

DEPARTMENT OF ELECTIONS

City and County of San Francisco
sfelections.org



JOHN ARNTZ

Director

VOTER REGISTRATION CARD STATEMENT OF DISTRIBUTION

I. GENERAL INFORMATION

Name: _____ Date: _____

Telephone: _____ Fax: _____

Name of Organization: _____

Street Address (NO PO BOX): _____

Contact Name at Organization: _____ Telephone: _____

of Cards Requested: English: _____ English/Spanish: _____ English/Chinese: _____ English/ _____: _____

II. REGISTRATION PLAN: Fixed Location Door-to-Door Mail (Blanket) Mail (Targeted)
 Petition Other _____

Beginning Date: _____ Ending Date: _____

Briefly explain your distribution plan (where the forms will be distributed and by whom).

III. DECLARATION

I declare under penalty of perjury, that I have read and understand the legal requirements on the reverse side of this form and that I will take reasonable steps to ensure that:

- 1) The person or persons distributing registrations cards will give a registration card to any elector requesting one; and
- 2) The voter registration cards issued will not be defaced or changed in any way, other than by insertion of a mailing address and the affixing of postage; and
- 3) Prior to distribution, the affidavit portion of the registration cards will not be marked, stamped, partially or fully completed by anyone other than an elector or by another person assisting the elector; and
- 4) Persons entrusted with distribution or subsequent collection of completed forms, will be fully advised of the legal requirements outlined on the reverse side of this statement.

SIGNATURE: _____ **DATE:** _____
(IMPORTANT: SEE LEGAL REQUIREMENTS ON REVERSE SIDE OF THIS STATEMENT)

(Office Use Only)

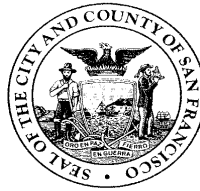
Total quantity of registration cards requested: _____ INDIVIDUAL
AMOUNT

- English Affidavit Serial # From: _____ To: _____
- English/Spanish Affidavit Serial # From: _____ To: _____
- English/Chinese Affidavit Serial # From: _____ To: _____
- English/_____ Affidavit Serial # From: _____ To: _____

DEPUTY (print): _____ DATE: _____

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LEGAL REQUIREMENTS

- IMPORTANT -

The following requirements must be complied with by all persons and/or organizations to whom registration cards are issued. Non-compliance may result in referral to the appropriate law enforcement agency.

RECEIPT – A person who assumes responsibility for returning another person’s completed registration card to the elections official, must complete the receipt affixed to the bottom of the Voter Information portion of all registration cards issued subsequent to January 1, 1978, sign it and give it to the registrar. The completed receipt is not proof of registration, but may be used to ensure compliance with the requirements on return of completed cards. (§2158 of the Elections Code)

RETURN OF CARDS – Persons distributing voter registration cards must return all completed cards in their possession within 3 working days, excluding Saturdays, Sundays, and state holidays. Retaining completed cards for more than 3 days, or denying the voter’s right to return his or her completed card is a misdemeanor. All blank cards must be returned to the elections official immediately after the 15th day preceding a statewide primary or general election, and whenever instructed to do so by the elections official. (§2183, §2139, and §18103 of the Elections Code)

UNSOLICITED MAILING – Any mailing of a registration card to a person who did not request one must be accompanied by a cover letter or other notice with each card, instructing the recipient to disregard the card if he or she is currently registered to vote and does not wish to change name, address, political party affiliation or other registration information. This notice may be stamped on the card. (§2158 of the Elections Code)

NOTE: Organizations receiving completed cards for delivery to the elections official must ensure that all cards completed in whole or in part by prospective registrants are promptly forwarded to the elections official. This includes cards containing irregularities or minimal information, i.e. a name and address.

The elections officials will determine the validity of the registration and not the organization distributing or receiving cards.

I declare under penalty of perjury, that I have read and understand the legal requirements.

Signature: _____ Date: _____