



VOTER REGISTRATION



Guide For Voter Registration Drives

Introduction

We thank you for your willingness to "Conduct a Voter Registration Drive" and encourage you to review the contents of this guide. Please contact us at 215-2480 if you have any questions or concerns about voter registration procedures.

Your decision to Conduct a Voter Registration Drive is:

1. A worthy undertaking;
2. Fundamental to the election process;
3. Taking responsibility to make government work.

Your Voter Registration Drive Will Be Successful When:

- a) All registration forms are properly completed;
- b) All forms are delivered to the Knox County Election Office prior to any upcoming registration deadline;
- c) Voter Registration Forms are made available to individuals without discriminating against any group (based on gender, race, political point of view, etc.)
- d) You instruct individuals who want to mail the form themselves how to properly fill out the form and advise them that a deadline for filing with the Election Office exists.
- e) You inform individuals that their voter registration card will be mailed to them by the Knox County Election Commission and that they are not registered voters until they receive their card.

Knox County Election Commission
Room 218 in the Courthouse
300 Main Street
Knoxville, TN 37902

Phone (865) 215-2480 Fax (865) 215-4239
Email: election.central@knoxcounty.org
Website: www.KnoxVotes.org

Greg Mackay
Administrator of Elections

Voter Registration Applications

Voter Registration Application forms are issued by the State of Tennessee and may be used in any county in the State of Tennessee. Any request for 25 or more application forms will be considered a **Voter Registration Drive** by the Knox County Election Office.

The Voter Registration Application form can be used to:

- Apply to Register to Vote
- Report a Change of Address for the Voter
- Report a Name Change
- Report a Change in other information
- Cancel a Voter's Registration in another County or State

Qualifications For Voter Registration in Knox County, Tennessee

ALL of the following qualifications must be met:

- must be a U.S. Citizen
- must be a Legal Resident of Knox County at the time application is submitted
- must be 18 Years of Age by the Date of the Next Election
- cannot be a Convicted Felon or, if convicted, have had Voting Rights restored as required by state law
- must submit a properly completed voter registration application at least 30 days before an upcoming election

Mail-In Application For Voter Registration

You can use this form to:

- ☒ register to vote in Tennessee, or to
- ☒ let us know that your name or address has changed.

To register to vote:

- ☒ you must be a U.S. citizen, AND
 - ☒ you must be a resident of Tennessee, AND
 - ☒ you must be at least 18 years old on/or before the next election, AND
 - ☒ you must not have been convicted of a felony, or if you have, your full rights of citizenship must have been restored (or you must have received a pardon).
- ☒ Anyone who registers by mail, must vote in person the first time he or she votes after registering.**

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Are you interested in working on Election Day?

- Yes
- No

MAIL OR HAND DELIVER THIS FORM TO YOUR COUNTY ELECTION COMMISSION.

Instructions / Checklist:

- Please PRINT with a blue or black INK pen (not felt tip).
- Provide the information in items 1-8 below, read the VOTER DECLARATION, and sign by the "X".
- An application for voter registration must be postmarked or hand delivered to the proper county election commission office at least 30 days before an election.
- Voter registration records are public records, open to inspection by any citizen of Tennessee.

YOU ARE NOT REGISTERED TO VOTE UNTIL YOU RECEIVE A VOTER REGISTRATION CARD.

If you are qualified and the information on your form is complete, we will add your name to the county's voter rolls. We will then mail you a voter card. This card will tell you where to vote. For more information, call your county election commission.



SS-3010 REV 11/01

Check the appropriate box

		FOR COUNTY ELECTION COMMISSION USE ONLY			
CHECK ONE: <input type="checkbox"/> NEW REGISTRATION		Mail	Reg #	Approved	Eff. Date
1 <input type="checkbox"/> ADDRESS CHANGE <input type="checkbox"/> NAME CHANGE		P/A	Dist./CD	Precinct	Ward
2 LAST NAME	FIRST NAME	MIDDLE INITIAL	SEX	RACE (OPTIONAL)	
3 Required Information		<input type="checkbox"/> M <input type="checkbox"/> F			
ADDRESS WHERE YOU LIVE (DO NOT GIVE A P.O. BOX)		APT. #	CITY	COUNTY	ZIP CODE
3 E-911 address - required information					
ADDRESS WHERE YOU GET YOUR MAIL (IF DIFFERENT FROM #3)					
4 Required information	DATE OF BIRTH		PLACE OF BIRTH	SOCIAL SECURITY NUMBER, if any	DAYTIME PHONE NUMBER
5 Required info	6 Required info		(required under TCA 2-2-116 for purposes of identification and to avoid duplicate registration)		7
8 NAME AND ADDRESS ON LAST VOTER REGISTRATION		Complete if previously registered outside Scott County			
NAME		ADDRESS			
CITY		COUNTY	STATE	ZIP	
VOTER DECLARATION By completing the questions below and signing my name, I am swearing (or affirming) that the information I have provided is true, subject to the WARNING as stated.					
Check the appropriate answer		Yes	No	WARNING: Giving false information to register to vote or attempting to register when not qualified is a felony punishable by not less than one (1) year nor more than six (6) years' imprisonment or a fine of \$3,000 or both.	
1. I am a U.S. citizen.		___	___	X Voter's Signature and Date Required	
2. I am a resident of the State of Tennessee.		___	___	Signature (or mark) of Applicant	
3. I will be at least 18 years old on/or before the next election.		___	___	Date	
4. I have been convicted of a felony.		___	___	If applicant is unable to sign, provide signature of person who signed for applicant.	
				Complete only if voter unable to sign	
				Signature of Person Assisting	
				Address	

IMPORTANT!! – Providing false information could result in prosecution.

Registration Deadline

Hand-Delivered Forms - Completed Voter Registration Forms that are brought into the election office must be delivered by the close of business on the 30th day before any upcoming election day.

Mailed Forms - Completed Voter Registration Forms that are mailed must be postmarked no later than the 30th day before any upcoming election day. Any form received with a **postmark** of less than 30 days before the date of the next election will be considered as **Untimely Filed** and the individual applicant **Would Not Be Eligible** to participate in the upcoming election.

If you are conducting a Voter Registration Drive, you are responsible for getting the forms delivered on time. You should not rely on a postmark unless you personally have the Post Office cancel the mailed form with the proper date.

Knox County Election Commission personnel stamp all documents with the date received. Voter Registration Applications are categorized as timely or untimely filed at the time of receipt depending on the date of the next election. If the Voter Registration Application is considered untimely filed, notification will be mailed to the applicant informing them that they will not be eligible to vote in the upcoming election.

Timely filed Voter Registration Applications are processed in the order in which they are received. Eligibility is determined by Knox County Election Commission based on state law. Any application that is deficient (missing social security number, date of birth, signature, etc.) will be rejected and the voter notified in writing. **You are urged to check each form for accuracy and completeness while the applicant is still in your presence.** This will help to reduce the number of rejected applications and cut down on the length of time it takes to issue a voter registration card. The voter registration card will be mailed to the voter. You should advise the voter to watch the mail for their voter registration card and to check the card for accuracy. If everything is in order, they should sign the card and keep it in a safe place until the next election.

Voting The First Time

Individuals that register by mail **must vote in person the first time they vote and must present proper I.D.** They would vote either in person at their election day polling place or at an early voting location. Forms of proper I.D. are listed below:

- Knox County Voter Registration Card with current residential address; or
- Valid Tennessee Driver License with current address; or
- Photo I.D. with voter's name and voter's signature; or
- Photo I.D. without voter's signature **plus** social security card or credit card or Passport with voter's signature

Voter Registration Card And The Sample Ballot

Using a voter registration card with the sample ballot is an excellent way to prepare for casting your vote. The card shows the voter's U.S. Congressional District, State Senate and State House Districts, County Commission District, School District, City Code and City Ward (if applicable). Normally, a sample ballot for any Knox County Election can be found on our website at www.KnoxVotes.org or in the local newspapers. A voter may take their Sample Ballot with them to the Election Day Precinct or Early Voting location as long as they keep it private and do not display it to other voters.

Early Voting Information

Any qualified Knox County voter can vote early at any one of our Early Voting centers. The locations are posted on our website, listed in the newspaper and broadcast on the media. Early voting is easy and convenient. It starts 20 days before the election and ends 5 days before. You can vote any day you want and at any location you want. If you have moved, changed your name or are not sure where to vote then go vote early. It is easier and faster to address these problems at an Early Voting Center.

Election Day Polling Place Information

The location of a voter's polling place can be found on their voter registration card. Our website also has a street and address listing to aid the voter in determining their correct polling place. The voter may also call the Knox County Election Commission at **215-2480** for information regarding their polling location. Election Day Polling Places open at 8:00 a.m. and close promptly at 8:00 p.m.

Voter Registration Applications Available At Other Locations

Mail-in Voter Registration Applications have been placed at each U.S. Post Office and each library in Knox County. The Department of Safety Drivers' License Renewal Office, Department of Human Services, Knox County Health Department, Knox County Clerk's Office and the Register of Deeds office have forms available during normal business hours.

Voter Registration Forms are available online at www.KnoxVotes.com. The form must be printed on WHITE PAPER only. Complete the form in **ink** or with a **typewriter**. **Forms completed in pencil will be rejected**. Mail the form to the Knox County Election Commission, Rm. 218, 300 Main St. Knoxville TN 37902 at least 30 days before any upcoming election day. If you have questions, call our office at 215-2480