VOTER REGISTRATION 101: WHO, WHERE, AND WHEN

Voter Registration 101

Thank you for your interest in promoting civic engagement! The Maricopa County Recorder’s Office (MCRO) appreciates all efforts to engage more eligible voters in the process. To support you we have created this guide. If you want to learn more, come to a Deputy Registrar Class: www.tinyurl.com/MCDRclass2018.

Who CAN Register to Vote?

There are three requirements to register to vote in Arizona:
1) U.S. Citizenship.
2) 18 years old by the next General Election.
3) Arizona is your primary residence. You can only vote in one state and registering to vote is a way to claim residency. (exception: tribal elections)

Who can NOT Register to Vote?

1) Non-U.S. Citizens. (Green Card holders, permanent residents, etc.)
2) Felons without their civil rights restored. (First-time, single felony offenders get their rights automatically restored after all court orders are completed)
3) Adjudicated incapacitated as ruled by a court.

Three Ways to Register to Vote

- Online Registration
  Requires an AZ Driver License, permit, or state ID card.
  www.ServiceArizona.com

- Paper State Form
  For Arizona Voters only. Pick up at MCRO Offices. For locations visit www.Maricopa.Vote.

- Paper Federal Form
  For use in all 50 states. Learn more at www.EAC.gov/Voter_Resources.

Voter Registration Deadlines: You must be registered to vote 29 days before any election. If this day falls on a state holiday, the deadline is moved to the next day.

<table>
<thead>
<tr>
<th>Election Day</th>
<th>Voter Registration Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Election: August 28, 2018</td>
<td>July 30, 2018</td>
</tr>
<tr>
<td>General Election: November 6, 2018</td>
<td>October 9, 2018</td>
</tr>
</tbody>
</table>

Voter Registration Pro-Tips:

⇒ Make sure you turn in all forms within 5 days of collecting them and before any voter registration deadlines. Otherwise you run the risk of disenfranchising voters.

⇒ Be aware of deadlines! Forms turned into the Maricopa County Recorder’s Office after a voter registration deadline will not be eligible for the upcoming election, even if the form was completed before the deadline.

⇒ www.ServiceArizona.com is a great tool to run virtual registration drives through email and social media.

⇒ Voters can use a paper form to update their voter registration. For example, if a voter has moved recently, offer them a paper voter registration form rather than letting them walk away empty handed.

⇒ If someone thinks they are already registered to vote have them check at www.Maricopa.Vote.

MORE QUESTIONS? VISIT WWW.MARICOPA.VOTE OR CALL (602) 506-1511
# Arizona State Form Required Fields

The Arizona State Voter Registration Form requires a name, address, birth date, affirmations of eligibility (the two check boxes in box 22), signature, and proof of citizenship.

The voter should fill out all remaining boxes that are relevant.

Every piece of information given better assists in properly registering the voter.

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## Required Field

<table>
<thead>
<tr>
<th>Box</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Permanent Early Voting List – Early Ballot (see instructions above)</td>
</tr>
<tr>
<td>2</td>
<td>Last Name</td>
</tr>
<tr>
<td>3</td>
<td>Address where you live – If no street address, describe residence location using mileage, cross streets, parcel #, subdivision name and lot, or landmarks. Do not use post office box or business address. Draw a map below if located in rural area.</td>
</tr>
<tr>
<td>4</td>
<td>Apt., Unit</td>
</tr>
<tr>
<td>5</td>
<td>City</td>
</tr>
<tr>
<td>6</td>
<td>Zip</td>
</tr>
<tr>
<td>7</td>
<td>Address where you get your mail, if mail is not delivered to your home</td>
</tr>
<tr>
<td>8</td>
<td>Last four digits of Social Security Number</td>
</tr>
<tr>
<td>9</td>
<td>AZ Driver License Number or AZ Nonoperating License Number</td>
</tr>
<tr>
<td>10</td>
<td>Optional Tribal Identification Number</td>
</tr>
<tr>
<td>11</td>
<td>Alien Registration Number</td>
</tr>
<tr>
<td>12</td>
<td>Birth Date (MM/DD/YYYY)</td>
</tr>
<tr>
<td>13</td>
<td>State or Country of Birth</td>
</tr>
<tr>
<td>14</td>
<td>Party Preference</td>
</tr>
<tr>
<td>15</td>
<td>Telephone Number</td>
</tr>
<tr>
<td>16</td>
<td>Occupation</td>
</tr>
<tr>
<td>17</td>
<td>If you were registered to vote in another state, list former address including county and state</td>
</tr>
<tr>
<td>18</td>
<td>List former address (if applicable)</td>
</tr>
<tr>
<td>19</td>
<td>Father’s name or mother’s maiden name</td>
</tr>
<tr>
<td>20</td>
<td>Are you willing to work at a polling place on election day?</td>
</tr>
<tr>
<td>21</td>
<td>E-mail address</td>
</tr>
<tr>
<td>22</td>
<td>Are you a citizen of the United States of America?</td>
</tr>
<tr>
<td>23</td>
<td>If no street address draw a map here:</td>
</tr>
</tbody>
</table>

## Proof of Citizenship* (One of Three or a Copy)

- A valid AZ Drivers License or other Non-operating Identification License (Box 9)
- Indian Census, Bureau of Indian Affairs Card, Tribal Treaty Card, or Tribal Enrollment Number (Box 10)
- U.S. Naturalization Documents, Alien Registration Number (Box 11)
- A legible copy of a Birth Certificate, along with any supporting documentation of a name change
- A legible copy of the relevant Passport Pages

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**Pro-Tip:** Use a light yellow highlighter to draw a registrant’s attention to the required fields. Highlighting the form while explaining the required fields helps to keep the voter’s attention. Do not use dark highlighter, it can obscure the voter’s writing and make the form difficult to process.

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MORE QUESTIONS? VISIT WWW.MARICOPA.VOTE OR CALL (602) 506-1511
Verifying Eligible Voters

What happens to voter registrations after you drop them off? How do we make sure that only eligible voters get registered? What do we do with forms missing required information?

All great questions! All voters should verify their registration online at www.Maricopa.Vote before each election. In the meantime, this flow chart illustrates how the MCRO processes forms.

The Voter Registration Department starts by sorting forms into three different categories: complete, missing proof of citizenship, missing other required fields.

**Complete forms:** Proof of Citizenship is verified with the appropriate agency.
⇒ Example: Driver’s License verified with MVD

**Forms missing just Proof of Citizenship:** are researched using the MVD and voter database to see if we already have proof of citizenship on file.

- If Proof of Citizenship is NOT verified, the registration is entered in for a “Federal Only” ballot. The voter can only vote in these races:
  ⇒ President
  ⇒ U.S. Senate
  ⇒ U.S. Congress

- If a match is found...

**Forms missing a required field, other than Proof of Citizenship:** are researched using the voter database to see if the registrant is already a registered voter.

- If the registrant is not found, a letter will be issued and the registration will be entered into our database as incomplete.

**Voter receives voter ID card in approximately one month**

The registrant has until 7pm on Election Day to complete their registration. The voter registration will then retain its original date.

Voter is sent a letter with information on them how to register for a full ballot.

The MCRO uses information from the courts, Department of Health Services, and other agencies to regularly update the voter registration database. Arizona is a proud member of E.R.I.C., which checks voter registrations across state lines and helps keep the voter registration rolls current.

Learn more at: www.EricStates.org

MORE QUESTIONS? VISIT WWW.MARICOPA.VOTE OR CALL (602) 506-1511
Frequently Asked Questions

1. How can I check if I am registered to vote?
Check your registration at www.Maricopa.Vote.

2. Can I register to vote online?
Yes, visit www.ServiceArizona.com.

3. How can I update my voter registration address or change my political party?
Visit www.ServiceArizona.com or use a paper form.

4. What is required to register to vote in Arizona?
(1) 18 by the next General Election
(2) U.S. Citizen
(3) Resident of Arizona. See page one for details.

5. Can the form be filled out in Spanish?
Yes. There is a Spanish translation on the top half of the carbon copy of the state form.

6. Does my Driver License have to match my current address to register?
No. But, if you register to vote online with your current address, it will automatically update your address with the MVD.

7. What happens if I move and don’t update my voter registration?
If two pieces of Official Election Mail are returned as undeliverable, your registration status will be changed to “inactive”. Inactive does not mean your registration is canceled. It does mean we will stop sending you election mail. To re-register you can call 602-506-1511 or show up in-person to vote in the next election. If you fail to reactivate within two federal cycles (4 years) your registration will be canceled.

8. Can I help others register to vote?
Yes! Engaging new voters is so important, but failure to turn in voter registrations forms you have collected before a deadline can lead to consequences and disenfranchised voters.

9. When is the last day to register to vote?
29 days before Election Day.

10. If I moved into Maricopa County after the deadline can I still vote in this election?
No, but you can register now and vote in future elections. You can request a ballot for this election from your former county or state.

11. Can my ballot be mailed to me at a temporary address?
Yes, visit www.Request.Maricopa.Vote or call (602) 506-1511 at least 11 days before an election.

12. I am moving out of state, how do I remove myself from the voter rolls?
Send an email to voterinfo@risc.maricopa.gov.

13. What are the recognized political parties in AZ?
Republican, Democrat, Green, and Libertarian.

14. What if I don’t want to select a political party?
You may choose to register with no political party.

15. If I register with no political party, can I vote in a Primary Election?
Yes, you just have to tell us which party’s primary you wish to participate in. You can do so by phone, mail, in-person, or online at www.Request.Maricopa.Vote. To vote in the Presidential Preference Election, re-register with a party at least 29 days before Election Day.

16. Can the Federal Form be used in any state?
Yes, Maricopa County Recorder’s Office (MCRO) will mail the form to another state for you. Visit www.EAC.gov/NVRA for more information.

17. Can I turn in registrations forms for other counties or states to MCRO?
Yes, MCRO will send the forms to the correct county or state.

18. I left my wallet in the car, can I register to vote without proof of citizenship?
Yes, MCRO will verify with MVD that you are a citizen. Providing the last four of your SSN can make the process smoother.

19. I want to learn more about registering voters.
Attend a MCRO Deputy Registrar Training:
www.tinyurl.com/MCDRclass2018

20. I want to work at a polling location or another temporary job during an election.
Come attend a MCRO Get Involved Orientation:
www.tinyurl.com/GetInvolvedMaricopa

No time to attend a class? Fill out an interest form:
www.getinvolved.vote

MORE QUESTIONS? VISIT WWW.MARICOPA.VOTE OR CALL (602) 506-1511
Tools and Resources

**Useful Websites**
www.Maricopa.Vote—Basic voting and election information  
www.Locations.Maricopa.Vote—Find your voting location during an election  
www.AZCleanElections.org—Candidate information and other useful tools  
www.Arizona.Vote—Information for Arizona voters outside of Maricopa County  
www.EAC.org—National voter information resources  
www.FVAP.gov—Military and Overseas Citizens voter information

**Get Automatic Updates on YOUR Ballot**
Text “JOIN” to 628 683 to subscribe for automatic text message updates on your early ballot status so you always know when your ballot has been received and counted by the Elections Department.  
OR visit www.Subscriptions.Maricopa.Vote to sign up for email and/or text updates.

**Alternative Formats and Assistance**
⇒ The Elections Department will provide Braille or Large Print ballots or other election materials by mail upon request.  
⇒ Audio ballots are available at all voting locations. Visit www.Locations.Maricopa.Vote to find a location near you.  
⇒ All official election materials are available in Tohono O’odham (in some areas) or Spanish upon request.

For more information visit at www.Maricopa.Vote or call 602-506-1511.

**Pre-Registration: Did you know you can register to vote before your 18th Birthday?**
⇒ You can register to vote if you will be 18 years old by the next General Election.  
⇒ General Elections are the November Elections in even years.  
⇒ Will you be 18 by November 6, 2018? Are you a U.S. citizen? Do you live in Arizona or consider Arizona home? If yes to all three, register to vote today!

**Maricopa County Recorder’s Offices**

Downtown | M.C.T.E.C. | Mesa Office
---|---|---
111 S 3rd Ave, Ste 103 | 510 S 3rd Ave | 222 E Javelina
Phoenix, AZ 85003 | Phoenix, AZ 85003 | Mesa, AZ 85210

Drop off and pick up voter registration forms Monday thru Friday from 8am to 5pm

MORE QUESTIONS? VISIT WWW.MARICOPA.VOTE OR CALL (602) 506-1511