



Georgia Secretary of State

ELECTIONS DIVISION

Voter Registration

Rules & Procedures

Individuals and
Organizations

v.2 2010



Georgia Secretary of State Elections Division

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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 rules 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

A copy of the applicant's identification should be submitted with the application. If identification is not provided with the application, it must be provided prior to or at the time of voting for the first time.

One of the following forms of identification is required for registration through private voter registration activities:

- 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: www.sos.georgia.gov/elections/polllocator/.
- 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 www.sos.georgia.gov/elections/polllocator. 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. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="border-bottom: 1px solid black; width: 15%;"></div> <div style="text-align: center;"> X Signature </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 5px;"> <div style="border-bottom: 1px solid black; width: 15%;"></div> <div style="text-align: center;"> Date </div> </div>				

(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

<u>Notification sent to the trainee:</u>
Date: ___/___/_____
Official's Signature: _____

COMPLETING A VOTER REGISTRATION APPLICATION

To minimize any issues with registering to vote, the applicant must complete all required fields on the voter registration application.

When completing a voter registration application, applicants are required to provide their Georgia Driver's License number. If they do not have one, they must provide the last 4 digits of their Social Security number.

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")

The applicant should use this section only if he or she is already registered to vote, but an event requiring a Name Change or Change of Address has occurred.

If an applicant is illiterate or disabled and the applicant is being assisted in completing any part of the voter registration application, the person assisting must sign his or her name in the space provided.

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.

- LEGAL NAME.** Your full legal name including any suffix such as Sr., Jr., III, is required on this form.
- ADDRESS.** Provide residential address. This information is required.
- MAILING ADDRESS.** If mailing address is different from residential address, complete the mailing address section.
- 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.
- 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.
- 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.
- POLL OFFICER QUESTION.** Your willingness to be a poll worker will have no bearing on your application for registration.
- NAME/ADDRESS CHANGE.** Complete these sections to change the name or address of your current voter registration.
- 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.
- 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.
- 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	STREET COMBO	REGISTRATION NO.	CHANGE OF ADDRESS	CHANGE OF NAME	OTHER
OFFICE USE ONLY						
1	LAST NAME		FIRST NAME	MIDDLE OR MAIDEN NAME	SUFFIX	<input type="checkbox"/> I <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			APT. NO.	CITY	COUNTY STATE ZIP CODE
3	MAILING ADDRESS (If different from residence address): Post-office box or route			CITY	STATE	ZIP CODE
4	TELEPHONE NUMBER	DATE OF BIRTH MM/DD/YYYY	GENDER	RACE/ETHNICITY		
			Male <input type="checkbox"/> Female <input type="checkbox"/>	<input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Other		
5	VALIGNA DRIVER'S LICENSE OR GA ID NO. <input type="text"/>		If no GA Driver's License or GA ID No., must provide last 4 digits of your Social Security Number <input type="text"/>	FULL SOCIAL SECURITY NUMBER (OPTIONAL) Last 4 Digits (Required) <input type="text"/>		<input type="checkbox"/> Check if you do not have a GA Driver's License, GA ID 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 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 checked "No" in response to either of these questions, do not complete this form.						
6	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.					
Date <input type="text"/>			Signature <input type="text"/>		Signature of person helping illiterate or disabled voter <input type="text"/>	
May we contact you about working as an Election Day poll officer? Yes <input type="checkbox"/> No <input type="checkbox"/> If you would like to receive additional information by email, please provide your e-mail address: <input type="text"/>			CHANGE OF NAME: If you are changing your name, list the name under Last Name Middle or Maiden Name Suffix CHANGE OF ADDRESS: If you are changing your address or if you were previously registered to vote, list your previous address.		Military Active Duty? Yes <input type="checkbox"/> No <input type="checkbox"/>	
CITY			COUNTY		STATE	

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

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: www.sos.georgia.gov/elections/polllocator/

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

INDIVIDUAL/ ORGANIZATION TRANSMITTAL SUMMARY SHEET

- Individual
 Organization

FROM: NAME: _____

ORGANIZATION: _____

ADDRESS: _____
Street
City
Zip

DAYTIME TELEPHONE NUMBER EVENING TELEPHONE NUMBER

EMAIL ADDRESS

DATE OF VOTER REGISTRATION DRIVE	START AND END TIME OF VOTER REGISTRATION DRIVE		NUMBER OF COMPLETED VOTER REGISTRATION APPLICATIONS
	START	END	

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INDIVIDUAL/ ORGANIZATION TRANSMITTAL SUMMARY SHEET

- Individual
 Organization

FROM: NAME: _____

ORGANIZATION: _____

ADDRESS: _____
Street
City
Zip

DAYTIME TELEPHONE NUMBER EVENING TELEPHONE NUMBER

EMAIL ADDRESS

DATE OF VOTER REGISTRATION DRIVE	START AND END TIME OF VOTER REGISTRATION DRIVE		NUMBER OF COMPLETED VOTER REGISTRATION APPLICATIONS
	START	END	

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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 Tower
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>