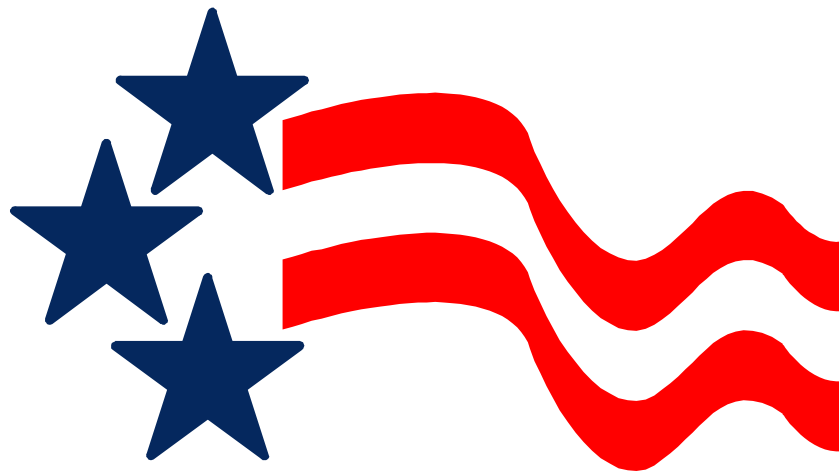


Guide to Voter Registration Drives



Montgomery County Election Commission
Montgomery County Veterans Plaza
350 Pageant Lane, Suite 404
P.O. Box 422
Clarksville, TN 37041
931-648-5707
vote@mcgtn.net

Elizabeth Black
Administrator of Elections

TERMS OF AGREEMENT FOR CONDUCTING A VOTER REGISTRATION DRIVE

By signing your name on the sign-in sheet, you are agreeing to these terms

- 1) **Tennessee Code Annotated 2-2-142(b)** requires the Coordinator of Elections to provide voluntary voter registration training. Training is at the link: <https://vrdt.govotetn.com>
- 2) Applications for Voter Registration can be checked out in packets of 50 forms. Additional forms can be checked out after all previous forms have been returned. Review all directions for conducting a Registration Drive with anyone who will be assisting you.
- 3) Identify your organization to the voter. *Do NOT misrepresent yourselves as Election Officials*. Refer any questions about voter registration and/or elections to the Election Commission Office.
- 4) Do NOT refuse to give a Voter Registration Application to anyone who is eligible to vote; for example, do not discriminate against race, gender, color, political party affiliation, etc.
- 5) Photocopies of applications will NOT be accepted.
- 6) An application to vote is a legal document; do NOT make corrections or mark on a person's application. Do not give advice on any questions that may constitute as a legal matter. Applicants should attempt to complete the form on their own.
- 7) The applications contain personal information. Do NOT hold on to applications for any period of time after a Registration Drive is over, especially applications that have been completed. They contain vital information about a person's identity. Therefore, you have a responsibility to return the applications to the Election Commission Office, protecting the applicant's privacy in regard to their personal information.
- 8) Tennessee State law states that all applications must be sent to the **appropriate** Election Commission office as soon as completed and must be within 15 days of completion. The forms must be hand delivered or mailed, no later than 30 days prior to the next scheduled election. The **30 days prior** to an election is the registration deadline, which insures all voters are properly registered for the upcoming election. If an applicant wishes to complete and return the application on their own, it is your responsibility to inform them of the instructions to complete the form and the 30-day deadline. ****Please note that not all counties in Tennessee have the same elections/election dates so applicants should be aware that deadlines may differ from Montgomery County.***
- 9) **Tennessee Code Annotated 2-2-142(e)** requires voter registration drive organizers to turn in voter registration applications within 15 calendar days of the voter registration drive. However, if the voter registration drive is held within 15 days of the voter registration deadline, then the forms must be turned in no later than the voter registration deadline. **Authorizes the State Election Commission to impose civil penalties of no more than \$50 per violation of the following:**
 - **Turning in forms late (more than 15 days after the voter registration drive or after the registration deadline),**

- **Misusing a voter's personal information, or**
- **Paying workers based on quotas or per form collected.**

10) These applications are for Tennessee state residents only; consequently, they can be used for residents of other Tennessee counties. If you receive applications for other Tennessee counties, YOU will be responsible for forwarding voter registration applications to the appropriate County Election Office. **THEREFORE, YOU ARE RESPONSIBLE FOR HAND-DELIVERING OR MAILING THOSE APPLICATIONS TO THE APPROPRIATE ELECTION COMMISSION OFFICE(S) BY THE REGISTRATION DEADLINE.** Our office will provide a list of addresses for all Election Commission Offices in the State of Tennessee.

IMPORTANT

A VOTER REGISTRATION APPLICATION IS A LEGAL DOCUMENT. NEVER give an applicant advice on how to answer questions on their application. The applicant will be held LEGALLY responsible for the information provided on the form. Direct all legal questions to the Election Commission office.

USES of the Voter Registration Application

- Apply to Register to Vote
- Change Address of the Voter
- Change Name of the Voter
- To replace a Voter Card

QUALIFICATIONS to register to vote in Tennessee

- Must be a U.S. citizen
- Must be a Legal Resident of Tennessee at the time the application is submitted
- Must be 18 years of age by the date of the next election
- Cannot be a Convicted Felon, or if convicted, have had their Voting Rights restored as required by state law

Registration DEADLINE

Hand-Delivered Applications - Completed Voter Registration Applications that are brought into the Election Commission Office in person must be delivered NO later than the close of business on the 30th day before any upcoming election day.

Mailed Applications - Completed Voter Registration Applications that are mailed must be postmarked no later than the 30th day before any upcoming election day. Any applications received with a postmark of less than 30 days before the date of the next election, OR no postmark will be considered as **UNTIMELY FILED** and the applicant would NOT be eligible to participate in the upcoming election.

WHERE TO VOTE

Early Voting – Tennessee offers Early Voting before every election. In Montgomery County, Early Voting is held in our office at 350 Pageant Lane, Suite 404. Voters should call for dates and times.

Election Day – The voter card lists the polling precinct to which a voter is assigned. If a voter has lost their voter card or is unsure of their polling precinct, they should call the Election Commission office for information.

Absentee Voting (by mail voting) - If a registered voter is unable to vote in person either at the Election Commission during early voting or at his/her polling precinct on election day, he/she may vote by mail. The voter must apply for an absentee ballot and must cite a valid legal reason. Military and overseas voters who

are residents of the state of Tennessee may apply by using the Federal Postcard Application (Form 76) at www.fvap.gov.

Our office does not recognize Power of Attorney - only the applicant can sign (or mark) his or her voter registration application. Military personnel should contact the Election Commission Office for information on registering to vote while deployed, whether they are currently in Montgomery County, overseas, or in another state.

All new voter registration applications completed at voter registration drives are considered “By-Mail” - regardless of whether applications are hand-delivered or mailed to the Election Commission Office. Individuals who register for the first time using a By-Mail application **MUST** vote IN-PERSON the first time they vote and present proper Tennessee State or Federal Government issued Photo I.D.

Applicants are not registered to vote until they receive their voter card in the mail. If the applicant does not receive his or her voter card in the mail after an ample amount of time, he or she should contact the Election Commission office.

ADDRESS FORMAT

“ADDRESS WHERE YOU LIVE” - address where the applicant *currently, physically* resides – NOT where they “plan” to move. Applicant may NOT list a P.O. Box, a Military Unit (APO) address, or a business address.

AUSTIN PEAY STUDENTS who live in a dorm/hall have specific address guidelines that should be written as follows:

APSU physical address:

- Room #, name of the dorm/hall, APSU.
- Therefore, it should be written as: 231 Meacham APSU
- Zip Code for APSU dorms is 37044
- **PLEASE NOTE: any address on 681 Summer Street, or 601 College Street, are INVALID addresses – any form with either of these addresses listed cannot be processed**

MILITARY that are Tennessee State residents living in the barracks at Ft. Campbell on the TENNESSEE side of the Post should list their address as follows:

Fort Campbell, KY physical address:

- Building number, street and room number
- Therefore, it should be written as: 6752 Desert Storm Ave #123A
- City should be listed as Ft. Campbell, County as Montgomery, and state as Kentucky with Zip Code as 42223

“ADDRESS WHERE YOU GET YOUR MAIL” – completed only if voter receives mail at an address other than their residence

AUSTIN PEAY STUDENTS who live in dorms/halls have specific mailing address guidelines as follows:

APSU Mailing Address:

- Mail is not delivered to dorms. Therefore, students must provide their Austin Peay P.O. box as their Mailing Address.

- Student must provide his or her own P.O. Box – a P.O. Box that belongs to another student or organization will not be accepted.
- Zip Code for APSU P.O. Boxes is 37044.
- Therefore, the Mailing Address should be written as: P.O. Box 123, 37044

MILITARY who use a Unit or P.O. Box address to receive mail should list as follows:

MILITARY Mailing Address:

- E CO 1-327 INF REGT or P.O. Box 1234
- City should be listed as Ft. Campbell, State as KY, and Zip Code as 42223

PHOTO ID REQUIRED TO VOTE

Registered voters in Tennessee will have to show government-issued photo identification in order to vote.

Any of the following IDs may be used, even if expired:

- Tennessee driver license with your photo
- United States Passport
- Tennessee Department of Safety and Homeland Security photo ID
- Photo ID issued by the federal or Tennessee state government, such as an employee ID from the U.S. Department of Energy with your photo
- United States Military photo ID, including a Veteran Identification Card
- Tennessee handgun carry permit card with your photo

What if I don't have a photo ID?

- You may obtain a free photo ID to vote from the Department of Safety at any participating driver service center across the state.
 - You will need proof of citizenship (such as a birth certificate), and two proofs of Tennessee residency (such as a copy of a utility bill, vehicle registration/title, bank statement or voter registration card).
- If you do not have a photo on your driver's license and no other form of valid photo ID, the Department of Safety will reissue your license with your photo for free upon request.

- Department of Safety (Clarksville Office)
220 West Dunbar Cave Road
Clarksville, Tennessee
Hours: M-F 8:30 am to 5 pm

Additional Information or Questions

- For more information please contact the Montgomery County Election Commission
350 Pageant Lane, Suite 404 (Veterans Plaza), Clarksville, TN 37040
Call (931) 648-5707 or Visit our website at www.mcgtn.org/election