

PROPER ETIQUETTE OF CONDUCTING A SUCCESSFUL VOTER REGISTRATION DRIVE

Who can register to vote in the Commonwealth of Pennsylvania?

- 1) To register to vote, you **must** be:
 - A citizen of the United States.
 - A legal resident of Pennsylvania and of the county in which you wish to vote.
 - At least 18 years of age by Election Day.
- 2) You may **NOT** register to vote if you currently are:
 - Not a United States resident.
 - Serving any sentence imposed by the conviction of a felony.

What are the “Do’s” to have a successful drive?

- 1) Do plan your drive carefully and well in advance of the voter registration deadline.
- 2) Do train people so they know who is eligible to vote and how to fill out the voter registration forms completely and correctly.
- 3) Do make the best use of applications. For example, simply dropping off blank applications at people’s homes could waste your time and energy, not to mention a lot of applications. You should talk to people to identify those who are not yet registered and either provide those not registered with an application or assist them in completing the application. NOTE: If you assist someone in completing the form (meaning you write down information for them), you **MUST** complete the information in Box 12 (*Name and signature of person who assisted in the completion of this application*). The person who is applying to **MUST** be the person to sign the application next to the “X” adjacent to Box 11.
- 4) If you collect completed forms with the promise of turning them into Election Services, you **MUST** do so, regardless of which political party a person registers.

What are the “Don’ts” for conducting voter registration drives?

- 1) Don’t complete or accept applications from anyone who is **ineligible** to vote.
- 2) Don’t refuse to give an application to anyone who is eligible to vote. For example, if you are interested in registering individuals for a particular party, you may **NOT** refuse to give a form to someone who wants to register in a different party. You **MUST** give that person an application.
- 3) Don’t charge anyone for a registration form or for assisting or helping them in filling it out.
- 4) Don’t fill in a voter registration application for anyone **UNLESS** they ask you to do so. If you do assist, complete Box 12, but the person being registered must put their signature in Box 11.
- 5) Don’t copy, disclose or make any use of social security information of the applicant.
- 6) Don’t give photocopied applications to registrants to fill out. The application to register should **ONLY** be on a form or forms prescribed by the Department of State.
- 7) Don’t write, stick or otherwise attach anything to the voter registration application, especially material related to candidates.
- 8) Our office **DOES NOT** recommend marking the form with a highlighter. If you must, do not use any other color than **YELLOW** on the forms.

What is required on the application?

- 1) All information asked for on the application must be completed. **All new registrants must include their Pennsylvania driver’s license number, if they have one; or they may use the last four (4) digits of their Social Security Number if they do not have a Pennsylvania driver’s license.**
- 2) The registrant must sign and date the application in the space provided in Box 11.
- 3) Any individual assisting with the registration form must complete Box 12.

What method can be used to return completed applications?

- 1) Completed applications can be mailed to: Berks County Election Services, 633 Court Street, Reading, PA 19601; or delivered in person to the Berks County Election Services Office, 633 Court Street, First Floor, Reading, Monday through Friday from 8 a.m. until 5:00 p.m.