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THIRD PARTY VOTER REGISTRATION GUIDE

TRAINING FOR PRIVATE ENTITY
REGISTRATION DRIVES

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PAULDING COUNTY BOARD OF ELECTIONS & VOTER REGISTRATION

What is a Third Party Registration?

- As defined..... A "Private entity" means an individual who is not acting in an official capacity as a registrar or deputy registrar, or a non-governmental organization or other non-governmental entity that utilizes individuals other than registrars or deputy registrars to conduct voter registration programs.
- Nothing in this rule shall be construed to prevent private entities from conducting organized voter registration programs and assisting eligible citizens with voter registration as permitted by state or federal law, including the distribution, collection, and transmittal of mail voter registration applications to the appropriate board of registrars.

Rule 183-1-6-.02. Rules for Voter Registration by Private Entities

Third Party Registration....Instructions & Training

Instruction and training for private entity voter registration activities pursuant to this rule shall be offered by the Board of Registrars. At a minimum, training shall be provided to each private entity who requests such training on:

1. How to complete the voter registration application....O.C.G.A. 21-2-223;
2. The proper security of completed voter registration applications;
3. The time frames within which completed voter registration applications are required to be transmitted to the appropriate Board of Registrars;
4. The identification requirements to be included with the completed voter registration applications;
5. The identification requirements for voting at polling places within the state and the requirements for persons who registered to vote for the first time by mail; and
6. The required and prohibited activities of private entities as set forth in paragraphs (6) and (7) of this rule.

Rule 183-1-6-.02. Rules for Voter Registration by Private Entities

Third Party Registration....Required Activities

While engaging in organized voter registration activity within this state, a private entity shall:

- 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 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 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; and

- 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 the notice provisions provided in this paragraph, it shall be 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. The Secretary of State may design and make available to private entities an appropriate model form that includes all required notices pursuant to this paragraph.

Third Party Registration....Thou 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;

Third Party Registration....Thou Shall Not!

- 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; or
- Conduct voter registration activities in places where alcoholic beverages are sold and consumed on the same premises.

Third Party Registration Transmittal of Completed Voter Registration Applications

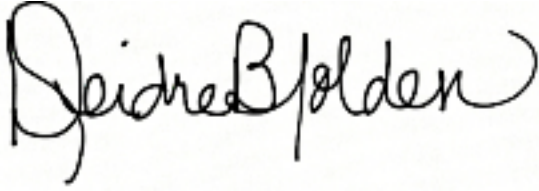
- A private entity shall promptly transmit all completed voter registration applications to the Secretary of State or the appropriate board of **registrars within ten days after receiving the application or by the close of registration, whichever period is earlier.**
- Transmittal of completed voter 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 business days after transmittal and within the time frames required by these rules and regulations and state and federal law.
- A private entity shall keep all completed original voter registration applications in the possession of the private entity 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. Except as otherwise provided in this rule, a private entity shall not disclose any such applications or information contained therein, except as specifically provided in these rules and regulations to any member of the public. A private entity may collaborate with another affiliated private entity in the securing of completed original voter registration applications that are received during the course of a jointly organized voter registration program.

- With the express, written consent of the applicant, a private entity may make archival copies of an applicant's original voter registration application and retain such archival copies for use in aiding the applicant with verifying the timely and proper receipt and processing of his/her application by the applicable board of registrars. A private entity may engage the services of a commercial copying or document management service to make such archival copies provided that the company agrees to maintain the confidentiality and security of the original applications and any copies of the applications in the same manner as is required by private entities pursuant this rule.
- A private entity shall keep any such archival copies in a secure and confidential manner at all times and shall not disclose any such archival copies to any member of the public; provided, however, that a private entity may disclose such archival copies to another affiliated private entity as necessary for use in aiding the applicant with verifying the timely and proper receipt and processing of his/her application by the applicable board of registrars. Archival copies of completed voter registration applications must be 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. Whenever such archival copies are discarded by the private entity, they must be discarded in the manner contemplated by O.C.G.A. §10-15-2 for the destruction by businesses of records containing personal information.
- A private entity may create and keep a separate record of any information contained on the applicant's voter registration application that could otherwise be made available for public inspection pursuant to O.C.G.A. §21-2-225(b) if collected and maintained by the Secretary of State on the official list of electors. No such information may be used by the private entity or any other person for commercial purposes. Whenever such information is discarded by the private entity, it must be discarded in the manner contemplated by O.C.G.A. §10-15-2 for the destruction by businesses of records containing personal information.

VOTER REGISTRATION RULES	DEPUTY REGISTRAR	3 RD PARTY
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	NO	YES
VOTER REGISTRATION APPLICATION MUST BE SUBMITTED TO THE COUNTY IN BUNDLES	YES	YES
MUST HAVE PERMISSION TO HAVE VOTER REGISTRATION DRIVE	YES	NO
DEPUTY REGISTRAR MUST BE PRESENT AT DRIVE	YES	NO
REGULATED TIMES FOR VOTER REGISTRATION DRIVE	YES	NO
REGULATED LOCATION OF VOTER REGISTRATION DRIVE	YES	NO
REGULATED CIRCUMSTANCES OF VOTER REGISTRATION DRIVE	YES	NO
REGISTRATION FORMS MUST BE SUBMITTED TO COUNTY IN TIMELY MANNER	MUST BE SUBMITTED TO COUNTY REGISTRAR BY THE END OF THE NEXT BUSINESS DAY	*WITHIN 10 DAYS
VOTER REGISTRATION APPLICATIONS MUST BE SEALED	NO	YES, UNLESS PERMISSION OTHERWISE
MAY COPY VOTER REGISTRATION APPLICATION	YES-COUNTY OFFICE PURPOSE ONLY	NO, UNLESS PERMISSION OTHERWISE
EFFECTIVE DATE OF SUBMITTAL OF VOTER REGISTRATION	APPLICANTS SIGNATURE DATE	POSTMARK OR THE DATE OF RECEIPT BY APPROPRIATE BOARD OF REGISTRARS OR THE SOS IF POSTMARK IS NON-EXISTANT

We hope that this information will help you to have a successful voter registration drive. Please contact our office should you have any questions at 770-443-7503.

Thank you,

A handwritten signature in black ink on a light-colored background. The signature is written in a cursive style and reads "Deidre B. Holden".

Deidre B. Holden

Director

Paulding County Elections