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Clerk-Recorder, Registrar of Voters
County of Ventura Elections Division

(Office Use Only)

Entered in EIMS:

Date: _____

Staff Initials: _____

**VOTER REGISTRATION CARD
STATEMENT OF DISTRIBUTION**

Any person, group or organization requesting more than 50 voter registration cards from a county elections official or the Secretary of State's office must complete a distribution form. (CA Code of Regulations, title 2, §20001(g).)

A copy of all statements for requests exceeding 2,000 forms shall be sent to the Secretary of State.

I. GENERAL INFORMATION

Name: _____ Date: _____

Name of Organization: _____

Street Address (NO P.O. BOX): _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ Fax: (____) _____

Number of Cards Requested: _____ Affidavit #'s: 56ZI 56ZI

II. PROPOSED METHOD OF DISTRIBUTION (CHECK)

- | | | | |
|--|---------------------------------------|---|-------------------------------|
| <input type="checkbox"/> Mandated Agency | <input type="checkbox"/> Organization | <input type="checkbox"/> Petition | <input type="checkbox"/> Mail |
| <input type="checkbox"/> Individual | <input type="checkbox"/> Candidate | <input type="checkbox"/> Fixed Location | |
| <input type="checkbox"/> Other: _____ | | | |

Briefly explain your distribution plan (where will forms be distributed, by whom will they be distributed, etc.).

III. DECLARATION

I declare under penalty of perjury that I have read and understand the legal requirements on the reverse side of this form and that I will take reasonable steps to ensure that:

- 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 forms, will be fully advised of the legal requirements outlined on the reverse side of this statement.
- 5) On the day of close of registration for any election, I will immediately return all completed affidavits of registration in my possession to the voter's county elections official.

Signature: _____ Date: _____

(IMPORTANT: SEE LEGAL REQUIREMENTS ON REVERSE SIDE OF THIS STATEMENT)

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.

A person entitled to register to vote shall be a United States citizen, a resident of California, not in prison, on parole, serving a state prison sentence in county jail, serving a sentence for a felony pursuant to subdivision (h) of Penal Code section 1170, or on post release community supervision, not found mentally incompetent by a court of law; and at least 18 years of age at the time of the next election. (E.C. §2101)

RECEIPT – A person who assumes responsibility for returning another person’s completed registration card to the elections official, must complete the receipt affixed to the bottom of the Voter Information portion of all registration cards issued subsequent to January 1, 1978, sign it and give it to the elector. The completed receipt is not proof of registration, but may be used to ensure compliance with the requirements on return of completed cards. (E.C. §2158)

RETURN CARDS – Persons distributing voter registration cards must return all completed cards in their possession within 3 working days, excluding Saturdays, Sundays, and state holidays. Retaining completed cards for more than 3 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. (E.C. §§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. (E.C. §2158)

REQUIREMENTS FOR PAYING FOR ASSISTANCE – A person, company, or other organization that agrees to pay money or other valuable consideration, whether on a per-affidavit basis or otherwise, to a person who assists another person to register to vote by receiving the completed affidavit of registration or by assisting with the submission of an affidavit of registration electronically on the Internet Web site of the Secretary of State, shall do all of the following:

(a) Maintain a list of the names, addresses, and telephone numbers of all individuals that the person, company, or other organization has agreed to compensate for assisting others to register to vote, and shall provide to each person receiving that consideration a written statement of that person’s personal responsibilities and liabilities under Sections 2138, 2138.5, 2139, 2150, 2158, 2159, 18100, 18101, 18103, 18106, 18108, 18108.1, and 18108.5. Receipt of the written statement shall be acknowledged, in writing, by the person receiving the consideration, and the acknowledgment shall be kept by the person, company, or organization that agrees to compensate that person. All records required by this subdivision shall be maintained for a minimum of three years, and shall be made available to the elections official, the Secretary of State, or an appropriate prosecuting agency, upon demand. As an alternate to maintaining the records required by this subdivision, the records may be filed with the county elections official, who shall retain those records for a minimum of three years. The county elections official may charge a fee, not to exceed actual costs, for storing records pursuant to this subdivision.

(b) Not render any payment or promised consideration unless the information specified in Section 2159 has been affixed personally on the affidavit in the handwriting of the person with whom the agreement for payment was made.

(c) At the time of submission of paper affidavits to an elections official, identify and separate those affidavits into groups that do and that do not comply with the requirements of Sections 2150 and 2159. A signed acknowledgment shall be attached to each group of affidavits identifying a group as in compliance with Sections 2150 and 2159, and a group as not in compliance with either Section 2150 or 2159, or both.

(d) Failure to comply with this section shall not cause the invalidation of the registration of the voter. (E.C. §2159.5)

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 will determine the validity of the registration and not the organization distributing or receiving cards.