KCMO Deputy Registrar Information Sheet

What is the purpose of the KCMO Deputy Registrar program?

To build lasting partnerships within the KCMO community to bolster voter registration efforts in KCMO throughout the year. The KCMO Deputy Registrar program is focused on the training and certification of volunteers or employees involved with Permanent Registration Sites such as KCMO's public libraries and schools, health department, the Office of the Clerk of KCMO, any Department of Revenue fee office, and non-profit or not-for-profit organizations in KCMO.

What does it mean to be a Deputy Registrar?

Deputy Registrars are trained volunteers who represent the Kansas City Board of Elections (KCEB) at voter registration events which are:

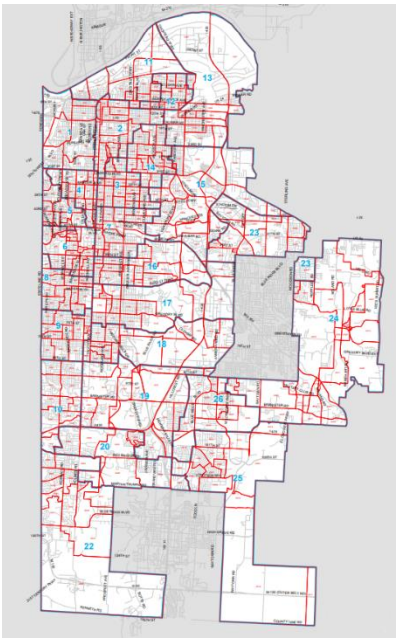
- Open to the public;
- Completely non-partisan; and
- Have been approved by a bi-partisan team at KCEB.

Deputy Registrars are responsible for:

- Working with KCEB's Education Training and Outreach Department to plan and schedule voter registration events;
- Hosting said registration events, including set up, tear down, publicity, and assisting voters and/or prospective voters with their registration needs;
- Picking up and turning in all registration documents in a timely manner; and
- Renewing their certification on an annual basis and their Voter Registration Solicitation Form with the Secretary of State on a biennial basis.

Who can be a Deputy Registrar?

Anyone who is a registered voter within the Kansas City Board of Elections' jurisdiction (See map to the right) and a volunteer or employee in good standing with the office of the Clerk of KCMO, any Department of Revenue office, or any KCMO school, library, tax-supported public agency, or non-partisan, non-profit or not-for-profit organization and in good standing with the Kansas City Board of Election Commissioners.



KCEB's jurisdiction includes the city of Kansas City, Missouri within Jackson County. It does **not** include North Kansas City which lies outside of Jackson County, or areas of Jackson County outside of Kansas City, Missouri such as Raytown, Grandview, Independence, etc. Those areas which are part of Jackson County but not Kansas City, Missouri are under the jurisdiction of the Jackson County Board of Elections.

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I want to host a voter registration drive. Do I need to be a Deputy Registrar?

ABSOLUTELY NOT. Any Missouri resident can help their fellow Missouri residents register to vote using the Missouri State Voter Registration Postcard Application without any prior training or approvals needed. **Anyone who intends to register more than ten people to vote should complete and submit to the Secretary of State the Voter Registration Solicitation Form available at: https://www.sos.mo.gov/elections/govotemissouri/register.**

Where do I go to get a supply of Missouri State Voter Registration Postcard Applications?

A supply of 50 of these applications may be obtained from KCEB's main office in Suite 2800 of Union Station during regular office hours of Monday-Friday 8am-5pm.

If you require more than 50 applications you will need to contact the Missouri Secretary of State's office at (573)751-2301 or at elections@sos.mo.gov to request a larger supply.

What does it mean to be a Permanent Registration Site?

Permanent Registration sites are locations, usually taxpayer funded locations such as libraries or the health department, which are open to the public and conduct voter registration at their office(s) throughout the entire year on all usual business days during their regular office hours.

All permanent registration sites agree to:

- Have at least one certified Deputy Registrar on site at all hours of operation to facilitate the registration of voters
- Have consistent hours of operation
- Be a non-partisan organization
- Be open to the public during all hours of operation
- Be accessible to people with disabilities

Locations interested in becoming a Permanent Registration Site should contact KCEB's Education, Training, and Outreach Department to apply.

Can Deputy Registrars train other people to be Deputy Registrars?

NO. Anyone wishing to become a Deputy Registrar must undergo training through KCEB and must be certified by KCEB. If a Deputy Registrar breaks this rule, they will be subject to losing their Deputy Registrar status.

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I heard Deputy Registrars use a different kind of registration form than the standard registration form.

This is true. In addition to the standard Voter Registration Postcard Application which is available to everyone, Deputy Registrars gain access to the KCMO Voter Registration Affidavit. This document is very similar to the Postcard Application, but differs in some important ways.

State Voter Registration Postcard Application	**KCMO Voter Registration Affidavit**
Can be used to register people to vote.	Can be used to register people to vote.
May be used at any event by anyone without prior training or approvals.	May only be used by certified Deputy Registrars at non-partisan, public registration drives within the KCMO Jackson County limits with the approval of a bi-partisan team at KCEB.
Voter *does not* need to show ID to complete this form.	Voter *must* show ID to complete this form.
Voter is considered registered when the application is returned to the Election Board.	Voter is considered registered the day this form is completed.

For more information

For more information on becoming a Deputy Registrar or Permanent Registration Site please contact KCEB's Education, Training, and Outreach Department.

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Relevant Election Law

RSMo 115.143 – Deputy registration officials, qualifications of, persons eligible to serve as.

1. Each election authority may appoint persons regularly employed in the office of the clerk of any city, town, or village, any department of revenue fee office, or any school, library, or other tax-supported public agency in its jurisdiction as deputy registration officials.
2. Each election authority may appoint any number of additional persons to serve as deputy registration officials. Each such deputy shall be a registered voter in the jurisdiction of the appointing election authority.
3. Each election authority may appoint, with the concurrence of the top administrator of each school, at least one staff person or instructor as a deputy registration official in each school that chooses to participate in voter registration. As used in this subsection, the term "school" means any school building in this state in which grades nine through twelve or grades ten through twelve are taught, including public, nonpublic, vocational, and vocational-technical school buildings.

RSMo 115.145 – Registration duties of election authority

Each election authority shall have the following duties with respect to registration.

1. To conduct registration at its office or offices throughout the entire year, including any four-week period prior to an election for the purpose of registration of persons for subsequent elections, on all usual business days and during its regular office hours in the manner required by this chapter;
2. To instruct and direct each deputy registration official in the performance of his or her duties including those agencies mandated and optional, including as optional any institution of higher education located in the state, under the National Voter Registration Act of 1993 and to supply each deputy with the proper registration forms and other necessary supplies;
3. To designate the times, dates, and places or areas for additional voter registration by any deputy appointed pursuant to subsection 2 of section 115.143, and to publicize the times, dates, and places or areas of such registration in any manner reasonably calculated to inform the public; provided, that the place or area for voter registration by deputies appointed under subsection 3 of section 115.143 shall be located in the school for which the deputy has been appointed;

RSMo 115.147 – Deputy registration officials, duties of.

Each deputy registration official shall have the following duties:

1. To comply with all reasonable instruction and direction by the election authority which is not inconsistent with this subchapter, and
2. To conduct registration at his regular place of business throughout the entire year on all usual business days and at the usual office hours in the manner required by this subchapter, unless he has been appointed pursuant to subsection 2 or 3 of 115.143, in which case he shall conduct registration during the dates and times and at the places or areas designated by the election authority in the manner required by this subchapter.