



## **COUNTY CLERK, RECORDER AND ASSESSOR ELECTIONS DIVISION**

### **INSTRUCTIONS FOR VOTER REGISTRATION**

It is the intent of the California Legislature and the Santa Barbara County Clerk, Recorder and Assessor that voter registration be maintained at the highest level. All eligible citizens are encouraged to register to vote as well as to assist and cooperate in the registration of fellow citizens. We must reaffirm our commitment that all reasonable efforts will be made to eliminate or minimize obstacles to citizens due to language, physical disability or health impairment.

To this extent the County Clerk, Recorder and Assessor seeks your support and cooperation to reach eligible citizens and properly register them to vote.

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1. Do give a voter registration affidavit to any eligible citizen requesting one.
2. Do assist citizens, when requested, to properly complete an affidavit of registration.
3. Do encourage citizens to immediately return affidavits or immediately return them yourself if you are entrusted with them (within three days).
4. Do seek the advice of the Elections Division personnel if you are uncertain as to registration procedures.
5. **Do not deface or change any completed affidavit in any manner!!!!**

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### **REGISTERING CITIZENS TO VOTE**

#### **Persons Eligible to Vote**

In order to be eligible to vote, a person who is registered must be:

1. **A citizen of the United States;**
2. **A resident of California;**
3. **18 years of age or older as of the date of the next election;**
4. **Not presently in prison or on parole for the conviction of a felony.**

Affidavit of Registration:

No person shall be registered as a voter except by affidavit of registration. Only those affidavits provided by the County Clerk, Recorder and Assessor - Election Division shall be used for the registration of voters. These registration cards cannot be defaced or changed in any way. Affidavits can be obtained from the Election Division of the County Clerk-Recorder located at any of the following offices:

Santa Barbara  
130 East Victoria St  
2<sup>nd</sup> Floor, Suite 200  
Santa Barbara, CA 93101  
(805) 568-2200

Santa Maria  
Betteravia Government Center  
511 East Lakeside Parkway Ste 134  
Santa Maria, CA 93455  
(805) 346-8374

Lompoc  
401 East Cypress Ave, Room 102  
Lompoc, CA 93436  
(805) 737-7704

There is no fee or cost for obtaining affidavits or for registration.

Completion of Affidavits:

Affidavits of Registration must be typed or printed in **BLACK OR BLUE INK.** Only the signature of the voter should be written. The affidavit requires that certain information be supplied. Failure to indicate such facts may cause the affidavit to be rejected or delay the proper registration of the person.

The affidavit **must** show the following information: **See Section # 1, 2, 5, 6, 7, 9, 10, and 15.**

Section Number

Information

**Section #1**    **REQUIRED**

**The registrant's full name**, a registrant may use an initial for the middle name. The use of a prefix such as Miss, Ms., Mrs., or Mr. is optional.

**Section #2**    **REQUIRED**

**The registrant's residence address** including the street number, apartment or room number (if applicable), city, county and zip code. The residence of a person is that place in which his or her habitation is fixed, where he or she has the intention of remaining and to which, whenever he or she is absent, the person has the intention of returning.



**Section #10**    **REQUIRED**

**Prior Registration.** Prior registration **MUST** be indicated by marking “yes” or “no” in the space provided. If “yes” is indicated, the information section concerning prior registration must be completed to the best of the registrant’s ability.

**Section #11**

**Permanent Absentee Voter.** The registrant may request to have an absentee ballot sent to them each election by bubbling in the oval and initial.

**Spanish Election Material.** The registrant may request election materials in Spanish by filling in the oval in section 11.

**Section # 12**

**Identification of individual providing assistance.** To be completed by any person or witness who assist the registrant in completing the form.

**Section # 13**

**Ethnic background of registrant.** Fill in the appropriate bubble indicating ethnic background.

**Section # 14**

**Optional Survey.** Registrant may fill in the appropriate bubble indicating area(s) in which they may be interesting in

**Section #15**    **REQUIRED**

**Voter Declaration.** The registrant **must** answer the questions concerning citizenship and age, sign his or her name and date the affidavit in the spaces provided. (If the registrant is unable to sign his or her own name, he or she may sign with a mark or an “X” which is witnessed by one person.) Prior to signing and dating, the registrant must read the printed statement and the warning statement regarding the penalty for perjury.

### **Registration Assistance:**

A registrant may receive assistance in completing his or her affidavit because of unfamiliarity with the form or difficulty in properly completing it. If a registrant receives assistance in completing his or her affidavit, the person assisting or witnessing, must sign the affidavit (Section 12)

Also, if the affidavit is entrusted or given to a person other than the registrant, that other person must sign, date and complete the receipt located at the bottom of the form. After completing the information, tear off the receipt and give it to the registrant as proof of completion of the affidavit (or) to be used in the investigation of cases in which registration delays may occur. This receipt should be kept until the person receives his or her Voter Notification Card in the mail from the Elections Office.

### **Registration of Persons Not Entitled to Register, Penalties**

Register only those persons described under the section “Persons Eligible to Vote”. If you willfully cause, procure, or allow to register a person not entitled to registration, you may be in violation of the law.

You may be in violation of the law if you knowingly and willfully sign, or cause or procure the signing of, an affidavit of registration of a non-existent or an ineligible person and mail or deliver, or cause or procure the mailing or delivery of, such affidavit to the County Clerk-Recorder-Elections.

You are in violation of the law if you change or deface the voter’s **party affiliation** without his or her specific consent.

### **Return of Affidavits:**

The following rules will assist you in the return of affidavits:

- ❖ After the affidavit has been properly completed, return it immediately by mail or in person to the Elections office.
- ❖ If the affidavit is returned by mail, it must be postmarked at least 15 days before the next election.
- ❖ When you accept the affidavit from someone who has filled it out, you must deliver it or mail it within 3 days to the Elections Office.
- ❖ If the affidavit is dated on the last day of registration, you must deliver or mail it immediately.

**Failure to Return Affidavits, Penalties:**

Your failure to promptly return Affidavits of Registration to the County Clerk, Recorder and Assessor - Election Division may result in delays or failure of citizens to be legally registered to vote.

Willful interference of returning an affidavit or retention of an affidavit without the voter's authorization, or denial to the voter to return his or her own affidavit may result in a misdemeanor conviction.

If you knowingly neglect or refuse to return affidavits of registration you may be found guilty of a misdemeanor.

**Re-registration of Voters:**

If a voter has moved or desires to change any information on his or her registration form, he or she must re-register.