

Distributing & Accepting Applications

A volunteer deputy registrar may distribute and accept a completed voter registration application from any resident of the county who is:

- a United States citizen;
- a resident of Bastrop County;
- at least 17 years & 10 months old to register, and must be 18 years old by Election Day;
- not finally convicted of a felony, or if a convicted felon, must:
 1. have completed all of the punishment, including any term of incarceration, parole, supervision, period of probation, or
 2. must have received a pardon; and
- must not have been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

You may also distribute and accept applications from current registered voters who wish to change or correct information on their voter registration certificate (such as name or address).

A VDR **MAY NOT** determine if the applicant is actually qualified to register to vote or make the applicant provide his/her gender or telephone number.

A Bastrop County volunteer deputy registrar may distribute and accept VDR voter applications from residents of Bastrop County ONLY.

Non-Bastrop County residents may be issued a postage-paid “walk-away” voter registration application that may be mailed by the registrant to the voter registrar.

Assisting with Applications

A VDR may help a person fill out the application if he/she cannot read or write, or has a physical disability.

- The applicant makes a mark on the signature line.
- The VDR prints applicant’s name on the signature line.
- The VDR signs his/her name as a “witness” along with the VDR’s home address and reason for applicant not signing.

A registered voter (or anyone who has submitted a registration application) may fill out and sign an application for his/her spouse, parent or child. They become an “agent” of the applicant.

- The “agent” signs his/her name (not the applicant’s name) on the signature line.
- The “agent” then writes the relation next to the signature.



Citizens who have been convicted of a felony but are “off paper” (no longer incarcerated and/or under court-ordered supervision) are eligible to register to vote.

In addition, those citizens who are charged, but not finally convicted of a felony crime are eligible to register and vote.

Citizens charged and/or convicted of a non-felony offense may register and vote.

Receive & Review

While the applicant is still in your presence, you must review the application for completeness. The following sections of the voter registration application **MUST** be completed:

- ✓ SECTION 1: Applicant must select why they are submitting the application (new application, change to current information or request for replacement). Applicant must also answer citizenship and age question;
- ✓ SECTION 2: Full name, including any middle, maiden or former name;
- ✓ SECTION 3: Residence address must be a street address or a description of the location of the residence;
- ✓ SECTION 4: Valid mailing address, if mail can’t be delivered to the residence address;
- ✓ SECTION 6: Date of birth, including month, day, and year;
- ✓ SECTION 9: Texas Driver’s License No., Texas Personal ID No. or last 4 digits of SSN. If the applicant has not been issued any of these items, he or she must check the box in this section affirming this statement; and
- ✓ SECTION 10: Signature of the applicant and date of signing. Be sure the applicant has read the statements he/she is signing regarding qualifications to register. If an “agent” is registering for an applicant, be sure the agent provides their relationship by their signature.

- The VDR must sign, write VDR #, and date the VR application.
- Complete the application receipt and issue to the voter. The voter should keep the receipt until voter certificate arrives in the mail.
- Voter certificates will be mailed within 30 days.
- Return the voter registration application to the Bastrop County Voter Registrar no later than 5 days after the VDR receives the application.

Volunteer Deputy Registrar

Length of Appointment

You may be appointed as a volunteer deputy registrar at any time. Your term, however, expires on December 31 of the following even-numbered year.

Your appointment as a volunteer deputy registrar may be terminated by the appointing authority if it is determined that you failed to properly review a voter registration application; intentionally destroyed or physically altered a registration application; or engaged in any other activity that conflicts with your responsibilities as a volunteer deputy registrar.

Your appointment as a volunteer deputy registrar will be terminated by the appointing authority if you are finally convicted of an offense under the law relating to delivery of completed voter registration applications to the registrar; or if you are finally convicted of an offense under the law relating to performance-based compensation for voter registration.



Bastrop County

Elections Department

804 Pecan St. Bastrop, TX 78602

www.bastropvotes.org

elections@co.bastrop.tx.us

512-581-7160



1. *Signed* and Citizenship ✓
2. L-E-G-I-B-L-E
3. At least 17 yrs 10 mos
4. ID or Social Security #
5. **Bastrop** County only!

Bastrop County, Texas



ELECTIONS DEPARTMENT

VOLUNTEER DEPUTY REGISTRAR REFERENCE GUIDE



REGISTER
BE COUNTED. VOTE!