Processing Voter Registration Applications

Double check each form.

☐ Form completed in blue or black ink.

☐ Yes marked for US citizen.

☐ Complete Social Security number.

☐ Birthdate – Separate forms into two groups.
- **Registration – Born on or before November 7, 2005**
- **Pre-Registration – Born on or after November 8, 2005**

We cannot write on the registration forms, but we can include a sticky with clarifying information.

☐ Last name **legible** (Some students may have two last names or a hyphenated last name).

☐ First name **legible** (If you notice what might be a nickname, such as Mike or Jim, check to make sure that is the student's legal name.)

☐ Middle name legible - "None" checked if no middle name (**Cannot include only an initial unless an initial is the legal middle name.)**

☐ Complete street number and street name, city, and zip code.

☐ "NO" checked to indicate that they have not been convicted of a felony or judged mentally incapacitated.

☐ Signature (**we do not check for legibility of signature**) and CORRECT date.

After double-checking

☐ Alphabetize Registration forms by last name.

☐ Alphabetize Pre-Registration forms by last name.

☐ Merge class sets after they are entered into Excel.
Keep Registration and Pre-Registration forms separate.