Guide for Voter Registration Drives

Reference Manual

Putnam County Election Office

Introduction

One of the goals of the Putnam County Election Commission is to strive for 100 percent registration of all eligible citizens.

We thank you for your willingness to ***"Conduct a Voter Registration Drive"*** and encourage you to review the contents of this guide. Please contact us at **526-2566** if you have any questions or concerns about the voter registration procedures.

The Decision to Conduct a Voter Registration Drive is:

1. As worthy a cause as a citizen can undertake
2. Fundamental to the election process
3. Important & should be taken seriously
4. Taking responsibility to make government work

The Voter Registration Drive will be successful when:

a. Forms are **properly completed** including all required items
b. Forms are delivered to the Putnam County Election office prior to any upcoming registration deadline
c. Forms are made available to individuals without discriminating against any group (based on gender, race, political point of view, etc.)
d. Individuals conducting the voter registration drive ensure that individuals given forms to be mailed later know how to properly fill out the form and are advised of the appropriate upcoming voter registration deadline
e. Individuals who submit an application to register to vote are advised once their application is approved they will be mailed a buff colored voter registration card from the Putnam County Election Commission

Putnam County Election Office
705 County Services Drive
Cookeville, TN 38501

Phone (931) 526 - 2566 Fax (931) 526 - 8724

Email: michele.honeycutt@putnamcountytn.gov
Website: www.putnamcountytn.gov/election-commission

Michele Honeycutt
Administrator of Elections

VOTER REGISTRATION APPLICATIONS

Voter Registration Applications are documents issued by the State of Tennessee and used in any Tennessee county. The Putnam County Election Office will consider a registration drive to be any request for 25 or more Voter Registration Applications. Reporting requirements are why Voter Registration Forms are labeled with a letter code. The Putnam County Election Office will issue forms with the Letter Code of "E" for your voter registration drive.

******* Tennessee requires a voter to produce a TN state or federal government issued photo ID before being allowed to vote. The exemptions are voters with a religious objection, voters who are indigent and unable to obtain a photo ID without paying a fee, those voting by absentee, hospitalized, or in a licensed nursing home. Valid ID includes: a TN driver license with your photo, U.S. passport, photo ID issued by the TN Dept of Safety and Homeland Security, photo ID issued by federal or TN state government, US Military photo ID, TN handgun carry permit with your photo. A college student ID is **not** a valid ID for voting purposes. Out-of-state driver licenses are also **not** allowed.***Those individuals who register by mail, see page 4 for more information.***

The Voter Registration Application can be used to:

Apply to Register to Vote
Report a Change of Address for a Voter
Report a Name Change
Report a Change in other Information
Cancel a Voter's Registration in another County or State

To be Eligible to Register to Vote in Putnam County, Tennessee

ALL of the following qualifications must be met:

-be a U.S. Citizen

-be a Legal Resident of Putnam County when submitting a voter registration application

-be 18 Years of Age by the Date of the Next Election

-not have been Convicted of a Felony (Those convicted of a felony must have had Voting Rights restored as required by TN state law.)

-Submit a properly completed voter registration application **at least 30 days before** an upcoming election

These qualifications are the same county to county. However, to be eligible to register in another Tennessee county, the individual must be a resident of that county as well as meet the other qualifications. ***To register in Putnam County one must be a resident of Putnam County.***

REGISTRATION DEADLINE

Voter Registration Deadlines are specific under the law. If the completed forms are hand-delivered (walked in to the office), they must be delivered by the close of business on the 30th day before any upcoming election day. **THIS IS STATE LAW AND NOT OPEN TO DISCUSSION. VOTER REGISTRATION DEADLINES ARE RIGID.**

If the forms are mailed (by an individual or the person organizing the voter registration drive), the envelope must be postmarked no later than the 30th day before any upcoming election day to be timely. A form with a postmark of 29 days or less before Election Day would be considered ***UNTIMELY*** and the individual ***WOULD NOT BE ELIGIBLE*** to participate in the upcoming election.

Conducting a voter registration drive makes you responsible for getting the forms delivered timely. Do not rely on a postmark unless you personally take the envelope to the Post Office and have them cancel the mailed envelope with the proper date.

Processing Voter Registration Applications at the Election Office

The Putnam County Election Office personnel stamp all documents when they are received. Voter Registration Applications are categorized as timely or untimely at the time of receipt when compared to any election deadlines. If a Mail-In Voter Registration Application is untimely, the voter will be notified by letter that their registration was received after the deadline and they will not be eligible to vote in the upcoming election. A voter registration deadline could be for a county-wide election or a city election.

Voter registrations timely filed are processed in the order in which they are received. **An applicant's eligibility is determined by the Putnam County Election Office personnel based on state law**. Registrations that have a deficiency (missing social security number, signature, date of birth, etc.) will be deficient and the voter notified in writing. Occasionally, registration forms are received in Putnam County belonging to a neighboring county. Those forms will be forwarded to the appropriate county election office. Hopefully, each application in your registration drive will be timely and properly completed.

The Putnam County Election Office will issue a buff colored voter registration card to each eligible voter. While conducting your registration drive, please advise each applicant to look for his or her Putnam County Voter Registration Card in the mail. Advise them to read the card for accuracy and, if everything is in order, to sign the card and keep it in a safe place until the next election.

Restating:
***** Tennessee requires a voter to produce a <u>federal government</u> or <u>TN state</u> issued photo ID before being allowed to vote. Please refer to page 2 for the details.*****

INDIVIDUALS THAT REGISTER BY MAIL MUST VOTE 'IN PERSON' THE FIRST TIME THEY VOTE AND SHOW A CURRENT VALID PHOTO ID. The definition of "in person" would be to appear personally at their election day polling place with proper ID or to appear personally at an early voting location with proper ID.

All these voters shall show a current (not expired) photo ID. If expired, the voter would also need to provide **evidence verifying their residential address.**

Examples of these would be Putnam County Voter Registration Card, Valid Tennessee Driver's License, Passport, Utility bill with your name and residential address, check stub with your name and residential address or checkbook showing your name and residential address on your checks.

ELECTION DAY POLLING PLACE INFO

Putnam County Election Day Polling Places open at 9 AM and close at 7 PM. The location of your polling place is located on your Voter Registration Card. A voter knowing the location of their election day polling place avoids problems and delays.

The Putnam County Election Office website at www.putnamcountytn.gov/election-commission has addresses for each of the Putnam County Election Day Precincts.

LOCATION OF MAIL-IN VOTER REGISTRATION APPLICATIONS

The Putnam County Election Office has placed Mail-In Forms at each U.S. Post Office in our county. Additionally, forms can be found at the Public Library. The Department of Safety, Department of Human Services, Register of Deeds, all of the High Schools, Military Recruiting Offices, Putnam County Health Department and the County Clerk's Office have forms available during normal business hours.

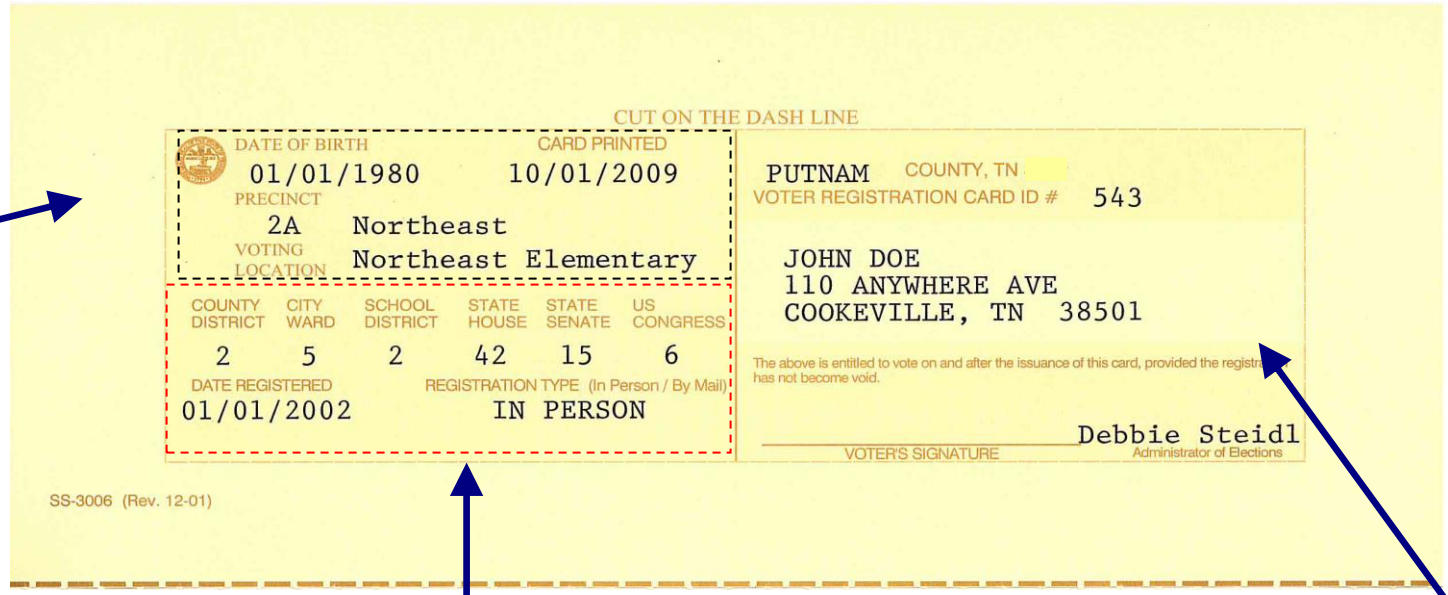
PURGED REGISTRATIONS or PERMANENTLY REGISTERED?

Many citizens think voter registration is permanent - once registered, always registered. **This is simply not true.** Previously, Tennessee used the term "permanent" on election documents which added to this incorrect belief. The word "permanent" no longer appears on voter registration cards.

As required by law, all 95 County Election Offices in Tennessee purge voter registration records on a daily basis. Upon receipt of notice that "John Q. Public" registered in another county, his name is immediately purged off the Putnam County Voter Database. Should "Mr. Public" attempt to vote in Putnam County, he will be advised that he was purged from our records when he registered elsewhere.

Other Legal Reasons to Purge a Voter:

- Upon receipt of a request to purge the registration from the voter.
- Upon the death of the voter.
- Upon written confirmation that the voter has moved outside the county of registration or has registered to vote in another jurisdiction.
- Upon learning that a voter has had a name change for ninety (90) days or more, except by marriage, and the voter has failed to notify the election office.
- Upon receiving official confirmation that the voter has been convicted of an infamous crime as defined in T.C.A. 40-20-112.
- Upon official notification that the voter is not a U.S. Citizen.
- If the voter fails to respond to a confirmation notice, and if the voter fails to otherwise update the voter's registration over a period of 2 (two) consecutive regular November elections following the date the notice was first sent.



District Information Detailed Inside the Red Dash Line Box (Actual Card has no Box) Use When You Study Your "Sample Ballot"

Precinct Name & Precinct Address Inside the Black Dash Line Box (No Box on Actual Card) YOUR ELECTION DAY VOTING LOCATION!

Your Putnam County Voter Registration Card Should Have Your Current Legal Address Here.
If Not, You Must Change Your Address. There is a printable form on our web page.

On the Back of your Voter Card you may Change Your Address if it's Inside Putnam County

VOTER REGISTRATION FORM QUALITY CONTROL

These highlighted areas are fields people sometimes forget. Check these fields on the form when individuals turn them in. If the form is incomplete, local county election officials will have to follow up with the applicant to complete the form, which may slow down the process.

Mail-In Application For Voter Registration

You can use this form to:

- register to vote in Tennessee or to change your name and/or address.

To register to vote:

- you must be a U.S. citizen, AND
- you must be a resident of Tennessee, AND
- you must be at least 18 years old on/or before the next election, AND
- you must not have been convicted of a felony, or if you have, your voting rights must have been restored.

If you register by mail, you must vote in person the first time you vote after registering.

MAIL OR HAND DELIVER THIS FORM TO YOUR COUNTY ELECTION COMMISSION.

Go to: http://tnsos.org/elections/election_commissions.php
to find your County Election Commission address.

Are you interested in working on Election Day? ☐ Yes ☐ No

This box asks if you would like to be sent additional information about being a poll worker on Election Day. This position is paid!

Instructions / checklist:

- ☐ Please PRINT with a blue or black **INK** pen (not felt tip).
- ☐ Provide the information below, read and answer the VOTER DECLARATION, and sign by the "X".
- ☐ An application for voter registration must be postmarked or hand delivered to the proper county election commission office at least 30 days before an election.
- ☐ Voter registration records are public records, open to inspection by any citizen of Tennessee, excluding social security numbers.

Names of persons selected for jury service in state court are not chosen from permanent voter registration records.
If you are qualified and the information on your form is complete, we will add your name to the county's voter rolls. We will then mail you a voter registration card. This card will tell you where to vote.

Federal or Tennessee State Government Issued Photo ID Is Required To Vote Unless Exception Applies.

DON'T FORGET THESE QUESTIONS!!

Are you a citizen of the United States? ☐ Yes ☐ No
Will you be 18 years of age on or before election day? ☐ Yes ☐ No
If you answered "No" in response to either of the above, do not complete this form.

LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	SEX ☐ M ☐ F	RACE (OPTIONAL)

ADDRESS WHERE YOU LIVE (DO NOT GIVE A P.O. BOX)	APT. #	CITY	COUNTY	STATE	ZIP CODE

ADDRESS WHERE YOU GET YOUR MAIL (IF DIFFERENT THAN ABOVE)	E-MAIL (OPTIONAL)

DATE OF BIRTH	CITY AND STATE OF BIRTH	SOCIAL SECURITY #	(required under T.C.A. § 2-2-116 for purposes of identification and to avoid duplicate registration)	PHONE #

NAME AND ADDRESS ON LAST VOTER REGISTRATION
NAME _____ ADDRESS _____
CITY _____ COUNTY _____ STATE _____ ZIP _____

This form is for people who wish to register in Tennessee. If you want to register in a different state, you must use a different form.

VOTER DECLARATION: I, being duly sworn on oath (or affirmation) declare that the above address is my legal residence and that I plan to remain at such residence for an undetermined period of time and say that to the best of my knowledge and belief all of the statements made by me are true.

	Yes	No
1. Are you a resident of the State of Tennessee?	____	____
2. Have you ever been convicted of a crime which is a felony in this state, by a court in this state, a court in another state, or a federal court?	____	____

ss-3010 (Rev. 5/13)

WARNING: Giving false information to register to vote or attempting to register when not qualified is a felony punishable by not less than two (2) years nor more than twelve (12) years imprisonment or a fine of $5,000 or both.

X _____ Date
Signature (or mark) of Applicant

If applicant is unable to sign, provide signature of person who signed for applicant.

Signature of Person Assisting

Address

If you were registered in a different state or at a *different* address, put that address here.

Don't forget these questions!

State of Tennessee Mail-In Voter Registration Form *(SS-3010, revised 05/13)*

The Applicant Is Required to Complete Which Items?

These 2 Questions **Must** Be Answered

Are you a citizen of the United States? ☐ Yes ☐ No
Will you be 18 years of age on or before election day? ☐ Yes ☐ No
If you answered "No" in response to either of the above, do not complete this form.

LAST NAME | FIRST NAME | MIDDLE NAME | SUFFIX | ☐ M ☐ F | RACE (OPTIONAL)

Name Required **Sex**

ADDRESS WHERE YOU LIVE (DO NOT GIVE A P.O. BOX) | APT. # | CITY | COUNTY | STATE | ZIP CODE

Legal Address Required

ADDRESS WHERE YOU GET YOUR MAIL (IF DIFFERENT THAN ABOVE) | E-MAIL (OPTIONAL)

Mail Address Required if different

DATE OF BIRTH | CITY AND STATE OF BIRTH | SOCIAL SECURITY # (required under T.C.A. § 2-2-116 for purposes of identification and to avoid duplicate registration) | PHONE #

Date & State of Birth Required **SS# Required**

NA ATION

NAME _____ ADDRESS _____

CITY _____ COUNTY _____ STATE _____ ZIP _____

VOTER DECLARATION: I, being duly sworn on oath (or affirm e and t d period of time and say that to the best of my knowledge and belief all of the statements made by me are true.

These 2 Questions **Must** Be Answered

	Yes	No
1. Are you a resident of the State of Tennessee?	____	____
2. Have you ever been convicted of a crime which is a felony in this state, by a court in this state, a court in another state, or a federal court?	____	____

ss-3010 (Rev. 10/11)

WARNING: Giving false information to register to vote or attempting to register when not qualified is a felony punishable by not less than two (2) years nor more than t or a fine of $5,000 or both.

Signature Required **Date**

X _____ Signature (or mark) of Applicant _____ Date

If applicant is unable to sign, provide signature of person who signed for applicant.

_____ Signature of Person Assisting

_____ Address

****USE BLUE OR BLACK INK!!** DO NOT USE A POST OFFICE BOX AS YOUR LEGAL ADDRESS. **If you are *not* a U.S. Citizen, you may *not* register to vote! ****

OMITTING INFORMATION PRODUCES DEFICIENT APPLICATIONS

Before conducting your "Voter Registration Drive," take the time to read the instructions on the top of Mail-In Application. **Anyone who registers by mail must vote in person the first time he or she votes after registering**. *Registering at a registration drive is considered 'by mail' unless it is with our office*.

****If you have any questions please call the Putnam County Election Office at 526-2566 before your registration drive.****

Mail-In Application For Voter Registration

E6044547

Are you interested in working on Election Day? ☐ Yes ☐ No

You can use this form to:

- register to vote in Tennessee or to change your name and/or address.

To register to vote:

- you must be a U.S. citizen, AND
- you must be a resident of Tennessee, AND
- you must be at least 18 years old on/or before the next election, AND
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☐ An application for voter registration must be postmarked or hand delivered to the proper county election commission office at least 30 days before an election.

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Names of persons selected for jury service in state court are not chosen from permanent voter registration records.

If you are qualified and the information on your form is complete, we will add your name to the county's voter rolls. We will then mail you a voter registration card. This card will tell you where to vote.

Federal or State Government Issued Photo ID Is Required To Vote Unless Exception Applies.

What would be the "Penalty for Giving False Information" to register or attempting to register when not qualified?

(Enlargement of the "WARNING" language on the Mail-In Application)

WARNING: Giving false information to register to vote or attempting to register when not qualified is a felony punishable by not less than two (2) years nor more than twelve (12) years imprisonment or a fine of $5,000 or both.

X _____ _____

Signature (or mark) of Applicant Date

If applicant is unable to sign, provide signature of person who signed for applicant.

_____

Signature of Person Assisting

_____

Address

What would place an applicant at risk of prosecution for "VOTER FRAUD?" A few examples are:

- ***Giving a legal address that is false, not yet true, or no longer a correct legal residence***
- ***Using a Social Security Number that belongs to another individual***
- ***Claiming to be a U.S. Citizen when that is false***
- ***Not being truthful about a Felony Conviction***
- ***Registering to Vote in Multiple Counties & Voting in Multiple Counties***
- ***Giving False Information on the Date of Birth in order to be eligible to vote***
- ***Registering under another person's name***

(This brief list contains some examples - certainly, other circumstances could result in prosecution)

PUTNAM COUNTY VOTERS HAVE THE RIGHT TO:

Vote in secret without fear, intimidation, or coercion.

Cast a ballot if legally registered as a Putnam County voter.

Cast a ballot if present and in line at the Election Day Precinct before the polls close (7 PM in Putnam County Elections).

Ask for and receive assistance in voting as authorized by state law.

Ask election officials questions about the voting process and election procedures and receive oral instructions and information about the voting process.

Review a displayed sample ballot prior to voting.

Vote on a certified voting system and have their vote counted accurately.

Be treated with courtesy and respect in an atmosphere without discrimination due to disability, race, literacy, or political point of view.

Vote in an accessible polling place.

Have their child (under age 17) accompany them while voting.

PUTNAM COUNTY VOTERS HAVE THE RESPONSIBILITY TO:

Legally register in Putnam County at least 30 days before an upcoming Election Day.

Notify the Putnam County Election Office of any change of residential address or name change promptly in advance of any election or early voting period.

Present proper identification when they appear to vote.

Ask questions when they are confused about any election procedures.

Provide truthful information regarding their legal residence, change of address and right to vote in Putnam County.

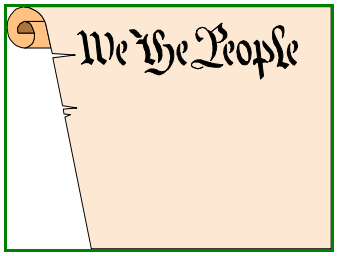
Refrain from campaigning or attempting to influence any voter inside the 100’ campaign boundary.

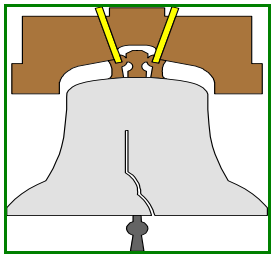
Respect the privacy and voting rights of others.

Know how to operate the voting equipment properly and ask questions prior to casting their vote, not after leaving a voting machine.

Know their precinct location and the hours of operation.

Know their voting districts, candidates, and issues on the ballot for each Election Day and to study a sample ballot when necessary.





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