

BOARD OF ELECTIONS

Darryl Hicks, Chairman
Addison Lester
Aaron Wright

FAYETTE COUNTY, GEORGIA

Floyd L Jones, Director
April Crosby, Elections Supervisor
Brian Hill, County Registrar



140 Stonewall Avenue West
Public Meeting Room
Fayetteville, GA 30214

AGENDA

April 24, 2018

5:00 p.m.

Welcome to the meeting of your Fayette County Board of Elections. Your participation is appreciated. All regularly scheduled Board meetings are open to the public and are generally held on the 4th Tuesday of each month at 5:00 p.m.

Chairman to Call the Meeting to Order

Approval of the Agenda

PUBLIC COMMENTS:

APPROVAL OF MINUTES:

1. Consideration of staff's request to approve the March 29, 2018 Board of Elections' Meeting Minutes. **(Pages 1-7)**

PUBLIC HEARING:

2. Public Hearing of staff's recommendation to remove registered Fayette County voters from the Electors List who are registered in the State of Georgia's Secretary of State Voter Registration System as deceased. **(Pages 8-11)**
3. Public Hearing of staff's recommendation to remove registered Fayette County voters from the Electors List who are registered in the State of Georgia's Secretary of State Voter Registration System as felons. **(Pages 12-13)**

CONSENT AGENDA:

OLD BUSINESS:

NEW BUSINESS:

4. Presentation from Fayette County's Chief Information Officer, Phil Frieder, pertaining to cyber-security awareness both in Fayette County government and in the Elections Office. **(Page 14)**
5. Discussion pertaining to the current practice of training and deputizing Deputy Registrars. **(Pages 15-66)**
6. Discussion regarding the daily / hourly rate of pay of the Absentee staff. **(Pages 67-69)**

DIRECTOR'S REPORT:

ATTORNEY'S REPORTS:

BOARD MEMBERS REPORTS:

EXECUTIVE SESSION:

ADJOURNMENT:

BOARD OF ELECTIONS AGENDA REQUEST FORM

MEETING DATE **AGENDA ITEM #**

PRESENTER(S)

TYPE OF REQUEST

WORDING FOR THE AGENDA

Consideration of staff's request to approve the March 29, 2018 Board of Elections' Meeting Minutes.

BACKGROUND / HISTORY / DETAILS

O.C.G.A. 50-14-1(3)(B) reads: The regular minutes of a meeting subject to this chapter shall be promptly recorded and such records shall be open to public inspection once approved as official by the agency or its committee, but in no case later than immediately following its next regular meeting; provided, however, that nothing contained in this chapter shall prohibit the earlier release of minutes, whether approved by the agency or not. Such minutes shall, at a minimum, include the names of the members present at the meeting, a description of each motion or other proposal made, the identity of the person making and seconding the motion or other proposal, and a record of all votes. The name of each person voting for or against a proposal shall be recorded. It shall be presumed that the action taken was approved by each person in attendance unless the minutes reflect the name of the persons voting against the proposal or abstaining.

SPECIFIC ACTION / DIRECTION SOUGHT

Approve the March 29, 2018 Board of Elections' Meeting Minutes.

BOARD OF ELECTIONS

Darryl Hicks, Chairman
 Addison Lester
 Aaron Wright

FAYETTE COUNTY, GEORGIA

Floyd L Jones, Director
 April Crosby, Elections Supervisor
 Brian Hill, County Registrar



140 Stonewall Avenue West
 Public Meeting Room
 Fayetteville, GA 30214

MINUTES

March 29, 2018

5:00 p.m.

Welcome to the meeting of your Fayette County Board of Elections. Your participation is appreciated. All regularly scheduled Board meetings are open to the public and are generally held on the 4th Tuesday of each month at 5:00 p.m.

Chairman to Call the Meeting to Order

Chairman Lester called the March 29, 2018 Board of Elections meeting to order at 5:00 p.m. It was noted that Mr. Wright was running approximately five minutes late.

Approval of the Agenda

Mr. Hicks moved to approve the Agenda as presented. Chairman Lester seconded the motion. The motion passed 2-0-1 with Mr. Wright being absent.

PUBLIC COMMENTS:

No one spoke during Public Comments.

APPROVAL OF MINUTES:**1. Consideration of staff's request to approve the February 27, 2018 Board of Elections' Meeting Minutes.**

Mr. Hicks moved to approve the February 27, 2018 Board of Elections' Meeting Minutes. Chairman Lester seconded the motion. The motion passed 2-0-1 with Mr. Wright being absent.

PUBLIC HEARING:**2. Public Hearing of staff's recommendation to remove registered Fayette County voters from the Electors List who are registered in the State of Georgia's Secretary of State Voter Registration System as deceased.**

Director Jones stated that the provided recommendation had brought the county back to current status since neither deceased nor felons were removed during the February meeting.

No one spoke in favor of or in opposition to staff's recommendation. Chairman Lester informed Mr. Hicks that a man came to the meeting room prior stating he was attending to speak on behalf of his son who had deceased. He said the man was informed that the public hearing was for those challenging staff's recommendation so the man left since his son was truly deceased.

Mr. Hicks moved to approve staff's recommendation to remove registered Fayette County voters from the Electors List who are registered in the State of Georgia's Secretary of State Voter Registration System as deceased. Chairman Hicks seconded the motion. The motion passed 2-0-1 with Mr. Wright being absent. A copy of the request, identified as "Attachment 1," follows these minutes and is made an official part hereof.

3. Public Hearing of staff's recommendation to remove registered Fayette County voters from the Electors List who are registered in the State of Georgia's Secretary of State Voter Registration System as felons.

Director Jones stated that the same information provided for Public Hearing #2 was applicable for this public hearing.

No one spoke in favor of or in opposition to staff's recommendation.

Mr. Hicks moved to approve staff's recommendation to remove registered Fayette County voters from the Electors List who are registered in the State of Georgia's Secretary of State Voter Registration System as felons. Chairman Lester seconded the motion. The motion passed 2-0-1 with Mr. Wright being absent. A copy of the request, identified as "Attachment 2," follows these minutes and is made an official part hereof.

CONSENT AGENDA:

There were no items on the Consent Agenda.

OLD BUSINESS:

There were no Old Business Items on the Agenda.

NEW BUSINESS:

4. Discussion concerning extending advanced in-person (early voting) voting hours for primaries, runoffs, and general elections.

Director Jones reminded the Board this discussion was requested by the Board during the February 2018 Board of Elections meeting. He stated that he looked at information, provided by former Secretary of State's Liaison Axiver Harris, that showed where Fayette County ranks throughout the entire State of Georgia regarding voter turnout. He mentioned that this matter actually came up prior to his working in the Elections Office and that he wrote an email at that time providing reasoning for his belief that the hours should not be extended. He stated that his position, with respect, remained the same- that the hours should not be extended. Mr. Jones provided the following reasons why he held that position:

- 1) Citizens are already provided forty-nine (49) days to vote. He stated that the upcoming election included mandatory Saturday voting from 9:00 a.m. to 4:00 p.m. on the second Saturday of three weeks of early election.
- 2) During the November 2016 Presidential General Election, Fayette County had the 12th highest voter turnout (70.78%) of the 159 counties in Georgia. He said ten of the counties that had a higher percentage turnout have about 12,000 voters each. He suggested that county that Fayette would most likely be in competition against, among the 12 highest counties, was Forsyth County who had 71.37% turnout (0.59% more turnout than Fayette County).
- 3) Henry County had approximately 65% turnout and Gwinnett County had a 62% voter turnout despite having extended hours.
- 4) In order to match the voter turnout of the number one county in the State for voter turnout (Morgan County), Fayette County would have to capture 701 additional voters each day for an additional hour for a week. If the hours were extended by two hours a day for a week then Fayette County would have to capture 351 voters each hour. Mr. Jones stated that he did not think Fayette would attain to those numbers and that that the need would be unnecessary.

- 5) Mr. Jones stated that the cost is not the driving factor for him, but rather the impact on staff and the impact longer hours would have on other events. As an example, he stated that two of the three early voting sites were in public meeting rooms. He suggested that by extending the hours, elections would interfere with other public meetings.
- 6) Mr. Jones stated that there were unanswered questions that caused him from recommending extending voting hours. Those questions were:
 - a. Should all elections, irrespective of the type of scope of the election, be treated equally across the Board?
 - b. What are the expected results? Is success based on 72% percent turnout, or 75% turnout, or higher? How is success measured?
 - c. What is the impact on the poll workers who generally are older or elderly?
 - d. On the last day of early election, the State of Georgia is begging down information from the counties so that it can produce up-to-date Electors' Lists. He explained that the State usually places a deadline on the counties to have its information submitted by 8:00 p.m., and that any delay in providing the information after the deadline brings additional pressure on the State. He said the later the polls stay open the later the information to the Elections Office arrives to be processed with the ultimate result being the State of Georgia being placed on hold by the county. How does that affect the decision process?

Mr. Jones reported that he had spoken to each of his staff members and that all of them were opposed to extending voting hours. He stressed that the opposition was not with regard to working late since staff, including himself, works late hours routinely. He stated, as an example, that when he published the current Agenda Packet it happened at 9:45 p.m., so he does not have a problem working late hours. He said staff did not see the need to work late; however, for ambiguous results since there is no clear understanding of what is fundamentally expected.

Mr. Jones added that staff is not hearing a lot of outcry from the public. He stated that he has now worked four elections and to his recollection he has not received one email or phone call from anyone asking for longer hours. He said the only places he hears the requests coming from are the Board, Mr. Leonard Presberg, and County Commissioner Steve Brown. He said he was unsure where the drive to expand hours had originated. He added that there are only 37 states in the United States that allow some form of early voting and that 13 states do not allow early voting at all. He said that Georgia is one of the 37 states that allows early voting and that Fayette County is already in the top 8% of turnout in the state.

Chairman Lester stated that he had asked for this item to be placed on the Agenda since it had been discussed before and it would allow the matter to be put to bed.

Mr. Hicks stated that he was interested in extending hours not from the perspective of increasing voter turnout but, rather, for increasing convenience to the citizens. He said it was for those who get off work at 5:00 p.m. and want to vote, and he said his repeated desire is to make it convenient for citizens to vote. Mr. Hicks stated that there were valid points made about what is the return on the investment, but he thought there were times when return on investment is not necessarily the driving force. As an example, he said he was unsure whether Wal-Mart makes much more money by staying open through the night, but it makes it easy for customers to return to the store. He said raising the turnout rate of voters is not what necessarily drives him but rather making it convenient to vote, which is why he brought up Sunday voting before. He thought expanding hours should be done in a way that it does not cause hardship on staff. Mr. Hicks added there is a point where the negative return on investment makes the effort not worth it, but he was not sure if that point had been reached.

Mr. Jones stated that learning the negative return may not be knowable until the hours are expanded. Mr. Hicks replied that additional information could be provided such as costs. Mr. Jones replied that the provided information included costs, but it could not provide an

impact on staffing. He further mentioned that extending the hours by one hour a day would likely not meet the desire to provide convenience since there are several assumptions involved. He said the assumption is that a person leaves work at 5:00 p.m., is unimpacted by Atlanta traffic, and goes directly to a voting center. He mentioned that DeKalb County has mentioned that they are open for two extra hours a day, or from 7 a.m. until 7 p.m., and he could foresee that extending voting by one hour would open the door for an additional hour since the next concern was that a citizen cannot get to the center because they have to pick up the kids or a slew of other reasons why they cannot make it to early voting.

Mr. Hicks said he did not disagree with Mr. Jones and that was why he wanted to see the voting occur on either Saturday or Sunday so that citizens are not impacted by traffic or their jobs and that it would place reduced stress on staff by not having them work long hours throughout the week. He said opening up on Saturday would deal with the real concerns brought up by Mr. Jones.

Chairman Lester asked County Registrar Brian Hill how Gwinnett and Henry Counties handle expanded hours. Mr. Hill answered that Gwinnett County has one week from 7a.m. to 7 p.m. and Henry County did the last two weeks of early voting from 7 a.m. to 7 p.m. Mr. Hicks agree that it was a tough thing to put on staff to keep longer hours while potentially delaying the state. He added that is why a Saturday should be considered.

Mr. Jones mentioned that Coweta County opens on Saturdays and he recalled their hours are from 9 a.m. to noon. He pondered if the additional Saturday should be a full Saturday from 9 a.m. to 4 p.m. or if it should take a similar route to Coweta County.

Mr. Wright entered the meeting and asked for a brief update. He said no one was sure what was going to go through the General Assembly so more would be known tomorrow. He said if something changed by the General Assembly then it may affect the decision. He said he was broadly in favor of having the discussion about extending hours although any solution has to be well thought out and permanent. He did not feel there was any problem with anyone not being able to vote and any change would need to be incremental and small in terms of convenience.

Mr. Jones stated that the issue of what was in the General Assembly had already been brought up once in the meeting and that everyone was waiting for Mr. Wright to make it to the meeting. He said that up until five minutes prior to coming to the meeting he had heard nothing from the state on what had passed, failed, or was still in consideration. Mr. Jones stated, to Mr. Wright's point, that one of the bills moved mandatory voting from the second Saturday to either the third Saturday or Sunday. He said his personal belief was that it was a terrible idea since it would have very negative impacts on the bulk update process and trying to get everything done in just enough time for the Tuesday elections. Chairman Lester added that was the result of a lawmaker not understanding the process of what is going on.

Chairman Lester reviewed Mr. Jones' questions in the Agenda packet and said that the decision to extend voting hours would have to be consistent for all elections since once it is started it cannot go back. He added that the desired results is convenience for the voters since there is no real way to measure success. He asked about the possibility of having split shifts so that the workers would not have to work extended hours, but it was understood that splitting shifts comes with its own issues. There was discussion about how extending hours would run into other public meetings, almost necessitating having early elections in other locations.

Mr. Hicks stated that the more he was hearing the issues the more he was favorable to opening an additional day for elections on Saturday or Sunday be it 9 a.m. to 4 p.m. or 9 a.m. to noon, giving the voters one more opportunity to vote. He suggested that only one polling place be opened on that Saturday as well.

County Registrar Hill added that if Saturday is preferred, it would have to be the first Saturday of early election since the third Saturday interferes with the bulk update process. Mr. Hicks agreed. Mr. Jones added that it would also mean that staff would be required to report to work three Saturdays in a row.

Chairman Lester asked when the latest time is available to make a decision on this matter. Mr. Jones replied that a decision would have to be made soon, likely this meeting. Mr. Jones added that he has requested additional funding to cover personnel costs beginning in July 2018 if this is a decision made by the Board for future elections.

Chairman Lester summarized that the issues in front of the Board are mixed information since there is no information from the General Assembly. He suggested that the Elections Office really publicize that elections by mail are available to them. He said this could utilize social media, the newspapers, and website. He suggested that the results could be evaluated and possibly used on whether to extend hours for the general election in November.

Mr. Wright agreed with Mr. Lester's recommendations and said the same money spent on staff on a Saturday could do a lot of Facebook and Twitter advertising. He suggested that this may even provide more bang for a buck. He said this could even be pushed out through the parties. Mr. Hicks agreed with the Board's general direction but wanted to keep the issue open for later discussion, possibly for the General Election in November.

The Board directed Mr. Jones to conduct a publicity push for the May Primary Election and July runoff election and for the discussion to resume after those elections with regard to extending hours and/or opening on an additional Saturday. The Board did not vote on this matter. A copy of the request, identified as "Attachment 3," follows these minutes and is made an official part hereof.

DIRECTOR'S REPORT:

GEOA / VRAG: Director Jones stated that he had been with the Board and staff for the past three days and there was nothing left unsaid or unreported during that time. Chairman Lester suggested that some of the ideas presented at GEOA / VRAG be discussed at the next Agenda meeting. Mr. Jones replied that much of what he heard at the conference was recommendations on what is already being done and that he did not come away with any real ideas. Chairman Lester stated he, Mr. Hicks, and Mr. Wright had written notes and those could be discussed. Mr. Jones asked for the notes so he could prepare for what was written and he asked the Board to let him know what they would like to discuss about the conference. Mr. Hicks added that he is wanting procedures.

Ballot Proofs: Director Jones reported that he and staff reviewed the ballot proofs earlier in the day and found two errors. He said the errors were made by the State of Georgia and had been returned for correction.

April Crosby Graduated: Director Jones reported that April Crosby had graduated earlier in the day from her Local Government Management program conducted by the University of Georgia and Carl Vinson Institute of Government. The Board congratulated Mrs. Crosby on her accomplishment.

ATTORNEY'S REPORTS:

State Election Board Hearing: Assistant County Attorney Patrick Stough stated he is available to attend the State Election Board Hearing to be held on Tuesday, April 3, 2018. He said he had spoken to Chairman Lester and Mr. Hicks about attending and that they had replied there was little need for him to attend. Mr. Stough asked Mr. Wright if he wanted him to attend. Mr. Stough added there is very little information he can provide. It was agreed that Mr. Lester would attend the hearing but that Mr. Stough would not be required to attend. Mr. Stough agreed to be available by phone if needed.

BOARD MEMBERS REPORTS:

Mr. Wright: Mr. Wright stated he thought the conference went well and he was proud of the team. He said he was proud of Mr. Jones who had to stand and speak in front of a bunch of folks and even got a three-person standing ovation. He thought there would be some time at a future meeting to discuss greater use of social media. He also thought the presentation from Homeland Security was very sobering. He said the Homeland Security presenters were not as concerned with someone hacking the system as much as the perception.

Mr. Hicks: Mr. Hicks mentioned that Mr. Jones ought to recognize the newest staff member. Director Jones gladly introduced Mr. Brian Hill as the new County Registrar. He said Mr. Hill had been with the county for just over one week and was a joy to work with. Chairman Lester added that last month the meeting included discussions about the interviews and one month later here he is. He welcomed Mr. Hill to Elections. Mr. Hill spoke about his appreciation of being on staff.

EXECUTIVE SESSION:

There was no Executive Session.

ADJOURNMENT:

Mr. Hicks moved to adjourn the March 29, 2018 Board of Elections meeting. Mr. Wright seconded the motion. The motion passed 3-0.

The March 29, 2018 Board of Elections meeting adjourned at 5:46 p.m.

Floyd L. Jones, Director

Addison Lester, Chairman

The foregoing minutes were duly approved at an official meeting of the Board of Elections of Fayette County, Georgia, held on the 24th day of April 2018. Referenced attachments are available upon request in the Board of Elections' Office.

Floyd L. Jones, Director

BOARD OF ELECTIONS AGENDA REQUEST FORM

MEETING DATE **AGENDA ITEM #**

PRESENTER(S)

TYPE OF REQUEST

WORDING FOR THE AGENDA

Public Hearing of staff's recommendation to remove registered Fayette County voters from the Electors List who are registered in the State of Georgia's Secretary of State Voter Registration System as deceased.

BACKGROUND / HISTORY / DETAILS

O.C.G.A. 21-2-228(d) and 21-2-231 provide instructions pertaining to the removal of registered voters from an Electors List.

The Secretary of State's Office provides monthly reports to county offices detailing deceased voters. This request is based the information provided from the Secretary of State's Office. Families are notified by an official letter informing them of the removal of these electors.

Each person in question has been notified of this meeting via first-class mail as required by law.

SPECIFIC ACTION / DIRECTION SOUGHT

Conduct Public Hearing on staff's recommendation to remove registered Fayette County voters from the Electors List who are registered in the State of Georgia's Secretary of State Voter Registration System as deceased.

GEORGIA SECRETARY OF STATE VOTER REGISTRATION SYSTEM**CANCELLED DECEASED VOTERS FOR WEEK OF 3.26.2018**

Cancelled Date	Status with Reason	Last Name	First Name	Suffix	Race	Gender	Residence Address	Voter Registration #
03/29/2018	Cancelled Deceased	FREEMAN	MELVIN		Black not of Hispanic Origin	MALE	203 HEWELL RD JONESBORO GA 30238	03697401
03/29/2018	Cancelled Deceased	PATTON	LENA		White not of Hispanic Origin	FEMALE	130 SHELBY LN FAYETTEVILLE GA 30215-4611	07807816

GEORGIA SECRETARY OF STATE VOTER REGISTRATION SYSTEM

CANCELLED DECEASED VOTERS FOR WEEK OF 04/02/2018

Cancelled Date	Status with Reason	Last Name	First Name	Suffix	Race	Gender	Residence Address	Voter Registration #
04/02/2018	Cancelled Deceased	GOLDEN	M JO'LENE		White not of Hispanic Origin	FEMALE	370 MARILYN DR W FAYETTEVILLE GA 30214-1065	03904470
04/02/2018	Cancelled Deceased	BECK	GEORGE		Unknown	MALE	201 CROSTOWN DR UNIT 3060 PEACHTREE CITY GA 30269-3469	08487679
04/02/2018	Cancelled Deceased	KUEBLER	DON	JR	White not of Hispanic Origin	MALE	404 GOLF VIEW DR PEACHTREE CITY GA 30269	10146757

GEORGIA SECRETARY OF STATE VOTER REGISTRATION SYSTEM**CANCELLED DECEASED VOTERS FOR WEEK OF 04.16.2018**

Cancelled Date	Status with Reason	Last Name	First Name	Suffix	Race	Gender	Residence Address	Voter Registration #
04/16/2018	Cancelled Deceased	MARTIN	JOSEPH	JR	Unknown	MALE	119 BRUNSWICK DR TYRONE GA 30290	10932189
04/16/2018	Cancelled Deceased	ZIPAY	JOHN		Unknown	MALE	2056 VILLAGE PARK DR PEACHTREE CITY GA 30269-2988	08935345

BOARD OF ELECTIONS AGENDA REQUEST FORM

MEETING DATE **AGENDA ITEM #**

PRESENTER(S)

TYPE OF REQUEST

WORDING FOR THE AGENDA

Public Hearing of staff's recommendation to remove registered Fayette County voters from the Electors List who are registered in the State of Georgia's Secretary of State Voter Registration System as felons.

BACKGROUND / HISTORY / DETAILS

O.C.G.A. 21-2-228(d) and 21-2-231 provide instructions pertaining to the removal of registered voters from an Electors List.

The Secretary of State's Office provides monthly reports to county offices detailing registered felons. This request is based the information provided from the Secretary of State's Office. Families are notified by an official letter informing them of the removal of these electors.

Each person in question has been notified of this meeting via first-class mail as required by law.

SPECIFIC ACTION / DIRECTION SOUGHT

Conduct Public Hearing on staff's recommendation to remove registered Fayette County voters from the Electors List who are registered in the State of Georgia's Secretary of State Voter Registration System as felons.

FELON VOTERS FOR MONTH OF APRIL

Record	Voter Registration #	Last Name	First Name	Middle Name	Suffix	SSN#	Date of Birth	Residence Address
FELON		STEPHENS	CARMEILLA	LATRICE		1386	01/06/1986	2330 DELOWE DR EAST POINT 30344
MASTER	05943623	STEPHENS	CARMEILLA	LATRICE		1386	01/06/1986	207 KAUFMAN CT FAYETTEVILLE 30214

BOARD OF ELECTIONS AGENDA REQUEST FORM

MEETING DATE **AGENDA ITEM #**

PRESENTER(S)

TYPE OF REQUEST

WORDING FOR THE AGENDA

Presentation from Fayette County's Chief Information Officer, Phil Frieder, pertaining to cyber-security awareness both in Fayette County government and in the Elections Department.

BACKGROUND / HISTORY / DETAILS

During the 2018 GEOA / VRAG Conference, representatives from the United States Department of Homeland Security addressed election officials about the ongoing threats to the nation as it relates to cyber-security.

Chief Information Officer Phil Frieder will provide a presentation to the Board of Elections and staff pertaining to awareness of cyber-security threats both at Fayette County and in the Elections Office.

Supporting information will be provided by Mr. Frieder prior to and during the meeting.

SPECIFIC ACTION / DIRECTION SOUGHT

This is a presentation only. The Board is not requested to make any decisions or provide direction.

BOARD OF ELECTIONS AGENDA REQUEST FORM

MEETING DATE **AGENDA ITEM #**

PRESENTER(S)

TYPE OF REQUEST

WORDING FOR THE AGENDA

Discussion pertaining to the current practice of training and deputizing Deputy Registrars.

BACKGROUND / HISTORY / DETAILS

For years, Fayette County has trained and deputized interested citizens into being Deputy Registrars.

This discussion is to consider best practices regarding the effort in order to ensure an open system "for the benefit and protection of those citizens who choose to entrust their completed voter registration applications to private entities and for the benefit and protection of the public and the fair administration of the electoral process . . .to make voter registration as convenient and easy as practicable while retaining the necessary controls to prevent abuse of the system and fraud in the elective process.

SPECIFIC ACTION / DIRECTION SOUGHT

Discussion pertaining to the current practice of training and deputizing Deputy Registrars. This discussion is intended to either receive the Board's feedback or direction with regard to this matter.

Exhibit A

MATERIAL USED FOR DEPUTY REGISTRAR TRAINING

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**DEPUTY REGISTRARS
POLICY AND
PROCEDURES
TRAINING GUIDE**



**April
2007
Edition**

BOARD OF ELECTIONS AND
VOTER REGISTRATION
BD. MEMBER #1
BD. MEMBER #2
BD, MEMBER #3

BOARD OF ELECTIONS AND
VOTER REGISTRATION
DIRECTOR'S NAME, DIRECTOR
PHONE: 404-555-1234
FAX: 404-555-6789

BOARD OF REGISTRATION AND ELECTIONS
1234 County VR&E Address
County City, GA 30334
www.countywebsite.com

**SAMPLE LETTER FOR COMBINED BOARDS OR BOARDS OF REGISTRARS TO
PERSONALIZE FOR PROVIDING TO DEPUTY REGISTRARS**

Dear Deputy Registrar:

This Handbook for Deputy Registrars is published pursuant to the State Election Board's Rules and Regulations governing voter registration. It is intended to aid local Registrars in training Deputy Registrars to perform their duties in a professional and efficient manner.

It is the mission of the Voter Registration Office to insure that the registration process is provided to all eligible citizens in accordance with applicable laws and rules in the most efficient, effective, and timely manner for _____ county and its municipalities.

The rules for registering voters have changed in the last several years due to Federal and state legislation. The voter registration section in the Georgia Election Code has been revised in recent years due to the Federal Voter Registration Act which became effective January 1, 1995. This booklet is written to assist you in knowing the rules to follow as you become a Deputy Registrar.

Enclosed is a set of questions and answers to help you in your role as deputy registrar and other material to assist you in holding your approved voter registration drives.

Again, thank you for being involved in this most important and worthwhile task.

Very truly yours,

COUNTY REGISTRATION OFFICIAL

**HANDBOOK FOR _____ COUNTY
DEPUTY REGISTRARS**

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_____ COUNTY CONTACTS
DEPARTMENT OF ELECTIONS AND REGISTRATIONS/Board of Registrars
VOTER REGISTRATION DIVISION
COUNTY OFFICE ADDRESS
CITY, GA ZIP
TELEPHONE:
FAX:

CHAIRPERSON

VICE-CHAIRPERSON

REGISTRAR #1

REGISTRAR #2

REGISTRAR #3

DIRECTOR, REGISTRATION & ELECTIONS

CHEIF REGISTRAR

ELECTIONS SUPERVISOR

QUALIFICATIONS FOR DEPUTY REGISTRARS

All Deputy Registrars must:

1. Be an elector of the state.
2. Be able to read, write and speak the English language.
3. Satisfactorily complete such training as shall be required by the _____ County Board of Registration & Elections. Identification Badges should be issued to all persons successfully completing the training class. Upon completion of the training, the Deputy must take an oath before entering the duties of the Deputy Registrar.
4. Not have been convicted or sentenced, under the laws of this state, any other state, or the United States, in any court of competent jurisdiction, for fraudulent violation of primary or election laws, malfeasance in office, or felony involving moral turpitude, unless such person's civil rights have been restored and at least ten years have elapsed from the date of the completion of the sentence without a subsequent conviction of another felony involving moral turpitude.
5. Not be a candidate for nomination or election to any office except as allowed by O.C.G.A §21-2-214(b). Your appointment as Deputy Registrar is automatically revoked when you qualify for elective office.
6. Not have been removed as a Deputy Registrar for improper conduct in the performance of the duties of Deputy Registrar.

Your term of Deputy Registrar ends on _____. All registration drives must be approved and advertised by the County Registration office. After that date, you must re-apply with the county registration office to become a deputy registrar.

State Election Board Rule §183-1-6-.03(2)(b).

The National Voter Registration Act of 1993 (NVRA, Motor Voter Act) became effective January 1, 1995. This Federal law does not eliminate or replace Neighborhood Voter Registration Programs. However, it does change a few procedures which are listed below:

1. The Deputy Registrar does not sign the registration application or administers an oath. The applicant signs the oath. If assistance is required in completion of the voter registration form due to illiteracy or disability, the person assisting must also sign in the designated area.
2. A registration application may be given to a voter to be returned by the voter in person to the registration office or by mail.
3. Completed applications should be returned to the county registration office by the end of the next business day. Any blank applications can either be returned to the registration office or can be used to distribute to the public. Any person furnished a registration application after the special registration drive is completed would then be required to individually mail their own completed application.
4. There is a requirement for new first-time registrants in Georgia who register by mail to provide identification either when they register, when they vote absentee, or when they vote at the polling place. **THIS DOES NOT IMPACT PERSONS REGISTERING TO VOTE AT APPROVED SPECIAL REGISTRATION DRIVES.**
5. Registration is also available at designated agencies and by mail. The registration date for applications completed at mandated sites is the date the application is completed. For applications that are mailed, the registration date is the date of the postmark. Visit www.sos.state.ga/elections to print an application from our website (postage is not required).
6. Registration applications are self-addressed to the Secretary of State, but applications completed during a special registration drive with deputy registrars must be returned to the County Voter Registration Office by the end of the next business day following the drive.

Deputy Registrars have always been an important part of our effort to register citizens to vote. There are many new places to register to vote because of the NVRA, but we still need your help to ensure that citizens become registered voters. Anyone may distribute mail-in voter registration forms, even door-to-door, however, the applicant must complete the form individually and mail their own completed form.

RULES OF CONDUCT FOR DEPUTY REGISTRARS

1. Render courteous service on a non-discriminatory basis to all citizens.
2. Wear a badge to indicate their name and the fact that the person is a Deputy Registrar.
3. Register voters only at locations assigned and approved by the County Registration office. All other locations, including **door-to-door registration, are prohibited**. Deputy Registrars must conduct their duties in public at a place that is open to and frequented by the public and only at an approved permanent or temporary location during the days and hours, which have been approved by the Registration Office.
4. Deputy Registrars must not engage in any communication, while on duty, that advocates or criticizes a particular candidate, officeholder, question/issue, or political party or body, such as making verbal statements; wearing badges, buttons, or clothing with partisan messages, and distributing campaign literature.
5. Deputy Registrars must not give or receive, offer to give or receive, or participate in the giving or receiving of money or gifts for the purpose of registering people to vote.
6. Registration tables and immediate area shall contain voter registration materials only.
7. Dress appropriately.
8. Try to avoid any confrontation with citizens while on duty as a Deputy Registrar. Refer them to the County registration office if they have questions you cannot answer.
9. If there is a question concerning the applicant's qualifications, allow the applicant to take the registration card with them. They may then personally contact the Voter Registration office to verify whether they are eligible to register. The person should not complete a registration form if they are unsure whether they meet the qualifications to register to vote. False swearing in Georgia is a felony.

RULES GOVERNING REPRIMAND AND REVOCATION OF APPOINTMENT OF DEPUTY REGISTRARS

STATE ELECTION BOARD RULE §183-1-6-.03(2)(c).

1. The following activity can subject a Deputy Registrar to a written reprimand by the County Registrar and the revocation of appointment if the conduct is repeated after receipt of the reprimand:
 - a. Failure to appear or remain at the Deputy Registrar's assigned site during the assigned hours without adequate notice to the County registration office, or without a proper replacement.
2. The following activities can subject a Deputy Registrar to immediate revocation of appointment as a Deputy Registrar:
 - a. Registering voters at unapproved sites, times and hours, including door-to-door registration.
 - b. Intoxication while on duty.
 - c. Falsification of registration records.
 - d. Improper handling of registration cards.
 - e. Engaging, while on duty, in any communication that advocates or criticizes a particular candidate, officeholder, question/issue, or political party or body, such as making verbal statements; wearing badges, buttons, or clothing with partisan messages; and distributing campaign literature.

DUTIES OF EDUCATORS AS DEPUTY REGISTRARS

O.C.G.A. §21-2-215(g)

Each principal or assistant principal of every public or private high school, the president of every public or private college or university, or such president's designee, and the director of each area vocational school in this state shall obtain and make available the mail voter registrations applications provided for in code Section 21-2-223 for the purpose of registering as electors those qualified applicants who are enrolled students within the principal's or director's school or the president's college or university or who are employed by the private high school, the school system, or the college or university. Such principals, assistant principals, presidents or designees, and directors shall inform their students and employees of the availability of such forms and shall provide reasonable and convenient procedures to enable such persons who are qualified applicants to register. The principal of each public or private high school, the president of each public or private college or university, and the director of each area vocational school are authorized to invite Deputy Registrars to the school, college, or university for the purpose of conducting voter registration.

PROCEDURE FOR SETTING UP A VOTER REGISTRATION SITE

- Here are some suggestions on additional sites that could be used to hold special registration drives. Remember that special drives must be approved and advertised by the County Registration Office prior to any drives being held. Also, any locations for special registration drives must be open to the general public.

- | | | |
|---------------------------------|--|------------------------------------|
| • Civic Centers | • Community Centers/Parks | • Fairs |
| • Stadiums | • Fire Stations | • Shopping Centers |
| • Banks/Libraries/Credit Unions | • Hospital/Nursing Homes/Sports Arenas | • Place of Business Open to Public |
| • Churches | • Police Stations | |
| • City Halls | • Public Housing | |

The offices or facilities of civic, community service, social, civil rights, patriotic, fraternal and labor organizations (if they are open to the general public).

- Determine the date(s), time, and location(s) where you intend to conduct voter registration. Check with the management of the site and get approval to use their facility.
- Fill out a “REGISTRATION DRIVE CHECK LIST” with the location, address, date, time, Deputy Registrar RESPONSIBLE for this site, including pickup and return of materials, and other deputies who will be assisting at this site. Return the form, either in person, by mail, or fax. Check with the county registration office to see how this information should be provided to them.

The County Voter Registration Office must receive the checklist in order to ensure that the office is aware of all voter registration drives that are taking place in the field at all times.

Additional registration locations must be advertised at least three days prior to the first day for registration in a newspaper of general circulation, on radio or by television and must be advertised in the county one or more times. This is the responsibility of the county registration office, not the deputy registrar.

Check with the county registration office to determine when the form detailing the request for registration drives and locations must be submitted to their office. NOTE: Most registration offices will require a minimum of five working days prior to the first day for registration. This may vary from county to county so check well in advance to make sure that such information is supplied to them in a timely manner.

Upon approval, the county registration office will return to you a copy of the “Registration Drive Checklist”. (Note: You cannot take registrations at any site until you have approval from the county registration office and the site has been advertised.)

On the “Registration Drive Check List” you must list at least one Deputy Registrar for each site and time.

- When picking up supplies at the office, you must show your Deputy badge. The Deputy Registrar picking up the registration cards is solely responsible for the forms. These registration cards must be kept in a secure location while in your possession, and all completed cards must be returned to the voter registration office as soon as practicable but within 10 days after completion of the registration drive.
- Registration tables shall contain registration material only. Georgia Law prohibits political activity while conducting registration. (State elect. Bd. Rule 183-1-6.03 (2) and O.C.G.A. §21-2-214©)
- Work in pairs when possible however, if you work alone never leave registration material unattended.

O.C.G.A. 21-2-225(a) protects the confidentiality of information contained on the completed voter registration applications (i.e., social security number, driver license number, and place of registration). No copies may be made of any completed voter registration applications, other the registrars or deputy registrars. The originals will be returned to the county registration office.

REGISTRATION DRIVE CHECK LIST

Return to: <Insert county and address name here>

<p>NEIGHBORHOOD REGISTRATION DRIVE</p> <p>Site: _____ Address: _____ _____ Date of Drive: _____ Time of Drive: _____ Deputy Registrar responsible for this site, including pickup and return of materials.</p> <hr/> <p>Signature Phone (W) (H) Registrations taken: _____ Unused forms returned: _____ Forms distributed: _____ Other Deputies assisting at this site. Deputy: _____ Deputy: _____ Deputy: _____</p>	<p>NEIGHBORHOOD REGISTRATION DRIVE</p> <p>Site: _____ Address: _____ _____ Date of Drive: _____ Time of Drive: _____ Deputy Registrar responsible for this site, including pickup and return of materials.</p> <hr/> <p>Signature Phone (W) (H) Registrations taken: _____ Unused forms returned: _____ Forms distributed: _____ Other Deputies assisting at this site. Deputy: _____ Deputy: _____ Deputy: _____</p>
<p>NEIGHBORHOOD REGISTRATION DRIVE</p> <p>Site: _____ Address: _____ _____ Date of Drive: _____ Time of Drive: _____ Deputy Registrar responsible for this site, including pickup and return of materials.</p> <hr/> <p>Signature Phone (W) (H) Registrations taken: _____ Unused forms returned: _____ Forms distributed: _____ Other Deputies assisting at this site. Deputy: _____ Deputy: _____ Deputy: _____</p>	<p>NEIGHBORHOOD REGISTRATION DRIVE</p> <p>Site: _____ Address: _____ _____ Date of Drive: _____ Time of Drive: _____ Deputy Registrar responsible for this site, including pickup and return of materials.</p> <hr/> <p>Signature Phone (W) (H) Registrations taken: _____ Unused forms returned: _____ Forms distributed: _____ Other Deputies assisting at this site. Deputy: _____ Deputy: _____ Deputy: _____</p>

1. I have checked each site and they are accessible to the handicapped.
2. The manager(s) of the above site(s) have expressed approval for registration activity at the date and time above.
3. The locations are open to the general public.
4. I understand that completed application forms must be returned as soon as practicable but not later than 10 days.
5. No copies can be made of any completed applications, except by registrars or deputy registrars

_____ Deputy Registrar Signature	_____ Date	_____ Organization	_____ Voter Registration Clerk	_____ Date
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Upon receipt, we will mail you a copy or call to confirm that this drive is approved. If we do not respond, you must call to be certain that we received your request and that the drive is approved.

NEIGHBORHOOD REGISTRATION DRIVE FORM

Please complete the following form and return with your registration supplies:

NEIGHBORHOOD REGISTRATION DRIVE
1.Site: _____
2. Address: _____
3.Date of Drive: _____
4. Time of Drive: _____
5. Forms issued: _____
6. Registrations taken: _____
Unused forms may be returned to the registration office or may be retained to distribute to persons outside of the registration drive. It is understood that only forms completed at registration drives can be accepted by the deputy registrar. Anyone leaving with a registration form must individually mail their completed form.
7.
Deputy: _____
Deputy: _____
Deputy: _____
Deputy: _____
Organization: _____

1. On the first line give the name of the facility where you will be conducting the registration drive.
2. Give the full street address of the registration site.
3. Give the date of the drive.
4. List the time frame in which the drive will be held.
5. Give the number of forms that you were issued.
6. Line six is used to report the number of completed applications that you received during your drive.
7. List the Deputy Registrars that will assist you during your drive (only Deputy Registrars can assist you during your drive.)

QUALIFICATIONS TO REGISTER TO VOTE

1. You must be a citizen of this state and of the United States.
2. You must reside at the address shown on the voter registration application.
3. You must be at least 18 years of age on or before election day.
4. You must be eligible to vote in Georgia.
5. No person who has been convicted of a felony involving moral turpitude may register, remain registered, or vote except upon completion of the sentence.
6. No person who has been judicially determined to be mentally incompetent may register, remain registered, or vote unless the disability has been removed.

PROCEDURES FOR COMPLETING THE REGISTRATION FORM

Steps to be followed in completing registration cards:

1. Ask if the applicant is a United States citizen, and a resident of Georgia. A resident is a person who has established his home in Georgia per the county shown on the registration application, with no intentions of moving away or if the person moves away he intends to return.
2. Tell the applicant to be sure to fill out the form completely. Use a blue or black pen or typewriter to complete the card. Do not use a pencil to complete the form. Instructions for filling out the card are provided on the form.
 - a. The legal name on the registration card should include first, middle or initial, (maiden name if married), and last name, (men, if applicable, should include Jr., Sr., III, etc.) titles such as military ranks, Reverend, and doctor are not required.
 - b. Applicant must give their complete address or legal residence to include house number, and street road. Also include apartment number, town or city, county, state and zip code. Routes and boxes must be accompanied by name of street or road. Business addresses are not accepted as a residence for voter registration purposes. Please include mailing address if applicable.
 - c. An applicant **must** provide the full GA Drivers License number or GA State issued ID number. If the applicant does not have a drivers license number, the last four digits of the Social Security number is required and is kept confidential (OCGA 21-2-225). If the applicant does not have a driver license or social security number the appropriate box must be checked.
 - d. Gender and Race are requested but are optional. Date of birth is required.
3. All registration cards completed at special registration drives, along with any other registration materials, must be returned to the County Voter Registration office as soon as practicable but not later than 10 days immediately following the drive. When holding these cards until they can be returned, keep them in a safe place out of public view. The information contained on these cards is confidential and extreme care should be taken to protect that confidentiality.
4. Giving false information on a voter registration application is a felony. O.C.G.A. §21-2-561.

All information on the registration card is required by Georgia law with the following exceptions: race, gender, and telephone number are optional. All other information not completed will be cause for rejection of the registration application.

Once the application is approved, the applicant will be mailed a voter precinct card giving the name and address of polling place, precinct, congressional, state senate, state house, county commission, school board districts, and municipal precinct and district information if applicable. If required information is omitted from the form, the county registrar will write and advise the applicant that he/she has 30 days to provide the required information. Failure to provide the required information will result in rejection of the application.

As long as a person either votes or updates their record (through signing of a petition, change of address, etc.) at least once in a three-year period, they will remain on the voters' list. Visit our poll locator at www.sos.state.ga.us/elections to check

your voter registration status.

The normal closing date for voter registration is the fifth Monday prior to any primary, general election, or special election. If the fifth Monday falls on a holiday, the deadline for voter registration is the following business day. Applicants must register on or before the registration deadline and be 18 years old by the day of the election in order to vote.

EXAMPLE OF A NEW REGISTRATION

STATE OF GEORGIA APPLICATION FOR VOTER REGISTRATION

Fill out the bottom half of this application by following these directions. Print clearly and use blue or black ink.

1. **LEGAL NAME.** Your full legal name including any suffix such as Sr., Jr., III, is required on this form.
2. **ADDRESS.** Provide residential address. This information is required.
3. **MAILING ADDRESS.** If mailing address is different from residential address, complete the mailing address section.
4. **PERSONAL INFORMATION.** A telephone number is helpful to registration officials if they have a question about your application. Gender and race are requested and are needed to comply with the Voting Rights Act of 1965, but are not mandated by law.
5. **VOTER IDENTIFICATION NUMBER.** Federal law requires you to provide your full GA Drivers License number or GA State issued ID number. If you do not have a GA Drivers License or GA ID you must provide the last 4 digits of your Social Security number. Providing your full Social Security number is optional. Your Social Security number will be kept confidential and may be used for comparison with other state agency databases for voter registration identification purposes. If you do not possess a GA Drivers License or Social Security number please check the appropriate box and a unique identifier will be provided for you.
6. **OATH.** Federal law requires that you answer the citizenship and age questions. Read the oath and sign your name. If you cannot complete this application unassisted because of physical disability or illiteracy, you must either sign or make your mark on the signature line, and the person assisting you **MUST** sign the signature space for person assisting voter.
7. **POLL OFFICER QUESTION.** Your willingness to be a poll worker will have no bearing on your application for registration.
8. **NAME/ADDRESS CHANGE.** Complete these sections to change the name or address of your current voter registration.
9. **MAP/DIAGRAM.** If you live in an area without house numbers and street names, please include a drawing of your location to assist us in locating your appropriate voting precinct.
10. **DELIVERY INSTRUCTIONS:** Verify that you have completed and signed the application. Enclose a copy of your ID if you are submitting this form by mail and registering for the first time in Georgia. Fold the application in half, remove the tape at the top, and press the edges together. The application is ready for you to mail (postage is prepaid) or deliver to your county voter registration office.
11. **You are NOT officially registered to vote until this application is approved.** You should receive a voter precinct card in the mail. If you do not receive this acknowledgement within two to four weeks after mailing this form, please contact your county voter registration office. You can find your poll location and other election information on the Secretary of State's website at www.sos.state.ga.us/elections.



REQUIREMENT: If you are submitting this form by mail and you are registering for the first time in Georgia, enclose a copy of one of the following with your application: A copy of a current and valid photo ID, a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address. Those who are entitled to vote by absentee ballot under the Uniform and Overseas Citizens Absentee Voting Act are exempt from this requirement.

Place copy of ID in pocket

Trim copy of ID to size

COUNTY PRECINCT		MUNICIPAL PRECINCT		DISTRICT COMBO		DDS APPLICATION NO.		REGISTRATION NO.		CHANGE OF ADDRESS <input type="checkbox"/> CHANGE OF NAME <input type="checkbox"/> OTHER <input type="checkbox"/>	
OFFICE USE ONLY											
1	LAST NAME Doe			FIRST NAME Mary			MIDDLE OR MAIDEN NAME Jane			SUFFIX <input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> III <input type="checkbox"/> II <input type="checkbox"/> IV <input type="checkbox"/> V	
2	RESIDENCE ADDRESS: House No. and street name 1234 Hunters Lane				APT. NO.	CITY Atlanta		COUNTY Fulton	STATE GA.	ZIP CODE 30303	
3	MAILING ADDRESS (If different from residence address): Post-office box or route						CITY		STATE	ZIP CODE	
4	TELEPHONE NUMBER (404) 555-1212		DATE OF BIRTH: MM/DD/YYYY 11 / 29 / 1972		GENDER Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>		RACE / ETHNICITY: <input checked="" type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian <input type="checkbox"/> Other				
5	VALID GA DRIVER'S LICENSE OR GA ID NO. 122222233			If no GA Driver's License or GA ID No., must provide last 4 digits of your Social Security Number			FULL SOCIAL SECURITY NUMBER (OPTIONAL) Last 4 Digits (Required) 2222		<input type="checkbox"/> Check if you do not have a GA Driver's License, GA I.D. No. or Social Security No.		
6	I SWEAR OR AFFIRM: (Your answer is required under federal law) Are you a citizen of the United States of America? Check One: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Will you be 18 years of age on or before election day? Check One: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If you checked "No" in response to either of these questions, do not complete this form. I SWEAR OR AFFIRM THAT: I reside at the address listed above. I am eligible to vote in Georgia. I am not serving a sentence for having been convicted of a felony involving moral turpitude. I have not been judicially declared to be mentally incompetent. 04/17/2007 X Mary J. Doe Date Signature Signature of person helping illiterate or disabled voter										
7	May we contact you about working as an Election Day poll officer? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If you would like to receive additional information by email, please provide your e-mail address: mjdoe@myemail.com			8	CHANGE OF NAME: If you are changing your name, list the name under which you were previously registered: Last Name Suffix First Middle or Maiden Name CHANGE OF ADDRESS: If you are changing your address or if you were previously registered to vote, list your previous address: CITY COUNTY STATE						Military Active Duty? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

WARNING: Any person who registers to vote knowing that such person does not possess the qualifications required by law, who registers under any name other than such person's own name, or who knowingly gives false information in registering shall be guilty of a felony.
O.C.G.A. § 21-2-561

EXAMPLE OF A NAME CHANGE

EXAMPLE OF NAME CHANGE AND AN ADDRESS CHANGE

STATE OF GEORGIA APPLICATION FOR VOTER REGISTRATION

Fill out the bottom half of this application by following these directions. Print clearly and use blue or black ink.

1. **LEGAL NAME.** Your full legal name including any suffix such as Sr., Jr., III, is required on this form.
2. **ADDRESS.** Provide residential address. This information is required.
3. **MAILING ADDRESS.** If mailing address is different from residential address, complete the mailing address section.
4. **PERSONAL INFORMATION.** A telephone number is helpful to registration officials if they have a question about your application. Gender and race are requested and are needed to comply with the Voting Rights Act of 1965, but are not mandated by law.
5. **VOTER IDENTIFICATION NUMBER.** Federal law requires you to provide your full GA Drivers License number or GA State issued ID number. If you do not have a GA Drivers License or GA ID you must provide the last 4 digits of your Social Security number. Providing your full Social Security number is optional. Your Social Security number will be kept confidential and may be used for comparison with other state agency databases for voter registration identification purposes. If you do not possess a GA Drivers License or Social Security number please check the appropriate box and a unique identifier will be provided for you.
6. **OATH.** Federal law requires that you answer the citizenship and age questions. Read the oath and sign your name. If you cannot complete this application unassisted because of physical disability or illiteracy, you must either sign or make your mark on the signature line, and the person assisting you **MUST** sign the signature space for person assisting voter.
7. **POLL OFFICER QUESTION.** Your willingness to be a poll worker will have no bearing on your application for registration.
8. **NAME/ADDRESS CHANGE.** Complete these sections to change the name or address of your current voter registration.
9. **MAP/DIAGRAM.** If you live in an area without house numbers and street names, please include a drawing of your location to assist us in locating your appropriate voting precinct.
10. **DELIVERY INSTRUCTIONS:** Verify that you have completed and signed the application. Enclose a copy of your ID if you are submitting this form by mail and registering for the first time in Georgia. Fold the application in half, remove the tape at the top, and press the edges together. The application is ready for you to mail (postage is prepaid) or deliver to your county voter registration office.
11. **You are NOT officially registered to vote until this application is approved.** You should receive a voter precinct card in the mail. If you do not receive this acknowledgement within two to four weeks after mailing this form, please contact your county voter registration office. You can find your poll location and other election information on the Secretary of State's website at www.sos.state.ga.us/elections.



REQUIREMENT: If you are submitting this form by mail and you are registering for the first time in Georgia, enclose a copy of one of the following with your application: A copy of a current and valid photo ID, a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address. Those who are entitled to vote by absentee ballot under the Uniform and Overseas Citizens Absentee Voting Act are exempt from this requirement.

Place copy of ID in pocket

Trim copy of ID to size

OFFICE USE ONLY		COUNTY PRECINCT		MUNICIPAL PRECINCT		DISTRICT COMBO		DDS APPLICATION NO.		REGISTRATION NO.		CHANGE OF ADDRESS <input type="checkbox"/>		CHANGE OF NAME <input type="checkbox"/>		OTHER <input type="checkbox"/>	
1 LAST NAME Doe		FIRST NAME Mary				MIDDLE OR MAIDEN NAME Jane				SUFFIX <input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V							
2 RESIDENCE ADDRESS: House No. and street name 1234 Hunters Lane		APT. NO.		CITY Atlanta		COUNTY Fulton		STATE GA.		ZIP CODE 30303							
3 MAILING ADDRESS (if different from residence address): Post-office box or route		CITY				STATE		ZIP CODE									
4 TELEPHONE NUMBER (404) 555-1212		DATE OF BIRTH: MM/DD/YYYY 11 / 29 / 1972		GENDER Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>		RACE/ETHNICITY: <input checked="" type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian <input type="checkbox"/> Other											
5 VALID GA. DRIVER'S LICENSE OR GA. I.D. NO. 1 2 2 2 2 2 2 3 3		If no GA Driver's License or GA. I.D. No., must provide last 4 digits of your Social Security Number				FULL SOCIAL SECURITY NUMBER (OPTIONAL) Last 4 Digits (Required) 2 2 2 2				<input type="checkbox"/> Check if you do not have a GA Driver's License, GA. I.D. No. or Social Security No.							
I SWEAR OR AFFIRM: (Your answer is required under federal law) Are you a citizen of the United States of America? Check One: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Will you be 18 years of age on or before election day? Check One: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If you checked "No" in response to either of these questions, do not complete this form.												WARNING: Any person who registers to vote knowing that such person does not possess the qualifications required by law, who registers under any name other than such person's own name, or who knowingly gives false information in registering shall be guilty of a felony. O.C.G.A. § 21-2-561					
I SWEAR OR AFFIRM THAT: I reside at the address listed above. I am eligible to vote in Georgia. I am not serving a sentence for having been convicted of a felony involving moral turpitude. I have not been judicially declared to be mentally incompetent.																	
6 Date 04/17/2007		Signature <i>Mary J. Doe</i>				Signature of person helping illiterate or disabled voter											
7 May we contact you about working as an Election Day poll officer? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		8 CHANGE OF NAME: If you are changing your name, list the name under which you were previously registered: Last Name: Doe Suffix: Mary First: Jane Middle or Maiden Name:		CHANGE OF ADDRESS: If you are changing your address or if you were previously registered to vote, list your previous address: 2323 Simple Street		CITY Decatur		COUNTY DeKalb		STATE GA		Military Active Duty? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>					

EXAMPLE OF SOMEONE WHO REQUIRES ASSISTANCE TO COMPLETE THE APPLICATION

STATE OF GEORGIA APPLICATION FOR VOTER REGISTRATION							
Fill out the bottom half of this application by following these directions. Print clearly and use blue or black ink.							
<p>1. LEGAL NAME. Your full legal name including any suffix such as Sr., Jr., III, is required on this form.</p> <p>2. ADDRESS. Provide residential address. This information is required.</p> <p>3. MAILING ADDRESS. If mailing address is different from residential address, complete the mailing address section.</p> <p>4. PERSONAL INFORMATION. A telephone number is helpful to registration officials if they have a question about your application. Gender and race are requested and are needed to comply with the Voting Rights Act of 1965, but are not mandated by law.</p> <p>5. VOTER IDENTIFICATION NUMBER. Federal law requires you to provide your full GA Drivers License number or GA State issued ID number. If you do not have a GA Drivers License or GA ID you must provide the last 4 digits of your Social Security number. Providing your full Social Security number is optional. Your Social Security number will be kept confidential and may be used for comparison with other state agency databases for voter registration identification purposes. If you do not possess a GA Drivers License or Social Security number please check the appropriate box and a unique identifier will be provided for you.</p> <p>6. OATH. Federal law requires that you answer the citizenship and age questions. Read the oath and sign your name. If you cannot complete this application unassisted because of physical disability or illiteracy, you must either sign or make your mark on the signature line, and the person assisting you MUST sign the signature space for person assisting voter.</p> <p>7. POLL OFFICER QUESTION. Your willingness to be a poll worker will have no bearing on your application for registration.</p> <p>8. NAME/ADDRESS CHANGE. Complete these sections to change the name or address of your current voter registration.</p> <p>9. MAP/DIAGRAM: If you live in an area without house numbers and street names, please include a drawing of your location to assist us in locating your appropriate voting precinct.</p> <p>10. DELIVERY INSTRUCTIONS: Verify that you have completed and signed the application. Enclose a copy of your ID if you are submitting this form by mail and registering for the first time in Georgia. Fold the application in half, remove the tape at the top, and press the edges together. The application is ready for you to mail (postage is prepaid) or deliver to your county voter registration office.</p> <p>11. You are NOT officially registered to vote until this application is approved. You should receive a voter precinct card in the mail. If you do not receive this acknowledgement within two to four weeks after mailing this form, please contact your county voter registration office. You can find your poll location and other election information on the Secretary of State's website at www.sos.state.ga.us/elections.</p>							
<p> REQUIREMENT: If you are submitting this form by mail and you are registering for the first time in Georgia, enclose a copy of one of the following with your application: A copy of a current and valid photo ID, a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address. Those who are entitled to vote by absentee ballot under the Uniform and Overseas Citizens Absentee Voting Act are exempt from this requirement.</p>							
Place copy of ID in pocket						Trim copy of ID to size	
COUNTY PRECINCT		MUNICIPAL PRECINCT		DISTRICT COMBO		DDS APPLICATION NO.	REGISTRATION NO.
OFFICE USE ONLY							
1	LAST NAME Doe		FIRST NAME John		MIDDLE OR MAIDEN NAME Smith		SUFFIX <input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V
2	RESIDENCE ADDRESS: House No. and street name 1234 Hunt Street		APT. NO.	CITY Atlanta	COUNTY Fulton	STATE GA.	ZIP CODE 30303
3	MAILING ADDRESS (If different from residence address): Post-office box or route P.O. Box 18				CITY Atlanta	STATE GA	ZIP CODE 30303
4	TELEPHONE NUMBER (770) 555-1212	DATE OF BIRTH: MM/DD/YYYY 11 / 02 / 1929	GENDER Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>	RACE/ETHNICITY: <input checked="" type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian <input type="checkbox"/> Other			
5	VALID GA. DRIVER'S LICENSE OR GA. I.D. NO. [] [] [] [] [] [] [] [] [] []		If no GA Driver's License or GA. I.D. No., must provide last 4 digits of your Social Security Number		FULL SOCIAL SECURITY NUMBER (OPTIONAL) Last 4 Digits (Required) [] [] [] [] 4 4 4 4		<input type="checkbox"/> Check if you do not have a GA Driver's License, GA. I.D. No. or Social Security No.
6	<p>I SWEAR OR AFFIRM: (Your answer is required under federal law)</p> <p>Are you a citizen of the United States of America? Check One: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Will you be 18 years of age on or before election day? Check One: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p style="text-align: center; font-size: small;">If you checked "No" in response to either of these questions, do not complete this form.</p> <p>I SWEAR OR AFFIRM THAT:</p> <p>I reside at the address listed above.</p> <p>I am eligible to vote in Georgia.</p> <p>I am not serving a sentence for having been convicted of a felony involving moral turpitude.</p> <p>I have not been judicially declared to be mentally incompetent.</p>						<p>WARNING: Any person who registers to vote knowing that such person does not possess the qualifications required by law, who registers under any name other than such person's own name, or who knowingly gives false information in registering shall be guilty of a felony.</p> <p>O.C.G.A. § 21-2-561</p>
	Date 04/17/2007		Signature <i>John Doe</i>		Signature of person helping illiterate or disabled voter <i>Mary J. Doe</i>		
7	May we contact you about working as an Election Day poll officer? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		If you would like to receive additional information by email, please provide your e-mail address:		8	CHANGE OF NAME: If you are changing your name, list the name under which you were previously registered: Last Name Suffix First Middle or Maiden Name	Military Active Duty? Yes <input type="checkbox"/> No <input type="checkbox"/>
					CHANGE OF ADDRESS: If you are changing your address or if you were previously registered to vote, list your previous address: CITY COUNTY STATE		

MOST COMMON QUESTIONS

1. Q. Have the criteria and procedures for setting up a permanent neighborhood registration site changed?
A. **No. The rules for “fixed site” registration locations are the same. Contact your local county registrar for more information.**
2. Q. Is identification required in order to register to vote?
A. There is a requirement to provide identification for persons who register in Georgia for the first time by mail.
NOTE: There is no identification required when registering at approved permanent registration sites or special registration drives.
3. Q. May a Deputy Registrar register a person to vote who resides in another county?
A. **Yes A Deputy Registrar at a special drive may register persons from another county. When the applications are received in the registrar’s office, the registrar should forward the application(s) to the appropriate county or mail it to the Secretary of State office.**
4. Q. Will receipts be given to persons registering to vote?
A. **No. A receipt is no longer a part of the registration form. However, a precinct card will be mailed to the person once the county has entered their registration information.**
5. Q. Does the Deputy Registrar administer an oath to the person completing the voter registration application?
A. **No. There is no longer a requirement to administer an oath. The applicant is signing a self-affirming oath.**
6. Q. Does the Deputy Registrar sign the form?
A. **No. There is no longer a requirement for the Deputy Registrar to sign the form. The only requirement for the registrar to sign the form would be if the Deputy Registrar is assisting the person in completion of the form because of the applicant’s illiteracy or disability.**
7. Q. What should a Deputy Registrar do if someone refuses to answer one of the questions on the form?
A. **Point out that all the information is required by law except gender, race, and the telephone number. Try not to be confrontational while informing the applicant of this. If the applicant fails to answer any questions, accept the form as it is completed. The registration office reviews each completed application and will send a letter to the applicant requesting the missing information. If they do not respond to the county registration office within 30 days with the required information, the application will be rejected.**
8. Q. May a Deputy Registrar go door-to-door?
A. **No. A Deputy Registrar is permitted to take registrations only at an approved advertised site. Any individual can distribute forms anywhere at anytime; however, the person completing the form must individually mail the completed form.**
9. Q. Can we accept forms mailed or delivered to us?
A. **Yes. The forms are designed to be mailed to the Secretary of State, but the voter could return only their completed registration form to a registrar at the special registration drive. Otherwise the form must be mailed or personally delivered to the county registration office. When mail-in applications are received by the Secretary of State’s office, the form is date stamped and mailed daily to each county registration office.**
10. Q. Can a Deputy Registrar give a voter a form to carry away?
A. **Yes. Anyone can take a form to be filled out later and mailed to the Secretary of State or delivered personally to the county registration office.**
11. Q. Should a Deputy Registrar return everything issued to them?
A. **The completed voter registration forms should be returned to the registration office along with any other materials requested by the registrar. Unused forms are not required to be returned.**
12. Q. Should void be written on Registration Forms that are spoiled, since they are not numbered?
A. **When a Deputy Registrar receives an APPLICATION FOR VOTER REGISTRATION that a person has spoiled (or they decide not to register) the Deputy Registrar may write “void” on the form and return to the county registrar, or the person can elect to take the spoiled form with them.**
13. Q. How many Registration Cards should be given out to the public?
A. **We do not have an unlimited supply of forms and must manage those we have. If anyone asks for forms, give them one. If they need more, let them ask. Give them up to 6. If they need more than 6, they can request them from the Secretary of State, 404-656-2871, the local county registration office, or they can print from the Secretary of State website www.sos.state.ga.us/elections
NOTE: The amount of -6- is a recommendation and not a requirement.**

BOARD OF ELECTIONS AND
VOTER REGISTRATION
BD. MEMBER #1
BD. MEMBER #2
BD. MEMBER #3



BOARD OF ELECTIONS AND
VOTER REGISTRATION
DIRECTOR'S NAME, DIRECTOR
(404) 555-1234
FAX: (404) 555-6789

OFFICIAL OATH OF DEPUTY REGISTRARS

STATE OF GEORGIA _____ COUNTY

I do solemnly swear that I will faithfully and impartially discharge, to the best of my ability, the duties imposed upon me by law as Deputy Registrar.

Sworn to and subscribed before me, this the)
____ day of _____, 20____)
_____)

Registrar/Notary Public

Signature of Deputy Registrar

Expiration: _____
(Notary Seal)

Deputy Registrar Home Telephone: _____
Deputy Registrar Office Telephone: _____

DIRECTIONS:

This oath, when taken, must be filed in the office of the Board of Registrars, _____ County.

SATELLITE LOCATION: _____

SATELLITE ADDRESS: _____

DATE(S) OF REGISTRATION DRIVE(S):

Exhibit B

MATERIAL UTILIZED BY THE SECRETARY OF STATE



Georgia Secretary of State

ELECTIONS DIVISION

Voter Registration

Rules & Procedures

**Individuals and
Organizations**

v.1 2012



Georgia Secretary of State Elections Division

2 Martin Luther King Jr. Dr.
Suite 802 West Tower
Atlanta, Georgia 30335
404-656-2871

<http://www.sos.ga.gov/elections>

PREFACE

This Voter Registration Guide is published pursuant to the State Election Board's Rules and Regulations governing voter registration for the general public. It is intended to provide private individuals and/or entities conducting voter registration drives with information pertinent to hosting an event in compliance with the laws of the State of Georgia.

Please use this guide along with the Georgia Election Code and the Georgia State Election Board Rules. Citations in this guide refer to the United States Code (U.S.C.), Official Code of Georgia Annotated (O.C.G.A.) or Georgia State Election Board Rules. In all matters, the statutes and Rule are the final authority.

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VOTER REGISTRATION

QUALIFICATIONS FOR INDIVIDUALS REGISTERING TO VOTE

- Must be a citizen of Georgia and of the United States.
- Must reside at the address shown on the voter registration application.
- Must be at least 17 1/2 years of age to register and 18 years of age to vote.
- Must be eligible to vote in Georgia
- No person who has been convicted of a felony may register, remain registered, or vote except upon completion of the sentence.
- No person who has been judicially determined to be mentally incompetent may register, remain registered, or vote unless the disability has been removed.

PROCEDURES FOR COMPLETING THE REGISTRATION FORM

A black or blue pen should be used to fill out the form. Do not use pencil. It is important that the applicant fill out the application completely and legibly.

A person must only register to vote in the county in which he or she lives. If a person moves, he or she must complete a new voter registration application and designate the change of address in the appropriate section. A house number and street name must be provided. Business addresses, P.O. boxes, and rural routes are not accepted as residence addresses for voter registration purposes.

An applicant **must** provide the full Georgia Driver's License number or Georgia State- issued ID number on the application. If the applicant does not have either of these, the last four digits of the Social Security number will be required (OCGA 21-2-225). If the applicant does not have a Driver's License, Georgia State-issued ID, or a Social Security number, then the appropriate box must be checked, and the individual will be assigned a unique identification number.

All registration forms must be filled out by the applicant. Only those applicants who are illiterate or physically disabled may receive assistance in completing the form. The person providing assistance is required to sign his or her name in the appropriate section.

Providing false information on a voter registration application is a felony.

GEORGIA VOTESAFE PROGRAM

State law requires the public availability of voter lists including names and address of registered voters. In 2009, the Georgia Legislature enacted a bill known as the VoteSafe Program to provide for the confidentiality of residence addresses of certain registered voters who have been, or may be, subject to acts of family violence or stalking or currently reside in a family violence shelter. Applicants who are interested in program participation should be directed to the Secretary of State's online VoteSafe website at: sos.ga.gov/votesafe.

VOTER REGISTRATION IDENTIFICATION REQUIRED

One of the following forms of identification is required for registration and a copy must be submitted either with the application or prior to or at the time of voting.

- Any valid state or federal government issued photo ID, including a FREE Voter ID Card issued by the county registrar's office or the Georgia Department of Driver Services (DDS);
- A Georgia Driver's License, even if expired;
- A valid employee photo ID from any branch, department, agency, or entity of the U.S. Government, Georgia, or any county, municipality, board, authority or other entity of this state;
- A valid U.S. passport ID;
- A valid U.S. military photo ID;
- A valid tribal photo ID;
- A copy of a current utility bill;
- A bank statement;
- A government check;
- A paycheck; or
- Any other government document that shows the name and address of the individual registering to vote.

SECURITY OF VOTER REGISTRATION APPLICATIONS

A private entity conducting voter registration activities must keep all completed original voter registration applications in a secure and confidential manner at all times until such applications are submitted to the Secretary of State or the appropriate board of registrars.

COPYING OF VOTER REGISTRATION APPLICATIONS

- Only with the express, written consent of the applicant, may another person make copies of an original voter registration application. Such copies should only be used in aiding the applicant with verifying the timely and proper receipt and processing of his/her application by the applicable board of registrars.
- The services of a commercial copier may be used only if the company agrees to maintain the confidentiality and security of the original voter registration applications as required of the person who received the consent to make the copies.
- A private entity must keep any copies of voter registration applications in a secure and confidential manner at all times and may not disclose any such copies to any member of the public. **Information contained on the application may not be used or retained for commercial purposes.**
- Copies of completed voter registration applications must be securely discarded by the private entity not later than 90 days following the transmittal of the completed voter registration application to the Secretary of State or board of registrars.

TIMELY SUBMITTAL OF APPLICATIONS

All completed voter registration applications must be transmitted to the Secretary of State or the appropriate board of registrars within ten (10) days after receipt of the application or by the close of registration for a primary or election, whichever period is earlier.

If a completed voter registration application is received fourteen (14) days or less before the close of registration, the application should be transmitted to the Secretary of State or the appropriate board of registrars within seventy-two (72) hours of the date of the execution of the application or by midnight on the close of registration, whichever period is earlier.

Transmittal of completed voter registration applications may be accomplished by in-person delivery, mail, commercial courier, statutory overnight delivery, or any other form of delivery that is reasonably calculated to secure and ensure the confidential delivery and receipt of such applications by the Secretary of State or the appropriate board of registrars within three (3) business days after transmittal and within the time frames required by these rules and regulations and state and federal law.

Annual election calendars can be found at: sos.georgia.gov/elections/elections_events.htm.

TRANSMITTAL SUMMARY SHEET

A [transmittal summary sheet](#) must be included with the submitted applications. The summary sheet shall include the following information:

- Name of submitting individual
- Name of the entity sponsoring the registration program
- The physical residence or business address of the submitting individual
- The daytime and evening telephone numbers of the submitting individual
- The total number of applications being submitted

If a date stamped receipt is desired, a postage-prepaid, self-addressed envelope should be submitted along with a copy of the completed transmittal summary sheet.

VOTER ELIGIBILITY AND NOTIFICATIONS

Each person submitting an application for voter registration shall be notified of the disposition of such application.

Each voter found eligible to be registered to vote by the board of registrars shall be issued a precinct card which will be sent to the voter by nonforwardable, first-class mail at the mailing address listed on the application. The effective registration date shall be the date the application is received by the county registrar.

In the event that the person is found ineligible to be registered, the person shall be notified of the reason for ineligibility. Such notices shall be sent to the person in writing by nonforwardable, first-class mail at the mailing address listed on the application.

REGISTRATION REQUIREMENTS AND PROHIBITIONS

REQUIRED ACTIVITIES

When engaging in organized voter registration activities:

- Advise each applicant that such applicant has the option to return his or her voter registration application personally to the appropriate board of registrars or to the Secretary of State or to permit the private entity to return it on the applicant's behalf.

- Inform all applicants that they are not officially registered to vote until their eligibility has been determined by the appropriate board of registrars and that, if the applicant has not received notification of the disposition of the application within three to four weeks of submitting the application, the applicant should contact the appropriate board of registrars to determine if such applicant's eligibility has been determined and the applicant's name entered on the official list of electors.
- Inform all Georgia applicants of the availability of an online registration status check and polling place locator service on the Secretary of State's website and encourage all applicants to access it in advance of a primary or election day to verify their registration status and correct polling place at: <http://www.sos.ga.gov/MVP>.
- Inform all applicants that, if they are registering to vote for the first time in the jurisdiction by mail or through a private entity, they must present current and valid identification either when registering to vote by mail or through a private entity or when voting for the first time after registering to vote by mail or through a private entity.
- Inform all applicants of their right, under certain circumstances, to cast a provisional ballot in the event that their names do not appear on the official list of electors at the polls.

For purposes of compliance with these notice provisions, it is sufficient for the private entity either to post such notices in a conspicuous location at any fixed registration site or to provide such notices in written form to the applicant in a brochure, flyer, or other similar manner at the time of application.

PROHIBITED ACTIVITIES

While engaging in voter registration programs within Georgia, a private entity shall not:

- Represent to any person that the private entity is a representative of the Secretary of State or a board of registrars authorized by law to receive voter registration applications in person
- Make any statement to an applicant or take any action that the private entity knows or reasonably should know would discourage a qualified applicant from registering to vote
- Refuse to accept and transmit a properly completed and contemporaneously dated voter registration application from any qualified individual
- Be inebriated or otherwise impaired by drugs, alcohol, or other substances
- Conduct voter registration activities at locations where the private entity knows that illegal or criminal activities are being conducted

- Accept a completed registration application from the applicant unless such application has been sealed by the applicant, without a signed acknowledgement from the applicant that the applicant willingly and knowingly provided the unsealed application to the private entity
- Copy a completed registration application without the express, written permission of the Applicant
- Conduct voter registration activities in places where alcoholic beverages are sold and consumed on the same premises

VOTING

CONFIRMATION OF VOTER REGISTRATION STATUS AND POLLING PLACE

All applicants should be notified of the availability of an online registration status check and polling place locator service on the Secretary of State's website at <http://www.sos.ga.gov/MVP>. All applicants should be encouraged to access this website in advance of a primary or election day to verify their registration status and correct polling place. Voters may also use this website to view a sample ballot for county, state, and federal elections and to track the status of their absentee ballots.

VOTER PHOTO IDENTIFICATION REQUIRED

Georgia law (O.C.G.A § 21-2-417) requires Georgia residents to show photo identification when voting in person. The following are acceptable forms of identification:

- Any valid state or federal government issued photo ID, including a FREE Voter ID Card issued by the county registrar's office or the Georgia Department of Driver Services (DDS);
- A Georgia Driver's License, even if expired;
- A valid employee photo ID from any branch, department, agency, or entity of the U.S. Government, Georgia, or any county, municipality, board, authority or other entity of this state;
- A valid U.S. passport ID;
- A valid U.S. military photo ID; or
- A valid tribal photo ID

The State of Georgia offers a FREE Voter Identification Card for those who do not have an acceptable form of voter ID. A Voter Identification Card can be issued at any county registrar or Department of Driver's Services office free of charge. The Voter Identification Card may be used for voting purposes only.

PROVISIONAL VOTING

Under certain circumstances, voters who do not have with them photo identification may be eligible to cast a provisional ballot.

If a voter does not have any of the forms of identification above when the person goes to vote, such voter may be issued a provisional ballot upon swearing or affirming that he or she is the person identified on the voter certificate. Such provisional ballot shall only be counted if the registrars are able to verify current and valid photo identification of the individual within the legal time period for verifying provisional ballots.

Additionally, if a voter's name does not appear on the official list of electors when voting at the polls, that person may be eligible to vote a provisional ballot.

APPLICABLE GEORGIA STATUTES AND RULES

183-1-6-.02	Rules for Voter Registration by Private Entities
21-2-216	Qualifications of electors generally; evidence of United States citizenship
21-2-220	Registration identification
21-2-225	Confidentiality of original registration applications
21-2-225.1	VoteSafe
21-2-417	Presentation of identification to poll workers; form of proper identification; swearing of statement when unable to produce proper identification; provisional ballots for those; penalty for false statement under oath.

TRAINING

TRAINING OFFERED BY COUNTY REGISTRARS

Training shall be offered by the county board of registrars. [Training requests](#) by private entities must be made in writing to the board of registrars. The board of registrars must respond in writing to such requests with a training confirmation, including the date, time, and location such training will take place.

County contact information can be found at: sos.georgia.gov/cgi-bin/countyregistrarsindex.asp

FORMS AND INSTRUCTIONS

The following forms and instructions are supplied in the back of this guide:

VOTER REGISTRATION DRIVE TRAINING REQUEST FORM

COMPLETING A VOTER REGISTRATION APPLICATION

REQUIRED VOTER REGISTRATION NOTICE

VOTER REGISTRATION TRANSMITTAL SUMMARY SHEET

CHECK LIST FOR CONDUCTING A VOTER REGISTRATION DRIVE

Please also review the Secretary of State's Voter Registration Drive web page at: www.sos.ga.gov/elections for additional information and supplies.

VOTER REGISTRATION DRIVE TRAINING REQUEST

Please fill out the top half of this application. Type or Print clearly and use blue or black ink.

1. LEGAL NAME
2. DATE AND LOCATION: Please provide the date, times and location of your voter registration drive.
3. MAILING ADDRESS: This information will be used by the County Board of Registrars to contact you regarding your scheduled training.

Please submit this request to your County Board of Registrars office.
 Contact information can be found at www.sos.georgia.gov/cgi-bin/countyregistrarsindex.asp.

1	LAST NAME	FIRST NAME	MIDDLE NAME		
2	DATE OF VOTER REGISTRATION DRIVE: MM/DD/YYYY / /				
	VOTER REGISTRATION DRIVE ADDRESS	CITY	COUNTY	STATE GA	
3	MAILING ADDRESS	CITY	STATE GA	ZIP CODE	TELEPHONE NUMBER ()
4	By completing and signing this form, I am requesting voter registration drive training from the Board of Registrars.				
	Date	X Signature			

(TRAINEE'S PLEASE DO NOT CUT)

(BOARD OF REGISTRARS PLEASE CUT AND FILE THE TOP PORTION FOR YOUR RECORDS)

COUNTY OFFICIAL USE ONLY

Dear Trainee,

Your request for Voter Registration Drive training has been confirmed with the County Board of Registrars Office.

TRAINING LOCATION	DATE OF TRAINING: MM/DD/YYYY / /	TIME OF TRAINING	
TRAINING ADDRESS		COMMENTS OR INSTRUCTIONS:	
ROOM/SUITE			
CITY	STATE GA		TELEPHONE NUMBER ()

OFFICE USE ONLY

Notification sent to the trainee:

Date: ___/___/_____

Official's Signature: _____

COMPLETING A VOTER REGISTRATION APPLICATION

- 1** In order for an applicant to be properly placed in the correct district for voting, it is important that sections 1, 2 and 4 are completed.
- 2** For verification purposes, a Valid Georgia driver's license or Georgia ID number must be entered in this section if the voter has been issued one. If the applicant does not have either, the applicant must provide at least the last 4 digits of their Social Security number.
- 3** If an applicant checks the "no" box on either question, then the voter registration process stops at that moment. The applicant cannot register to vote.
O.C.G.A. § 21-2-561

- 4** If the applicant cannot sign his or her name for whatever reason, the applicant must still make his or her mark on the signature line. (Example: "X")
- 4a** Anyone who provides assistance to an illiterate or disabled applicant (by completing any portion of this application on the applicant's behalf) MUST sign in this section.
- 5** If an applicant was previously registered to vote in the State of Georgia and has a name change or a change of address, it is very important that the applicant completes this section.

STATE OF GEORGIA APPLICATION FOR VOTER REGISTRATION
Fill out the bottom half of this application by following these directions. Print clearly and use blue or black ink.

1. **LEGAL NAME.** Your full legal name including any suffix such as Sr., Jr., III, is required on this form.
2. **ADDRESS.** Provide residential address. This information is required.
3. **MAILING ADDRESS.** If mailing address is different from residential address, complete the mailing address section.
4. **PERSONAL INFORMATION.** A telephone number is helpful to registration officials if they have a question about your application. Gender and race are requested and are needed to comply with the Voting Rights Act of 1965, but are not mandated by law.
5. **VOTER IDENTIFICATION NUMBER.** Federal law requires you to provide your full GA Drivers License number or GA State issued ID number. If you do not have a GA Drivers License or GA ID you must provide the last 4 digits of your Social Security number. Providing your full Social Security number is optional. Your Social Security number will be kept confidential and may be used for comparison with other state agency databases for voter registration identification purposes. If you do not possess a GA Drivers License or Social Security number please check the appropriate box and a unique identifier will be provided for you.
6. **OATH.** Federal law requires that you answer the citizenship and age questions. Read the oath and sign your name. If you cannot complete this application unassisted because of physical disability or illiteracy, you must either sign or make your mark on the signature line, and the person assisting you MUST sign the signature space for person assisting voter.
7. **POLL OFFICER QUESTION.** Your willingness to be a poll worker will have no bearing on your application for registration.
8. **NAME ADDRESS CHANGE.** Complete these sections to change the name or address of your current voter registration.
9. **MAP/DIAGRAM.** If you live in an area without house numbers and street names, please include a drawing of your location to assist us in locating your approximate voting precinct.
10. **DELIVERY INSTRUCTIONS:** Verify that you have completed and signed the application. Enclose a copy of your ID if you are submitting this form by mail and registering for the first time in Georgia. Fold the application in half, remove the tape at the top, and press the edges together. The application is ready for you to mail (postage is prepaid) or deliver to your county voter registration office.
11. **You are NOT officially registered to vote until this application is approved.** You should receive a voter precinct card in the mail. If you do not receive this acknowledgment within two to four weeks after mailing this form, please contact your county voter registration office. You can find your poll location and other election information on the Secretary of State's website at www.sos.state.ga.us/elections.

REQUIREMENT: If you are submitting this form by mail and you are registering for the first time in Georgia, enclose a copy of one of the following with your application: A copy of a current and valid photo ID, a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address. Those who are entitled to vote by absentee ballot under the Uniform and Overseas Citizens Absentee Voting Act are exempt from this requirement.

Place copy of ID in pocket Place copy of ID in slot

OFFICE USE ONLY						CHANGE OF ADDRESS CHANGE OF NAME OTHER
1. LAST NAME	FIRST NAME	MIDDLE OR MAIDEN NAME	SUFFIX <input type="checkbox"/> Sr. <input type="checkbox"/> Jr. <input type="checkbox"/> III <input type="checkbox"/> IV			
2. RESIDENCE ADDRESS (House No. and street name)	APT. NO.	COUNTY	STATE	GA.	ZIP CODE	
3. MAILING ADDRESS (if different from residence address). Print office box or suite	CITY		STATE	ZIP CODE		
4. TELEPHONE NUMBER	DATE OF BIRTH (MM/DD/YYYY)	GENDER Male <input type="checkbox"/> Female <input type="checkbox"/>	RACE/ETHNICITY <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian <input type="checkbox"/> Other			
5. VALID GA DRIVER'S LICENSE OR GA ID NO.	If no GA Driver's License or GA ID provide last 4 digits of your Social Sec. Number	6. FULL SOCIAL SECURITY NUMBER (OPTIONAL) Last 4 Digits (Required)	<input type="checkbox"/> Check if you do not have a GA Driver's License, GA ID, No. or Social Security No.			
7. I SWEAR OR AFFIRM (Your answer is required under federal law): Are you a citizen of the United States? Check One: Yes <input type="checkbox"/> No <input type="checkbox"/> Will you be 18 years of age on or before election day? Check One: Yes <input type="checkbox"/> No <input type="checkbox"/> If you check "no" in response to either of these questions, do not complete this form.		WARNING: Any person who registers to vote knowing that such person does not possess the qualifications required by law, who registers under any name other than such person's own name, or who knowingly gives false information in registering shall be guilty of a felony. O.C.G.A. § 21-2-561.				
8. I SWEAR OR AFFIRM THAT: I reside at the address listed above. I am eligible to vote in Georgia. I am not serving a sentence for a crime involving moral turpitude. I have not been adjudged to be mentally incompetent.						
9. Signature		Signature of person helping illiterate or disabled voter				
10. May we contact you about working as an Election Day poll officer? Yes <input type="checkbox"/> No <input type="checkbox"/>		11. CHANGE OF NAME: If you are changing your name, list the name under which you were previously registered.		12. Military Active Duty? Yes <input type="checkbox"/> No <input type="checkbox"/>		
13. If you would like to receive additional information by mail, please provide your e-mail address.		14. CHANGE OF ADDRESS: If you are changing your address, please provide your new address.		15. If you were previously registered to vote, list your previous address.		
CITY		COUNTY	STATE			

Required Voter Registration Notice

Applicants have a choice to either personally return the application or permit another person or a private entity to return the application on the applicant's behalf.

Applicants are not officially registered to vote until eligibility has been determined by the appropriate board of registrars. If the applicant does not receive notification within 2-3 weeks after submitting the application, the applicant should contact the appropriate board of registrars for further information.

All applicants must provide to the county registrar one of the forms of registration identification either with the application or prior to or at the time of voting for the first time.

If an applicant's name does not appear on the official list of electors when voting at the polls, that person may be eligible to cast a provisional ballot.

An applicants' registration status and polling place location can be found on the Secretary of State's website at: <http://www.sos.ga.gov/MVP>

This notice must be posted at the registration site or provided as a handout to all applicants.

CHECKLIST FOR CONDUCTING A VOTER REGISTRATION DRIVE

Prior to the date of your voter registration drive:

- Print and review the document “Voter Registration – Rules and Procedures” and/or obtain training from a County Registrar

Have available at drive:

- Voter Registration Applications
- “Required Notices” Poster and/or Handouts
- Consent Documents (if making copies of applications or receiving unsealed applications)
- Envelope for mailing applications
- Pens

Return to county registrar’s office or Secretary of State:

- Transmittal Summary Sheet
- Completed Applications

Return To:

Secretary of State Elections Division
 2 Martin Luther King Jr. Dr.
 Suite 802 West Towers
 Atlanta, Georgia 30334
 404-656-2871

or County Board of Registrars

Contact information may be found at: <http://sos.georgia.gov/cgi-bin/countyregistrarsindex.asp>

VOTER REGISTRATION RULES

ALL APPLICANTS MUST PROVIDE TO THE COUNTY REGISTRAR ONE OF THE FORMS OF REGISTRATION IDENTIFICATION REQUIRED BY THE **HELP AMERICANS VOTE ACT** EITHER WITH THE APPLICATION OR PRIOR TO OR AT THE TIME OF VOTING FOR THE FIRST TIME

NO

DEPUTY REGISTRAR

PRIVATE ENTITY

YES

VOTER REGISTRATION APPLICATIONS MAY BE SUBMITTED TO COUNTY IN BUNDLES

YES

YES

DEPUTY REGISTRAR MUST BE PRESENT AT DRIVE

YES

NO

REGULATED TIMES FOR VOTER REGISTRATION DRIVES

YES

NO

REGULATED LOCATION OF VOTER REGISTRATION DRIVE

YES

NO

REGULATED CIRCUMSTANCES OF VOTER REGISTRATION DRIVE

YES

NO

REGISTRATION FORMS MUST BE SUBMITTED TO COUNTY IN TIMELY MANNER

YES

* WITHIN 10 DAYS

VOTER REGISTRATION APPLICATION MUST BE SEALED

NO

YES, UNLESS PERMISSION OTHERWISE

MAY COPY VOTER REGISTRATION APPLICATION

YES

NO, UNLESS PERMISSION OTHERWISE
Postmark or the date of receipt by
appropriate board of registrars or the
Secretary of State if postmark
nonexistent.

EFFECTIVE DATE OF SUBMITTAL FOR VOTER REGISTRATION

Applicant's Signature Date

* A private entity shall promptly transmit all completed voter registration applications to the Secretary of State or the appropriate board of registrars within **ten days** after receiving the application or by the close of registration, whichever period is earlier. If a private entity receives a completed voter registration application fourteen days or less before the close of registration, the private entity should transmit the application to the Secretary of State or the appropriate board of registrars within seventy-two hours of the date of the execution of the application or by midnight on the close of registration, whichever period is earlier.

★ ★ ★ ★ ★ VOTER ★ ★ ★ ★ ★ REGISTRATION DRIVE

DATE:

TIME:

PLACE:

CONTACT:

To register to vote you must:

Be a citizen of the United States

Be a legal resident of the county in which you want to register

Be at least 17 ½ years of age to register and 18 to vote

Not be serving a sentence for conviction of a felony involving moral turpitude

Have not been found mentally incompetent by a judge



You've Registered to Vote... *Now What?*

As Americans, one of our most precious freedoms is the constitutional right to select our leaders. After registering to vote, be sure you have all the information you need to cast your ballot on Election Day.

Within two to four weeks after registering to vote, you should receive a precinct card which will list the polling place where you will vote, as well as your districts.

If you do not receive your voter registration card, you should:

Check the status of your registration by visiting the Secretary of State's voter information website at www.sos.ga.gov/elections to access the My Voter Page.

If you cannot access this information, call your local voter registration office (a telephone directory can be found online at www.sos.ga.gov/elections) to confirm that your registration form was received.

You do not have to re-register for each election, but if you have not voted in three years, it is important to confirm your registration with your county voter registration office prior to Election Day.

Any person who submits a voter registration form by mail and is registering for the first time in Georgia must provide appropriate identification. *This requirement does not apply if you registered in person.* If you did not provide this information, please submit a copy of your identification to your county voter registration office on or prior to Election Day

For more information on Georgia elections:

www.sos.ga.gov/elections

State Elections Division
2 Martin Luther King Jr. Dr.
Suite 802 West Tower
404-656-2871



Exhibit C

RULES OF THE STATE ELECTION BOARD

183-1-6-02- Rules for Voter Registration by Private Entities

Ga. Comp. R. & Regs. r. 183-1-6-.02 Rules for Voter Registration by Private Entities

Georgia Administrative Code

Department 183. STATE ELECTION BOARD

Chapter 183-1. GEORGIA ELECTION CODE

Subject 183-1-6. REGISTRATION OF ELECTORS

Current through Rules filed through April 5, 2018

Rule 183-1-6-.02. Rules for Voter Registration by Private Entities

- (1) **Intent and Purpose.** These rules are promulgated pursuant to the authority granted to the State Election Board by Georgia Laws 1984, p. 1430, (O.C.G.A. Section [21-2-215\(f\)](#)) and by Georgia Laws 1968, p. 862, (O.C.G.A. Section [21-2-31](#)). It is the intent and purpose of the State Election Board to establish reasonable, necessary, and uniform rules and regulations to carry out the responsibilities of the State of Georgia with respect to the registration of voters in Georgia.

For the benefit and protection of those citizens who choose to entrust their completed voter registration applications to private entities and for the benefit and protection of the public and the fair administration of the electoral process, the State Election Board has promulgated these rules for voter registration by private entities. The State Election Board, within the parameters of the law, has taken care to make voter registration in Georgia as convenient and easy as practicable while retaining the necessary controls to prevent abuse of the system and fraud in the elective process. To this end, the State Election Board has promulgated these rules and regulations.

- (2) **Definitions.** As used in this rule, unless otherwise noted, the term:
- (a) "Close of registration" means the last day for the registration of voters in a primary or general election, as provided by law.
 - (b) "Private entity" means an individual who is not acting in an official capacity as a registrar or deputy registrar, or a non-governmental organization or other non-governmental entity that utilizes individuals other than registrars or deputy registrars to conduct voter registration programs.
 - (c) "Voter registration programs" means the distribution or collection of voter registration applications.

(3) Acceptance of Mail Voter Registration Applications.

- (a) A voter registration application postmarked or received by the Secretary of State or a registrar or deputy registrar within the time frames provided by law for the registration of electors shall be processed without regard to whether such application was received by mail or otherwise, was submitted singularly or bundled with other voter registration applications, or was submitted by a private entity. No board of registrars shall reject or refuse to process a voter registration application solely on the basis of how or by whom it was submitted.
- (b) Any mail voter registration application received from a private entity (other than from an individual delivering his or her own application to a state or local election official in person) shall be processed in the same manner as an application received by mail, regardless of the manner in which such application was actually delivered.
- (c) Nothing in this rule shall be construed to prohibit or in any manner restrict the right of any board of registrars or other authority from investigating and addressing suspected instances of voter registration fraud or to challenge, examine, verify, or determine the validity of voter registration applications or the qualifications and eligibility of persons applying to register to vote.

(4) Voter Registration Activities of Private Entities. Nothing in this rule shall be construed to prevent private entities from conducting organized voter registration programs and assisting eligible citizens with voter registration as permitted by state or federal law, including the distribution, collection, and transmittal of mail voter registration applications to the appropriate board of registrars.

(5) Instruction and Training of Private Entities.

- (a) Instruction and training for private entity voter registration activities pursuant to this rule shall be offered by the board of registrars. Training requests by private entities shall be made in writing to the board of registrars. The board of registrars shall respond in writing to such requests with a training confirmation, including the date, time, and location such training will take place.
- (b) At a minimum, training shall be provided to each private entity who requests such training on:
 - 1. How to complete the voter registration application designed, published, and distributed by the Secretary of State in accordance with O.C.G.A. Section [21-2-223](#);
 - 2. The proper security of completed voter registration applications;
 - 3. The time frames within which completed voter registration applications are required to be transmitted to the appropriate board of registrars;
 - 4. The identification requirements to be included with completed voter registration applications;

5. The identification requirements for voting at polling places within the state and the requirements for persons who registered to vote for the first time by mail; and
 6. The required and prohibited activities of private entities as set forth in paragraphs (6) and (7) of this rule.
- (c) The Secretary of State may develop and provide to the boards of registrars manuals for this instruction. The Secretary of State may also make such manuals available to the public, including via electronic means on the Secretary of State's website. Until such time as the Secretary of State develops such manuals, boards of registrars shall utilize such materials as will meet the training requirements of this rule.
- (6) **Required Activities.** While engaging in organized voter registration activity within this state, a private entity shall:
- (a) Advise each applicant that such applicant has the option to return his or her voter registration application personally to the appropriate board of registrars or to the Secretary of State or to permit the private entity to return it on the applicant's behalf;
 - (b) Inform all applicants that they are not officially registered to vote until their eligibility has been determined by the appropriate board of registrars and that, if the applicant has not received notification of the disposition of the application within three to four weeks of submitting the application, the applicant should contact the appropriate board of registrars to determine if such applicant's eligibility has been determined and the applicant's name entered on the official list of electors;
 - (c) Inform all applicants that, if they are registering to vote for the first time in the jurisdiction by mail or through a private entity, they must present current and valid identification either when registering to vote by mail or through a private entity or when voting for the first time after registering to vote by mail or through a private entity;
 - (d) Inform all Georgia applicants of the availability of an online registration status check and polling place locator service on the Secretary of State's website and encourage all applicants to access it in advance of a primary or election day to verify their registration status and correct polling place; and
 - (e) Inform all applicants of their right, under certain circumstances, to cast a provisional ballot in the event that their names do not appear on the official list of electors at the polls.

For purposes of compliance with the notice provisions provided in this paragraph, it shall be sufficient for the private entity either to post such notices in a conspicuous location at any fixed registration site or to provide such notices in written form to the applicant in a brochure, flyer, or other similar manner at the time of application. The Secretary of State may design and make available to private entities an appropriate model form that includes all required notices pursuant to this paragraph.

- (7) **Prohibited Activities.** While engaging in voter registration programs within Georgia, a private entity shall not:
- (a) Represent to any person that the private entity is a representative of the Secretary of State or a board of registrars authorized by law to receive voter registration applications in person;
 - (b) Make any statement to an applicant or take any action that the private entity knows or reasonably should know would discourage a qualified applicant from registering to vote;
 - (c) Refuse to accept and transmit a properly completed and contemporaneously dated voter registration application from any qualified individual;
 - (d) Be inebriated or otherwise impaired by drugs, alcohol, or other substances;
 - (e) Conduct voter registration activities at locations where the private entity knows that illegal or criminal activities are being conducted;
 - (f) Accept a completed registration application from the applicant unless such application has been sealed by the application, without a signed acknowledgement from the applicant that the applicant willingly and knowingly provided the unsealed application to the private entity;
 - (g) Copy a completed registration application without the express, written permission of the applicant; or
 - (h) Conduct voter registration activities in places where alcoholic beverages are sold and consumed on the same premises.
- (8) **Transmittal of Completed Voter Registration Applications.**
- (a) A private entity shall promptly transmit all completed voter registration applications to the Secretary of State or the appropriate board of registrars within ten days after receiving the application or by the close of registration, whichever period is earlier. If a private entity receives a completed voter registration application fourteen days or less before the close of registration, the private entity should transmit the application to the Secretary of State or the appropriate board of registrars within seventy-two hours of the date of the execution of the application or by midnight on the close of registration, whichever period is earlier.
 - (b) Transmittal of completed voter registration applications may be accomplished by in-person delivery, mail, commercial courier, statutory overnight delivery, or any other form of delivery that is reasonably calculated to secure and ensure the confidential delivery and receipt of such applications by the Secretary of State or the appropriate board of registrars within three business days after transmittal and within the time frames required by these rules and regulations and state and federal law.

With each transmittal of completed voter registration applications, a private entity should include a transmittal summary sheet which, at a minimum, provides the name of the submitting individual, the name of the private entity sponsoring the voter registration programs (if different than the submitting individual), the physical residence or business address of the submitting individual, the daytime and evening telephone numbers of the submitting individual, and the total number of applications being submitted. The Secretary of State may design and make available to private entities a model transmittal summary sheet containing the information requested in this subparagraph. The failure to include the transmittal summary sheet shall not by itself be grounds for rejecting the submitted applications. The private entity may enclose a postage-prepaid, self-addressed envelope, along with a copy of the completed transmittal summary sheet, if the private entity desires a date stamped receipt of the transmittal summary sheet from the board of registrars, in which case the board of registrars shall promptly acknowledge such receipt by returning a date stamped copy of the transmittal summary sheet to the private entity.

(9) Confidentiality of Completed Voter Registration Applications.

- (a) A private entity shall keep all completed original voter registration applications in the possession of the private entity in a secure and confidential manner at all times until such applications are submitted to the Secretary of State or the appropriate board of registrars. Except as otherwise provided in this rule, a private entity shall not disclose any such applications or information contained therein, except as specifically provided in these rules and regulations to any member of the public. A private entity may collaborate with another affiliated private entity in the securing of completed original voter registration applications that are received during the course of a jointly organized voter registration program.
- (b) With the express, written consent of the applicant, a private entity may make archival copies of an applicant's original voter registration application and retain such archival copies for use in aiding the applicant with verifying the timely and proper receipt and processing of his/her application by the applicable board of registrars. A private entity may engage the services of a commercial copying or document management service to make such archival copies provided that the company agrees to maintain the confidentiality and security of the original applications and any copies of the applications in the same manner as is required by private entities pursuant to this rule.
- (c) A private entity shall keep any such archival copies in a secure and confidential manner at all times and shall not disclose any such archival copies to any member of the public; provided, however, that a private entity may disclose such archival copies to another affiliated private entity as necessary for use in aiding the applicant with verifying the timely and proper receipt and processing of his/her application by the applicable board of registrars. Archival copies of completed voter registration applications must be discarded by the private entity not later than 90 days following the transmittal of the completed voter registration application to the Secretary of State or board of registrars. Whenever such archival copies are discarded by the

private entity, they must be discarded in the manner contemplated by O.C.G.A. § [10-15-2](#) for the destruction by businesses of records containing personal information.

- (d) A private entity may create and keep a separate record of any information contained on the applicant's voter registration application that could otherwise be made available for public inspection pursuant to O.C.G.A. § [21-2-225\(b\)](#) if collected and maintained by the Secretary of State on the official list of electors. No such information may be used by the private entity or any other person for commercial purposes. Whenever such information is discarded by the private entity, it must be discarded in the manner contemplated by O.C.G.A. § [10-15-2](#) for the destruction by businesses of records containing personal information.

Cite as Ga. Comp. R. & Regs. R. 183-1-6-.02

Authority: O.C.G.A. Sec. [21-2-31](#).

History. . Original Rule entitled "Duplicate Voting, Procedure for Checking" adopted. F. July 24, 1968; eff. Aug. 12, 1968.

Amended: F. Aug. 5, 1969; eff. Aug. 24, 1969.

Amended: F. Mar. 6, 1987; eff. Mar. 26, 1987. Repealed: F. Dec. 11, 2003; eff. Dec. 31, 2003.

Amended: New Rule entitled "Rules for Voter Registration by Private Entities" adopted. F. Oct. 29, 2009; eff. Nov. 18, 2009.

BOARD OF ELECTIONS AGENDA REQUEST FORM

MEETING DATE **AGENDA ITEM #**

PRESENTER(S)

TYPE OF REQUEST

WORDING FOR THE AGENDA

Discussion regarding the daily / hourly pay of Absentee staff.

BACKGROUND / HISTORY / DETAILS

Absentee staff are seasonal, temporary staff who work the weeks prior to an election (three weeks early election and absentee by mail.) Each person who works in that capacity, irrespective of what role they work (manager, assistant manager, clerk) earns \$14.50 hourly.

This discussion is made in an effort to reevaluate the payment structure and amount of these seasonal employees.

The background material provides samples from various Georgia counties on payments for their absentee employees.

SPECIFIC ACTION / DIRECTION SOUGHT

Discussion regarding the daily / hourly pay of Absentee staff.

Daily Rates- Election Day

<u>County Name</u>	<u>Poll Manager</u>	<u>Assistant Poll Manager</u>	<u>Clerk</u>
Clayton County	\$235.00 plus \$30.00 training	\$200.00 plus \$30.00 training	\$130.00 plus \$30.00 training
Greene County	\$224.00	\$168.00	\$112.00
Fayette County	\$210.00 plus \$30.00 training	\$160.00 plus \$30.00 training	\$130.00 plus \$30.00 training
Gordon County	\$200.00	\$175.00	\$125.00
Camden County	\$200.00	\$150.00	\$100.00
Baldwin County	\$175 (average \$140 to \$210)	\$175 (average \$140 to \$210)	\$175 (average \$140 to \$210)
Whitfield County	\$170.00	\$150	\$130.00
Talbot County	\$154.00	\$140.00	\$126.00

Daily Rates- Absentee in Person

<u>County Name</u>	<u>Absentee Manager</u>	<u>Absentee Assistant Manager</u>	<u>Absentee Clerk</u>
Fayette County	\$203.00	\$203.00	\$203.00
Camden County	\$200.00	\$150.00	\$100.00
Baldwin County	\$175.00 (average \$140 to \$210)	\$175.00 (average \$140 to \$210)	\$175.00 (average \$140 to \$210)
Clayton County	\$154.00	\$140.00	\$126.00
Whitfield County	\$112.00	\$112.00	\$112.00

County Name	Senior Poll Manager / Trainer	Poll Manager / Hourly Rate	Poll Manager / Daily Rate	Assistant Poll Manager / Hourly Rate	Assistant Poll Manager / Daily Rate	Clerk / Hourly Rate	Clerk / Daily Rate	
Baldwin County	Not Applicable	\$10.00 - \$15.00	\$140 to \$210	\$10.00 - \$15.00	\$140 to \$210	\$10.00 - \$15.00	\$140 to \$210	
Camden County	Not Applicable	\$14.00	\$200.00	\$11.00	\$150.00	\$7.00	\$100.00	
Clayton County	Not Applicable	\$16.79 plus \$30 Training	\$235 plus \$30 Training	\$14.29 plus \$30 Training	\$200 plus \$30 Training	\$9.29 plus \$30 Training	\$130 plus \$30 Training	
Fayette County	Not Applicable	\$15 plus \$30 Training	\$210 daily \$30 Training	\$11 plus \$30 Training	\$160 plus \$30 Training	\$9 plus Training	\$130 plus \$30 Training	
Gordon County	Not Applicable	\$14.00	\$200.00	\$13.00	\$175.00	\$9 plus \$30 Training	\$125.00	
Greene County	\$18.00 / hr	\$16.00	\$224.00	\$12.00	\$168.00	\$8.00	\$112.00	
Talbot County	Not Applicable	\$11.00	\$154.00	\$10.00	\$140.00	\$9.00	\$126.00	
Whitfield County	Not Applicable	\$12.00	\$170.00	\$10.71	\$150.00	\$9.29	\$130.00	
County Name	Election Night Workers / Hourly Rate	Election Night Workers / Daily Rate	Absentee Managers / Hourly Rate	Absentee Managers / Daily Rate	Absentee Assistant Managers / Hourly Rate	Absentee Assistant Managers / Daily Rate	Absentee Clerk / Hourly Rate	Absentee Clerk / Daily Rate
Baldwin County	\$10.00 - \$15.00	\$140 to \$210	\$10.00 - \$15.00	\$140 to \$210	\$10.00 - \$15.00	\$140 to \$210	\$10.00 - \$15.00	\$140 to \$210
Camden County	Not Applicable	Not Applicable	\$14.00	\$200.00	\$11.00	\$150.00	\$7.00	\$100.00
Clayton County	\$10.00	\$140.00	\$11.00	\$154.00	\$10.00	\$140.00	\$9.00	\$126.00
Fayette County	Not Applicable	Not Applicable	\$14.50	\$203.00	\$14.50	\$203.00	\$14.50	\$203
Gordon County	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Greene County	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Talbot County	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Whitfield County	Not Applicable	Not Applicable	\$8.00	\$112.00	\$8.00	\$112.00	\$8.00	\$112.00