

GUIDELINES FOR CONDUCTING A VOTER REGISTRATION DRIVE

When registering people to vote, please ensure that they complete the forms correctly. Please note that **Massachusetts Mail-in Voter Registration Form** can **ONLY** be used to register to vote in the Commonwealth of Massachusetts, and that photocopies of completed registration forms are **NOT** allowed. Persons seeking to register to vote in another state should complete a **National Voter Registration Form**.

Please be mindful that all of the numbers correspond to boxes located on the **Massachusetts Voter Registration Form**. Some boxes may not apply for all such as Former name.

- ◆ On **#1**, Registrant must answer if they are a U.S. Citizen. If registrant fails to answer the question the form will be rejected.
- ◆ On **#2**, Registrant must write the Full Name (Last Name, First Name, and Middle Initial).
- ◆ On **#4**, Registrant must use their residential address including Zip Code. If registrant puts a P.O. Box the form will be rejected.
- ◆ On **#6**, Registrant must put their Date of Birth.
- ◆ On **#7**, Registrant must put either Massachusetts Identification Number (begins with S) or last four digits of their social security number. If the registrant unable to complete section the form will be accepted however, they will be required to show identification their first time voting.
- ◆ On **#9**, the Registrant can select a Party / Political Designation to join or be listed as No Party (Unenrolled) if not interested in joining a Party. In Massachusetts the term Independent is not used.
- ◆ On **#10**, if the registrant is updating the registration then they should complete so that we can cancel their previous registration. It is illegal to be registered in more than one place.
- ◆ On **#11**, if the registrant has someone assist them with filling out the form and is unable to sign the form independently then the assistant must fill out this section.
- ◆ On **#13** and **#14**, the registrant must Date and Sign the form.

OTHER HELPFUL REMINDERS:

- Remind Voters to bring identification to the polls on Election Day. **Acceptable identification** must include your name and the address at which you are registered to vote, for example: a current and valid Driver's License, current utility bill, bank statement, government check, paycheck, or other government document showing your name and address.
- Completed forms should be sent to the City or Town Hall in which the person is residing. A list of City and Town Addresses is available online: www.sec.state.ma.us/ele/eleclk/clkidx.htm. If the registrant lives in the City of Boston, please return the form to the **Boston Election Department at One City Hall Square, Room 241, Boston, MA, 02201**.
- If you are assuming responsibility for the completed forms, please ensure that the forms are mailed or delivered in a timely manner to the appropriate City or Town. In order to participate in an Election, you must be registered **20 days before** the date of the Election. **(Please Note: You will be asked to provide your name and contact information to request new registration forms and to turn in completed forms after your registration drive. Please return unused forms.)**

BOSTON ELECTION DEPARTMENT

(OFFICE) 617-635-VOTE(8683)

(EMAIL) Election@boston.gov

Visit Boston.gov/elections



@BostonElections



Boston Election Department

