



BOSTON ELECTION DEPARTMENT

617-635-3767

www.cityofboston.gov/elections

GUIDELINES FOR CONDUCTING A VOTER REGISTRATION DRIVE

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

When conducting a voter registration drive, please be mindful of the following (all numbers correspond to boxes located on the *Massachusetts Mail-In Voter Registration Form*):

- ★ On #1, if the registrant fails to answer either or both questions, the form will be rejected and the person will not be registered.
- ★ On #4, the registrant must use his/her residential address (including zip code). If the registrant completes #4 with a P.O. Box number, the form will be rejected.
- ★ On #7, the registrant must include his/her Massachusetts driver's license number. If the registrant does not have a Massachusetts driver's license, s/he must enter the last four digits of his/her social security number. If the registrant has neither, s/he must write "NONE."
- ★ If the registrant does not complete #9 "Party Enrollment or Designation," s/he will be listed as "Unenrolled." Please note that Massachusetts does not use the term "Independent." Registrants who do not wish to be affiliated with a political party should check the box for "No Party (Unenrolled)."
- ★ If applicable, the registrant should complete #10, so that his/her previous registration will be canceled. It is illegal to be registered to vote in more than one place.
- ★ Please make sure the registrant signs and dates the form (#13 and #14).

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, photo identification, current utility bill, bank statement, paycheck, government check, or other government document showing your name and address.
- ★ Completed voter registration forms must be sent to the City or Town Hall in which the person is residing. A list of City and Town Hall 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: **Boston Election Department; 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 prior to the date of the Election.**

Please note: You will be asked to provide your name and contact information for blank (new) registration forms request. Please return any unused forms to our office. If you have any questions, please call **617-635-3767**.