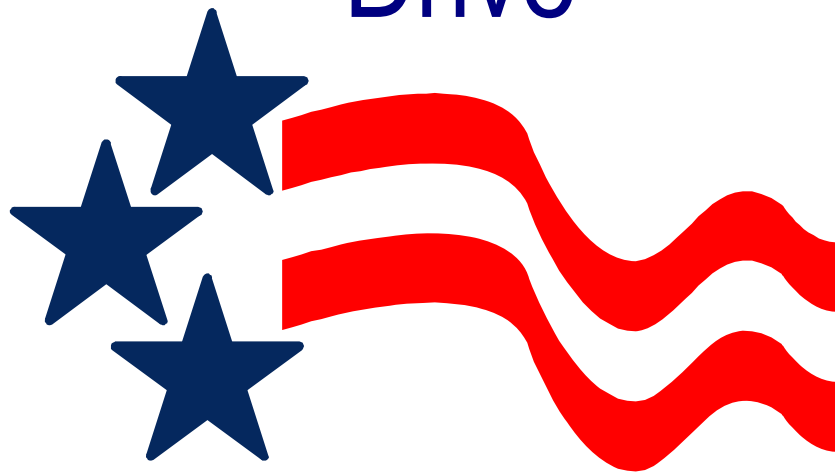


Guide for Voter Registration Drive



Montgomery County Election Commission
Montgomery County Veterans Plaza
350 Pageant Lane, Suite 404
P.O. Box 422
Clarksville, TN 37041
931-648-5707
vote@montgomerycountyttn.org

Vickie Koelman
Administrator of Elections

Keys to a SUCCESSFUL Voter Registration Drive

- All registration applications are *properly* filled out
- All applications are delivered to the Montgomery County Election Commission in a timely manner and prior to any upcoming registration deadlines
- Voter Registration Applications are made available to individuals without discrimination against any group (based on gender, race, political views, etc.)
- You inform individuals that their voter registration card will be mailed to them by the Montgomery County Election Commission, and that they are NOT registered voters until they receive their card

RESPONSIBILITIES of Person Conducting Registration Drive

THIS IS A LEGAL DOCUMENT. NEVER give an applicant advice on how to answer questions on their application. The applicant will be held LEGALLY responsible for the information they provide. Directing ALL questions to the Election Commission Office is in everyone's best interest. See the "Voter Declaration" explanation under "Instructions for By-Mail Voter Registration Application at Voter Registration Drives".

Review all directions for conducting a Registration Drive with anyone who will be assisting you.

- Return all applications:
 - Used and unused
 - Before deadlines
 - Before you are given more forms
- Check each application for accuracy and completion, however, do NOT attempt to change or correct any information yourself!
- Identify your organization to the voter. *Do NOT misrepresent yourselves as Election Officials.* Refer any questions about voter registration to the Election Commission Office.
- Do NOT refuse to give a Voter Registration Application to anyone who is eligible to vote:
 - For example: You know someone is from a different political party, you MUST give that person an application.
- Do NOT charge anyone for a Voter Registration Application
- Do NOT give out photocopied applications for people to fill out
- Properly instruct the public on the following:
 - On Voter Registration deadlines
 - On procedures for receiving Voter Registration Card, and informing them that they are NOT registered voters until they receive their card
 - They must vote in person the first time they vote if they mail the application in or have you to turn it in for them
 - After receiving their Voter Registration Card, they should vote at the Election Day Precinct listed on their card or they may vote during the Early Voting period at the Election Commission Office
 - The Polls are open on Election Day from 7am to 7pm at all Election Day Precincts

USES of the Voter Registration Application

- Apply to Register to Vote
- Change Address of the Voter
- Change the Name of the Voter
- To replace a Voter Card

Applications may also be obtained on an *individual basis* at the following locations: all Post Offices in Montgomery County, Public Library, East Montgomery Utilities Office, Department of Human Services, WIC Office, Health Department, and the Department of Safety. *Applications at these locations are NOT to be used for Registration Drives.*

QUALIFICATIONS to register to vote in Montgomery County, TN (ALL must be met)

- Must be a U.S. citizen
- Must be a Legal Resident of Montgomery County, TN at the time the application is submitted
- Must be 18 years of age by the date of the next election
- Cannot be a Convicted Felon, or if convicted, have had their Voting Rights restored as required by state law
- Must submit a properly completed voter registration application at least 30 days prior to an upcoming election

Registration DEADLINE

- Hand-Delivered Applications
 - Completed Voter Registration Applications that are brought into the Election Commission Office in person must be delivered NO later than the close of business on the 30th day before any upcoming election day.
- Mailed Applications
 - Completed Voter Registration Applications that are mailed must be postmarked no later than the 30th day before any upcoming election day. Any applications received with a postmark of less than 30 days before the date of the next election will be considered as UNTIMELY FILED and the applicant would NOT be eligible to participate in the upcoming election.

**YOU ARE RESPONSIBLE FOR GETTING THE APPLICATIONS DELIVERED ON TIME.
YOU SHOULD **NOT** RELY ON A POSTMARK.**

Voting the FIRST TIME

Individuals that register using a By-Mail application MUST vote IN-PERSON the first time they vote and present proper signature I.D. To vote in-person, individuals must vote at either their designated Election Day Precinct OR at the Montgomery County Election Commission Office during Early Voting.

All applications completed at Voter Registration Drives are considered "By-Mail" - regardless of whether applications are hand-delivered, or mailed, to the Election Commission Office.

NOTE: An application NOT filled out *and* signed in the presence of an ELECTION OFFICIAL is considered "By-Mail". This is because only persons recognized by the Election Commission Office as Election Officials are authorized to verify an applicant's identity.

Voting in-person the first time, after having registered using a By-Mail application, verifies the person's identity in order to avoid invalid registrations.

Voter REGISTRATION CARD and the SAMPLE BALLOT

If the applicant is determined by the Election Commission Office to be eligible to register to vote, the voter will receive a Voter Registration Card in the mail. The voter should sign the card as soon as it is received, and should take this card with them to vote.

NOTE: If the applicant does not receive a voter card in the mail, they are not registered, and should contact the Election Commission Office as soon as possible.

- The card shows the voter's:
 - County Commission District
 - City Ward
 - School Board District
 - State House of Representatives
 - State Senate
 - U.S. Congress

A voter may take a Sample Ballot with them to their Election Day Precinct or to the Election Commission Office for Early Voting as long as they keep it private and do NOT display it to other voters.

- The sample ballot for each upcoming election can be found:
 - On the Montgomery County Election Commission website: www.montgomerycountyttn.org
 - In the Montgomery County Election Commission Office
 - In the Leaf Chronicle Newspaper
 - Posted on the wall of each Election Day Precinct

INSTRUCTIONS for By-Mail Voter Registration Applications at Voter Registration Drives

Applications for Voter Registration can be signed out in packets of 50 forms. More forms can be checked out after all previous forms have been returned. It is best that whoever is conducting the Drive, be the one to receive the instructions because conducting a Voter Registration Drive makes YOU responsible for getting the applications completed correctly and returned to the Election Commission Office in a timely manner.

IMPORTANT:

- Do NOT attempt to fill out the application, make corrections, or answer questions yourself. In order to ensure accuracy of the information provided and to avoid legal implications, the applicant should fill out their OWN application. ALL questions should be directed to the Election Commission Office.
- Do NOT hold on to applications for any period of time after a Registration Drive is over, especially applications that have been completed. They contain vital information about a person's identity. Therefore, you have a responsibility to return the applications to the Election Commission Office, protecting the applicant's privacy in regard to their personal information.
- Applicants should be directed to read all instructions on the top-half of the application.
- Applications should be filled out in BLACK INK only.

Item #1: Applicant should mark whether the form is for a NEW REGISTRATION, NAME CHANGE and/or ADDRESS CHANGE. If unsure, leave blank.

Item #2: Applicant prints LAST NAME, FIRST NAME, and MIDDLE INITIAL; mark MALE or FEMALE; RACE is optional.

Item #3: ADDRESS WHERE YOU LIVE is where the applicant *currently, physically* resides – NOT where they “plan” to move. Applicant may NOT list a P.O. Box, a Military Unit (APO) address, or a business address.

AUSTIN PEAY STUDENTS who live in a dorm/hall have specific address guidelines that should be written as follows:

APSU physical address:

- Room #, name of the dorm/hall, APSU.
- Therefore, it should be written as: 231 Meacham APSU
- Zip Code for APSU dorms is 37044

MILITARY that are Tennessee State residents living in the barracks at Ft. Campbell on the TENNESSEE side of the Post should list their address as follows:

Ft. Campbell, KY physical address:

- Building number, street and room number
- Therefore, it should be written as: 6752 Desert Storm Ave #123A
- City should be listed as Ft. Campbell, County as Montgomery, and Kentucky Zip Code as 42223

Item #4: Applicant uses this line only if their Mailing Address is different from their physical address.

AUSTIN PEAY STUDENTS who live in dorms/halls have specific mailing address guidelines as follows:

APSU Mailing Address:

- Mail is not delivered to dorms. Therefore, students must provide their Austin Peay P.O. box as their Mailing Address.
- Student must provide his or her **own** P.O. Box – a P.O. Box that belongs to another student or organization will not be accepted.
- Zip Code for APSU P.O. boxes is 37044.
- Therefore, the Mailing Address should be written as: P.O. Box 123, 37044

MILITARY who use a Unit or P.O. Box address to receive mail should list as follows:

MILITARY Mailing Address:

- Eco 1-327 INF REGT or P.O. Box 1234
- City should be listed as Ft. Campbell, State as KY, and Zip Code as 42223

Item #5: DATE OF BIRTH and PLACE OF BIRTH are required. For PLACE OF BIRTH, applicant should list the State, or if born *outside* the United States, list the Country.

Item #6: The *complete* SOCIAL SECURITY NUMBER is required.

Item #7: DAYTIME PHONE NUMBER is optional. Local numbers, (“931” Area Code), are preferred.

Item #8: If the applicant has *ever* been registered in either: another Tennessee County; another State; or here in Montgomery County under a different name and/or address, that information should be listed under NAME AND ADDRESS ON LAST VOTER REGISTRATION. The *last* City, County, and State will be sufficient. If an applicant has *NEVER* been registered, leave blank.

Voter Declaration: Applicant MUST read the Affirmation to the VOTER DECLARATION, and mark the appropriate “Yes” or “No” answer for questions 1-4. ALL questions MUST be answered. See important information below:

IMPORTANT

THIS IS A LEGAL DOCUMENT. NEVER give an applicant advice on how to answer questions on their application. The applicant will be held LEGALLY responsible for the information provided on the form. Directing ALL questions to the Election Commission Office is in everyone’s best interest.

This *especially* means that you should NOT offer help in determining an applicant’s Citizenship status, legal State of Residency, or what may or may not constitute as a felony, or how a felon’s rights can be restored.

NOTE: If an applicant has been convicted of a felony, you MUST still accept their application. Instruct them to contact the Election Commission Office for information on how they may be able to get their voting right restored. The Election Commission Office will also send the applicant the necessary information upon receipt of the application.

Warning: Applicant should read the WARNING in red above the Signature area BEFORE signing. See Voter Fraud:

VOTER FRAUD is defined as, but not limited to: giving an address where you do not live; giving a false Social Security number; falsely claiming to be a U.S. citizen or a Tennessee resident; not being truthful about a Felony conviction; attempting to register and/or vote in multiple counties or states; giving a false date of birth in order to be eligible to vote; and registering under a false name.

Signature (or mark) of Applicant: Applicant MUST sign or make their mark by the “X.” The applicant’s signature implies that the he or she testifies under Oath that the information provided on the form is correct and true to the best of his or her knowledge, and that he or she accepts FULL responsibility for the implications of falsifying information. Therefore, ***ONLY the applicant may sign/mark his or her OWN application!*** In addition, the Election Commission Office does NOT recognize POWER OF ATTORNEY.

Signature of Person Assisting: If applicant is unable to sign or make their mark, they may authorize someone to sign the application *for* them. This section is where the person, who signed for the applicant, must sign their name and list their address. This section is *ONLY* completed if the applicant absolutely *cannot make ANY attempt* to sign/mark the application on his or her own, which could be due to, but not limited to, possible physical inability to do so.

“Person Assisting” does NOT refer to:

- Anyone conducting/helping with a Voter Registration Drive that simply gives assistance with directions on how to fill out the application;
- An applicant’s spouse/family member/friend that attempts to submit an application *for* the applicant in his or her absence.
- Military spouses/dependents who may attempt to complete and submit an application for someone who is deployed.

Military personnel should contact the Election Commission Office for information on registering to vote while deployed, whether they are currently in Montgomery County, overseas, or in another state.

Again, the Election Commission Office does NOT recognize *POWER OF ATTORNEY*.

FINAL NOTES:

1. This is a *legal* document; do NOT make corrections or mark on a person's application, and do not give advice on any questions that may constitute as a legal matter. Anyone who is conducting/helping a Voter Registration Drive is there to give *directions* on the form, and to give the public they are serving the *opportunity* to register to vote. Applicants should attempt to complete the form on their own.
2. The applications contain personal information. Please protect the applicant's privacy by bringing the applications back to the Election Commission Office as soon as possible.
3. Anyone who registers using this By-Mail Application *must* vote in person the first time they vote after registering.
4. Applicant is not registered to vote until they receive a voter registration card. If applicant does not receive a card in the mail, they are not registered. They should contact the Election Commission Office as soon as possible.
5. Photocopies will NOT be accepted.
6. All applications should be hand delivered to our office as soon as completed or postmarked *no later* than 30 days prior to the next scheduled election, which is the registration deadline for every election. This is state law - *no exceptions*. If applicant wishes to complete and return the application on their own, it is your responsibility to inform them of the instructions and the 30-day deadline.

For further questions, contact the Montgomery County Election Commission at (931) 648-5707.



SS-3010 REV 04/06

FOR COUNTY ELECTION COMMISSION USE ONLY

Mail _____ Reg # _____ Approved _____ Eff. Date _____
 P/A _____ District: _____ Precinct: _____ Ward _____

1 CHECK ONE: NEW REGISTRATION NAME CHANGE
 ADDRESS CHANGE

2 LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____ SEX M F RACE (OPTIONAL) _____

3 ADDRESS WHERE YOU LIVE (DO NOT GIVE A P.O. BOX) _____ APT. # _____ CITY _____ COUNTY _____ ZIP CODE _____
LEGAL NAME REQUIRED

4 ADDRESS WHERE YOU GET YOUR MAIL (IF DIFFERENT FROM #3) _____
LEGAL ADDRESS REQUIRED

5 DATE OF BIRTH _____ PLACE OF BIRTH _____ SOCIAL SECURITY NUMBER, if any _____ (required under TCA 2-2-116 for purposes of identification and to avoid duplicate registration) _____ DAYTIME PHONE NUMBER _____
6

8 NAME AND ADDRESS ON LAST VOTER REGISTRATION _____
REQUIRED REQUIRED SS# REQUIRED _____
 NAME _____ ADDRESS _____

CITY _____ COUNTY _____ STATE _____ ZIP _____

VOTER DECLARATION By completing the questions below and signing my name, I am swearing (or affirming) that the information I have provided is true, subject to the WARNING as stated.
WARNING: Giving false information to register to vote or attempting to register when not qualified is a felony punishable by not less than one (1) year nor more than six (6) years' imprisonment or a fine of \$3,000 or both.

Yes _____ No _____

THESE 4 QUESTIONS REQUIRED _____
1 I will be at least 18 years old on/or before the next election. _____
2 I have been convicted of a felony. _____

Signature of Person Assisting _____

Address _____

SIGNATURE REQUIRED _____
 Signature (or _____) _____
 If applicant is unable to sign, provide signature of person who signed for applicant.
 Date _____

**Name and Location
of Voting Precinct**

DATE OF BIRTH 9/08/1953
 CARD PRINTED 6/22/2003
 PRECINCT 14 GLENELLEN SCHOOL
 VOTING LOCATION 825 NEEDMORE RD

CUT ON THE DASH LINE

**Voter's Name and
Residence Address**

MONTGOMERY COUNTY, TN SS # 000-00-0000
 VOTER REGISTRATION CARD ID# 1234
 JOHN DOE
 123 MAPLE ST
 CLARKSVILLE, TN 37040

COUNTY DISTRICT	CITY WARD	SCHOOL DISTRICT	STATE HOUSE	STATE SENATE	U.S. CONGRESS
14	8	6	67	22	7

DATE REGISTERED
 6/22/2003

The above is entitled to vote on and after the issuance of this card, provided the registration has not become void.

Voter's Signature

VOTER'S SIGNATURE _____

Vickie Koelmann
 Administrator of Elections

District Information-

Use When Studying Your Sample Ballot