booth at an event, a poster or sign announcing the drive and the sponsoring organization (if applicable) can help draw visitors in

How Do I Register a New Voter?

1. Ask the person if he/she would like to register to vote.
2. Ask if the person has ever been registered or has ever voted before. If the person is a registered voter, he or she can use the registration form to notify the county clerk of a change in address or name.
3. Instruct the applicant to check all the statements at the top left of the form that are true for him/her.
 - a. This will help you determine which sections must be completed.
 - 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. Applicants who have moved to a new county or state from their previous registration should check "This is a new registration."
4. Once the individual has filled out the form, make sure that all required sections are complete.
 - a. Sections 1, 2, 4, 7, 8, 9 and 10 **must** be completed.
 - b. Sections A, Date of Birth and B must be completed if the applicant is already registered to vote, but is changing his/her name or address.

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 a location is marked on the provided map.

Watch Your Deadlines!

DO NOT retain applications in your possession. State law requires organizers of voter registration drives to submit completed applications to the county clerk or Secretary of State's office within 21 days of the date on the application and no later than 30 days prior to the next election.

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 for voter registration.

People who apply are NOT registered voters until they are approved by their county clerk.

Applicants must check with their county clerk if they have not received confirmation in the mail within 2-3 weeks.



After the Registration Drive

1. Please print **VRD01** in the "Agency Code" box on EACH application.
2. If all your applicants live in the same county, you may deliver their completed forms in bulk directly to that County Clerk.
3. 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.



Identification Requirements

On the registration form, applicants must either:

1. Provide a 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.

The ID Requirements at the bottom of the voter application do not apply if the application is delivered in person by the applicant to the Secretary of State's office or the county clerk's office. Applications that are mailed in or delivered by a designee should include a copy of a photo I.D. (such as a 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. *It is important that you explain this I.D. requirement to all applicants you assist.*



Special Voter Issues

College Students, Temporary Workers, & Nursing Home Residents

College students, workers on temporary assignment or nursing home residents may want to vote by absentee. They can simply request an absentee ballot application from the county clerk for their permanent residence.

College students attending school OUTSIDE their home county must decide where they consider "home." Those who intend to return to live in their home county should list a parents' address as their residence. Those do NOT intend to return to live in their home county should list a college address as their residence. Either way, it's important for students to update their voter records each time they move.

For more information on absentee voting, visit www.sos.arkansas.gov/elections_voting_arkansas.html

Military Personnel or Citizens Residing Overseas

Citizens serving overseas in the U.S. armed forces, Merchant Marines, their dependants and U.S. citizens living abroad can register to vote in Arkansas if their permanent residence is in the state. They may request an absentee ballot from their county clerk or may cast a Federal Write-In Absentee Ballot under the Federal Voting Assistance Program (FVAP) if they do not receive their regular absentee ballot after making timely application for the ballot. Ballots from voters outside the U.S. must be received by the county clerk no later than 5 p.m. 10 days after Election Day. Each military unit has a designated Voting Assistance Officer (VAO) to help in this process.

For more information, visit www.fvap.gov/pubs/onlinefwab.html

Changing Addresses

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"?)

In order to register to vote, convicted felons must provide documents that prove they have completed their sentences, been discharged from probation or parole and have paid all applicable court costs, fines, or restitution. Convicted felons who have not completed the terms of sentencing or probation are not eligible to register to vote. **(Amendment 51 § 11)**



Additional Resources for Voting

The Secretary of State's office has a number of publications and Internet resources available to provide more information on voting in Arkansas:

For more details on voter rights and responsibilities, election dates and district maps, as well as the *Voting 101* voter handbook and Arkansas voter registration application en Español, log onto: www.sos.arkansas.gov/elections_voting_arkansas.html

Learn about the state's new voting machines and the equipment available in your county at: www.votenuaturally.org

Young voters who want to find their voice can visit: www.wannabeheard.org

To find out where your polling site is, contact your local county clerk's office.



Request publications or find answers to your questions by contacting the

**Secretary of State Elections Division
State Capitol, Room 026
Little Rock, AR 72201-1094**

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



Energetic Leadership Educating Citizens Together

A voter education program from Secretary of State Charlie Daniels