



## Voter Registration Drive Information Sheet

Thank you for helping your fellow citizens to register to vote! We would like to provide you with the following information to assist your efforts in registering new voters:

1. Please contact the local parish Registrar of Voters or the Outreach Division at the Secretary of State's Office to inform them and register your voter registration drive prior to conducting your drive. Contact information is available at [www.GeauxVote.com](http://www.GeauxVote.com) on the Register to Vote page.
2. To register to vote and be eligible to vote, the applicant must:
  - Be a United States citizen;
  - Be at least 17 years old to register, but must be 18 years old by election day to vote;
  - Not be under an order of imprisonment for conviction of a felony; OR if under such an order not have been incarcerated pursuant to the order within the last five years;
  - Not be under a judgment of interdiction where the applicant's right to vote has been suspended;
  - Reside in the state and parish in which the applicant seeks to register and vote;
  - For additional eligibility requirements, please see the instructions on the voter registration application.
3. Applicants may register or make changes to their registration:
  - In person at a Registrar of Voters Office, at the Office of Motor Vehicles when obtaining, renewing or making changes to their driver's license, and at public assistance or disability offices when applying for or renewing assistance;
  - By mail using a voter registration application received from a registration drive, from public libraries, schools or universities, and recruitment offices of the Armed Forces;
  - Online through the Secretary of State's website at [www.GeauxVote.com](http://www.GeauxVote.com).
4. If you have internet access on a laptop or tablet, we encourage you to use our online voter registration system at [www.GeauxVote.com](http://www.GeauxVote.com). Applicants with a valid Louisiana driver's license or special ID card can electronically submit an application or make changes to their registration. All others can fill out the registration form online, but must print, sign, and mail the completed application to their parish Registrar of Voters.

If you do not intend to conduct a registration drive with paper applications but intend to only provide laptops or tablets for individuals to directly access the online voter

registration system at GeauxVote Online Registration System, you do NOT need to complete a third party registration drive contact form, as long as you are NOT capturing the data of individual registrants.

However, if you print and accept registration forms from applicants who cannot submit the registration forms electronically, you must register as a third party voter registration drive and you must comply with registration deadlines.

5. Before beginning a voter registration drive, please read and understand all of the directions listed at the top of the Voter Registration Application so that you may be able to assist applicants with any questions about the form.
6. Please make sure the voter registration application is marked legibly by the applicant. Please ask the applicant to print all information, except for the applicant's signature.
7. A black medium point ink pen is suggested. **DO NOT USE PENCIL TO COMPLETE THE REGISTRATION APPLICATION.**
8. The applicant must apply to register where he currently lives, so that he is placed in his proper voting district. A Post Office Box **CANNOT** be used as a residence address. (If the applicant has a P.O. Box, he may provide it in box 3 under "Mailing Address" but must supply a residential address.)
9. If an applicant has multiple residences and claims a homestead exemption, an applicant must register at his homestead exemption address; however, if he does not claim a homestead exemption and resides at more than one place in the state with an intention to reside there indefinitely, he may choose to register only at one of the places at which he resides. A person who resides in a nursing home or veterans home, however, may register and vote at the address where the nursing home or veterans home is located, even though he has a homestead exemption on his residence.
10. Full-time students attending a Louisiana college or university may choose to register either at the place where they reside while attending the college or university or at the place where they reside when not attending the college or university, but they cannot have more than one registration residence at any one time.
11. La. R.S.18:104 requires a Louisiana driver's license number or special ID card number, if issued, or if no Louisiana driver's license or special ID card has been issued, the last four digits of the social security number, if issued. The full social security number of the applicant may be provided on a voluntary basis by the applicant. If the applicant does not provide a Louisiana driver's license, special ID card, or a social security number, the Registrar of Voters may request additional information from the applicant to establish their age, identity, and residency.
12. All voter registration applications must be turned into the Registrar of Voters Office where the applicant resides within 30 days of receipt of the completed application from

the applicant OR no later than the close of registration for the next scheduled election, whichever comes first.

13. Completed voter registration applications contain private and protected information and shall not be copied for any purpose other than for a person's duties relative to registration of voters as provided by law. A criminal penalty of a fine up to \$2,000 or imprisonment for two years, or both, may be imposed for a first offense.
14. You may not fill out any information on another person's voter registration application, except when providing assistance to an individual entitled to assistance in accordance with the Election Code.
15. Inform all applicants that they are applying to register to vote by mail, that they are not yet registered to vote when they hand you their completed registration form, and that their parish Registrar of Voters will determine their eligibility. The Registrar of Voters will mail a verification letter to the address provided on the application form before the applicant is added to the official list of voters. If any required information is missing on the application, the Registrar of Voters will notify the applicant in writing, and the applicant will have ten days from the date the notice was mailed to provide the information and complete the registration process.
16. Inform all applicants to contact the Registrar of Voters if they do not receive a verification mailing or voter identification card in the mail within 30 days of registering.
17. Inform all applicants that registering to vote by mail requires the applicant to vote in person the first time if they are a first time voter in this state. They may vote in person either during early voting or on Election Day. Certain exceptions apply for voters with disabilities, students, participants of the Secretary of State's Address Confidentiality Program, and for voters who appear in person at the Registrar of Voters Office prior to the election and present evidence of their identity. For more information on these exceptions, the applicant should contact the Registrar of Voters.

**Should you have any questions or need further information, please do not hesitate to contact your parish Registrar of Voters Office.**

# VOTER REGISTRATION DRIVE

## INFORMATION

### NANCY LANDRY

S E C R E T A R Y O F S T A T E

#### ***How do I hold a voter registration drive?***

Anyone that plans to hold a voter registration drive must first register with the Secretary of State or the local Registrar of Voters.

#### ***What is a voter registration drive?***

The solicitation, distribution, or collection of voter registration applications by a third-party voter registration organization or individual.

#### ***Who is required to register a drive?***

Any individual or entity that solicits, distributes, or collects voter registration applications and that is not required by law to do so.

**Note:** This does not include drives that are solely using the Geaux Vote Online Registration System to submit applications electronically (with no paper registration applications).

#### ***Where can I register my drive?***

- In person at your parish Registrar of Voters Office OR
- In person at the Secretary of State's Office OR
- By email to [Outreach@sos.la.gov](mailto:Outreach@sos.la.gov)

All completed registration applications must be submitted to the Registrar of Voters Office in the parish in which the applicant resides.

It is a recommended best practice that unused applications are also returned to the Registrar of Voters upon completion of your drive or no later than the close of registration for the next election, whichever occurs first.

For more information, call 800-883-2805

**ALL REGISTRATION APPLICATIONS MUST BE TURNED IN TO THE REGISTRAR OF VOTERS OFFICE WITHIN 30 DAYS OF COMPLETION OR NO LATER THAN THE CLOSE OF REGISTRATION FOR THE NEXT ELECTION, WHICHEVER OCCURS FIRST.**

Applicants must vote IN PERSON the first time after registering online or by mail. Applicants will receive a verification mailing or voter ID card within 30 days of eligibility determination by the registrar of voters.

# KNOW THE LAW **GEAUX** VOTE

**Voter registration applications contain important and sensitive personal information. It is a crime to copy voter registration applications and the information they contain for any reason. The criminal penalty for a first offense violation is up to \$2,000 or two years in jail, or both. Protect the identity of those you're assisting in registering by following the law!**

## **R.S. 18:1461.2 ELECTION OFFENSES AFFECTING REGISTRATION AND ELECTION FRAUD OR FORGERY; PENALTIES**

- A. No person shall knowingly, willfully, or intentionally:
- (3) Register, vote, or attempt to register or vote in the name of another or in an assumed or fictitious name, or in any manner other than as provided in this Title.
  - (4) Forge the name of another or use a fictitious name on an affidavit or document required under this Title.
  - (5) Procure or submit voter registration applications that are known by the person to be materially false, fictitious, or fraudulent.
  - (6) Forge, alter, add to, deface, take, destroy, or remove from proper custodial care any book, card, record, voter registration application, election return, nomination papers, withdrawals of candidacy, election supplies, election paraphernalia, or any affidavit or other document required or provided for under the provisions of this Title, unless required to be removed by a court of competent jurisdiction for inspection and photostatic copying for the court record.
  - (7) Have in his possession an official ballot in violation of any provision of this Title.
  - (8) Have in his possession the registration certificate of another with intent to violate any provision of this Title.
  - (9) For purposes other than fulfilling the person's duties relative to registration of voters as provided by law, copy or reproduce a voter registration application that has been submitted by an applicant.
  - (10) Fill out information on another person's voter registration application, except when providing assistance to an applicant in the manner authorized by law.

B. Whoever violates any provision of this Section shall be fined not more than two thousand dollars or be imprisoned, with or without hard labor, for not more than two years, or both, for the first offense. On a second offense, or any subsequent offense, the penalty shall be a fine of not more than five thousand dollars or imprisonment at hard labor for not more than five years, or both.

## **R.S. 18:1461.7 MISCELLANEOUS ELECTION OFFENSES; PENALTIES**

- A. No person shall knowingly, willfully, or intentionally:
- (1) Fail to submit to the parish registrar of voters a completed registration application collected through a third party voter registration drive within thirty days of receipt of the completed application from the applicant or no later than the date provided in R.S. 18:135(A)(1), whichever occurs first.
- B. Whoever violates any provision of Subsection A of this Section shall be fined not more than one thousand dollars or be imprisoned for not more than one year, or both. On a second offense, or any subsequent offense, the penalty shall be a fine of not more than two thousand five hundred dollars or imprisonment for not more than five years, or both.

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