

# REGISTER

# TO VOTE

ONLINE

[RegisterToVoteNV.gov](http://RegisterToVoteNV.gov)



# 2016

**NEVADA VOTER  
REGISTRATION  
BUSINESS  
& COMMUNITY  
TOOL KIT**



**Advisory Committee on Participatory Democracy (ACPD)**  
[nvsos.gov](http://nvsos.gov)







# REGISTER TO

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## **HOW TO CONDUCT AN EMPLOYEE REGISTRATION DRIVE**

### **STEP 1**

#### Request Voter Registration Applications

Contact the Nevada Secretary of State's Elections Division (775.684.5705) to request the total amount of voter registration applications you will need. If you anticipate registering more than 50 employees, you will need to fill out and submit a Mail Distribution Plan. A copy of the Mail Distribution Plan can be downloaded by clicking on the web link below.

Download the [Mail-In Voter Registration Application Distribution Plan](http://nvsos.gov/Modules/ShowDocument.aspx?documentid=2429) here (<http://nvsos.gov/Modules/ShowDocument.aspx?documentid=2429>)

### **STEP 2**

#### Determine date, location and time

It's a good idea to pick a central location that is easily accessible to all employees during a high traffic time. Any company sponsored event is an excellent time to conduct a registration drive. Some ideas are listed below:

- Company luncheon – if you have a large lunch/break room, provide lunch for employees; have an area set up where employees can stop and register to vote.
- Health fair – if your company hosts a health fair, make sure to have a voter registration table set up.
- Company picnic – set up a table and make an announcement about registering when the picnic begins. If you would like to request that Secretary of State participate in your voter registration drive, please contact the Secretary of State's Office at 775.684.5705 for scheduling.

### **STEP 3**

#### Promotion

Now that your registration event details are complete, it is important to encourage your employees to attend. Promote the event in your company newsletter, send out a company-wide e-mail, place table tents with details of the event in the lunch room, and/or post a flyer on your office bulletin board.

#### Note:

To ensure the integrity of the voter registration process, any individual or group conducting a voter registration drive in Nevada must adhere to all statutes and regulations. It is the responsibility of an individual or organization conducting a voter registration drive to ensure all participants acting on behalf of such individual or organization are compliant with these statutory requirements. These statutory requirements are set forth in the Guide below.

Download the [Guide to Conducting Voter Registration Drives](http://nvsos.gov/Modules/ShowDocument.aspx?documentid=2798) here (<http://nvsos.gov/Modules/ShowDocument.aspx?documentid=2798>)

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## SAMPLE BALLOTS

Prior to the election, a sample ballot will be provided to you from your County Clerk/Registrar of Voters' Office. The sample ballot will contain the offices and questions appearing on the actual ballot. It will also contain information about your party affiliation, precinct, the name and address of your Election Day polling place, and the early voting schedule and locations. It may be helpful to bring the sample ballot with you to your polling place as a reference when making your selections on the voting machines. Contact your County Clerk/Registrar of Voters' Office if you haven't received a sample ballot before the first day of early voting.

## VOTING OPTIONS

### Early Voting

Early voting is easy in Nevada and is available to every voter. Voters can vote at any location in their respective county where early voting is offered. Early voting for the Primary Election is May 28 - June 10, 2016. Early voting for the General Election is October 22 – November 4, 2016. Early voting locations by county may be found at [nvsos.gov](http://nvsos.gov) or by contacting your County Clerk/ Registrar of Voters' Office.

### Election Day Voting

If you choose to vote on Election Day, you must vote at your designated polling location – to locate your polling place visit [nvsos.gov](http://nvsos.gov). Upon arriving, you will be directed to your precinct table where an election clerk will verify your name and signature. You will then be directed to a voting machine to cast your ballot. Review your ballot carefully and mark your selections. The electronic, touch-screen voting machines provide step-by-step instructions on how to properly make your ballot selections. Election officials will be on site to help you if you have any questions regarding the voting machine.

### Absent Voting by Mail-In Ballot

Any registered voter may request to vote by absent ballot. To request an absent ballot, you must complete and submit a written request for an Absent Ballot at any time before 5:00 p.m. on the seventh calendar day preceding the election. Absent Ballot Request Forms may be obtained from your local county election official. It's best to submit your request early so your local election official has enough time to send you the ballot. You must mail your completed ballot in a timely manner to your County Clerk/Registrar of Voters' office. All absent ballots must be received by 5:00 p.m. on Election Day in order to be counted.





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[RegisterToVoteNV.gov](https://RegisterToVoteNV.gov)



## **NEW TO NEVADA?**

### Register to Vote

As a new resident of Nevada, you now have the opportunity to take part in forming state policies through the electoral process. The first step is to fill out a voter registration application. By registering to vote, you will be eligible to participate in elections and will be informed of important election information such as your polling location, sample ballots, your precinct information and early voting information.

## **HAVE YOU MOVED RECENTLY?**

### Update Your Voter Registration With Your New Address

If you have recently moved, you must fill out a voter registration application with your new address before the registration deadline. Failure to do so may cause delays when you go to vote. Additionally, you may not receive important election information such as your polling location, sample ballots, your precinct information and early voting information.

## **NEW CITIZEN**

### Register and Exercise Your Right to Vote

As a new citizen of United States, you now have an opportunity to take part in helping form our state and nation's future. It's your obligation to exercise your new right to vote; but before you can vote, you must first register.

Visit [RegisterToVoteNV.com](https://RegisterToVoteNV.com) for online registration options.

For registration information, see Guide To Voting page 1.

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Insert  
Company  
Logo  
Here

## RegisterToVoteNV.gov

### **PRIMARY ELECTION DEADLINES**

Mail In – May 14, 2016

Online & In Person – May 28, 2016

Election Day – June 14, 2016

### **GENERAL ELECTION DEADLINES**

Mail In – October 8, 2012

Online & In Person – October 18, 2016

Election Day – November 8, 2016

**Advisory Committee on Participatory Democracy (ACPD)**  
775.684.5705



# REGISTER TO VOTE

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ 2016 Nevada Voter Registration Business Tool Kit ★ ★ ★

## ARE YOU REGISTERED TO VOTE IN NEVADA?

### TO REGISTER TO VOTE, NEVADA LAW REQUIRES THAT YOU:

1. Must be 18 years of age or over
2. Be a U.S. citizen
3. Be a resident of Nevada for 30 days preceding any election
4. Cannot be convicted of certain felonies unless civil rights have been restored.  
(Ask your County Clerk/Registrar for more information)
5. Cannot be declared by a court to be mentally incompetent

### REGISTERING SIMPLY REQUIRES YOU TO FILL OUT A VOTER REGISTRATION APPLICATION. VOTER REGISTRATION APPLICATIONS ARE AVAILABLE AT THE FOLLOWING LOCATIONS:

- (Business to insert contact info of staff member in charge of voter registration forms)
- Online at RegisterToVoteNV.gov
- Nevada Department of Motor Vehicles
- County Clerk/Registrars' Office
- Secretary of State's Office
- Any City Clerk's Office
- United States Post Offices
- Political Party Offices
- Voter Registration Agency

### SUBMIT YOUR APPLICATION ONLINE OR RETURN VIA MAIL OR IN PERSON AT:

- Your County Clerk/Registrar of Voters' Office
- Your City Clerk's Office

You will need to submit another voter registration form if you have changed your physical address, your name or your party affiliation.

### DEADLINES FOR REGISTERING TO VOTE

#### Primary Election

Mail In – May 14, 2016  
Online & In Person – May 28, 2016  
Election Day – June 14, 2016

#### General Election

Mail In – October 8, 2016  
Online & In Person – October 18, 2016  
Election Day – November 8, 2016

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INSERT  
COMPANY  
LOGO  
HERE

RegisterToVoteNV.gov



## **ELECTION 2016: IT'S YOUR TIME TO DECIDE** **(INSERT COMPANY NAME) TO CONDUCT VOTER REGISTRATION DRIVE**

The 2016 Election is shaping up to be unlike any other election cycle of the past. More and more Americans are taking interest in the election and anticipating to participate in the electoral process. Nationwide, states are seeing unprecedented numbers of citizens registering to vote and are expecting record voter turnout numbers on Election Day.

**Insert company name** and Nevada Secretary of State are encouraging **insert company name** employees to take part in this historical election by registering to vote.

On **insert date**, our office will be conducting a registration drive at **insert location and time**. Voter registration applications will be available to employees who are not registered to vote in Nevada, as well as to those needing to update their voter registration due to a change of address, name or party affiliation. These applications will be available in the office or online at RegisterToVoteNV.gov.

Online registration is secure, located on the Nevada Secretary of State website. The process is quick and easy allowing you to fill out the application and submit it in 5 minutes.

To be eligible to register to vote, Nevada law provides that you must be 18 years of age or over, a U.S. citizen and a resident of Nevada for 30 days preceding any election. Online registration requires a Nevada-issued driver's license or ID. Nevada residents must register by mail by May 14th, or online or in person by May 24th for the June 14th primary election. Nevada residents have until October 8, 2016, to register by mail, or by October 18, 2016, online and in person. The General Election will be held November 8, 2016.

**(Insert quote from company leadership here.)**

For more information visit [nvsos.gov](http://nvsos.gov)

To register to vote or update your voter information online visit [registertovotenv.gov](http://registertovotenv.gov)

To locate your polling place or view your voter registration visit [nvsos.gov/votersearch](http://nvsos.gov/votersearch)

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INSERT  
COMPANY  
LOGO  
HERE

**RegisterToVoteNV.gov**



## **ELECTION 2016: IT'S YOUR TIME TO DECIDE ONLINE VOTER REGISTRATION, SECURE AND EASY**

The 2016 Election is shaping up to be unlike any other election cycle of the past. More and more Americans are taking interest in the election and anticipating to participate in the electoral process. Nationwide, states are seeing unprecedented numbers of citizens registering to vote and are expecting record voter turnout numbers on Election Day.

**Insert company name** and Nevada Secretary of State are encouraging **insert company name** employees to register to vote online by May 24th for the primary election and October 18th for the general election.

Registering to vote online is secure, easy and fast. Here are the steps:

### **Visit RegisterToVoteNV.gov**

- Choose your language
- Confirm eligibility
- Enter personal information (NV ID required)
- Enter address information
- Enter party registration and other miscellaneous information
- Confirm all entered information

To be eligible to register to vote, Nevada law requires that you must be 18 years of age or over, a U.S. citizen and a resident of Nevada for 30 days preceding any election. Online registration requires a Nevada-issued driver's license or ID. Nevada residents must register by mail by May 14th, or online or in person by May 24th for the June 14th primary election. Nevada residents must register by mail by October 8, 2016, or online or in person by October 18, 2016. The General Election will be held November 8, 2016.

**(Insert quote from company leadership here.)**

For more information visit [nvsos.gov](http://nvsos.gov)

To register to vote or update your voter information online visit [RegisterToVoteNV.gov](http://RegisterToVoteNV.gov)

To locate your polling place or view your voter registration visit [nvsos.gov/votersearch](http://nvsos.gov/votersearch)

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## **SOCIAL MEDIA**

### **Using Social Media**

Social media has become a major platform where people interact and share ideas and content within their social media communities. If you have a social media presence, use it to boost the voter registration effort.

We've provided some sample social media posts to share leading up to the voter registration deadlines and National Voter Registration Day on September 27th. Posts can be modified and customized to fit your organization's needs, but we recommend that you always provide a link to the Nevada online voter registration site and include the hashtag #NevadaVotes.

#### **Sample Facebook Posts and Tweets**

- Don't be left out on November 8th. Register to vote! Online deadline is October 18th. [www.RegisterToVoteNV.gov](http://www.RegisterToVoteNV.gov) #NevadaVotes
- Celebrate democracy in America by registering to vote by October 18th. [www.RegisterToVoteNV.gov](http://www.RegisterToVoteNV.gov) #NevadaVotes
- Have you moved recently? Make sure you're registered to vote with your new address! [www.nvsos.gov/myvoterfile](http://www.nvsos.gov/myvoterfile) #NevadaVotes
- Have a voice in Nevada's leadership. Register to vote online or in person by October 18th. [www.RegisterToVoteNV.gov](http://www.RegisterToVoteNV.gov) #NevadaVotes
- National Voter Registration Day is September 27th. Help us spread the word! [www.RegisterToVoteNV.gov](http://www.RegisterToVoteNV.gov) #NevadaVotes #CelebrateNVRD
- Did you know that [ORGANIZATION NAME] is helping register voters in our community? [www.RegisterToVoteNV.gov](http://www.RegisterToVoteNV.gov) #NevadaVotes #CelebrateNVRD

#### **Sample Social Media Posts for September 27th, National Voter Registration Day**

**Facebook:** It's National Voter Registration Day. Take 30 seconds to register to vote or find a registration event near you! [www.RegisterToVoteNV.gov](http://www.RegisterToVoteNV.gov) #NevadaVotes #CelebrateNVRD

**Twitter:** It's National Voter Registration Day! Make sure you're set for the general election! [www.RegisterToVoteNV.gov](http://www.RegisterToVoteNV.gov) #NevadaVotes #CelebrateNVRD