



# Tips to Register Eligible Voters

## How to Plan a Voter Registration Drive

### BEFORE

1. Confirm your venue, date and timeframe with the business management.
2. Pick up your applications (available in different languages) from any of our Harris County Tax Office locations based on the projected attendance.
3. If there are multiple VDVRs participating, nominate who will be in charge of turning in the applications.
4. Bring your Harris County Certificate of Appointment, clipboard and pens (blue/black ink) to the event.
5. Prepare a folder for completed applications to keep it secured.

### DURING

1. Find out if the applicant is a Harris County resident to determine which application is needed.
2. Ask if the applicant is at least 17 years and 10 months of age.
3. Go through each application to ensure it is legible and all the required information is completed.
4. Collect all completed VDVR “long form” applications and organize them based on individual VDVR numbers.
5. Be safe and aware of your surroundings at all times.

### AFTER

1. Go through all of the materials and make sure no forms/ applications were left behind at the event.
2. Return completed forms at either of the 9 Harris County Tax Office locations within 5 calendar days unless it is the last day to register to vote for the next upcoming election.
3. The designated VDVR should collect all the receipts and distribute them to each VDVR that participated at the event.

### USE YOUR COMMUNITY NETWORK TO REGISTER VOTERS

- Family / Friends
- Faith-based organizations
- Community centers / Civic clubs / Schools / Libraries
- Apartment complexes
- Adult senior living facilities

### VOLUNTEER WITH US!

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For additional information, please contact us via email at [tax.vdvr@tax.hctx.net](mailto:tax.vdvr@tax.hctx.net) or at **713.274.8387**