

**County of Sacramento
Voter Registration and Elections**

Guide to Voter Registration



This presentation has been prepared as a reference to help individuals, groups and volunteers participating in voter registration activities. It is important that anyone seeking to register individuals to vote know the regulations and laws regarding voter registration.

We encourage citizen involvement in the electoral and registration processes.

Additional information or clarification is available by calling the Voter Registration and Elections Office at (916) 875-6451. Office hours are Monday through Friday, 8:00 a.m. through 5:00 p.m., excluding holidays.

How to Get Started

- Visit the Elections Office
 - *7000 65th Street, Suite A, Sacramento, CA 95823*
- There is no charge for voter registration forms
- If an individual or organization wishes to obtain 50 or more voter registration forms, they must complete the ***Voter Registration Card Statement of Distribution*** form. This form is provided by the Elections Office and requires the name, address, telephone number and organization of the person requesting the forms as well as a brief explanation of how the forms are to be distributed
- If 2,000 or more voter registration forms are requested, a copy of the ***Voter Registration Card Statement of Distribution form*** is forwarded to the Secretary of State, Elections Division

Voter Registration Card Statement of Distribution

This form must be filled out by anyone obtaining 50 or more registration forms

Fill out the following information

General Information:

- Name
- Date
- Name of Organization
- Street Address, State, Zip Code
- Telephone Number

Proposed Method of Distribution:

- Choose at least one method of distribution
- Provide a brief explanation of the distribution plan

Declaration:


- Must be read and acknowledged
- PowerPoint Presentation must be dated with the date it was viewed

Signature:

- Person obtaining registration forms must sign

Serial Numbers:

- Will be filled out by the Elections Office

 COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS
Voter Registration Card Statement of Distribution

For Office Use Only
Legal Requirements
I.D. Verified
Verified By: _____
Date Verified: _____

I. **General Information**
Name: _____ Date: _____
Name of Organization: _____
Street Address (No P.O. Box): _____
City: _____ State: _____ Zip: _____
Telephone: (____) _____ Fax: (____) _____

II. **Proposed Method of Distribution (Check all that apply)**
 Fixed Location Mail (Blanket) Petition
 Door-to-Door Mail (Targeted)
 Other _____
Briefly explain your distribution plan (where will forms be distributed, by whom will they be distributed, etc.).

III. **Declaration**
Voter Registration fraud is a felony, punishable by imprisonment in state prison for a period not to exceed three years. Any person, or groups of persons, who knowingly and/or through negligence, violate the provisions of the election code will be prosecuted to the full extent of the law.
I declare under penalty of perjury that I have read and understand the legal requirements on the reverse side of this form and that I will take reasonable steps to ensure that:
1) The person(s) distributing voter registration cards will not refuse to give a registration card to any elector (eligible voter) requesting one. Failure to provide a voter registration card to an elector could result in a fine (EC 2158.2 & EC 18107).
2) The voter registration cards issued will not be altered or changed in any way, nor contain any statement urging or indicating support or opposition to any candidate or measure (EC 18105 & EC 18106).
3) Prior to distribution, the affidavit portion of the voter registration cards will not be marked, stamped, or partially or fully completed by anyone other than an elector (eligible voter) or by another person assisting the elector (EC 2162).
4) The person(s) distributing voter registration cards shall not register person(s) not entitled to register, and not register fictitious or nonexistent person(s) (EC 18100, EC 18101, & EC 18102).
5) Persons entrusted with distribution or subsequent collection of completed forms will be fully advised of the legal requirements outlined on the reverse side of this statement.
6) The Registrar of Voters requires that each person distributing voter registration cards shall, in addition to familiarizing himself/herself with the publication "County of Sacramento Voter Registration and Elections Guide," return all completed affidavits within three (3) days and all unused voter registration cards at the termination of the registration project (EC 2138).

Signature: _____ Date: _____
(Important: See Legal Requirements on reverse side of this statement)

Serial Numbers: _____ Number of Cards Requested: _____
Serial Numbers: _____ Number of Cards Requested: _____
Serial Numbers: _____ Number of Cards Requested: _____

Important Things to Remember When Distributing Registration Forms

- Ask people if they are registered to vote; if not, offer the person a voter registration form
- Ask if they know anyone who is not registered to vote; if they do, offer the person a form
- Encourage individuals to mail their own forms back; no stamp is necessary, return postage is paid by the Secretary of State
- Instruct people to use **black** or **blue** ink when completing a form
- All Voter Registration forms must be accurate and complete
- Make sure people understand that the Voter Registration forms should be completed by the voter unless assistance is necessary
- Make a Distribution Plan
- No Fees may be charged for registering to vote (Election Code 2121)

**Direct any questions regarding voter registration or elections to the
Sacramento County Elections Office
Telephone Number: (916) 875-6451
Email: voterinfo@saccounty.gov**

Important Things *Not To Do* When Distributing Registration Forms

- **Do not** use a pencil
- **Do not** refuse to give a registration form to anyone who asks for one. You must accept a completed form from anyone regardless of their party preference or address. Forms where an individual lists a residential address outside of Sacramento County will be forwarded to the appropriate county.
- **Do not** highlight or make any marks on the registration form
- **Do not** attempt to answer questions, except to explain how to complete the Voter Registration form
- **Do not** give Voter Registration forms to other people or organizations who have not been authorized to distribute forms by the Elections Office
(Remember you are solely responsible for the registration forms that are assigned to you)

Who is Eligible to Register to Vote?

- Anyone who is:
 - A citizen of the United States
 - A resident of California. 16 years old may pre-register, they must be 18 years old on or before Election Day to vote in an Election
 - Not serving a state or federal prison term for the conviction of a felony
 - Not deemed by an appropriate court to be mentally incompetent

Elections Codes: 2000, 2101, 2211

When should a person fill out a Voter Registration Form?

- If a person meets the eligibility requirements and if they—
 - Have never registered to vote in Sacramento County
 - Have moved
 - Have changed their name
 - Wish to change their political party preference
 - Wish to update their signature on their voter registration

Step by Step Instructions on How to Complete a Voter Registration Form

- **Box 1**

- **Qualifications - Citizenship and Age**

- The voter must check the correct boxes:
 - I am a U.S. citizen and resident of CA
 - I am 18 or older
 - I am 16 or 17 and want to pre-register
- Corrections or alterations are not accepted. A new card must be filled out if an error is made
- Election Code 2102 (d) - A person who is at least 16 years of age and meets all other eligibility requirements may pre-register to vote. A properly executed registration shall be effective on the affiant's 18th birthday

The image shows a section of a voter registration form titled "Qualifications Requisitos" with a red exclamation mark icon. It contains three rows of questions, each with "Yes-Sí" and "No" checkboxes. A blue box with the number "1" is on the left. A red box on the right contains the instruction: "If 'No,' you CANNOT register. – Si 'No', NO PUEDE inscribirse para votar." A blue box below it says: "Only choose one. – Elija solo una." Red and blue arrows point from these boxes to the checkboxes in the first row.

English	Spanish	Yes-Sí	No
I am a U.S. citizen and resident of California	Soy ciudadano de EE.UU. y residente de California	<input type="checkbox"/>	<input type="checkbox"/>
I am 18 or older – Tengo al menos 18 años de edad	Tengo al menos 18 años de edad	<input type="checkbox"/>	<input type="checkbox"/>
I am 16 or 17 and want to pre-register	Tengo 16 o 17 años de edad y quiero preinscribirme	<input type="checkbox"/>	<input type="checkbox"/>

Step by Step Instructions on How to Complete a Voter Registration Form

- **Box 2**
 - **Name**
 - Have the voter clearly print their name

Your legal name Su nombre legal	2	<input type="checkbox"/> Mr. – Sr. <input type="checkbox"/> Ms. – Sra. <input type="checkbox"/> Mrs. – Sra. <input type="checkbox"/> Miss – Srta. <i>(optional) – (optativo)</i>	
		First – Primer nombre	Middle – Segundo nombre
		Last <i>(including suffix, such as Jr., Sr., III)</i> – Apellido <i>(con sufijo, como Jr., Sr., III)</i>	

Step by Step Instructions on How to Complete a Voter Registration Form

- **Box 3**
 - ***Date of Birth, Identification Requirements, and Place of Birth***
 - Date of birth is required
 - CA Driver's License OR
 - CA Identification Card OR
 - If the voter does not have either, they may provide the last four digits of their Social Security number
 - If the voter does not have any of the three ID requirements listed above, the registration form **will** still be accepted
 - The U.S. State or foreign country of birth

Identification Identificación If you do not have a CA driver license or CA ID card, list the last 4 numbers of your Social Security Number (SSN), if you have one. – Si no tiene una licencia de manejar de CA o tarjeta de identidad de CA, ponga las últimas 4 cifras de su número del Seguro Social (SSN), si tiene uno.	3	Date of birth – Fecha de nacimiento (mes/día/año) M M D D Y Y Y Y	
		California driver license or ID card # – Núm. de licencia de manejar o tarjeta de identidad de California	SSN (last 4 numbers) SSN (las últimas 4 cifras) XXX-XX- - - - -
		U.S. state or foreign country of birth Estado de EE.UU. o país extranjero donde nació	

Step by Step Instructions on How to Complete a Voter Registration Form

- **Box 4**
 - **Home Address**
 - Voter must fill in their complete address and city where he/she resides
 - A Post Office Box or business address is **not** accepted as a home address
 - **If the voter does not have a residence address**
 - The voter must give an exact description of where they sleep at night. Include cross streets, street corners and basic directions (N,S,E,W), bridges, routes or other landmarks

The address where you live La dirección donde vive Do not use a P.O. Box # No ponga apartado postal	4	Home address – Domicilio	Apt or Unit # – N° de depto. o Unidad	
		City Ciudad	State Estado CA	Zip Cód. postal
If you do not have a street address, describe where you live including cross streets, Route, N, S, E, W, etc. – Si no tiene una dirección con calle y número, describa dónde vive (cruce de calles, ruta, N, S, E, O, etc.)				

Step by Step Instructions on How to Complete a Voter Registration Form

- **Box 5**
 - **Mailing Address**
 - Voter must fill out the mailing address field if they wish to receive their election material at an address other than their home address

The address where you receive mail – La dirección donde recibe su correo Skip if same as address above. No llene si es la misma que puso más arriba.	5	Mailing address – if different from above or a P.O. Box # Dirección postal, si no es la misma que puso más arriba o es apartado postal			
		City Ciudad	State Estado	Zip Cód. postal	Foreign country País extranjero

Step by Step Instructions on How to Complete a Voter Registration Form

- **Box 6**
 - **Prior Registration**
 - Should be completed if the voter has been previously registered in a different state. If the voter does not remember the complete address, have them write as much information as possible.
 - Not necessary for voters previously registered in a different California county.

Registration history Historial de inscripción If you were previously registered or pre-registered to vote, fill out this section. Si se inscribió o preinscribió para votar anteriormente, llene esta sección.	6	First name – Primer nombre		Middle initial – Inicial del segundo nombre	Last name – Apellido	
		Previous address – Dirección anterior			City – Ciudad	
		State	Zip	Previous county	Previous political party preference (if any)	
		Estado	Cód. postal	Condado anterior	Preferencia de partido político anterior (si corresponde)	

Step by Step Instructions on How to Complete a Voter Registration Form

- **Box 8**

- ***Political Party Preference***

- The voter may choose to be affiliated with a political party or may choose No Party Preference
- If a political party preference is left blank, the voter will be registered as Unknown, and shall otherwise be treated as a No Party Preference voter
- Only one political party preference can be marked
- Corrections or alterations are not accepted. A new card must be filled out if an error is made

Political party preference
Preferencia de partido político

If you choose "No Party/None," you may not be able to vote for some parties' candidates at a primary election for U.S. President, or for a party's central committee.
Si selecciona "Ningún partido/ Ninguno", es posible que no pueda votar por algunos de los candidatos partidarios en una elección primaria para presidente de EE.UU. o comité central partidario.

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I want to choose a political party preference – Deseo indicar una preferencia de partido político

- American Independent Party
Partido Americano Independiente
- Democratic Party – Partido Demócrata
- Green Party – Partido Verde
- Libertarian Party – Partido Libertario
- Peace and Freedom Party
Partido Paz y Libertad
- Republican Party – Partido Republicano
- Other (*specify*): – Otro (*especificar*):

I do not want to choose a political party preference – No deseo indicar una preferencia de partido político.

- No Party / None – Ningún partido / Ninguno

Step by Step Instructions on How to Complete a Voter Registration Form

- **Box 9 (Optional)**
 - **The voter may complete this section if:**
 - They want to provide their email and/or phone number
 - They want to receive election material in another language
 - They want to receive election materials in an accessible format
 - If they're interested in working in a county Vote Center
 - They want to provide their ethnicity/race

Optional voter information – Datos optativos del votante

Email *(optional)* – Email *(optativo)*
(_____)

Phone number *(optional)* – Número de teléfono *(optativo)*

I would like to receive election information by text message.
Quiero recibir información electoral por mensaje de texto.

My language preference for receiving election materials is: – Mi preferencia de idioma para recibir materiales electorales es:

<input type="checkbox"/> English	<input type="checkbox"/> Spanish Español	<input type="checkbox"/> Chinese 中文	<input type="checkbox"/> Hindi हिंदी	<input type="checkbox"/> Japanese 日本語
<input type="checkbox"/> Khmer ខ្មែរ	<input type="checkbox"/> Korean 한국어	<input type="checkbox"/> Tagalog	<input type="checkbox"/> Thai ไทย	<input type="checkbox"/> Vietnamese Việt ngữ

Other language: – Otro idioma: _____

I want voting materials in an accessible format. – Quiero recibir materiales electorales en un formato accesible.

I want to be a poll worker. – Quiero ser un trabajador(a) electoral.

My ethnicity/race is: – Mi origen étnico/raza es: _____

Step by Step Instructions on How to Complete a Voter Registration Form

- **Box 10**
 - **Signature of Voter**
 - The Registration form must contain the signature of the voter in order to be registered to vote. The signature must match the name written in box 2
 - The Voter's Signature, signed under penalty of perjury, is the voter's confirmation that all the information on the form is true and correct. (Election Codes 2111, 2112)

! Affidavit
Declaración jurada

You must sign in the red box for your registration to be complete. When you return a vote-by-mail ballot, your signature on the return envelope must compare with your signature on this form or other signatures in your voter registration record. – Para completar su inscripción, tiene que firmar en la casilla roja. Cuando devuelva su boleta electoral de votación por correo, su firma en el sobre de devolución debe coincidir con su firma en este formulario u otras firmas en su registro de votante.

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X

I swear or affirm that: – Juro o afirmo que:
I am a U.S. citizen and a resident of California and at least 16 years old. I am not currently serving a state or federal prison term for the conviction of a felony. I am not currently found mentally incompetent to vote by a court. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct. – Yo soy un ciudadano de los EE.UU. y un residente de California y de al menos 16 años de edad. No estoy actualmente cumpliendo una condena en una prisión estatal o federal por cometer un delito. Actualmente no he sido declarado mentalmente incompetente para votar por un tribunal. Entiendo que es un crimen proporcionar intencionalmente información incorrecta en este formulario. Declaro bajo pena de perjurio, de acuerdo con las leyes del Estado de California, que la información de este formulario es verdadera y correcta.

Signature – Firma

Date Signed – Fecha de la firma

Month – Mes

Day – Día

Year – Año

34 Q 883301 240002

Step by Step Instructions on How to Complete a Voter Registration Form

- **The Bottom Portion of the Registration Form**
 - If someone helped the voter physically fill out the form, the person who helped must fill out and sign both parts of the box

Did someone help you fill out or deliver this form? – ¿Alguien le ayudó a llenar o entregar este formulario?
If "yes", the person who helped you must fill out and sign both parts of this blue box.
Si "sí", la persona que lo ayudó tiene que llenar y firmar ambas partes de esta casilla azul.

Signature – Firma _____	Date – Fecha _____ / _____ / _____
Name, address, and phone #: – Nombre, dirección y núm. de teléfono: _____	
Org. name and phone #: – Nombre y núm. de teléfono de la organización: _____	
Signature – Firma _____	Date – Fecha _____ / _____ / _____
Name, address, and phone #: – Nombre, dirección y núm. de teléfono: _____	
Org. name and phone #: – Nombre y núm. de teléfono de la organización: _____	

Step by Step Instructions on How to Complete a Voter Registration Form

- The Bottom Portion of the Registration Form (Receipt)
 - At the bottom of the form, fill out and tear off the receipt at the perforation and give it to the voter
- The voter will be sent a postcard, like the one below, confirming their registration within 2- 4 weeks. If they don't receive the postcard, they can contact our office.

↑ Keep it until you receive a notice from your county elections official. / Guárdelo hasta que reciba un aviso del funcionario electoral de su condado. ↑

34 N 767419

(This part is the voter's receipt.) / (Esta parte es el recibo para el votante.)

Signature – Firma _____ Date – Fecha ____ / ____ / ____

Name, address, and phone #. – Nombre, dirección y núm. de teléfono: _____

Org. name and phone #. – Nombre y núm. de teléfono de la organización: _____

OFFICIAL ELECTION MAIL
The Authority of the Postal Service

RETURN SERVICE REQUESTED

Your registration address is:
Su dirección de registro es:

Your voter ID number is:
Su número de identificación de votante es:

You can vote in any election after:
Puede votar en cualquier elección luego de:

Your language preference is:
Su preferencia de idioma es:

Your party preference is:
Su preferencia de partido es:

Your voting location:
Su lugar de votación es:

You will receive your ballot by mail.
Recibirá su boleta electoral por correo.

Voting materials are available in the following languages:
El material electoral está disponible en los siguientes idiomas:

To receive voting materials in another language, contact our office.
Para recibir el material electoral en otro idioma, comuníquese con nuestra oficina.

Once the Registration Form(s) are Completed

- Forms must be delivered to the County Elections Office or the Secretary of State's Office, or deposited in the postal service within 3 days of receiving the completed forms or by the 15th day prior to an election, whichever comes first
- Mailed forms must be postmarked on or before the 15th day prior to an election to be eligible to vote in that election
- You are ultimately responsible for the forms that were issued to you

California Election Code

- Specific codes covering crimes include -
 - 2159 – Person/Organization who is paid to assist with voter registration must disclose full name, telephone number and address on each affidavit form
 - 2159.5 – Report requirements for person/organizations that pay others for assisting persons to register to vote
 - 18100 – Registration of persons not entitled to register. Consists of nonexistent persons including but not limited to, deceased person, animals and inanimate objects
 - 18101 – Registration of fictitious person
 - 18102 – Registration of nonexistent person
 - 18103 – Interference with transfer of affidavit to county elections official
 - 18104 – Refusal to return affidavits of registration
 - 18105 – Writing or affixing political statements on affidavits of registration
 - 18106 – Alteration of affidavit party affiliation
 - 18107 – Fine for failure to provide voter registration card

Prepared by:

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Voter Registration and Elections
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Web Site: www.elections.sacounty.gov

Speech and Hearing Impaired
California Relay Service: Dial 711