



SOLANO
COUNTY

REGISTRAR OF VOTERS

OUTREACH MANUAL

FOR VOTER REGISTRATION ACTIVITY

This manual has been prepared to assist you and your organization or group in registering voters.

This is merely a guide and not all encompassing. It summarizes the major areas related to registering voters. If you are running for office or working on a voter registration activity, please do not rely solely on this guide. For more information or if you have any questions, please contact:

Solano County
Registrar of Voters
675 Texas Street, Suite 2600
Fairfield, CA 94533
(707) 784-6675
1-888-933-VOTE
www.solanocounty.com/elections

Regular office hours are Monday through Friday, 8:00 A.M. – 5:00 P.M. (excluding holidays).

CONTENTS

HOW TO GET STARTED	1
VOTER REGISTRATION CARDS—HOW TO USE	2
STEP-BY-STEP GUIDE: COMPLETING VOTER REGISTRATION CARDS.....	3
COMPLETING VOTER REGISTRATION CARDS (VRC)	4
KNOW THE LAW!	5
FREQUENTLY ASKED QUESTIONS.....	11
PLANNING A VOTER REGISTRATION DRIVE	13
CONTACT INFORMATION	15

HOW TO GET STARTED

1. Visit the Registrar of Voters at **675 Texas Street, Suite 2600, Fairfield, CA.**
2. There is no charge for voter registration cards and the return postage is paid by the Secretary of State.
3. Any individual or organization may obtain up to 49 registration cards simply by asking.
4. An *Outreach Distribution Plan* (form) must be completed if an individual or organization wishes to obtain 50 or more registrations. The form is provided by the Registrar of Voters office and requires the name, address, telephone number and organization of the person requesting the cards as well as a brief explanation of how cards are to be distributed.
5. If 2,000 or more voter registration cards are requested, the Elections Department will forward a copy of the "Statement of Intention" to the Secretary of State. (California Administrative Code §20001g)

The Affidavit of Registration is a legal document that must be used and processed with care. The voter must:

- Fill in affidavit **accurately** using current information
- A **black, blue or other dark ink colored pen** is recommended.
- Correct error(s) by drawing one line through it and printing the correction above it; or invalidate the affidavit by writing "Spoiled" across the affidavit.
- The applicant must sign corrections made to a political party.
- Write legibly or print.
- Instead of executing a new affidavit of registration for a change of address within the county, voters may send a signed letter to the Registrar of Voters' office and the address will be changed, or complete an online application at: registertovote.ca.gov.

PLEASE DO NOT.....

- Give affidavits to other people who have not been authorized to distribute cards by the Registrar of Voters office.
- Sign blank affidavits in advance.
- Allow recipients to use a place of business as a residence address, unless applicant is actually living on the business premises.
- Allow recipients to use a mail drop or a P. O. Box address as a residence address.
- Allow a wife to register using her husband's name, i.e. Mrs. John Jones.
- Discard or destroy blank affidavits. (Return them to the Registrar of Voters office.)

VOTER REGISTRATION CARDS (VRC)—HOW TO USE

PURPOSE

The purpose of the voter registration card (VRC) is to make it easy for citizens to register to vote or to change their current registration.

WHO MAY COMPLETE A VRC

Anyone who is:

- A citizen of the United States of America;
- A resident of California;
- At least 18 years of age or older on or before election day;
- Not currently serving a state or federal prison term for the conviction of a felony;; and
- Not found mentally incompetent by a court of law.

No documentation or proof of the above requirements is required in order to register to vote. The statement on the VRC, which the voter signs under penalty of perjury, is sufficient and all that the law requires.

WHO SHOULD COMPLETE A VRC

Anyone who meets the above criteria and:

- Is not now registered in Solano County.
 - Voters can check registration status at: www.solanocounty.com/elections
- Has changed his/her place of residence since last registering.
- Has changed their mailing address since last registering.
- Wishes to change his/her political party affiliation.
- Has changed his/her name since last registering.

The voter should complete the VRC. Do not mark, stamp, or partially complete any part of the VRC for the voter. You may assist **ONLY** if the voter specifically requests you to assist. If you assist, you must specifically ask for all required information, including party preference. Do not attempt to answer questions except to explain the data requirements of the card.

WHAT HAPPENS TO THE COMPLETED VRC

The completed VRC must be delivered or mailed to the Registrar of Voters office within 3 days (need citation for this). No postage is required. If you accept a completed VRC from someone, it must be delivered to the Registrar of Voters within three days, excluding Saturdays, Sundays, and state holidays (need citation). A voter must be registered to vote 15 days before an election. A VRC which arrives by mail at the Registrar of Voters after the 15-day close of registration and is postmarked with the date of the 15-day close of registration, is accepted. A VRC delivered in person to the Registrar of Voters must reach this office on or before the 15-day close of registration.

STEP-BY-STEP GUIDE: COMPLETING VRCs

Enter FIRST and MIDDLE name(s).
Enter LAST name.
Select Title: Mr., Mrs., Ms., or Miss. <i>(optional)</i>
Enter HOUSE number and APARTMENT number for RESIDENCE address. <i>(NOTE: You CANNOT use a P.O. Box or place of business as a residence address.)</i>
Enter CITY, STATE, and ZIP CODE for residence address
If the Voter has NO PHYSICAL RESIDENCE , use this area to DESCRIBE the location where the voter stays, preferably using major cross streets. <i>(NOTE: This section is often used to register homeless individuals.)</i>
Enter MAILING ADDRESS if applicable (P.O. Box, PMB, school, place of business, etc.).
Enter City, State and Zip for MAILING address.
Enter BIRTHDAY (month/date/year.)
Enter US STATE or FOREIGN COUNTRY of birth (ex. California or Spain).
Enter CALIFORNIA Drivers License Number OR Last 4 of Social Security Number.
Enter Email address <i>(optional)</i> .
Enter Phone number <i>(optional)</i> .
Select a political party OR mark the green box to be registered with NO party preference. <i>(NOTE: If none is selected, the default is no party preference.)</i>
INITIAL here if the voter wants a Vote-By-Mail ballot sent to you via U.S. Mail.
Enter voter's previous registration information.
Are you a U.S. citizen? Answer YES or NO Will you be 18 or older by the next election? Answer YES or NO
Have the voter READ and SIGN the voter declaration. The signature is used to confirm identity in elections, re-registration and requests for changes.
The box titled OPTIONAL is optional, the voter can: A. Indicate to work as a poll worker or provide a polling location. B. Provide ethnicity/race. C. Indicate a preferred language.
Did someone help you fill out or deliver this form? If yes, this person must fill this section out. Persons who keep this form for the purpose of submitting it on behalf of a voter must complete the entire GREEN section of the optional box.
The bottom portion of the Registration Form is the Voter's receipt . The person registering keeps this as a form of receipt until they receive a Voter Notification Card in the mail. It also lists the Registrar of Voters contact information.
Review the entire form for completion. Common mistakes include using a valid residence address, missing date of birth, or missing signature.

* indicates this box is **REQUIRED** for a VRC to be processed.

COMPLETING VOTER REGISTRATION CARDS (VRC)

Use Ink: The card should be filled out with black, blue, or other dark ink colored pen.

Print Legibly: All of the information on the VRC must be legible. If an elections official cannot read the information on the VRC, they may not be able to enter the voter's name into voter registration file and assign them to the proper precinct and district.

Complete the Entire VRC: Make sure the person registering to vote fills out the VRC completely. If required information is missing there may be a delay in processing or invalidate the registration.

Most common omissions and/or mistakes:

- Date of Birth This is required to process the VRC.
- Signature The Registrar of Voters office cannot process unsigned VRCs.
- Missing Identification Information Processing can be delayed if a driver's license number, state identification card number, or the last four digits of the social security number is not provided. While this information is optional, it does help in the verification process.
- Prior Registration Complete this section if the voter has been registered before, whether in Solano County, another county in California or in another state.
- County: Information about a person's county is requested in two places on the VRC: the residence address portion (Item 5) and the prior registration portion (Item 16).

What happens if the VRC is not filled out completely?

If the VRC does not have all the required information, but the voter provided their telephone number or mailing address, the Registrar of Voters office will contact the person to collect the missing information.

If neither the telephone number nor the address is provided or readable, the VRC will be rejected and the person will not be registered to vote.

KNOW THE LAW!

NOTICE TO INDIVIDUALS REGISTERING VOTERS

You are responsible for obeying ALL laws governing voter registration drives and elections. Please take note of the following Elections Code penal provisions for registering nonexistent persons, altering VRCs, interfering with the prompt delivery of completed VRCs to the Registrar of Voters, and other registration crimes.

18101. Registration of fictitious person

Every person who knowingly and willfully completes, or causes or procures the completion of, in whole or in part, an affidavit of registration or a voter registration card, with the intent to cause the registration or reregistration as a voter of a fictitious person or of any person who has not requested registration or reregistration as a voter, is guilty of a crime punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years, or in a county jail for not more than one year.

(Amended by Stats. 2011, Ch. 15, Sec. 59. Effective April 4, 2011. Operative October 1, 2011, by Sec. 636 of Ch. 15, as amended by Stats. 2011, Ch. 39, Sec. 68.)

18102. Registration of nonexistent persons

Any deputy elections official or registration elections official who knowingly registers a nonexistent person, knowingly registers a person under a false name or address, or knowingly registers a person who is ineligible to register is punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years, or in a county jail for not more than one year.

(Amended by Stats. 2011, Ch. 15, Sec. 60. Effective April 4, 2011. Operative October 1, 2011, by Sec. 636 of Ch. 15, as amended by Stats. 2011, Ch. 39, Sec. 68.)

18103. Interference with transfer of affidavit to county elections official

Any person who knowingly or negligently (a) interferes with the prompt transfer of a completed affidavit of registration to the county elections official, (b) retains a voter's completed registration card, without the voter's authorization, for more than three days, excluding Saturdays, Sundays, and state holidays, or after the close of registration, or (c) denies a voter the right to return to the county elections official the voter's own completed registration card, is guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000).

(Enacted by Stats. 1994, Ch. 920, Sec. 2.)

18106. Alteration of affidavit party affiliation

Every person is punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years, or in a county jail for not more than one year who, without the specific consent of the affiant, willfully and with the intent to affect the affiant's voting rights, causes, procures, or allows the completion, alteration, or defacement of the affiant's party affiliation declaration contained in an executed, or partially executed, affidavit of registration pursuant to paragraph (8) of subdivision (a) of Section 2150 and Section 2151.

This section shall not apply to a county elections official carrying out his or her official duties.

(Amended by Stats. 2012, Ch. 162, Sec. 47. Effective January 1, 2013.)

18107. Fine for failure to provide voter registration card

Every person who willfully violates Section 2158 is guilty of an infraction, punishable by a fine not to exceed two hundred dollars (\$200).

(Enacted by Stats. 1994, Ch. 920, Sec. 2.)

2138. Return of completed affidavits of registration

Individuals and organizations distributing voter registration cards pursuant to subdivision (b) of Section 2158 and who receive completed voter registration cards from voters shall return the completed cards to the county elections official or shall deposit the cards in the postal service within three days, excluding Saturdays, Sundays, and state holidays, of receipt from a voter.

(Enacted by Stats. 1994, Ch. 920, Sec. 2.)

2138.5. Confidentiality of information

(a) Notwithstanding any other law, an affiant's driver's license number, identification card number, social security number, and signature contained on an affidavit of registration are confidential and shall not be disclosed by an individual or organization that distributes voter registration cards pursuant to subdivision (b) of Section 2158, or by a person entrusted with an affidavit of registration from an elector pursuant to paragraph (2) of subdivision (b) of Section 2158. However, this subdivision shall not be construed to prohibit a person entrusted with an affidavit of registration from an elector pursuant to paragraph (2) of subdivision (b) of Section 2158 from returning the affidavit to the individual or organization that distributed the voter registration card pursuant to subdivision (b) of Section 2158.

(b) An individual or organization that distributes voter registration cards pursuant to subdivision (b) of Section 2158, a person entrusted with an affidavit of registration from an elector pursuant to paragraph (2) of subdivision (b) of Section 2158, or an individual or organization that assists with the submission of an affidavit of registration

electronically on the Internet Web site of the Secretary of State shall comply with both of the following:

- (1) Shall not use affidavit of registration information for any personal, private, or commercial purpose, including for any of the following:
 - (A) The harassment of a voter or voter's household.
 - (B) The advertising, solicitation, sale, or marketing of products or services to a voter or voter's household.
 - (C) Reproduction in print, broadcast visual or audio, or display on the Internet.
- (2) Shall employ reasonable security measures, including employing administrative and physical safeguards, and, for affidavit of registration information available in an electronic form, technical safeguards, to protect the voter registration information from unlawful disclosure and misuse.

(Amended by Stats. 2014, Ch. 593, Sec. 1. Effective January 1, 2015.)

2139. Return of affidavits of registration

On the day of the close of registration for any election all deputy registrars of voters or individuals and organizations that have submitted plans for distribution shall immediately return all completed affidavits of registration in their possession to the county elections official. Unused affidavits shall be returned upon completion of the distribution plan.

(Enacted by Stats. 1994, Ch. 920, Sec. 2.)

2158. Duties of county elections official

In addition to registration conducted by deputy registrars of voters, the county elections official shall do all of the following:

- (a) Provide voter registration cards designed pursuant to subdivision (a) of Section 2157 for the registration of voters at his or her office and in a sufficient number of locations throughout the county for the convenience of persons desiring to register, to the end that registration may be maintained at a high level. The cards shall be available in all languages required by Section 203 (42 U.S.C. Sec. 1973aa-1a) or Section 4(f)(4) (42 U.S.C. Sec. 1973b(f)(4)) of the federal Voting Rights Act of 1965.
- (b)
 - (b) Provide voter registration cards designed pursuant to subdivision (a) of Section 2157 in sufficient quantities to any individuals or organizations that wish to distribute the cards other than to persons who have been convicted of violating this section within the last five years. Individuals and organizations shall be permitted to distribute voter registration cards anywhere within the county.
 - (1) An individual or organization that distributes voter registration cards designed pursuant to subdivision (a) of Section 2157 shall obtain the voter registration

- cards from the county elections official or the Secretary of State. The individual or organization shall comply with all applicable regulations established by the Secretary of State when distributing the cards.
- (2) If, after completing his or her voter registration card, an elector entrusts it to another person, the latter shall sign and date the attached, numbered receipt indicating his or her address and telephone number, if any, and give the receipt to the elector. Failure to comply with this paragraph shall not cause the invalidation of the registration of a voter.
 - (3) An individual or organization that distributes voter registration cards designed pursuant to subdivision (a) of Section 2157 shall give a voter registration card to any elector requesting it, provided that the individual or organization has a sufficient number of cards.
 - (4) If distribution of voter registration cards pursuant to this subdivision is undertaken by mailing cards to persons who have not requested the cards, the person mailing the cards shall enclose a cover letter or other notice with each card instructing the recipients to disregard the cards if they are currently registered voters.

- (c) Mail a voter registration card immediately to a person who wishes to register to vote and requests a voter registration card.

(Amended by Stats. 2014, Ch. 593, Sec. 4. Effective January 1, 2015.)

2159. Telephone number and address of person or organization that pays money for completed affidavits of registration

(a) Notwithstanding paragraph (1) of subdivision (b) of Section 2158, any person who, in exchange for money or other valuable consideration, assists another to register to vote by receiving the completed affidavit of registration from the elector, shall sign in his or her handwriting and affix directly on the affidavit of registration his or her full name, telephone number, and address, and the name and telephone number of the person, company, or organization, if any, that agrees to pay money or other valuable consideration for the completed affidavit of registration. Failure to comply with this section shall not cause the invalidation of the registration of the voter.

(b) Any person who in exchange for money or other valuable consideration assists another to register to vote by receiving the completed affidavit of registration from the elector, and knowingly misrepresents himself or herself as having helped register another to vote on a registration form is guilty of a misdemeanor, pursuant to Section 18108.1.

(Amended by Stats. 2006, Ch. 377, Sec. 1. Effective January 1, 2007.)

2162. Secretary of State or NVRA registration forms; no alteration of form prior to distribution; only elector to mark form

(a) No affidavits of registration other than those provided by the Secretary of State to the county elections officials or the national voter registration forms authorized pursuant to the federal National Voter Registration Act of 1993 (42 U.S.C. Sec. 1973gg et seq.) shall be used for the registration of voters.

(b) A voter registration card shall not be altered, defaced, or changed in any way, other than by the insertion of a mailing address and the affixing of postage, if mailed, or as otherwise specifically authorized by the Secretary of State, prior to distribution of the cards.

(c) The affidavit portion of a voter registration card shall not be marked, stamped, or partially or fully completed by a person other than an elector attempting to register to vote or by a person assisting the elector in completing the affidavit at the request of the elector.

(Amended by Stats. 2013, Ch. 76, Sec. 53. Effective January 1, 2014.)

2194. Confidential voter registration

(a) Except as provided in Section 2194.1, the affidavit of voter registration information identified in Section 6254.4 of the Government Code:

(1) Shall be confidential and shall not appear on any computer terminal, list, affidavit, duplicate affidavit, or other medium routinely available to the public at the county elections official's office.

(2) Shall not be used for any personal, private, or commercial purpose, including, but not limited to:

(A) The harassment of any voter or voter's household.

(B) The advertising, solicitation, sale, or marketing of products or services to any voter or voter's household.

(C) Reproduction in print, broadcast visual or audio, or display on the Internet or any computer terminal unless pursuant to paragraph (3).

(3) Shall be provided with respect to any voter, subject to the provisions of Sections 2166.5, 2166.7, and 2188, to any candidate for federal, state, or local office, to any committee for or against any initiative or referendum measure for which legal publication is made, and to any person for election, scholarly, journalistic, or political purposes, or for governmental purposes, as determined by the Secretary of State.

(b) (1) Notwithstanding any other law, the California driver's license number, the California identification card number, the social security number, and any other unique identifier used by the State of California for purposes of voter identification shown on the affidavit of voter registration of a registered voter, or added to voter registration records to comply with the requirements of the federal Help America Vote Act of 2002 (42 U.S.C. Sec. 15301 et seq.), are confidential and shall not be disclosed to any person.

(2) Notwithstanding any other law, the signature of the voter shown on the affidavit of voter registration is confidential and shall not be disclosed to any person, except as provided in subdivision (c).

(c) (1) The home address or signature of any voter shall be released whenever the person's vote is challenged pursuant to Sections 15105 to 15108, inclusive, or Article 3 (commencing with Section 14240) of Chapter 3 of Division 14. The address or signature shall be released only to the challenger, to elections officials, and to other persons as necessary to make, defend against, or adjudicate the challenge.

(2) An elections official shall permit a person to view the signature of a voter for the purpose of determining whether the signature matches a signature on an affidavit of registration or a petition, but shall not permit a signature to be copied.

(d) A governmental entity, or officer or employee thereof, shall not be held civilly liable as a result of disclosure of the information referred to in this section, unless by a showing of gross negligence or willfulness.

(e) For the purposes of this section, "voter's household" is defined as the voter's place of residence or mailing address or any persons who reside at the place of residence or use the mailing address as supplied on the affidavit of registration pursuant to paragraphs (3) and (4) of subdivision (a) of Section 2150.

(Amended by Stats. 2014, Ch. 593, Sec. 6. Effective January 1, 2015.)

FREQUENTLY ASKED QUESTIONS

WHAT MUST I DO BEFORE I CAN VOTE?

Registration is necessary in order to vote in any election. You must have registered at least 15 days prior to a particular election in order to vote in that election. You do not need to re-register unless you move, change your name, or wish to change your political party preference.

WHERE CAN I REGISTER?

Registration cards are available at most county offices, libraries, post offices, Department of Motor Vehicles offices, the Registrar of Voters office, City Clerk's offices and the Secretary of State's office. Online registration available at <http://registertovote.ca.gov/>.

WHEN DO I NEED TO FILL OUT A NEW REGISTRATION CARD?

You need to fill out a new VRC when changing your name, address, or political party or if you are not registered at your current address.

MUST I CHOOSE A POLITICAL PARTY WHEN I REGISTER?

It is not necessary to choose a political party when registering. However, those who decline to state a party preference may not be able to vote for some parties' candidates at a primary election for U.S. President or party committee.

HOW ARE PRIMARY ELECTIONS CONDUCTED IN CALIFORNIA?

All candidates for voter-nominated offices are listed on one ballot and only the top two vote-getters in the primary election – regardless of party preference - move on to the general election. A write-in candidate will only move on to the general election if the candidate is one of the top two vote-getters in the primary election.

The Top Two Candidates Open Primary Act does not apply to candidates running for U.S. President, county central committee, or local office.

WHAT HAPPENS AFTER I HAVE REGISTERED?

Once you have filled in and returned a VRC, your name is entered on the election rolls and you will receive a notification card in the mail. A sample ballot will be mailed to you prior to the next election.

I AM GOING TO BE 18 THIS YEAR. MUST I WAIT UNTIL AFTER MY 18TH BIRTHDAY TO REGISTER?

You may register while you are 16, provided you will be 18 on or before the next election. A notice of pre-registration will be sent to the address provided.

HOW DO I KNOW WHERE I VOTE? WHEN ARE THE POLLS OPEN?

Before every election, registered voters receive a sample ballot that contains information on the election and his/her polling place. The polls are open from 7:00 a.m. to 8:00 p.m. If you do not receive your sample ballot or are unsure of your polling place, check our website or call the Registrar of Voters office at (707) 784-6675.

HOW DO I GET A VOTE-BY-MAIL BALLOT?

Before every election, registered voters receive a sample ballot that contains an application form for a Vote-by-Mail ballot with instructions on how to apply. You may request it earlier by sending a letter to the Registrar of Voters, 675 Texas Street, Suite 2600, Fairfield, CA 94533. In the letter, include your name, residence address, mailing address (if different), and your signature. The application for a Vote-by-Mail ballot is also available on our website at www.solanocounty.com/elections starting 29 days prior to an election. For more information covering special circumstances such as being ill or disabled, call the Registrar of Voters office at (707) 784-6675 or toll free 1-888-933-VOTE (8683).

WHAT IS MILITARY AND OVERSEAS VOTING?

Military and overseas voters are United States citizens who are members of the Uniformed Services (on active duty) and their eligible dependents, members of the Merchant Marine and their eligible dependents, commissioned corps of the Public Health Service, commissioned corps of the National Oceanic and Atmospheric Administration, or United States citizens residing outside the United States. To apply to register to vote, receive your elections materials, and vote, you must apply for a special absentee ballot by filling out the **Federal Post Card Application (FPCA)**. The application is available on our website at www.solanocounty.com/elections.

HOW DO I FIND OUT WHO MY ELECTED OFFICIALS ARE?

For information on all elections taking place within Solano County, who your representatives are, and to find out what district you reside in (city, school, supervisorial, state legislative, Congressional, etc.), call the Registrar of Voters office at (707) 784-6675, toll free at 1-888-933-VOTE (8683) or visit our web site at www.solanocounty.com/elections.

WHAT IS PROVISIONAL VOTING?

A voter who is currently registered in Solano County, but who has moved and not re-registered at their new address by the 15th day prior to the election may cast a provisional ballot at the Registrar of Voters office or any polling place. After completing a new registration form, they will be allowed to vote.

A Vote-by-Mail voter who never received, damaged/spoiled or lost their ballot may receive a replacement ballot at the Registrar of Voters Office or vote a provisional ballot at any polling place. Call the Registrar of Voters office at (707) 784-6675 or toll free at 1-888-933-VOTE (8683) for more information.

PLANNING A VOTER REGISTRATION DRIVE

A good plan is the key to a successful drive. You may want to vary the style and method of reaching people according to different target populations and geographic areas.

In order to increase the effectiveness of the various registration drives, the Secretary of State's office will make available to all organizations interested in conducting voter registration drives information as to the location of potential voters, names of people to contact who are also conducting voter registration drives, and information regarding special events or projects relating to voter registration.

REGISTERING PEOPLE AT PUBLIC PLACES

One of the most effective ways to register large numbers of people with a limited number of registration workers is to register people using fixed sites such as shopping centers, neighborhood stores, community centers, local parks, recreation centers, or churches.

It is very important to obtain permission from the manager of these sites before sending people out to register voters. Parking lots, malls, entrances to stores and sidewalks in shopping centers are considered private property and require permission to use. Be prepared to answer their questions regarding whom you are representing, when you plan to be there, how many people will be involved, and what type of display you may be using.

DOOR-TO-DOOR REGISTRATION DRIVES

Door-to-door voter registration drives can be very effective if sufficient registration workers are available. One of the most effective techniques has been to assign registration workers to their own neighborhood or to neighborhoods they know.

A voter registration drive can also use precinct walking lists by going to the households that do not have registered voters. Precinct lists can be purchased at the Elections Department for registration purposes.

SPECIAL EVENTS

Special events such as high school or college sporting events, concerts, fairs, town meetings, conferences, etc. can be fruitful places to register voters. Request permission to register voters at these events and plan ahead.

Remember, you should not just hand a card to every person that comes through the entrance. This is a wasteful, expensive and ineffective method. Ask individual people if they are registered, and if not, ask if they would like to register. Check into making announcements to the entire group alerting attendees that voter registration is available.

REGISTERING PEOPLE BY MAIL

Any mailing of a VRC to a person who did not request one must be accompanied by a cover letter or other notice with each VRC instructing the recipient to disregard the VRC if he or she is currently registered to vote and does not wish to change name, address, political party affiliation or other registration information. This notice may be stamped on the VRC (Elections Code §2158).

REGISTERING THE HOMELESS

When registering the homeless use **box 6 on the VRC** to **DESCRIBE where the person states they are living**. We do not necessarily need an actual residential address, but we must have an accurate description of the location in order to correctly assign them to a precinct for voting purposes.

Ask the individual to provide us with information on cross streets, land marks and/or businesses.

Examples:

- 1.** On the corner of Sunset and HWY 12 behind the Raley's Shopping Center.
- 2.** Under the I-80 overpass where West Texas turns into Rockville Rd.
- 3.** In the grove of trees to the right of the main entrance to Alan Witt Park.

The individual **MUST** provide us with a **mailing address, city, state, and zip** in Areas 7 and 8 of the VRC. This mailing address can be the address of a friend or relative, or a P.O. Box or other form of mailing address. It is especially important that the address be a **VALID** address because mail that is returned to the Registrar of Voter's office marked undeliverable will cause the voters registration to become **INACTIVE**.

NOTE: Election mail is not forwarded.

CONTACT INFORMATION

SOLANO COUNTY REGISTRAR OF VOTERS

675 Texas Street, Suite 2600
Fairfield, CA 94533
(707) 784-6675
1-888-933-VOTE (8683)
www.solanocounty.com/elections

CALIFORNIA SECRETARY OF STATE

1-800-345-VOTE (8683)
www.sos.ca.gov

REGISTER TO VOTE ONLINE:

www.registertovote.ca.gov