

PLEASE READ ALL STEPS BEFORE BEGINNING

Step 1: Review Online Training Materials

- Start by accessing the online training provided by the Secretary of State's office. Review the training materials carefully to understand the voter registration laws, procedures, and your responsibilities as a VDR.

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Step 2: Schedule and Prepare for the In-Person Examination

- After completing the online training, schedule an in-person examination at the voter registrar's office. Prepare for the examination by reviewing the training materials again and ensuring you have a solid grasp of the concepts. You may contact our office via email: elections@washingtoncountytexas.gov or by phone: (979)277-6264. Please be aware that certification and supply pick-up appointments are scheduled for the first Wednesday of each month. This schedule may change.

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Step 3: Take the In-Person Examination

- Attend the scheduled examination at the voter registrar's office. The examination is usually open-book, allowing you to refer to the training materials as needed. You'll need to answer a set of questions that test your knowledge of voter registration laws and procedures.

Step 4: Achieve a Passing Score

- To complete the examination, you generally need to answer a certain percentage of questions correctly, which is 90% (18 of 20). This ensures that you have a strong understanding of your role as a VDR and the legal requirements for voter registration.

Step 5: Submit the Request for Appointment

- After passing the examination, complete the necessary paperwork to officially apply for appointment as a Volunteer Deputy Voter Registrar.

Step 6: Receive Certificate of Appointment

- Once your paperwork is processed and approved, you will receive a Certificate of Appointment as a Volunteer Deputy Voter Registrar.

This certificate confirms your authority to assist with voter registration in your community.

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Step 7: Learn County-Specific Procedures

- The county may have specific procedures for processing voter registration applications. Upon receiving your Certificate of Appointment, ensure that you understand any county-specific guidelines or requirements.

Step 8: Assist with Voter Registration

- You can start assisting with voter registration. Distribute registration application forms, help eligible citizens complete them, and collect completed applications as necessary.

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Step 9: Stay Informed

- As a VDR, it's essential to stay updated on any changes to voter registration laws and procedures. Attend refresher trainings or seek out information from relevant authorities to ensure you're providing accurate and up-to-date assistance.

By following these steps, you can become a certified Volunteer Deputy Voter Registrar and actively contribute to the democratic process by helping eligible citizens register to vote.

You may access the online training below.

[Volunteer Deputy Registrar Training \(PDF\)](#), [Spanish \(PDF\)](#).