



Voter Registration Drive Training

Welcome to the VRD Circulator training. This short training will give you some basic information to help you understand the voter registration process in Colorado. We will discuss the following:

- Voter Registration and Voter ID
- Collecting and Submitting the Forms

Now that you will be working directly with voters, you will probably get many questions about voter registration, how to fill out the forms and requirements for voting.



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Voter Registration



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Q What are the requirements to register to vote?

A To be eligible to register to vote, an applicant must:

Be a U.S. Citizen (at the time of completing the application);

Be 16 years old;

Be a Colorado resident for at least 22 days immediately before an election at which he/she intends to vote; and

Complete the fields marked "required" on the application, including the complete address with apartment and unit number (if applicable).



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Can a VRD circulator fill out the voter registration form for an applicant?

A

The VRD circulator must be familiar with the Colorado VRD application and able to respond to questions regarding the required and optional portions of the form; however, the circulator should not complete any portion of the form on the voter's behalf, unless the applicant requests assistance.

To ensure that a voter is properly registered, it is important that the application is filled out as completely and accurately as possible.

The circulator must provide the applicant a blue or black ink pen to complete the application and must not highlight or otherwise mark the form, except for when filling in his or her own circulator identification number.

Let's look at the VRD form in more detail.



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The back of the VRD form contains registration information for the voter including:

- Who is eligible to register.
- What to do if you do not have identification.
- How a person will know when his/her registration is processed.
- A list of acceptable identification.
- Registration deadlines.

If the voter has questions, refer to the information on the back for further guidance.

Information about this registration

How do I turn in this form?

If you filled out this form at a voter registration drive, the person who collected the form will turn it in for you.

Who should use this form?

This form is intended for use by eligible individuals seeking to register to vote or update their existing voter registration records through Voter Registration Drives. The organizer of the Voter Registration Drive must submit your original, signed application to the appropriate county clerk and recorder within 15 business days after it is signed but in no event later than 22 days before an election.

Am I eligible to register to vote?

You are eligible to vote if you:

- Are a United States citizen
- Are 16 years old, but you must be at least 18 to vote in an election
- Are a Colorado resident for at least 22 days immediately before the election you intend to vote in
- Are not currently serving a term of imprisonment for a felony conviction

If I don't know my Colorado driver's license or Colorado ID card number may I provide my Social Security Number instead?

No. If you have a Colorado Driver's License or ID card issued by the Colorado Department of Revenue, you must provide that number.

If I don't have a Colorado driver's license, Colorado ID card, or social security number, may I still register to vote?

Yes. An applicant who is qualified to vote in this state but does not have a driver's license, state-issued identification card, or social security number may still register to vote. In such cases, the person may be required to provide an acceptable form of identification. A list of acceptable forms of identification can be found at www.govotecolorado.gov.

How will I know if my registration was processed?

If you are registering to vote for the first time in the state of Colorado, your registration application will be processed within 2 weeks. Approximately 20 days after your county clerk and recorder receives your registration form, you will receive an official confirmation card by mail.

If you are using this form to update an existing Colorado voter registration, you can check your status by visiting www.govotecolorado.gov and clicking on "Find My Registration".

If you are pre-registering to vote, you will receive an official information card by mail and may check your status once you become eligible to vote.

Information for unaffiliated voters

I am registered as unaffiliated. Will I be able to vote in the primary election?

Yes. Unaffiliated voters are eligible to vote in the primary election, but you may only vote one party's ballot.

Can I participate in a party's caucus meeting if I am unaffiliated?

No. To participate in a party caucus meeting you must join that party before the party's caucus. However, you are still eligible to vote in any participating party's primary election.

Other frequently asked questions about registering and voting

Will I need identification to vote?

If you vote in person, yes. If you are voting by mail for the first time, you may need to provide a photocopy of your ID.

A complete list of acceptable forms of identification can be found at www.govotecolorado.gov.

When is the last day to register to vote?

To apply through a voter registration drive, your application must be submitted no later than 22 days before an election. If you do not register through a Voter Registration Drive, you can still register up to and including election day.

May I register to vote if I was arrested for or convicted of a crime?

Yes, if you

- Are on probation for either a misdemeanor or felony;
- Are a pretrial detainee awaiting trial;
- Are currently in jail serving a misdemeanor sentence only; OR
- Are no longer serving a term of imprisonment due to a felony conviction.

If you were previously registered and were incarcerated due to a felony conviction, that registration will have been canceled and you must re-register if you wish to vote.

What information will I receive by email?

By choosing to receive election information by email, you may receive information about upcoming election activities and other election correspondence by email from your county clerk and recorder. But ballots and some mailings will be sent by mail. Under Colorado law, your email address is protected. It will not be shared with anyone.

Will my information be publicly available?

Some of the information you provide on this form is public information as required by law. Your social security number, driver's license number, month and day birth, signature, and email are confidential. You may be eligible to keep more of your voter information private. For details contact your clerk and recorder.

Who should I contact if I have more questions?

Contact your county clerk and recorder. You may find a list with contact information at www.govotecolorado.gov.

You may also contact the Secretary of State's office

Phone: 303-894-2200

Fax: 303-869-4861

Email: State.ElectionDivision@coloradosos.gov



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Is the Colorado Driver's License Number required on the VRD form?

A

When registering to vote, an applicant must provide his/her **Colorado Driver's License Number or Department of Revenue ID Number if one has been issued.**

If the applicant has not been issued a Colorado Driver's License or Department of Revenue ID, the applicant must check the corresponding box indicating one has not been issued. The applicant then must provide at least the last 4 digits of his or her Social Security Number.

If the applicant has not been issued a Colorado Driver's License, Department of Revenue ID, or Social Security Number, the applicant must check the box indicating such. In this instance, a unique identifying number will then be assigned by the State and the applicant will be registered to vote.



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Q Are there other ways for people to register to vote?

A **Online:** At www.GoVoteColorado.gov any applicant who has a Colorado driver's license or state ID card can register or update information. VRDs are encouraged to incorporate online voter registration because applications are received immediately by the county clerk, there are no illegible forms, and the VRD does not have to collect and turn in forms.

By mail: If an applicant prefers to return a registration form himself/herself, the applicant may use the Colorado Voter Registration Application.

National Mail Voter Registration Form: A VRD may use the National Mail Voter Registration Form. VRD are encouraged to use the Colorado Voter Registration Drive Form, however if using the National Mail Voter Registration Form for VRD activities include your VRD# on the upper margin and remember to deliver to the county of residence of the applicant.



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Voter ID



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Q Are voters required to provide ID before they vote?

A A voter must provide ID if they haven't previously voted in Colorado or if they did not provide verifiable information with their registration application.

Let's look at the list of acceptable IDs.



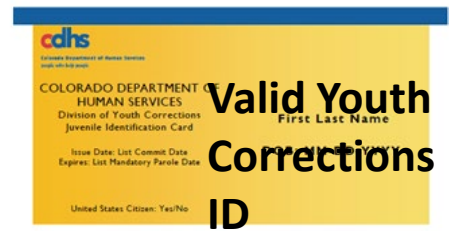
Valid Colorado drivers license or ID card



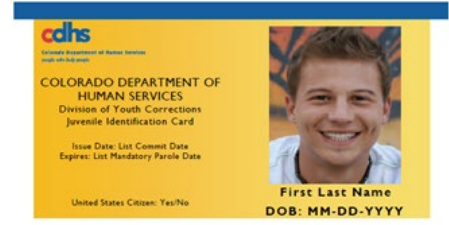
Valid pilot's license



A certified document of naturalization



Valid Youth Corrections ID



First Last Name
DOB: MM-DD-YYYY



Valid US Passport



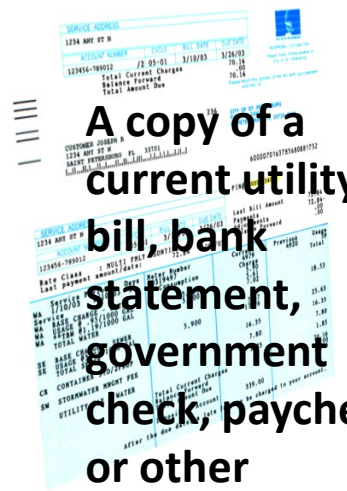
A certified copy of a U.S. birth certificate issued in the United States



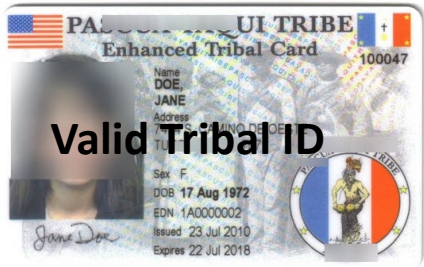
Valid Medicare or Medicaid card



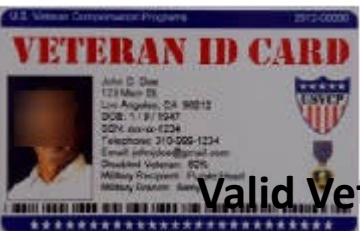
A valid student ID card with a photo issued by an institute of higher education in Colorado



A copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address



Valid Tribal ID



Valid Veteran's ID card with photo



Valid Military ID

A valid employee ID card with a photo issued by any branch, department, agency, or entity of the US government or of this state, or by any county, municipality, board, authority, or other political subdivision of this state





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Collecting the Forms



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When collecting forms, here are a few things to be aware of:



Be careful about letting a voter walk away with a complete or incomplete VRD form with your number on it. Any form containing your VRD number and circulator ID is your responsibility.



Remember, the VRD form has your VRD number and circulator ID on it. If the voter wants to register at a later date, give the voter the Colorado Registration Form or National Registration Form, or refer the voter to the online registration site.



If the application is not filled out completely, the voter may not be registered. Even if the form is incomplete, turn it in to the county clerk.



The VRD organizer/agent must ensure that all forms are collected from all circulators and delivered to the appropriate county clerk.



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What if a voter turns in a form to a VRD that is not a VRD registration form?

A

Any type of form that a VRD accepts from an elector must be submitted to the county clerk's office.



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Is the information the voter puts on the form public information?

A

Certain information provided by the voter is confidential and not subject to disclosure. This includes:

- Social security number
- Colorado identification number
- Driver's license number
- Day and month of the date of birth
- Signature
- Email address

If your VRD keeps copies of collected forms, it is recommended that you black out the confidential information so that it is not legible and do not enter this information into any database.



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Deadlines



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Q What is the deadline to submit forms collected by a VRD?

A Voter Registration Drive deadline:

Monday, October 16 for the 2023 Coordinated Election

All VRD registration applications must be delivered to the county clerk of the county where the elector resides. Failure to deliver the applications by the deadline, will subject VRDs to a fine.



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In addition to the voter registration deadlines, VRDs have other deadlines they must meet.

A VRD form must be delivered to the office of the county clerk and recorder of the elector's county of residence within **15 business days from the date the form was signed**. If the VRD mails the forms in, the envelope must be postmarked within 15 business days from the date the form was signed.

For example: If a voter registration form is signed by the voter on February 4, the form is due (or must be postmarked by) February 26.



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Q Are there other deadlines for VRDs?

A The Voter Registration Drive deadline is 22 days before an election. All VRD forms must be delivered or postmarked (if mailed) by this deadline.

This is the exception to the 15 business day deadline that the VRD normally has to deliver or postmark the registration forms.

Colorado law now allows electors to register up through and including election day. A VRD can let people know they can register to vote or make changes to their registration record up through and including election day by visiting their county designated Voter Service and Polling Center location.

The Secretary of State's Office recommends that VRDs make an effort to turn in forms quickly, regardless of the time of year. Counties, cities and special districts hold special elections throughout the year, not just at primary and general election times. Turning in forms as quickly as possible will ensure that voters have the opportunity to vote in any local election that may occur during the year.



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Q What other options do voters have after the 22 day VRD deadline?

A A VRD may:

- Distribute regular voter registration forms to voters. The voter can then submit his/her form to his/her county clerk.
- Direct voters to www.GoVoteColorado.com where they can register online.
- Direct voters to their county clerk's office.

Colorado law now allows electors to register up through and including election day. Within the 22 days prior to an election, you must inform voters that to vote in the upcoming election they must submit an application for registration at a Voter Service and Polling Center or at the County Clerk and Recorder's office, or register online.



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Legal Compliance



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As a liaison between Colorado voters and governmental entities, a VRD is responsible for ensuring that the following crimes do not occur:

- Fraud
- Intimidation
- Mishandling of forms
- Misuse of Confidential Voter Information
- Failure to deliver applications.

Any person, including the Secretary of State, who believes a VRD organizer, circulator, or agent has not complied with the laws and rules may file a written complaint with the Secretary of State.

The Secretary of State will review all complaints submitted in writing and conduct investigations when necessary.



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Can I be compensated as a Voter Registration Drive Circulator?

A

A Voter Registration Drive Circulator may **not** be compensated based on the number of voter registration applications the circulator distributes or collects. A circulator may, however, be compensated by any other legal method that the Voter Registration Drive Organizer has agreed to, for example, a circulator may be paid by the hour or by the day.



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This concludes the VRD Circulator training. Please contact your VRD Organizer if you have any questions.

If you are the VRD Organizer and you have questions, please contact VRD@coloradosos.gov.