

Coconino County Recorder- Voter Registration Training!

Materials needed-

1. Voter registration forms for visual reference
2. Tips on conducting registration drives form – this shows documentation required to meet citizenship and residency requirements to register to vote.

Training Agenda-

1. Introductions:
 - a. I am here today to show you all how to correctly register American citizens to vote in the state of Arizona. This is very important! **Especially to ensure that a voter is eligible to vote in every election that affects them and are not just a “federal only” voter.**
 - b. As a group, is there a specific population you are mainly trying to get registered? For example: students or people who live on tribal lands in Arizona?
2. There is a criterion for being eligible to vote in Arizona.
 - a. You must be a **citizen** of the United States- people under DACA are not allowed to register to vote or vote in any elections.
 - b. You must **not be a felon**
 - c. You must be **18 years old by Election Day**, in this case 18 on or by November 5th.
3. Here are all the spaces on the voter registration forms that absolutely need to be filled out, these are highlighted in red.
 - a. Explain each box.
 - b. Boxes #'s 3-6, residential address.
 - i. If a potential voter is a student and lives in a dorm on a college campus, they can simply write the name of the Dorm/residential hall in space 3 and then fill out the city and zip code in boxes #5 & #6. Example: Allen Hall, Flagstaff, 86011.
 - ii. If the potential voter lives in an apartment, make sure they are filling in the unit/apartment number in box #4.
 - iii. If the potential voters lives on a reservation and they do not have an address, they can write in a description of where they live, using mile markers and landmarks for reference. Box #23 has a space for them to even draw a map of where they live.
4. Mailing address vs. residential address:
 - a. If someone chooses to sign up for the Active Early Voting List (AEVL) on the VR form, then they must provide a mailing address in addition to their residential address in box #7. A mailing address may be different from the residential address, especially if it is a P.O box.
 - b. Folks who are registering who live in reservations must complete a mailing address as well, people who live here only get their mail at a P.O box.

- c. For students registering, explain to them that their mailing address may be different than their residential address in the dorms/residential halls, and if they are choosing to sign up for AEVL then they must fill this out in addition to their residency.
 - d. **Overall, providing your correct mailing address is important because the Recorder's office sends out mail to current voters year-round regardless of when there is an election.**
5. Identification requirements
- a. **To be a full ballot voter in Arizona, you must provide proof of citizenship and proof of Arizona residency.** The following lists show what documentation can be used to address this criterion:

LIST #1: Items that will meet BOTH the proof of citizenship and residence requirements:

- **Arizona** Driver License number or nonoperating ID number issued after 10/1/1996
- Copy of any tribal identification document, including but not limited to a census card, an identification card issued by a tribal government, or a tribal enrollment card

LIST #2: Items that will meet ONLY the proof of citizenship requirement:

- Copy of birth certificate from any U.S. state or territory
- Copy of U.S. passport pages containing your name and passport number, or passport card
- Copy of U.S. naturalization documents
- Naturalization Certificate Number, Citizenship Certificate Number, or Alien Registration Number:
- Indian Census Number

LIST #3: Items that will meet ONLY the proof of residence requirement:

- Copy of Voter Identification Card issued by the County Recorder
- Copy of utility bill for electric, gas, water, solid waste, sewer, telephone, cell phone, or cable TV
- Copy of bank or credit union statement
- Copy of Arizona vehicle registration
- Copy of Arizona vehicle insurance card
- Copy of Property tax statement of your residence
- Copy of valid United States federal, state, or local government issued identification
- Copy of Recorder's Certificate issued by the County Recorder
- Copy of any mailing to you marked "Official Election Material"

****If a voter does not supply proof of citizenship and proof of residence at the time of registering, they will be a Federal Only Voter and may only vote in Federal Elections.

****Copies of the necessary forms can be emailed to voterservices@coconino.az.gov

6. Box #17: registering to vote in Arizona if you are currently registered in a different state
 - a. **If someone has an existing voter registration in a different state, but would like to change their registration to Arizona, then they must write in this box what state, city, or county they were previously registered in.**
 - b. **If they do not fill out this box, there can be a miscommunication and a possibility that they would be registered in 2 different states.** Checking this box would allow the Recorder's office to contact the governmental department in the other state that voter is currently registered in to take them off the voter rolls in the previous state, and then allow them to register in Arizona.
7. Other important things to know:
 - a. If someone is already registered in Arizona, but they want to change the county in which they are registered, they can do that by filling out a VR form again using a residential address in the county they want to be re-registered in.
 - i. For example, a student is from Maricopa County, but wants to register in Coconino County. They would fill out the VR form using the residential address they have in Coconino County, and then their registration would be updated.
 - b. Though it is not required, **it is very helpful for the voter filling out the registration form to provide their contact information** (either phone # or email address) in either both boxes #15 and #21 so the Recorder's office can contact them in the event of any issues with their registration.
 - c. Make sure you **give the white receipt form back to the person who just registered** to vote! This is so if there is an issue with their registration, that voter can go to the Recorder's office and show the receipt for reference.
 - d. All the **information completed on each form must be LEGIBLE to read!** If someone makes a mistake, or their handwriting is illegible, then give them a new VR form and return both forms back to the Recorder's office.
 - e. Completed voter registration forms must be **returned to the Recorder's office within 5 business days.** Additionally, the registration form is pre-paid and addressed so the registrant may take the form with them and mail it at their convenience.