

Reminders for People Helping with Voter Registration

1. Get familiar with the form. Practice filling it out so that you understand each item.
2. Individuals must use their name and not a married name like Mrs. John Doe
3. Stress to those registering that the form must be filled out neatly, correctly and **legibly**.
4. You can register people voting in any county since the form is sent to the Secretary of State who then forwards it to the appropriate county.
5. Do not use titles like Dr., Rev., Capt. etc.
6. A physical address is needed to identify which district the voter is in. There must also be a mailing address where mail is received if different from the physical address.
7. Email is optional but should be encouraged in case there is a question about their form.
8. Naming party affiliation is optional. Many people (particularly newcomers to AR) do not know about open primaries and that they do not have to declare a party to participate. When voting in the primary, the voter can ask for either a Republican or Democratic ballot. However, if the primary has a runoff, only those voting in that party's runoff may participate.
9. Review entire form before the applicant leaves to make sure it is complete and legible. The very first list of items in very small print above no. 1 is frequently missed. Be sure ALL on this list that apply are checked.
10. If errors are made, use a new form and do not submit crossed out sections. The old form should be shredded there or given back to the voter.
11. Inform voter they will be notified and to be sure to keep the card and check on line to verify everything is correct.
12. Always use black or blue ink pens to fill out the form.
13. Inform voter the forms of Voter ID that are acceptable at the polls.
14. Inform voter that they may vote at any polling location in the county.

* Be sure to hand out a copy of our LWV booklet, *Make Your Vote Count*, since it will answer a lot of questions for first time voters.