

## 2009 Voter Registration Drive Training Handout

### Executive Summary

#### Douglas County Democratic Party VRD # 09-17

Be careful to use the correct form.

- Mail-in form (letter size without receipt on the bottom) must be turned in by the voter.
- VRD form (legal size with receipt) must be turned in by you, and you must fill out the receipt and give it to the voter. You must write our VRD# 08-17 on the top of the form and on the receipt in the spaces indicated.

Be sure to look the VRD form over for completeness while the voter is still present. Treat the info as confidential.

The following sections of the form are mandatory, even if the form is only used for requesting mail-in ballots, party affiliation change, or address change:

Citizenship and Age checkboxes  
Name and address, including county  
Date of birth and gender  
Identification  
Signature

Party affiliation is not mandatory, but if left blank the person's registration will be changed to "unaffiliated."

When registering to vote, applicant must provide:

1. Colorado Driver's License or Department of Revenue ID Number (DL/DOR ID) if one has been issued to applicant.
2. If not issued a DL/DOR ID, applicant must check the box and provide the last 4 digits of Social Security Number (SSN).
3. If not issued DL/DOR or SSN, check the boxes.

At Caucus, return completed VRD forms in Facilitator envelope. In other cases unless otherwise directed, return the forms to your Captain. Forms must be submitted to the appropriate County Clerk within 5 days.

### Mandatory Training

The organizer (County Chair) must complete the training offered by the Secretary of State's Office, and ensure that all circulators receive the same training, prior to circulating any voter registration forms.

At the conclusion of this training you will sign a Training Acknowledgement form and you will be asked to agree that:

- You have completed the required training and will ensure that your organization's individual circulators will be trained;
- You understand how the circulators can and cannot be paid for their work;
- You are aware of and understand all the penalties in the law relating to voter registration drives; and
- You have been provided with an opportunity to ask questions and have them answered. Please keep this in mind as you receive this training.

You will not be provided any registration drive applications nor will you be assigned a Voter Registration Drive number until you complete this training.

Once you are trained, you are responsible to train the circulators in your organization. Each circulator must sign a Training Acknowledgement form after training and before circulating forms. You must maintain a file of the VRD circulators and other participants you have trained. These forms must be maintained by the organization. The Secretary of State can request these forms from your organization if necessary.

Voter Registration Drives are free to develop the forms and/or tracking methods for their internal trainings, including the training acknowledgements. The Training Acknowledgement forms provided by the Secretary of State may be reproduced or the organization may keep a roster of signatures with acknowledgement language on it.

### The New Official Registration Form for VRD's

You are encouraged to use the standard Voter Registration Drive Application form provided by the Secretary of State's Office.

- The Colorado VRD Application form cannot be copied or reproduced in any way.
- Altering of the form is not acceptable, as the form contains all legally required information.
- You may obtain the VRD forms by request from the Secretary of State's Office or from the office of the county clerk and recorder where you intend to perform your voter registration drive. You may request the number of forms you estimate that you will need for your drive. However, please remember that the forms are produced using taxpayer dollars. Please plan to request a realistic number of forms to minimize wasting unused forms.
- In addition to the Colorado VRD form, you may also use the National Voter Registration Form.

### Handling the Forms

The mail-in voter registration forms may still be used for people who don't want to provide information to a third party. Give them a regular mail-in form and let them take it with them.

You may want to be careful about letting a voter walk away with either a complete or incomplete VRD form with your number on it. You may want to take the receipt or note on the form that the voter took it and the voter is responsible for turning it in.

Any form turned in to you is your responsibility. Any form with your number on it is your responsibility.

It is the responsibility of the organizer or agent to ensure all forms are collected from circulators and delivered to the appropriate county clerk and recorder.

### Legal Deadlines

Many legal deadlines relate to voter registration applications and voter registration drives. See §1-2-702, C.R.S.

- The VRD form signed by and collected from the person who completed the VRD Application (elector) shall be delivered to the office of the county clerk and recorder of the county in which the elector resides within 15 business days from the date the form was signed.
- If the form is mailed to the office of the county clerk and recorder of the county in which the elector resides, it must be postmarked within 15 business days from the date the form was signed.
- If the registration is completed fewer than 5 days before the deadline for registration prior to an election, the forms must be delivered to the office of the county clerk and recorder of the county in which the elector resides on or before the registration deadline prior to an election, which is 29 days prior to the election (October 6, 2008).
- If the registration is completed fewer than 30 days prior to the registration deadline, it must be delivered to the office of the county clerk and recorder within 5 business days, or if mailed it must be postmarked within 5 business days from the date the form was signed.
- Please note that the forms must be separated by county of elector and returned to that county. You may not deliver all of your completed forms to the same county unless all electors reside in that county.
- Fines for late forms are not to exceed \$50 per day.

## Handling Confidential Voter Information

The information you collect on the Voter Registration Drive Application is a part of the elector's official record. You must handle the information as confidential. Be aware that social security, Colorado identification and driver's license numbers are confidential and not subject to disclosure. See § 24-72-204, C.R.S.

If your organization keeps copies of the forms it collects, black out the confidential information with a black marker. Also, do not enter this information into any database.

## Paying VRD Circulators

The law in Colorado states that circulators shall not be paid per voter registration application. If a circulator is compensated for working with a VRD, they may be paid only by the hour, day or event. See § 1-2-702(3), C.R.S.

## Penalties for Failure to Comply with VRD Laws

As an intermediary between Colorado voters and governmental entities, you are responsible for ensuring that fraud, intimidation, mishandling of forms, misuse of confidential voter information, and failing to turn in voter registration drive applications do not occur

Anyone who engages in any of the following is guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than one thousand dollars, or by imprisonment in the county jail for not more than one year, or by both such fine and imprisoned as provided in section 1-13-111:

- Intentionally interferes with or impedes the registration of electors or who knowingly permits or encourages another to do so. (§ 1-13-201, C.R.S.)
- Impedes, prevents, or otherwise interferes with the free exercise of the elective franchise of any elector or compels,

induces, or prevails upon any elector either to give or refrain from giving his or her vote at any election provided by law or to give or refrain from giving his or her vote for any particular person or measure at any such election. (§ 1-13-713, C.R.S.)

A VRD Organizer who engages in any of the following shall be punished by a fine of not more than five hundred dollars pursuant to (§ 1-2-703, C.R.S.):

- Conducts a VRD without filing a Statement of Intent with the Secretary of State's Office; or
- Fails to maintain a designated agent in the State of Colorado; or
- Uses a voter registration application form, other than the Voter Registration Drive Application form approved by the Secretary of State's Office or the National Voter Registration Form; or
- Fails to fulfill training requirements.

A voter registration drive organizer that willfully fails to deliver a voter registration application to the proper county clerk and recorder within the time prescribed by § 1-2-702(2), C.R.S., shall be punished by a fine not to exceed fifty dollars for each business day of violation.

A voter registration drive organizer who has been fined 3 or more times for failure to deliver a voter registration application to the proper county clerk and recorder within the time prescribed by § 1-2-702(2), C.R.S., shall be punished by an additional fine not to exceed one thousand dollars.

A voter registration drive organizer that intentionally fails to deliver a voter registration application to the proper county clerk and recorder in the manner and time prescribed by section 1-2-702(2) shall be punished by a fine not to exceed five thousand dollars.

And a voter registration drive organizer that compensates a circulator working on a voter registration drive based on the number of registration applications the circulator distributes or collects shall be punished by a fine not to exceed one thousand dollars.

## Complaint Procedure and Violations Reported

Any person, including the Secretary of State, who believes a VRD organizer, circulator, or agent has not complied with the requirements of C.R.S. Sections 1-2-701 through 1-2-703 or Rule 44 of the Colorado Secretary of State Election Rules may file a written complaint with the Secretary of State.

The Secretary of State shall review all complaints submitted in writing and conduct such investigations as may be necessary and appropriate. If the Secretary of State determines that a violation has occurred, the Secretary of State shall impose a fine in accordance with section 1-2-703, C.R.S.

The VRD organizer may appeal a fine and shall have thirty (30) days following receipt of notification to submit a written response setting forth the reason(s) that the VRD organizer is appealing the fine. The VRD organizer may request, within the thirty (30) days, a hearing with the secretary of state to dispute the fine.

This information provided by the Colorado Secretary of State, Division of Elections, (303) 894-2200.