Guide for Conducting a Voter Registration Drive
Office of the Nevada Secretary of State

Updated: July 2012

What is the purpose of this guide?

As the state's chief elections officer, the Nevada Secretary of State is responsible for overseeing all municipal, county, and statewide elections (NRS 293.124). This responsibility includes oversight of voter registration drives in Nevada.

This guide is provided to assist individuals and organizations in conducting voter registration drives according to applicable federal and state law. State law referenced in this guide can be found in Title 24 of the Nevada Revised Statutes (NRS) and Chapter 293 of the Nevada Administrative Code (NAC).

What is a Voter Registration Drive?

The term "voter registration drive" refers to the act of acquiring voter registration applications for distribution to citizens and/or assisting applicants with the completion or submission of their voter registration applications.

Who can conduct voter registration drives in Nevada?

Generally, any individual or organization may distribute voter registration applications. Such individuals and/or organizations are subject to all applicable state and federal laws.

How do I obtain voter registration applications?

Official Nevada Voter Registration Application forms are available from the offices of the Nevada Secretary of State or local County Clerks/Registrars. The National Registration Form can be accessed online on the website of the United States Election Assistance Commission at eac.gov.

Requests for 50 or more forms from either the Nevada Secretary of State or local County Clerks/Registrars require the completion of a Mail-In Distribution Plan. The form for the Plan is available online at nvsos.gov, or in person at the offices of the Nevada Secretary of State or local County Clerks/Registrars. The Mail-In Application Distribution Plan requires the name and contact information of the person distributing the forms, the area of Nevada where the forms will be distributed, and the quantity and control numbers of the applications issued (NAC 293.425). Charges may be assessed for requests for more than 50 applications in any 12-month period.

Can a voter registration application be used for anything other than registering to vote?

Yes. An individual who is already a registered voter may submit a new voter registration application in order to update information, such as a change of name, address, or party affiliation (NAC 293.410). Applications indicating such changes are subject to the same regulations as applications for first-time registrants.

What applications can be used when conducting a voter registration drive in Nevada?

Only the official Nevada Voter Registration Application prescribed by the Nevada Secretary of State and federally authorized voter registration applications will be accepted in the State of Nevada. Federally authorized forms include the National Voter Registration Form (prescribed by the Federal Election Assistance Commission) and military/overseas citizen voter registration applications (prescribed by the Federal Voting Assistance Program). Altered or unauthorized voter registration applications will not be accepted for registration. Voter registration applications may not be electronically or manually modified. Unauthorized copies of registration applications will also not be accepted (NRS 293.507, 293.501; NAC 293.420).

What responsibilities come with being a custodian of voter registration applications?

Voter registration applications provided to individuals or organizations conducting registration drives remain the property of the Nevada Secretary of State and/or respective County Clerk/Registrars. The applications do not become the property of those who apply for and receive the applications. When the registration drive is complete, all completed and uncompleted forms must be returned to the respective County Clerk/Registrar (NRS 293.503). If you retain completed applications to submit on behalf of applicants, you must enter your information in the designated area of the applicant's receipt at the bottom of the Nevada Voter Registration Application. Additionally, the person must not alter, deface or destroy an application that has been signed by an elector except to correct information contained in the application after receiving notice from the elector that a change or addition to the information is required. (NRS 293.505).

Who *officially* registers voters?

Completing and signing a registration application alone does not guarantee successful completion of the registration process. Voter registration is not complete until the information contained on a registration form is verified by the respective County Clerk/Registrar.

In a voter registration drive, the role of an individual or organization is to distribute and/or collect voter registration applications. Only the County Clerk/Registrar has the authority to verify and process those applications, and complete the registration process.

What if I want to conduct a voter registration drive on *public* property?

If you are planning on conducting a voter registration drive on public property, you should contact the relevant city, county, state or federal entity and notify them of your intent. If using public property, you should also inquire as to whether any time, place and manner restrictions are applicable. The only time any specific area of a public building (only areas open to the general public) must be specifically designated for any person or group, is for the use of gathering signatures on a petition, NOT for conducting voter registration drives (NRS 293.127565).

What if I want to conduct a voter registration drive on *private* property?

If you plan to conduct a voter registration drive on private property, you must first request and secure permission from the management of the premises. Private property includes such places as shopping malls and grocery stores. The parking areas of such premises are also often private property. Conducting voter registration drives on private property without permission may be treated as trespassing.

In what situations may I provide assistance to a voter registration applicant?

As an individual or organization conducting a voter registration drive, you may assist in filling out a registration form *only if you are requested to do so by the applicant*. If assistance is provided, you are required to fill out the acknowledgement section of the voter registration application as well as enter your name on the duplicate copy or receipt retained by the voter (NRS 293.505). On the official Nevada Voter Registration Application, "Box 13" is the applicable section to be completed when assistance is provided. **Failure to provide this information is a felony (NRS 293.5235; NRS 293.505; NAC 293.440)**.

Is it legal to provide compensation for registering voters?

No. Pursuant to NRS 293.805, it is unlawful for any person to provide compensation for registering voters based on either the total number of voters a person registers or the total number of voters a person registers in a particular political party. Violation of this provision results in a category E felony and is punished as provided in NRS 193.130.

What information is required to be shared with potential voter registration applicants?

1. Completed registration applications must be received by the respective County Clerk/Registrar of Voters before the close of registration in order for the applicant to be registered for the coming election (NAC 293.435). If the application is received after the close of registration, the applicant will become registered for the following election.

2. Actual registration will not become effective until the application is verified by the County Clerk/Registrar of Voters (NRS 293.517). However, for the purpose of signing petitions, registration may be considered effective on the date an applicant signs the petition and completes the application, if postmarked or received by the County Clerk/Registrar within three working days of completing the application (NRS 293.12757, 293.5235).

3. Applicants have a choice as to how applications will be delivered to the respective County Clerk/Registrar office. Those who choose to mail their registration application must be informed that they are responsible for postage costs (NAC 293.435). If you retain the completed registration application to submit on behalf of the applicant, you must print your name in the designated area of the applicant's receipt at the bottom of the Nevada Voter Registration Application (NRS 293.505). Applications left in the custody of the person or organization conducting the drive must be returned to the County Clerk/Registrar within ten (10) days. When sent by mail by the organizer of the voter registration drive, postage must be paid by the organizer (NRS 293.5235; NAC 293.435).

In conducting a voter registration drive, an individual or organization may NOT:

1. Bribe, offer to bribe or use any other corrupt means, directly or indirectly, to influence any elector in giving his vote or to deter him from giving it. (NRS 293.700);

2. Use or threaten to use any force, coercion, violence, restraint or undue influence. (NRS 293.710);

3. Inflict or threaten to inflict any physical or mental injury, damage, harm or loss upon the person or property of another. (NRS 293.710).

4. Expose or publish or threaten to expose or publish any fact concerning another in order to induce or compel such other to vote or refrain from voting for any candidate or any question. (NRS 293.710).

5. Impede or prevent, by abduction, duress or fraudulent contrivance, the free exercise of the franchise by any voter, or thereby to compel, induce or prevail upon any elector to give or refrain from giving his or her vote.(NRS 293.710);

6. Discharge or change the place of employment of any employee with the intent to impede or prevent the free exercise of the franchise by such employee. (NRS 293.710);

7. Willfully give false answers to questions propounded by the registrar or field registrar of voters relating to the information called for by the application to register to vote. (NRS 293.800);

8. Knowingly encourage another person to willfully falsify his application or violate any of the provisions of the election laws of Nevada. (NRS 293.800);

9. Knowingly falsify an application to register to vote, knowingly cause an application to be falsified, or provide money or other compensation to another for a falsified application to register to vote. (42 USC Sec.1973i; NRS 293.800);

10. Provide compensation for registering voters based on total number of voters a person registers or the total number of voters a person registers in a particular political party. (NRS 293.805);

11. Mark, stamp, or partially or fully complete someone's application unless requested to do so by the applicant and without completing the portion of the voter registration application for those helping complete someone's voter registration application. (NAC 293.440; NRS 293.5235);

12. Induce, aid or abet a person in causing his name to be registered, when he/she is not an elector or will not be an elector on or before the day of the next ensuing election in the precinct or district in which he causes or endeavors to register. (NRS 293.800);

13. Solicit a contribution for any organization on the title of which incorporates the name, or any form of the name, of any political party in this State without first obtaining written approval therefore, or a charter for that organization, from the central or executive committee of that political party the name of which is being used or incorporated in the title of that organization for the county in which money is solicited. (NRS293.820). **NOTE:** A person or organization does not need a charter or written approval if that person or organization is: 1) publicly organized for the sole and limited purpose of supporting the candidacy of a particular candidate in a single election; 2) chartered by a national political party or organization; or 3) chartered by a state central committee in Nevada.; or

14. Solicit a vote for or against, speak to a voter on the subject of marking his or her ballot for or against a particular question or candidate or distribute any petition or other material concerning a candidate or question which will be on the ballot for the ensuing election; OR, knowingly register a person who is not a qualified elector, a person who has filed a false or misleading application to register to vote, or register a person who fails to provide satisfactory proof of identification and the address at which the person actually resides. (NRS 293.505)

What are the penalties for violating any of the prohibited acts listed above?

The above listed acts range from gross misdemeanors to felonies. In addition to the respective criminal penalties associated with these violations, a person who violates the election provisions noted in this guide is subject to a civil penalty up to $20,000 for *each* violation. (NRS193.130, 293.840) Complaints alleging violations of these or any other election laws or regulations will initiate investigation by the Nevada Secretary of State's office and prosecution, if necessary, by the Nevada Attorney General.

Contact Information

Nevada Secretary of State's Office
Elections Division
101 North Carson Street, Suite 3
Carson City, Nevada 89701-4786
Telephone: (775) 684-5705
Fax: (775) 684-5718
nvsos.gov

Nevada County Clerk & Registrar of Voters

County	Clerk/Registrar	Address	Phone	Email
Carson City	Alan Glover, County Clerk	885 E Musser Street Suite 1025 Carson City, Nevada 89701	775.887.2087	elections@carson.org
Churchill	Kelly Helton, County Clerk	155 N Taylor St, Suite 110 Fallon, Nevada 89406	775.423.6028	khelton@churchillcounty.org
Clark	Larry Lomax, Registrar of Voters	965 Trade Drive Suite A North Las Vegas, NV 89030	702.455.8683	elinfo@ClarkCountyNV.gov
Douglas	Ted Thran, County Clerk	1616 8th Street, 2nd Floor Minden, Nevada 89423	775.782.9023	election@co.douglas.nv.us
Elko	Carol Fosmo, County Clerk	550 Court St 3rd Floor Elko, Nevada 89801	775.753.4600	cfosmo@elkocountynv.net
Esmeralda	Lacinda Elgan, County Clerk	Corner of Crook & Euclid Goldfield, Nevada 89013	775.485.6367	celgan@citlink.net
Eureka	Beverly Conley , County Clerk	County Courthouse, Main Street Eureka, Nevada 89316	775.237.5262	bconley.ecct@eurekanv.org
Humboldt	Tami Rae Spero, County Clerk	50 W 5th Street, #207 Winnemucca, Nevada 89445	775.623.6343	coclerk@hcnv.us
Lander	Sadie Sullivan, County Clerk	315 S Humboldt Street Battle Mountain, Nevada 89820	775.635.5738	landercountyclerk@gmail.com
Lincoln	Lisa Lloyd, County Clerk	181 N Main Street , Suite 201 Pioche, Nevada 89043	775.962.5390	llloyd@lincolnnv.com
Lyon	Nikki Bryan, County Clerk	27 S Main Street Yerington, Nevada 89447	775.463.6501	nbryan@lyon-county.org
Mineral	Cherrie George, County Clerk	105 S "A" Street, Suite 1 Hawthorne, Nevada 89415	775.945.2446	clerk-treasurer@mineralcountynv.org
Nye	Sandra Merlino, County Clerk	101 Radar Road Tonopah, Nevada 89049	775.482.8127	smerlino@co.nye.nv.us
Pershing	Lacey Donaldson, County Clerk	398 Main Street Lovelock, Nevada 89419	775.273.2208	ldonaldson@pershingcounty.net
Storey	Vanessa DuFresne, County Clerk	26 S "B" Street Virginia City, Nevada 89440	775.847.0969	clerk@storeycounty.org
Washoe	Dan Burk, Registrar of Voters	1001 E Ninth Street, RM A135 Reno, Nevada 89512	775.328.3670	electionsdepartment@washoecounty.us
White Pine	Lin Burleigh, County Clerk	801 Clark Street #4 Ely, Nevada 89301	775.293.6509	wpclerk@mwpower.net