Bastrop County VDR Procedures
The Importance Of Staying Non-Partisan

- While VDRs can be party affiliated, a VDR Must **ALWAYS** remain Non-Partisan while volunteering at an event hosted by our office.

- A VDR **MUST** accept applications from voters no matter what party affiliation they are.
1. Ensure the first three sections are completed.
2. LAST, FIRST, and MIDDLE names should match the names on the applicant’s driver’s license — as well as any FORMER names or SUFFIXES, if applicable.
3. The PHYSICAL ADDRESS where the applicant lives. The residence must be in BASTROP COUNTY.
4. The address where the applicant receives mail, if different from their residence address.
5. If voter was registered in another county in Texas.
6. Date of birth
7. Gender is OPTIONAL
8. The telephone number is OPTIONAL, but the Bastrop County Elections Department uses the number to resolve any questions or issues that may arise. This number is kept PRIVATE within the office and NEVER sold or distributed.
9. TDL, DPS ID#, or SSN only. If the applicant has not been issued such a number, check the appropriate box.
10. Ask the applicant to read Section 10 before signing and dating the application.

REVIEW the application for LEGIBILITY and COMPLETENESS.

Complete and sign the application and VDR receipt. Give the bottom receipt to the applicant. Advise the applicant to save the VDR receipt until their Voter Certificate arrives in the mail. The voter should contact the Elections Department if the Certificate does not arrive in 30 days.

RETURN THE VDR APPLICATION TO THE VOTER REGISTRAR WITHIN 5 DAYS OF RECEIVING IT.
Returning Completed VR Applications

- Completed applications must be delivered in person to our office no later than the close of business on the 5th day after receiving them.
- Only certified VDR’s may return Bastrop County applications to the Elections Department.
- If you are unable to return the completed applications before the deadline, or if attending an event with multiple VDR’s, another Bastrop County VDR may return them for you.
- Approaching the deadline to register to vote for an election (30 days prior to Election Day), completed applications must be submitted to the Elections Department no later than the end of business 1 day after the deadline to register.
- Office hours are Monday-Thursday 8am-5pm and Friday 8am-4pm.
- Failure to deliver an application in a timely manner is a criminal offense.
Information Provided on Elections Department Website

- Voting Locations/Dates and Times
- Sample Ballots
- Voter Registration Deadlines
- Ballot by Mail Deadlines
- Additional Election and Voter Registration Information

www.bastropvotes.org
Every month, the Elections Department sends out a newsletter to current VDR's with local events and volunteer opportunities. These events are a great way to get involved and educate the community about voter registration and elections. Each newsletter is sent at the beginning of each month and includes events happening during that month. Information provided includes pictures, event details and event coordinator contact information.

Additionally, if changes in procedures or laws occur, that information is shared in our monthly newsletter.
Each Bastrop County VDR will receive a folder containing:

- The Texas Secretary of State Texas Volunteer Deputy Registrar Guide
- Volunteer Deputy Registrar FAQ’s
- VDR Application Instruction Sheet
- Bastrop County VDR Reference Guide
- Bastrop County VDR Badge and Lanyard
- Deputy Voter Registrar Identification Card
- Certificate of Appointment
- 10 VDR Applications
- 5 walk-away English Applications
- 5 walk-away Spanish Applications
- “I Registered To Vote Today!” Stickers

VDR Supply Packet
Congratulations!