



OFFICE OF  
**ASSESSOR-COUNTY CLERK-  
RECORDER & ELECTIONS**  
COUNTY OF SAN MATEO

**MARK CHURCH**  
CHIEF ELECTIONS OFFICER &  
ASSESSOR-COUNTY CLERK-RECORDER

**Voter Registration Affidavit Distribution Form**

Applicant Information	
Contact Person:	
Organization/Committee:	What Measure? (If Applicable)
Street Address:	
City:	Zip:
Phone:	Email: (Optional)
Number of Cards Requested:	Language:
All requests for more than 50 registration forms shall be accompanied by a brief statement of distribution plans, which shall be a necessary condition to issuance of the voter registration cards. This statement shall designate the name and address of the person(s) proposing such a distribution plan. (California Administrative Code (Div. 7 Secretary of State) § 20001(g))	
Proposed Method of Distribution? <input type="checkbox"/> Fixed Location <input type="checkbox"/> Mail (Blanket) <input type="checkbox"/> Mail (Targeted) <input type="checkbox"/> Petition <input type="checkbox"/> Door to Door <input type="checkbox"/> Other _____	
Briefly explain your distribution plan (where the forms will be distributed, by whom they will be distributed, etc.)	
1) The person or persons distributing registration cards will give a registration card to any elector requesting one; and 2) The voter registration cards issued will not be defaced or changed in any way, other than by the insertion of a mailing address and the affixing of postage; and 3) Prior to distribution, the affidavit portion of the registration cards will not be marked, stamped, or partially or fully completed by anyone other than an elector or by another person assisting the elector; and 4) Persons entrusted with distribution or subsequent collection of completed forms will be fully advised of the legal requirements outlined on the reverse side of this statement.	
<b>NOTE:</b> When you accept a completed voter registration card from a voter, you must deliver or mail it within three (3) working days, or before the registration deadline.	
Applicant Signature	
Signature:	Date:

FOR OFFICE USE ONLY			
Series Code	First Affidavit Number in Series	Last Affidavit Number in Series	Total for Each Series
Total Quantity Distributed			

## **Legal Requirements**

### **- Important -**

The following requirements must be complied with by all persons and/or organizations to whom registration cards are issued. Non-compliance may result in referral to the appropriate law enforcement agency.

**Receipt** – A person who assumes responsibility for returning another person's completed registration card to the elections official, must complete the green box section of the Voter Registration Card by signing, dating and listing their name, address and telephone number on the card itself and on the receipt portion of the card. (Elections Code § 2158.)

**Return of Cards** – Persons distributing voter registration cards must return all completed cards in their possession within three working days, excluding Saturdays, Sundays, and state holidays. Retaining completed cards for more than three days, or denying the voter's right to return his or her completed card is a misdemeanor. All blank cards must be returned to the elections official immediately after the 15th day preceding a statewide primary or general election, and whenever instructed to do so by the elections official. (Election Code §§ 2138, 2139, 18103.)

**Unsolicited Mailing** – Any mailing of a registration card to a person who did not request one must be accompanied by a cover letter or other notice with each card, instructing the recipient to disregard the card if he or she is currently registered to vote. (Elections Code § 2158.)

**Note:** Organizations receiving completed cards for delivery to the elections official must ensure that all cards completed in whole or in part by prospective registrants are promptly forwarded to the elections official. This includes cards containing irregularities or minimal information, i.e. a name and address.

**The elections officials, not the organization distributing or receiving cards, will determine the validity of the registration.**