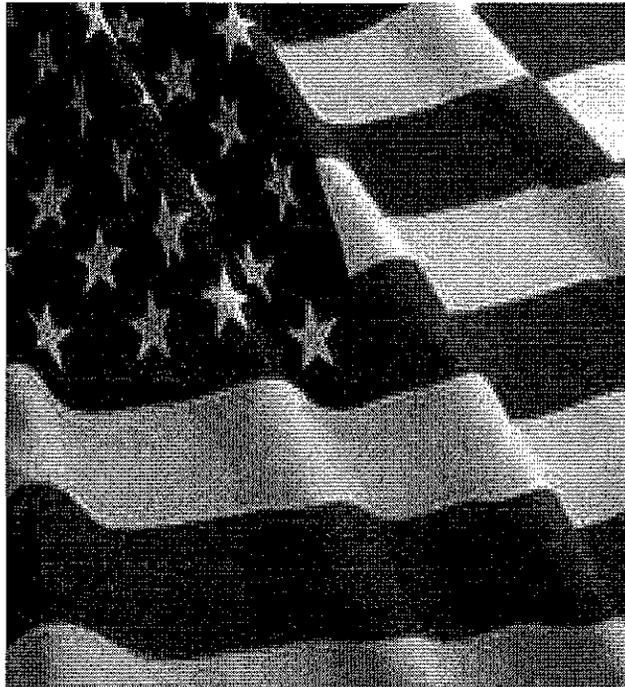


# **Bartholomew County**

## **Voter Registration Drive Guide**



**To whom it may concern:**

**This guide is designed to assist you with voter registration drives within Bartholomew County, and provides rules and regulations regarding changes in voter registration forms, distribution procedures and turning in applications on behalf of others.**

**If you have further questions, don't hesitate to contact the Voter Registration Office at (812) 379-1604**

**You can find more information at the Secretary of State's website:  
[www.in.gov/sos/elections](http://www.in.gov/sos/elections)**

**You can obtain blank voter registration forms from any County Clerks Office, you can print them from either website, above, or you can obtain them from the voter registration office (see contact information on the last page).**

**Good luck to you!**

## Train your team

Training the staff who will be conducting the voter registration drive is important, and will ensure a better experience for your group as well as for the applicants you reach out to.

Be sure each person knows the eligibility requirements for registration in Indiana, and how important it is for the voter registration forms to be completed correctly by the person conducting the drive AND by the applicant.

Change in Indiana law now requires that any person conducting a voter registration drive, who collects completed voter registration applications on behalf of another, also complete 1) a receipt to provide to the voter, outlining personal information about themselves, as the person conducting the registration drive, and 2) a certified statement on the voter registration form itself, outlining the same personal information for the voter registration office. This information is now required to protect the voter, so they are certain that their registration form will be turned in for them, in a timely fashion, as well as to provide the voter registration office contact information in case there is a problem with the applications.

These new requirements go into effect on January 1, 2014. The sooner you educate your team on these changes, the better prepared your team will be to work with these changes.

Also on January 1, 2014, Indiana law will require that a person who collects voter registration applications on behalf of another person **MUST** turn in the form to the voter registration office, OR the Indiana Election Division **within 10 days** of the date they received the application from the applicant, or prior to the voter registration deadline, whichever comes first.

Failure to turn in forms within this new timeline could potentially result in prosecution. Again, educating your staff is key to the success of your voter registration drive!!

## Basic Information/FAQs:

Each volunteer must understand that if they are asked a question that they don't know the answer to, they should refer the person to the Voter Registration Office (812) 379-1604.

Each volunteer must be aware that certain personal information provided on voter registration applications, and maintained by the voter registration office is confidential, and they should protect the information of the applicants as if it is their own personal information.

Q: Can a voter registration form be collected from an individual who is a resident of Indiana, but not of Bartholomew County?

A: Yes. The form throughout the State is the same; however, where it is turned in is different. If you should receive an application from a resident outside of Bartholomew County, the Bartholomew County Voter Registration Office will submit the form to the appropriate County for you.

Q: When is the Indiana voter registration deadline?

A: The deadline to register to vote in Indiana, if a voter wishes to participate in an upcoming election, is 29 days before the election.

Q: What if I don't want to be responsible for the 10-day turnaround for turning in voter registration applications that I collect?

A: You can direct the applicant to mail the form to the address provided on the form, but please provide them the deadline. The voter registration form **MUST** be postmarked on or before the close of registration (29 days before the election), **OR** you can direct the applicant to register online at [www.indianavoters.com](http://www.indianavoters.com) (they must have a valid Indiana driver's license or Indiana ID card).

Q: Who can register to vote in Indiana?

A: To register in Indiana, a person must:

- Be a United States Citizen;
- Be at least 18 years of age on the day of the next general or municipal election;
- Have lived in their precinct for at least 30 days before the next election (except for certain military or overseas voters); and
- Not currently be imprisoned after being convicted of a crime.

Q: What are residency requirements in Indiana to register to vote?

A: For the purposes of voter registration, a person's residence is defined based on the person's circumstances and intent. Under Indiana Law, a voter CANNOT have more than one legal residence. A voter can only register to vote from the place where the voter has their true, fixed and permanent home and principle establishment, and to which the person, whenever absent, intends to return. If a person moves to another State or another County, but intends to return to Bartholomew County, they may still claim to be a legal resident of Bartholomew County. However, they cannot be registered in more than one State or County.

A student who is going to school away from home can register to vote either at their home address, OR their school address, (depending upon whether the student intends to return to their home at some point) but cannot be registered in both places. If they choose to register at their school address, they are authorizing the cancellation of their registration at their home address.

A person who has no residence address (such as a homeless or transient person) may register to vote by providing a short description of their residence in section 4, and also attaching a map or diagram of where their "nontraditional" residence is located. This person can provide a mailing address anywhere within Bartholomew County for delivery of notices from the voter registration office (see section 5.)

Q: How does a person who was convicted of a crime, and who has served their time, register?

A: Once a person is no longer incarcerated, they must re-register to vote, prior to the registration deadline, if they wish to participate in an upcoming election.

Q: What if the applicant is unsure if they are already registered?

A: A person can verify their registration status at [www.Indianavoters.com](http://www.Indianavoters.com), or by contacting the Voter Registration Office (812) 379-1604.

- Q: How do I register someone who doesn't speak English?
- A: The Indiana Voter Registration Application is available in both English and Spanish. If someone of some other nationality would like to register, they would need someone to assist them with completing the application. The person providing the assistance will need to complete the bottom portion of the application, stating that they assisted the applicant, and provide their name, and address on the application.
- Q: What information can I complete FOR the applicant?
- A: Indiana law does NOT allow anyone to complete any part of the application for another person, unless the person asks them to assist. If the applicant asks for assistance, the person assisting must complete the portion of the application in the lower left corner of section 14, providing their name, address and telephone number.
- Q: What if the applicant is unable to sign their own name?
- A: The applicant MUST make an identifying mark on the signature line, and if someone else fills out the form for the applicant, that person must write their name, address and telephone number in the lower left corner of section 14, stating that they provided assistance.
- Q: Can I charge a fee to assist an applicant? Can I pay an applicant for completing the application?
- A: In Indiana, it is illegal to accept a fee OR to offer monetary or non-monetary "payment" to register to vote.
- Q: If an applicant states that they have moved, or changed their name, is there a special registration form to update their registration?
- A: If an applicant has moved or changed their name, the applicant completes the same voter registration form, but indicates current address AND prior address, or current name AND prior name, as well as indicating in the appropriate checkbox that they are filing an address change or name change.
- Q: How does a voter change their party preference in Indiana?
- A: In Indiana, a voter does not provide party preference on the voter registration application. Party affiliation is determined by the person's voting history in Primary elections.

- Q: How would someone CANCEL their Bartholomew County voter registration?
- A: A person can contact the Voter Registration Office (812) 379-1604 to request a cancellation form, which will be mailed to them. Once the cancellation form is completed and returned, the voter registration office will cancel the voter's registration.
- Q: What if the applicant has a power-of-attorney and the applicant *wants* that person to complete their form?
- A: The power-of-attorney can complete the form, including the section stating that they provided assistance to the applicant, but the power-of-attorney CANNOT sign the registration form for the applicant.
- Q: If a voter registration form is properly completed, what happens next?
- A: The voter registration office will process the application to determine the applicant's eligibility. If the applicant is eligible, a voter registration acknowledgment card will be mailed to the voter, which will include the voter's precinct number, and legislative representation. If the voter is not eligible, or if the application is not properly completed, the voter registration office will contact the voter to notify the voter of the issue with the application. If the voter has not received an acknowledgment card or other communication from the voter registration office within 30 days, they should contact Voter Registration (812) 379-1604.
- Q: Is identification required for someone to register to vote?
- A: No, not in Indiana, UNLESS the voter is a first time applicant who is registering by mail. If the voter is registering for the first time by mail, they can include any of the following:
- Photocopy of current valid photo ID
  - Photocopy of a current utility bill
  - Photocopy of a bank statement
  - Photocopy of a government check, paycheck or other government document
- Any document presented MUST include the voter's name, and have an address that matches the address the voter has provided on their registration form.

## How to ensure the voter registration applications are complete:

Certain information on the voter registration application MUST be provided, or the application will be considered incomplete. It would be helpful to the applicant if you look over the application and make sure the following information is provided:

- Applicant's last name and first name in **section 3**.
- Applicant's PHYSICAL address – NOT a post office box in **section 4**.  
An applicant can indicate a post office box in the mailing address box, but in order to place an applicant in a precinct, a physical residence address must be provided.
- Date of birth in **box 7**.
- Applicant MUST answer whether they are a U.S. citizen in **box 10**.
- Applicant MUST answer whether they will be 18 on or before Election Day in **box 11**, EVEN if they have already provided their date of birth.
- Applicant MUST provide voter identification number or indicate "none" in **section 12**.
- A homeless or transient applicant MUST provide a description of their nontraditional residence in **section 4**, and attach a map (if the applicant has no residence address with a street number or name provided on the application.)
- APPLICANT MUST sign their own name, or make a distinguishing mark in **section 14**, **and provide the date they are signing the application.**
- YOU – THE PERSON CONDUCTING THE REGISTRATION DRIVE – MUST complete the receipt and give it to the applicant AND complete the certified statement (**box 15**) on the registration form itself.

## Other notes about the registration form:

- If an applicant does not provide the *County* where they live, we are able to look it up based on the residence address the applicant provided.
- If an applicant has indicated they are completing the form as an address change, they need to also include their previous address in **section 6**.
- If an applicant has indicated they are completing the form as a name change, they need to also include their previous name in **section 13**.
- If a voter wants communication from voter registration to be sent to an address OTHER THAN their residence address, they can provide a mailing address in **section 5**.
- If an applicant indicates their telephone number in **box 8**, voter registration can contact the applicant with any questions by phone, rather than by mail. However, the applicant's telephone number is NOT required.
- The applicant's e-mail address is NOT required – this would be an additional way for the voter registration office to contact the applicant, if they would need to.
- When a person moves and completes a change of address form at the post office, this does NOT update the voter's registration. When a voter moves, they MUST complete and return a new voter registration form.

## **Additional information:**

A voter does NOT need to re-register every election year. A voter can check their registration status at any time at [www.Indianavoters.com](http://www.Indianavoters.com), or by contacting the voter registration office (535-6775) if they are uncertain of their registration status.

A voter's registration is NEVER cancelled just because the voter does not choose to exercise their right to vote. However, if the county determines that a voter may not still live at the address where the person is registered, cancelling this registration requires a complex procedure that includes several communications through the mail to the voter. Voter registration does NOT cancel voters without following the proper legal requirements to do so.

An applicant who is not yet 18 years of age, but who will be on or before the next general election is eligible to register to vote, AND can vote in the primary election, but will not be able to vote on public questions or vote for any candidate that is actually elected in the primary election (state convention delegates, and precinct committeemen), and will receive a ballot that does not include any questions or races they are not eligible to vote for.

If an applicant also wishes to vote absentee, they need to contact the Voter Registration Office (812) 379-1604. In Indiana, a voter who wishes to vote absentee MUST apply for an absentee ballot for EVERY election in which they wish to vote (except for certain military and overseas voters.)

If you, as the person conducting the registration drive, feel that an applicant has provided fraudulent information on a voter registration application, you must deliver the application to the election board with a sworn statement indicating why you believe the application is false or fraudulent. The election board is required to consider appropriate action, including possible prosecution of the applicant.

It is a crime for a person to knowingly register to vote, knowing that they are not eligible to vote, and a person can be fined, jailed, or both.

It is a crime to recklessly destroy or fail to deliver a completed voter registration form of another, as required by law.

It is a crime to 1) conspire with an individual for the purpose of encouraging the individual to submit a false application for registration; 2) conspire with an individual for the purpose of encouraging the individual to vote illegally; 3) pay or offer to pay an individual to apply for an absentee ballot, cast an absentee ballot, register to vote, or vote; and 4) accept a payment for applying for an absentee ballot, casting an absentee ballot, registering to vote, or voting.

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**To make a long story short, you are providing a great service to the people you reach out to, but you are also undertaking a very important task, and you should take it seriously. We appreciate the work you are doing, and hope that your registration drive is successful!**

**PHYSICAL ADDRESS**

Bartholomew County  
Voter Registrations/Elections  
234 Washington St  
Columbus, IN 47201

**MAILING ADDRESS**

Bartholomew County  
Voter Registrations/Elections  
PO Box 924  
Columbus, IN 47202

The office is open from 8:00 a.m. to 5:00 p.m. Monday - Friday

Sincerely,

Tami Hines, Bartholomew County Clerk