

**VERMONT Application for Addition to the Checklist (VT VOTER REGISTRATION FORM)**

17 V.S.A. § 2145

(Please print clearly, use ballpoint pen, and bear down hard.)

I, \_\_\_\_\_ apply to have my name  
(Last Name) (First Name) (Middle Initial)

added to the checklist of the Town/City of \_\_\_\_\_.

**By checking the boxes below, I swear or affirm that these are true statements:**

- Yes  No Are you a citizen of the United States?
- Yes  No Will you be eighteen years of age or older on or before the day of election?
- Yes  No Are you a resident of Vermont?

**If you checked "No" in response to any of the three questions above, DO NOT complete this form.** You are not qualified to vote in Vermont. Contact the Office of the Secretary of State, Elections Division, for more information at (800) 439-8683.

I was born on \_\_\_\_\_ at \_\_\_\_\_,  
(Date) (Town or City) (State)

**My principal dwelling is located at:** \_\_\_\_\_  
(E911 street address including number or exact physical location, if no E911 address)

**Mailing Address:** \_\_\_\_\_ **Tel. #:** \_\_\_\_\_

**Email:** \_\_\_\_\_ (optional - for contact purposes only).

By registering to vote in the above named town in Vermont, I authorize my name to be removed from the list of registered voters in any previous place where I was registered to vote.

**The last address I was registered to vote at:** \_\_\_\_\_  
(Physical location – include number, street, town, state and zip code)

I was previously registered with a **different last name of:** \_\_\_\_\_.

**My VT Driver's License or Personal I.D. # (PID#) issued by VT DMV is** \_\_\_\_\_ **This # is REQUIRED.**

**IF you do not have a VT Driver's License or PID# issued by VT DMV enter the last 4 digits of your Social Security Number:** \_\_\_\_\_. If you do not have a VT PID#, or SSN, please contact the Office of the Secretary of State, Elections Division, (800)439-8683.

By checking this box I swear or affirm that:  I have taken the Voter's Oath

**I meet all of the eligibility requirements to vote in this municipality. I hereby swear, or affirm, under penalty of perjury and other potential federal or state criminal penalties of up to a \$10,000 fine, or imprisonment for not more than fifteen years, or both, that the statements made by me in this application are true. (17 V.S.A. § 2145(f); 17 V.S.A. § 2011; 42 U.S.C. § 1973gg-10).**

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Applicant's Signature

**First time Registrants in Vermont must take the voter's oath. You must be 18 to take the oath:**

**VOTER'S OATH** (Vermont Constitution, Chapter II, Section 42): "You solemnly swear or affirm that whenever you give your vote or suffrage, touching any matter that concerns the State of Vermont, you will do it so as in your conscience you shall judge will most conduce to the best good of the same, as established by the Constitution, without fear or favor of any person."

The person administering the oath or the applicant must sign the certification below.

I hereby certify that on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_,  I administered the Voter's Oath to the applicant, or  I, the applicant, took the oath myself. Any person over 18 or the applicant can sign to attest that the oath was taken.  
(Check box above & sign.) Attestation: \_\_\_\_\_

\_\_\_\_\_  
Signature of Attester

**ONLY if you are registering to vote for the 1<sup>st</sup> time in Vermont, AND you are mailing this application to your town clerk individually, you must submit a photocopy of one of the following: current & valid photo identification OR bank statement, utility bill, or government document with your name and current address. (Do not submit I.D. if you have been previously registered in VT, if this form is submitted as part of a voter registration drive, or if you return this form to the clerk's office in person.)**

**FOR OFFICIAL USE:**  The Town Clerk OR  the BCA has reviewed the application AND the applicant  was added to the checklist. The applicant's usual polling place is: \_\_\_\_\_. OR the applicant  was rejected and NOT added to the checklist. The reason(s) for rejection are: \_\_\_\_\_.

**Signature of town clerk:** \_\_\_\_\_.

Date Entered on Checklist: \_\_\_\_\_ Date Notification Sent to Voter: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**KEEP THE PINK COPY OF THIS APPLICATION FORM.** Contact your Town Clerk to make sure your application has been received. **Bring pink copy to the polls when you go to vote.** This is proof you have submitted an application before the deadline for registration.



# Vermont Office of the Secretary of State Guide to Registering Voters

## Registration Deadline

Voter Applications must be received by the town clerk by 5:00 PM on the Wednesday immediately preceding the election.

The town clerk's office shall be kept open on the Wednesday immediately preceding the election from 3PM-5PM to receive voter applications. 17 V.S.A. §2144

## Who Can Register in Vermont?

In order to register in Vermont, by Election Day, a person must:

- Be a United States citizen  
(not just have a Green Card)
- Be a Vermont resident
- Be 18 years of age or older
- Take the Voter's Oath

## 6 Easy Steps to Help Register Voters

### 1. The applicant must carefully complete the Vermont Application for Addition to the Checklist!

The Application for Addition to the Checklist must be completed in full before anyone can be added to the Voter Registration Checklist. If an applicant does not submit a completed form before the deadline for registration for a particular election, he or she can still register to vote, but the voter will not be able to vote until the following election.

Please carefully read the instructions!

Failure to include required information on a voter application could result in delays that might negatively impact the voter.

If a person will be eligible to vote in time for the election but not before the registration deadline (the voter is under 18 or is moving to a new town) he or she may file a "written notice of intention to apply to the checklist" with the town clerk. As a practical matter, a completed voter registration form (Application for Addition to the Checklist) can be used as notice of intention. 17 V.S.A. §2144(b) For example, if someone 17 years old will turn 18 after the voter registration deadline but before the election, the person can submit an application and then take the Voter's Oath any time after turning 18.

### 2. Vermont Driver's License or non-driver ID # or, IF NONE, then the last four digits of social security number.

Federal law requires new registrants to provide a Vermont driver's license number or non-driver personal ID # issued by VT DMV. If a person does not have a VT driver's license or a VT non-driver state identification number, then the last four digits of the applicant's social security number (SSN) must be used. To use the last four digits of the SSN, the applicant must swear on the VT Application for Addition to the Checklist, under penalty of perjury, that he or she does not have a VT driver's license. (An applicant cannot use the last 4 digits of the SSN just because it is easy to remember and the driver's license must be looked up in his or her wallet.) The law is clear that the VT driver's license number or non-driver personal ID number MUST be used if the applicant has one. Do not write in an out-of-state driver's license number.

If a person does not have a Vermont driver's license, non-driver state identification, or SSN, please contact the Elections Division of the Office of the Secretary of State at (800) 439-VOTE (8683).

### 3. Take oath.

In order to register to vote in Vermont for the first time, a person must take the voter's oath. The oath appears on the voter registration form. The voter's oath can now be administered by any person over 18 or can be attested to by the voter for him or her self.

**Please make sure that the person administering the oath or the voter fills in the date that the oath is taken and signs the attestation.**

**If a person is already registered to vote in Vermont, but is registering in a new town, the voter does not have to take the oath again!**

### 4. Applicant keeps pink copy for proof of submission prior to the deadline.

The person registering to vote should keep the pink copy of the Application. The applicant should bring this copy to the polls. This can be used as proof that an application was submitted before the deadline.

### 5. Submit completed form to town clerk.

If you are registering people to vote as part of a voter registration drive, you can either give the entire multi-part form to the voter to submit to the town clerk or you can submit the application on behalf of the voter to the town clerk where the voter resides. (If you are submitting the forms to the town clerks, please give the pink copy of the multi-part application to the person registering to vote.) Please pay careful attention to the registration deadlines. **Mail does NOT reach all towns in one day in Vermont. If mailing forms to clerks, allow at least 10 days for delivery (better safe than sorry).** Failing to submit an application by the deadline could negatively impact the person attempting to register to vote.

### 6. Notice to voter.

The town or city clerk will notify the applicant in writing if the person has been added to the checklist, or if not, the reason for denying the application. An applicant for addition to the checklist may appeal this decision to the local Board of Civil Authority. To find out whether an application has been received, contact the Town or City Clerk. For a list of clerks and contact information, go to: <https://www.sec.state.vt.us/elections/town-clerks-election-workers.aspx>.

**THANK YOU** for giving your time to register new voters in Vermont. Please follow the above instructions so that voter registration is a positive experience for all citizens. We sincerely appreciate your efforts.

Elections Division Staff can provide additional voter application forms or answer questions for you. Please call for additional forms, or questions about voter registration procedures or residency requirements. Our toll free number from 7:45 to 4:30 is (800) 439-8683.