



REGISTRAR
OF VOTERS

FIELD REGISTRAR Handbook



Registrar of Voters

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311

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***A Message from Washoe County Registrar of
Voters, Deanna Spikula***



The Washoe County Registrar of Voter's Office offers this guide to help members of the community successfully navigate becoming a Field Registrar.

We have included the basics of being a Field Registrar, from attending the required annual training class, through the step-by-step process of registering citizens to vote as an agent of the Registrar of Voter's Office.

In addition, this guide provides information on voter eligibility, acceptable proof of identification and residency, along with the registration process for Uniformed and Overseas Citizens (UOCAVA voters).

Thank you for helping your fellow citizens participate in the voting process. Your involvement with the community and voter registration on behalf of the Registrar of Voter's Office is greatly appreciated.

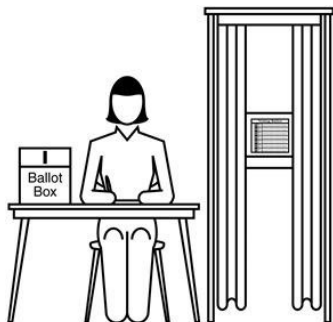
Table of Contents

What does a Field Registrar do?	page 1
Field Registrar Qualifications	page 2
How to become a Field Registrar	page 2
Responsibilities as a Field Registrar	page 3
A Nonpartisan Stance	page 3
A Field Registrar Should Not	page 4
Engaging in Political Activities	page 4
Voter Registration Eligibility	page 5
Changes to Registration Deadlines	page 6
Proof of Identification and Residency	page 7
Filling Out Voter Registration Applications	pages 8-14
Voiding Voter Registration Applications	page 15
Confidential Registration Information	page 15
Reviewing the Completed Application	page 16
Sample Ballot	page 17
Receive Your Sample Ballot via Email	page 18
Same Day Voter Registration	page 18
Delivery of Applications	pages 19
Revocation of Field Registrar Status	page 20
Miscellaneous Information	page 20
Acceptable ID & Proof of Residency	pages 21-22
Unlawful Acts/Prohibitions — State Laws	page 23
Unlawful Acts/Prohibitions — Federal Laws	page 24

What does a Field Registrar do?

As a Field Registrar you are an agent of the Washoe County Registrar of Voter's Office and, as such, you assist individuals with registering to vote. This requires that you be available at the discretion of the Washoe County Registrar. You may distribute and accept a voter registration application form from any resident of the county who is:

- A United States Citizen;
- A resident of the county;
- 18 years of age or older by the next election;
- 17 years of age and wants to preregister; and
- Not be laboring under any loss of civil rights that would make it unlawful to vote, such as guardianship.



Field Registrar Qualifications

- Be at least 18 years old;
- Be a United States citizen;
- Be a registered voter in Washoe County;
- Have picture identification & proof of residency;
- Not be a candidate for nomination for the current election; and
- Not be laboring under any loss of civil rights that would make it unlawful to vote (such as Guardianship).

How to become a Field Registrar

To be appointed as a Field Registrar you are required to attend a Field Registrar training course. Once you have successfully completed the course you will take an oath of appointment. This appointment is valid for one year. When it has expired, if you would like to renew your status you will again be required to attend training.

Responsibilities as a Field Registrar

The primary responsibility of a Field Registrar is to register eligible voters within Washoe County. When serving in this capacity, a Field Registrar must remain **completely nonpartisan at all times**. Wear your Field Registrar badge when registering voters. In addition, keep your contact information updated with the Registrar's Office. Finally, always remain courteous and patient when assisting an elector.

Nonpartisan Conduct as a Field Registrar

Pursuant to law, a Field Registrar serves at the pleasure of the Registrar, and is not working under direction of or obligation to any political party, candidate or cause.

Field Registrars will be completely nonpartisan while registering voters on behalf of this office. A Field Registrar's personal convictions concerning political candidates, party philosophies or issues may **NOT** be expressed during the process of registration.

In addition, no recommendations concerning party affiliation to uncertain electors shall be made under any circumstances nor shall pressure be placed on any individual to register. Persons who have been deputized as a Field Registrar at the request of political parties are obligated to register *any* qualified elector regardless of his/her political preference and must portray a nonpartisan stance at all times while acting in this capacity.

A Field Registrar Should Not:

- Refuse to register anyone because of political party or beliefs;
- Discuss political issues, questions or candidates;
- Register voters while circulating a petition;
- Influence a person's choice of political party;
- Refuse to register a qualified voter;
- Wear partisan clothing or display political preference;
- Exchange blank applications with another Field Registrar; or
- Accept mail ballot requests or voted ballots.

Engaging in Political Activities

- Field Registrars ***shall not*** engage in political activity on behalf of a candidate, political party or body, or ballot issue or question while actually conducting the duties of their appointment.
- The following activities shall subject a Field Registrar to immediate revocation of his appointment as a Field Registrar:
 - a) Engaging in any communication that advocates or criticizes a particular candidate, office-holder, political party, ballot issue or question while on duty as a Field Registrar, (i.e., making verbal statements, wearing badges, buttons, or clothing with partisan messages).
 - b) A Field Registrar shall not distribute any campaign or partisan literature.

Voter Registration Eligibility

An Applicant Needs to:

- Be a United States citizen (NRS 293.485);
- Have attained the age of 18 by Election Day (NRS 293.485, NV Const. Art. 2 Sec. 1);
- Be 17 years of age in order to preregister;
- Have continuously resided in Nevada and in Washoe County for 30 days, and in the precinct 10 days prior to the next election (NRS 293.485);
- Provide proof of identity and proof of residency, such as a current and valid Nevada Driver's License or other official document (NAC 293.395); and
- Not be laboring under any loss of civil rights that would make it unlawful to vote (such as Guardianship).



NEW NEVADA LAW:

Any Nevada resident who is convicted of a felony in Nevada or in any other state is immediately restored the right to vote upon the individual's release from prison. There is no waiting period or action required by the individual, regardless of the category of felony committed or whether the individual is still on either parole or probation (AB 431, effective July 1, 2019).

Registration Deadlines

(AB 345, 2019; Effective January 1, 2020)

Mail-In and In-Person Registration Deadline

- Mail-In registration forms must be postmarked no later than the 4th Tuesday before Election Day, for both the Primary and General Elections.
 - In-Person close of registration is the 4th Tuesday before Election Day, for both the Primary and General Elections.
-

Online Registration Deadline

- From the close of Mail-In and In-Person voter registration to the beginning of Early Voting, the only means available for registering to vote or updating an existing voter registration will be Online Voter Registration.
- Once Early Voting begins, Same Day Registration and Online Voter Registration will be available to the voter.
- **The close of Online Voter Registration is** the last Thursday of Early Voting, for both the Primary and the General Elections.
- **Same Day Voter Registration** will be available during Early Voting and on Election Day.

To register to vote online you must have a Nevada Driver's License or Nevada Identification card.

www.RegisterToVoteNV.gov



Proof of Identification and Residency

Identification

Ask the applicant to present their Nevada Driver's License or Nevada Identification card. If the applicant does not have a Nevada Driver's License or ID card ask if they have any other form of ID such as:

- A valid military ID
- A Sheriff's Card
- Student ID
- A current passport

Refer to page 21 of this booklet for a more complete list of what documentation is acceptable for proof of identity.

Residence

If the Nevada Driver's License or Nevada Identification card does not have the applicant's current residential address you can still accept the ID as proof of identification.

However, for proof of residency you will need additional documentation which must include his or her name and address—a utility bill (gas, water, electric), a bank statement, or a phone bill.

Be sure to ask the applicant if their name and their address is spelled correctly and that all other information on their application is accurate.

Refer to page 22 of this booklet for a more complete list of acceptable items for documentation of residency.

Filling Out Voter Registration Applications

Boxes to be filled out by Field Registrar

Box #1

Citizenship

18 or Over by Election Day

Preregistration for 17 year-olds

If the individual is not a citizen of the United States, do not complete the application. We do not ask for proof of citizenship.

If the registrant will be 18 on or before Election Day, mark the second check box

17 year-olds are allowed to preregister. They will not be able to vote until they turn 18.

Box #2—Legal Name on Nevada Driver's license or Nevada ID or Social Security card

A registrant should write their name exactly as it appears on his or her Nevada Driver's License, Nevada Identification card or Social Security card.

Please be aware of the LAST, FIRST, MIDDLE name format. Also ask if the man is a Junior, Senior, etc. and have them mark appropriately in the suffix space.

Filling Out Voter Registration Applications

Box #3—Residence Address

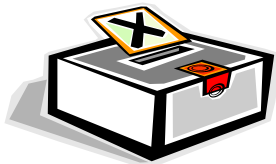
Ascertain the applicant's Washoe County residence address. This means the location of the home or domicile where the applicant legally lives.

A mailing address, post office box or business address is not acceptable in this section of the application. The address given should be the applicant's primary residence *where they actually live*.

Be sure to ask if a direction, e.g. N or E, is part of the street name, as in N. Virginia St. or E. 4th St.

Remember to ask for an apartment or room number and then enter the City, State and Zip Code.

Military personnel who entered the service from Washoe County should provide their last Washoe County residence address for precinct assignment. This must be where they actually lived—not a mailing address location.



Filling Out Voter Registration Applications

Box #3—Residence Address Cont:

College students may either register using their home address or their college address. Dorm addresses can be used as a student's primary residence address, but the post office does not deliver to the dorms so be sure to have college students provide a mailing address.

Ensure that you are listing an actual residential address; if necessary, explain that this is used to determine their voting precinct.

If an individual is homeless, have him or her describe as closely as possible the location where they are living (i.e.: under bridge at Rock Boulevard), or the two or three streets that are closest to where they lay there head down at night most often.

Box #4—Mailing Address

Ask if they have a mailing address which is different from their residential address. If it is different list here; if it is not, leave this blank.

Box #5—Date of Birth

It is imperative that we have the birth date. Please use Month/Date/Year format.

Filling Out Voter Registration Applications

Box #6—Place of Birth

Fill in the STATE (not county, i.e.: Nevada, not "Washoe") where the individual was born. If the person was born outside of the United States, list the country.

Box #7—Phone number

This is an optional field and not required for voter registration purposes. Please inform voter of this and that it is public information.

Box #8—Identification Section

List only a Nevada Driver's License or Nevada Identification card number (first check box) **OR** the last 4 digits of applicant's Social Security Number (second check box). The applicant must list their Nevada Driver's License number or ID card number, if they have one (this is for verification purposes). The last 4 digits of their Social Security Number should only be used if the applicant truly does not have a Nevada DL or ID card.

The third check box should be marked only if the applicant HAS NOT been issued a Nevada Driver's License or Nevada Identification card AND they have not been issued a Social Security Number.

If the applicant confirms that this is the case, the registration application can still be completed and turned in. However, the voter will need to visit the Registrar of Voter's Office to sign a formal and legal affirmation attesting to that fact. The voter will not be registered until they sign the affirmation.

Filling Out Voter Registration Applications

Box #9—Military or Overseas designation

If applicable, mark the appropriate check box indicating military or overseas status.

NOTE: Military service members and overseas citizens can also register to vote using the Federal Post Card Application (FPCA), which is available from the Federal Voting Assistance Program's (FVAP's) web portal at www.fvap.gov. The FPCA is accepted in all states and territories and can be used as a simultaneous registration application and request for an absentee ballot. Once completed, the FPCA can be returned by email, fax, or mail.



Box #10—Email

This is an optional field and not required for voter registration purposes. Please inform the voter of this and let them know that email addresses are confidential and cannot be released to the public.

Box #11—Sample Ballot in larger type

Let voters know they have this option. If the voter would like to receive their sample ballot in a larger font type, mark this box.

Filling Out Voter Registration Applications

Box #12—Party Choice

Before marking the party choice indicated by the applicant be sure to explain the following:

- Nevada State Law provides for two classifications of political parties — major parties and minor parties. For a complete list of qualified parties visit the Nevada Secretary of State's website at www.nvsos.gov.
- Be sure registrants understand that marking "Independent American Party" is not the same as indicating that they are Independent or Nonpartisan (with no party affiliation). In Nevada, indicating you are Nonpartisan is the same as no party or "independent."
- The voter may write in any other party he chooses under "Other Party", but their registration will reflect "Nonpartisan."

In Primary Elections Only:

- In Nevada we have "closed primaries." A registrant who is registered Republican or Democratic cannot vote for a candidate in the other party's primary.
- Persons registering Nonpartisan or who affiliate with a minor party will vote for candidates running for offices that are designated by law as nonpartisan, e.g., Judges, School District Trustees, Board of Regents, State Board of Education, Sheriff, and all City Offices.
- Persons affiliating with a major party (Democratic and Republican), may vote for candidates in the party of their choice, as well as any nonpartisan candidates.

In any General Election:

All registered voters may vote for any candidate regardless of party affiliation.

Filling Out Voter

Box #13—Declaration and Signature

Instruct the applicant to read the Affirmation before they sign and date the application.

Box #14—Previous Registration Address

Write the complete address from which the applicant was previously registered, even if it was in another county or state. The Registrar's Office uses this information to notify the previous jurisdiction of the new registration in Washoe County.

Box #15—Does not apply to Field Registrars

Leave blank

Applicant's Receipt

If you are returning the application to our office on behalf of the voter, place your name on the receipt and give the receipt to the voter.

<small>NAME OF PERSON RETAINING THIS APPLICATION (Agency Stamp or Name of Agent, Election Official or Person Retaining Application)</small> Your name or initials	<small>ELECTION OFFICIAL OR AGENCY (Contact Information, Address, Telephone, Fax)</small> Washoe County 328-3670	<small>VOTER APPLICATION RECEIPT (Please Retain Receipt)</small> <small>Your voter registration information has been transmitted to your County Election Office for processing. Within 10 days after receiving your information, your County Election Office will mail your Nevada Voter Registration Card or a notice that additional information is required to complete your registration.</small> <small>APPLICATION NO.</small> FN26538
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Place your name or initials in the **RECEIVED BY** space of each application you complete.

OFFICIAL USE ONLY. DO NOT WRITE IN THE SHADED AREA BELOW.			
DATE STAMP	<input type="checkbox"/> AGENCY <input type="checkbox"/> FIELD REGISTRAR <input type="checkbox"/> MAIL <input type="checkbox"/> IN PERSON <input type="checkbox"/> OTHER	CANCELLED	APPLICATION NO.
		INACTIVE	RECEIVED BY:
		PRECINCT	Your name or initials
✂ Detach Here ✂		✂ Detach Here ✂	

Voiding Voter Registration Applications

- Voiding an application should only be done with the voter still in front of you.
- Draw a diagonal line through the application form and briefly state the reason for voiding the application (e.g. writing illegible, changed mind, already registered, lives out of state).
- Have the voter sign their first and last name on the diagonal line.
- If the voter completes another form, pair the voided registration form with the completed one.

Confidential Registration Information

For registrants 18 years of age or older, their Nevada Driver's License or Nevada Identification card number, their Social Security Number and their email address **are confidential and must be kept private**. A registrant's birthdate, party affiliation, address, and phone number is **public information**.

For 17 year-olds who pre-register, ALL of their voter information is completely confidential until they turn 18.

Voters can request in writing for their phone number and address to be withheld from the public (Request to Withhold Address and Phone from Public). The confidential voter request form is available at:

www.washoecounty.us/voters/resources.

Reviewing the Completed Application

Make sure that the application is completed in blue or black ink (pencil will not be accepted). Check the application for legibility, making sure all SEVEN required fields are completed:

- Box 1—Citizen and Age Questions
- Box 2—Name Field
- Box 3—Residential Address
- Box 5—Birth Date
- Box 8—Nevada Identification Number or last 4 digits of their Social Security Number
- Box 12—Party Choice
- Box 13—Signature and Date

When is the Applicant Registered?

When acting as a Field Registrar, the voter is considered registered on the date that you complete the voter registration form.

Nevada Voter Notification Card

Please remember to tell each applicant that a Nevada Voter Notification Card should be received within 10 days **AFTER the application has been turned into** the Registrar of Voter's Office.

If the applicant does not receive their Nevada Voter Notification Card, encourage them to contact the Registrar of Voter's Office to confirm their voter registration.

Sample Ballot

Sample Ballot is a document which contains:

- Both an informational pamphlet and a sample copy of the ballot the voter is eligible to cast.
- A complete list of candidates appearing on the voter's ballot.
- **Ballot questions, including the arguments for and against each question. If there are questions placed on the ballot they will only appear during the General Election.**
- An Early Voting schedule
- The polling place closest to where the voter lives and the voter's precinct number, both printed on the mailing label.
- Information on how to vote.

Every registered voter in Washoe County will receive a Sample Ballot approximately one week prior to Early Voting (NRS 293.565).

Your Sample Ballot will have a barcode that is scanned by an election worker at the check-in (Intake) station when you arrive to vote. Scanning your Sample Ballot barcode brings up your voter information automatically, saving the election worker and you time with the check-in process.

Studying, marking, and taking your sample ballot with you when you go to vote—both the informational portion and the sample ballot insert with your marked choices—will get you in and out of the polling place faster and avoid delays.

Any registered voter who has not received a sample ballot by the 14th day before any election should contact the Registrar of Voter's Office at (775) 328-3670.

Voters who register or update their voter information less than 20 days prior to Election Day will need to contact the Registrar of Voter's Office at (775) 328-3670 to request a Sample Ballot.

Receive Your Sample Ballot Via Email

If you wish to opt out from receiving a sample ballot in the mail and have it sent via email, please call our office at (775) 328-3670 or go to

www.washoecounty.us/voters/resources/sampleballot.

Same Day Voter Registration

NEW NEVADA LAW:

You may now register AND vote on the same day at any Early Voting or Election Day polling location (AB 345, 2019).

Requirements and conditions apply:

- You must show your current and valid Nevada Driver's License or Nevada Identification card with the current address where you actually live.
- **For Same Day Registration**, the only acceptable proof of identification will be your current and valid Nevada Driver's License or Nevada Identification card.
- If your Nevada Driver's License or Nevada Identification card has expired or is otherwise invalid, you will not be able to Same Day Register and vote.
- You must immediately vote at the polling location where you complete your Same Day Registration.
- You will vote a provisional ballot containing all of the offices and candidates found on a regular ballot. Any questions will only be on the ballot during the General election.
- **Changes or updates to an existing voter record will not require the voter to show ID at the polls.**
- Your provisional ballot will be counted after the successful final verification of your registration eligibility.



Delivery of Applications

When a Field Registrar has in his or her possession five or more completed voter registration applications, the Field Registrar shall forward them to the Registrar of Voters. In no case may the Field Registrar hold any number of completed registration applications for more than 10 days.

Field Registrars must come in person to the Registrar of Voter's Office when delivering their completed applications. Only in the case of an illness or emergency can anyone else bring in the completed applications. Applications will be checked by an Election Specialist. Instructions will be given if necessary. At that time, if the Field Registrar has any questions, they can be answered and new supplies issued, if needed.

All Field Registrars must submit to the Registrar of Voter's Office a numerical list of the applications being returned with the name and political party affiliation of each voter that has been registered. This list must accompany all completed applications at the time of delivery to the Registrar of Voter's Office. In the case of voided applications, the word VOID should be used instead of name on the tracking log.

When the Registrar of Voter's Office receives registration applications from a Field Registrar, they shall issue a duplicate copy of the return list to the Field Registrar as a receipt.

Unused applications and supplies must be returned:

All unused applications must be returned no later than five (5) days after the close of registration for the General Election. A Field Registrar who fails to return all unused applications within the allotted time frame may be denied the opportunity to serve in the future. If the Registrar of Voter's Office requests that the Field Registrar return their supplies, they must do so immediately.

Revocation of Field Registrar Status

- If you file as a candidate for any office;
- Lose or fail to return completed applications within 10 days;
- Fail to turn in completed applications immediately after close of registration for the General Election;
- Delegate your duties to another person;
- Predate, postdate or change the date of an application;
- Fail to complete the Notice of Intent form after close of registration for a General Election;
- Registering a person who fails to provide satisfactory proof of identification and of the address at which he or she actually resides;
- Using Affidavits assigned to another Field Registrar;
- Altering an affidavit of registration after it has been signed and dated by the registrant; or
- Having his/her work judged unsatisfactory

Miscellaneous Information

NOT VOTING IN A PRIMARY ELECTION does not result in loss of voting rights in the General Election.

JURY DUTY: Names of prospective jurors are requested from our office by both the Federal and District Courts.

CANCELLATION OF A VOTER'S REGISTRATION does not occur merely because they failed to vote in a General Election. This would only happen if a voter fails to respond to notices sent by our office and becomes inactive for two consecutive Federal Elections.

Acceptable ID & Proof of Residency

NAC 293.395 “Official identification” interpreted.
([NRS 293.124](#), [293.247](#), [293.517](#)) For the purposes of
[NRS 293.517](#):

1. The Secretary of State interprets “official identification” to mean a government-issued, or otherwise official, article or combination of articles, which establishes both the identity and residence of a person submitting an application to register to vote.

2. The following articles may be used to establish **identity**:

- (a) A current and valid Nevada Driver’s License;
- (b) A current and valid identification card issued by the Department;
- (c) A current and valid identification card issued by a branch of the Armed Forces of the United States;
- (d) A current and valid identification card issued by a sheriff of a Nevada county to an employee as a condition of employment by certain business enterprises;
- (e) A current and valid identification card issued by an agency of the State of Nevada or political subdivision thereof or the United States, including, without limitation, a public school, college or university;
- (f) A current and valid student identification card from an accredited private school, college or university;
- (g) A current and valid United States passport;
- (h) A current and valid insurance plan identification card which the county clerk determines, in his or her discretion, to be a reliable indication of the true name and identity of the person; or
- (i) A current and valid tribal identification card.

Acceptable ID & Proof of Residency Cont.

3. The following articles may be used to establish **residency** if the current residential address of the applicant, as indicated on the application to register to vote, is displayed on the article:

- (a) Any article set forth in subsection 2;
- (b) A current and valid utility bill, including, without limitation, a bill for electricity, gas, oil, water, sewer, septic, telephone, cellular telephone or cable television;
- (c) A current and valid bank or credit union statement;
- (d) A current and valid paycheck;
- (e) A current and valid income tax return;
- (f) A current and valid statement concerning the mortgage, rental or lease of a residence;
- (g) A current and valid motor vehicle registration;
- (h) A current and valid document issued by a governmental agency;
- (i) A current and valid property tax statement; or
- (j) Any other official article which the county clerk determines, in his or her discretion, to be a reliable indication of the true residential address of the person.

(Added to NAC by Sec'y of State by R072-06, eff. 7-14-2006; A by R124-11, 12-30-2011)

Unlawful Acts/ Prohibitions—State Laws

Prohibited Acts of Field Registrars, Clerks, Employees of Voter Registration Agencies or Persons Assisting Voters:

- A county clerk, field registrar, employee of a voter registration agency, or person assisting a voter in completing an Application pursuant to ([NRS 293.5235 \(13\)](#)) who commits any of the acts below is guilty of a felony ([NRS 293.505\(15\)](#)) and is subject to a civil penalty of up to \$20,000 in addition to any criminal penalties ([NRS 293.840](#)).
- Refuses to register a person on account of that person's political party affiliation ([NRS 293.505\(8\)\(b\)](#)).
- Solicits a vote for or against a question or candidate ([NRS 293.505\(10\)\(a\)](#)).
- Speaks to a voter about marking his ballot for or against a question or candidate ([NRS 293.505\(10\)\(b\)](#)).
- Distributes a petition or other material concerning a candidate or question that will appear in the next election ([NRS 293.505\(10\)\(c\)](#)).
- Knowingly registers a person who is not a qualified elector or a person who has filed a false or misleading application to register to vote ([NRS 293.505\(12\)\(a\)](#)).
- Registers a person who fails to provide satisfactory proof of identification and the address at which the person actually resides ([NRS 293.505\(12\)\(b\)](#)).
- Retains the actual Application and fails to enter his or her name on the receipt retained by the voter upon completion of the form (this additionally applies to anyone who provides a Registration Application to electors for the purpose of registering to vote) ([NRS 293.505\(13\)\(a\)](#)).

Unlawful Acts/ Prohibitions—Federal Laws

- **Coercion and Intimidation**
Persons must not intimidate, threaten or coerce any other person: for registering or voting; for urging or aiding persons in registering or voting; for purposes of interfering or influencing how a person chooses to vote or not vote; or for purposes of preventing a person from voting (*52 U.S.C. 2017, 10101(b), 10307 (b), 20511 (1)(2); 18 U.S.C. 2018, 594, 595, 598*).
- **False Information**
Persons must not procure or submit materially false, fraudulent or fictitious voter registration applications in any election that includes a federal candidate (*52 U.S.C. 10307 (c); 21144 (a) (b); 10502 (i)*).
- **Non-Citizens**
Persons must not make any false statement or claim that they are citizens of the United States in order to register or vote in any Federal, State, or local election. Penalties include fines and imprisonment (*52 U.S.C. 2017, 21144 (b); ; 18 U.S.C. 2018, 611, 911, 1015(f)*).
- Additionally, persons who are not U.S. citizens who unlawfully register to vote or unlawfully vote are subject to a variety of serious immigration consequences, such as:
 - Deportation (*INA 237(a)(6); 8 U.S.C. 1227 (a) (6)*);
 - Exclusion (*INA 212(a)(10)(D); 8 U.S.C. 1182 (a) (10) (D)*).
- **Payment**
Persons must not pay, offer to pay or accept payment for voting, registering to vote, withholding their vote, or voting for or against any candidate in any election that includes a federal candidate (*52 U.S.C. 2017, 10307 (c); 18 U.S.C. 2018, 597, 608(b)*).



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