



## CITY OF TAKOMA PARK, MARYLAND IMPORTANT INFORMATION FOR NEW TENANTS

### Welcome to the City of Takoma Park!

Takoma Park has a history of political and civic activism. Efforts by residents have led the city to enact rent stabilization, declare itself a nuclear free zone and a sanctuary city, and allow non-U.S. citizen residents to vote in municipal elections. Recently, the vote was extended to 16 and 17 year olds and to convicted felons who have completed their term of imprisonment.

The City Council and Staff of the City of Takoma Park hope that tenants will fully participate in the electoral process and the civic life of the community. You are encouraged to register, vote, serve on Council-appointed boards, commissions and committees, and run for office. Take advantage of all the opportunities available to be informed and involved in your home town.

- Read the Takoma Park Newsletter – delivered by mail to every household in the City each month
- Visit the City Website – [www.takomaparkmd.gov](http://www.takomaparkmd.gov)
- Follow us on Facebook and Twitter

### Government

Takoma Park operates under a Council-Manager form of government. An at-large Mayor and six Councilmembers representing wards comprise the Council. Councilmembers are elected for two-year terms. The next City election will take place on November 7, 2017. The Council sets policy, adopts the annual budget, appoints the City Manager and City Attorney, and appoints members to various boards and commissions. The City Manager directs the day-to-day operations of the city government, hires and manages staff, and proposes an annual budget for consideration by the Council.

The City of Takoma Park provides services through the following departments: Administration, Housing and Community Development, Library, Police, Public Works and Recreation. Social services, schools, courts, and most building inspections and planning and zoning services are provided by Montgomery County.

Takoma Park lies within Montgomery County Council District 5, Maryland General Assembly District 20, and U.S. House of Representatives District 8.

### Elections

The Mayor and all Councilmembers are elected for two-year terms in November of odd-numbered years. In 2013, the City Council enacted two important amendments to the Housing Code to ensure that tenants who live in multi-unit housing have the opportunity to fully participate in the electoral process.

#### 1) Candidates' access to multi-unit buildings:

After providing notice to landlords and tenants, qualified candidates and their volunteers are permitted to enter apartment buildings for the purpose of campaigning for office or to register voters. This may occur during the 90-day period before an election and only for candidates who are running to represent an area that includes the multi-unit building. Of course, tenants are not required to open their doors to candidates. The City provides, free of charge, a sign that a tenant may place on the apartment unit door to indicate that canvassing is not welcome.

#### 2) Information packets for new tenants:

Within seven days of a new tenancy, landlords are required to distribute to new tenants a City-supplied packet of information to include: a) State of Maryland voter registration forms; b) City of Takoma Park voter registration forms for residents not eligible to register and vote in county, state, and national elections; and c) other material designated by the City regarding services, laws, and the electoral process.

Revised August 4, 2016





# Voter Registration in the City of Takoma Park

In 2013, the Takoma Park City Council amended the City Charter to update Takoma Park's voting and election laws. The amendment expanded the right to vote in City elections to 16 and 17 year old residents and to residents who have been convicted of a felony but have completed serving any court-ordered sentence of imprisonment for the conviction.

Residents of Takoma Park who are not United States citizens have been eligible to register and vote in City elections since 1993.

Please review the information below to determine which voter registration application you should use. If you meet the Maryland Voter Registration Application qualifications, you may NOT use the Takoma Park Voter Registration Application.

To register using the **Maryland Voter Registration Application**, you must:

- Be a U.S. citizen;
- Be a Maryland resident;
- Be at least 16 years old (you may vote in school board, county, state, and national elections when you are 18);
- Not be under guardianship for mental disability or, if you are, you have not been found by a court to be unable to communicate a desire to vote;
- Not have not been convicted of buying or selling votes;
- Not have been convicted of a felony or, if you have, you have completed serving a court-ordered sentence of imprisonment.

***If you are a Takoma Park resident eligible to vote in the State of Maryland, you do not need to fill out a special Takoma Park Voter Registration Application.***

To register using the **City of Takoma Park Voter Registration Application**, you must:

- Not be eligible to fill out a State of Maryland voter registration application;
- Be a resident of the City of Takoma Park;
- Be at least 14 years old (you may vote in Takoma Park elections when you are 16);
- Not claim the right to vote elsewhere in the United States;
- Not be under guardianship for mental disability or if you are, you have not been found by a court to be unable to communicate a desire to vote;
- Not have not been convicted of buying or selling votes;
- Not have been convicted of a felony or, if you have, you have completed serving a court-ordered sentence of imprisonment.

***If you register to vote using the Takoma Park Voter Registration Application, you may vote in City of Takoma Park elections only. You may not vote in school board, county, state or national elections.***

Updated 2016-08-04



**After This Form Is Filled Out, You Must Sign And Mail It To Your County Board of Elections.  
It Cannot Be Processed If It Is Faxed or E-mailed, Because It Requires An Original Signature.**

# MARYLAND VOTER REGISTRATION APPLICATION

## TO REGISTER, YOU MUST

- Be a U.S. citizen;
- Be a Maryland resident;
- Be at least 16 years old\*;
- Not be under guardianship for mental disability or if you are, you have not been found by a court to be unable to communicate a desire to vote;
- Not have been convicted of buying or selling votes;
- Not have been convicted of a felony, or if you have, you have completed serving a court-ordered sentence of imprisonment.

\*You may register to vote if you are at least 16 years old but cannot vote unless you will be at least 18 years old by the next general election.

## DEADLINE INFORMATION

- This application must be postmarked no later than 21 days before an election.
- If your application is complete and you are found to be qualified, a Voter Notification Card will be mailed to you.
- The submission of this form to an individual other than an official, employee, or agent of a County Board of Elections does not assure that the form will be submitted or filed in a timely manner.

## YOU CAN USE THIS FORM TO

- Register to vote in federal, state, county, and municipal elections in Maryland.
- Change your name, address, or party affiliation.

## INSTRUCTIONS

- If you do not have a current, valid Maryland driver's license or MVA ID card, you must enter the last 4 digits of your social security number. The statutory authority allowing officials to request the last 4 digits of your social security number is Election Law Article, § 3-202. The number will only be used for registration and other administrative purposes. It will be kept confidential.
- Complete Items 1–11 in Voter Registration Application. Sign and date Item 12. If you are registered to vote in another Maryland county or another state, you must complete Items A–B in Last Voter Registration.
- You must register with a party if you want to take part in that party's primary election, caucus or convention. Check one box only.
- Address and mail the application to your County Board of Elections, using the list on the back panel.

## VOTER REGISTRATION APPLICATION PLEASE COMPLETE IN BLACK INK

<b>1</b>	Are you at least 16 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No ARE YOU A U.S. CITIZEN? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If you answer NO to either question, do not complete this form.</b>					
<b>2</b>	Check boxes that apply and complete Items 3–12. <input type="checkbox"/> New Registration <input type="checkbox"/> Name Change <input type="checkbox"/> Party Affiliation Change <input type="checkbox"/> Address Change					
<b>3</b>	Last Name		First Name		Middle	Suffix
<b>4</b>	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		<b>5</b>	Birth Date: _____		
<b>6a</b>	MARYLAND Driver's License or MVA ID Number <b>MANDATORY</b> (If you have neither see instructions)					
<b>6b</b>	Social Security Number (last 4 digits)			<b>6c</b>	<input type="checkbox"/> Check here if you do not have either a current, valid Maryland driver's license / MVA ID card or a Social Security Number	
<b>7</b>	Maryland Residence Address:	Street Number	Street Name	Apt. No.	City or Town	Zip Code County
<input type="checkbox"/> Check here if you reside in Baltimore City.						
<b>8</b>	Mailing Address (if different from Item 7)					
<b>9</b>	You must register with a political party if you want to take part in the political party's primary election, caucus, or convention. Check one box only.					
Party (check one): <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Green Party						
<input type="checkbox"/> Unaffiliated (independent of any party) <input type="checkbox"/> Other – Specify _____						
<b>10</b>	<b>CONTACT INFORMATION</b>			Daytime Phone: _____		
				Email (optional): _____		
<b>11</b>	<input type="checkbox"/> Check here if you need help voting.					
<input type="checkbox"/> Check here if you would like to be an election judge.						
Under penalty of perjury, I hereby swear or affirm: I am a U.S. citizen. ■ I am a Maryland resident. ■ I am at least 16 years old. ■ I have not been convicted of buying or selling votes. ■ I have not been convicted of a felony, or if I have, I have completed serving a court-ordered sentence of imprisonment. The information in this application is true to the best of my knowledge, information and belief.						
<b>12</b>	Signature (required)			Date		
<b>X</b>						

## LAST VOTER REGISTRATION INFORMATION (if applicable)

<b>A</b>	Name on Last Registration:	Last Name	Title (Jr., Sr., etc.)	First Name	Middle Name	Date of Birth
<b>B</b>	Address on Last Registration:	Street Number	Street Name	Apt. No.	City or Town	Zip Code State

! After This Form Is Filled Out, You Must Sign And Mail It To Your County Board of Elections.  
● It Cannot Be Processed If It Is Faxed or E-mailed, Because It Requires An Original Signature.

# MARYLAND VOTER REGISTRATION APPLICATION

## WARNING

Giving false information to obtain voter registration is perjury and punishable by a fine of up to \$1,000, or by imprisonment for up to 5 years, or both.

## PERSONAL RECORDS NOTICE/CONFIDENTIALITY

This form collects personal information for voter registration purposes. If you are not registered to vote and you refuse to provide this information, you will not be allowed to vote in Maryland. You may update your voter registration at any time at your County Board of Elections. Except for items specified as confidential, voter registration records are generally available for public inspection; they may also be shared with jury commissioners/clerks or other government agencies as provided by law. The law prohibits use of voter registration records for commercial solicitation purposes. If you decline to register to vote, that fact will remain confidential and will be used only for voter registration purposes.

If you register to vote, the identity of the office at which the application is submitted will remain confidential and will be used only for voter registration purposes.

## QUESTIONS

Visit the State Board of Elections website at [www.elections.maryland.gov](http://www.elections.maryland.gov) to verify your registration, find your polling place, and find out other important information. If you have any questions, call your County Board of Elections or the State Board of Elections at the numbers listed on the back of the application.

If you register to vote, the identity of the office at which the application is submitted will remain confidential and will be used only for voter registration purposes.

! Large type Voter Registration Applications available upon request to your County Board of Elections or the State Board of Elections.

## County Board of Elections

### Allegany County

701 Kelly Road, Suite 213  
Cumberland, MD 21502-2887  
301-777-5931

### Anne Arundel County

P.O. Box 490  
Glen Burnie, MD 21060-0490  
410-222-6600

### Baltimore City

Charles L. Benton Bldg.  
417 E. Fayette Street, Rm. 129  
Baltimore, MD 21202-3432  
410-396-5550

### Baltimore County

P.O. Box 798  
Cockeysville, MD 21030-0798  
410-887-5700

### Calvert County

P.O. Box 798  
Prince Frederick, MD 20678-0798  
410-535-2214  
DC Line 301-855-1376

### Caroline County

Health & Public Services Bldg.  
403 S. Seventh Street, Suite 247  
Denton, MD 21629-1335  
410-479-8145

### Carroll County

300 S. Center Street, Rm. 212  
Westminster, MD 21157-5248  
410-386-2080

### Cecil County

200 Chesapeake Blvd.  
Suite 1900  
Elkton, MD 21921-6395  
410-996-5310

### Charles County

P.O. Box 908  
La Plata, MD 20646-0908  
301-934-8972  
301-870-3167

### Dorchester County

501 Court Lane, Rm. 105  
P.O. Box 414  
Cambridge, MD 21613-0414  
410-228-2560

### Frederick County

The Bourne Building  
355 Montevue Lane  
Frederick, MD 21702  
301-600-VOTE (8683)

### Garrett County

Public Service Center  
2008 Maryland Highway, Suite 1  
Mountain Lake Park, MD 21550-6349  
301-334-6985

### Harford County

133 Industry Lane  
Forest Hill, MD 21050-1621  
410-638-3565

### Howard County

9770 Patuxent Woods Drive, Suite 200  
Columbia, MD 21046  
410-313-5820

### Kent County

135 Dixon Drive  
Chestertown, MD 21620-1141  
410-778-0038

### Montgomery County

P.O. Box 4333  
Rockville, MD 20849-4333  
240-777-VOTE (8683)  
TDD 800-735-2258

### Prince George's County

1100 Mercantile Lane, Suite 115A  
Largo, MD 20774  
301-341-7300

### Queen Anne's County

P.O. Box 274  
Centreville, MD 21617-0274  
410-758-0832

### St. Mary's County

P.O. Box 197  
Leonardtown, MD 20650-0197  
301-475-7844 ext. 1100

### Somerset County

P.O. Box 96  
Princess Anne, MD 21853-0096  
410-651-0767

### Talbot County

P.O. Box 353  
Easton, MD 21601-0353  
410-770-8099

### Washington County

35 W. Washington Street  
Room 101  
Hagerstown, MD 21740-4833  
240-313-2050

### Wicomico County

P.O. Box 4091  
Salisbury, MD 21803-4091  
410-548-4830

### Worcester County

100 Belt Street  
Snow Hill, MD 21863-1300  
410-632-1320



# CITY OF TAKOMA PARK, MARYLAND VOTER REGISTRATION APPLICATION

**YOU MAY USE THIS FORM TO:**

Register to vote in a City of Takoma Park election or to file a change of name or address if you are already registered with the City. The City of Takoma Park does not register voters by political party. *(This is **NOT** a voter registration application to vote in school board, county, state or national elections.)*

**TO REGISTER USING THIS FORM, YOU MUST:**

- ✓ Be a resident of the City of Takoma Park, Maryland;
- ✓ Not claim the right to vote elsewhere in the United States;
- ✓ Be at least 14 years old (you may vote in Takoma Park elections when you are at least 16 years old);
- ✓ Not have been convicted of a felony, or if you have, you have completed serving any court-ordered sentence of imprisonment (you may register if you are on parole or probation for the conviction);
- ✓ Not have been convicted of buying or selling votes;
- ✓ Not be under guardianship for mental disability or if you are, you have not been found by a court to be unable to communicate a desire to vote.

**DEADLINE INFORMATION:**

- You may register to vote in the City of Takoma Park at any time, up to and including the day of a City election.
- To be eligible to vote, you must have resided in the City of Takoma Park for at least 21 days prior to a City election.

**INSTRUCTIONS:**

Complete items 1-8 and, if applicable, complete items 9-10. All applicants must sign and date item 11. Please see required identification and proof of residence on the back of this application.

**Check the box that applies:**

- New Takoma Park voter registration
- Name Change
- Address Change

**PLEASE PRINT INFORMATION**

<b>1</b>	Are you registered to vote or eligible to register to vote in the State of Maryland <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please file a Maryland voter registration application and do not use this form.			
<b>2</b>	Last Name:	First Name:	Middle:	Suffix:
<b>3</b>	Date of Birth:(mm/dd/yyyy)	Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male	Email:	Phone:
<b>4</b>	Takoma Park Residence Address: Street		Apt. #	
<b>5</b>	City:	State:	Zip Code:	
<b>6</b>	Mailing Address (if different ): Street (or P.O Box)		Apt. #	
<b>7</b>	City:	State:	Zip Code:	
<b>8</b>	Check here to explain why you are registering to vote in Takoma Park elections only:			
	<input type="checkbox"/> I am not a United States citizen (please read important message on the back of this application)			
	<input type="checkbox"/> I have been convicted of a felony, but I have not yet had voting rights restored			
	<input type="checkbox"/> I am not yet 16 years old			

**PREVIOUS TAKOMA PARK VOTER REGISTRATION INFORMATION (IF APPLICABLE)**

<b>9</b>	Name on Last Registration: Last	First	Middle	Suffix
<b>10</b>	Address on Last Registration: Street	City	State	Zip

Under penalty of perjury, I swear or affirm that (a) I am a resident of the City of Takoma Park, Maryland; (b) I do not claim the right to vote elsewhere in the United States; (c) I am at least 14 years old; (d) I have not been convicted of buying or selling votes; (e) if I have been convicted of a felony, I have completed serving any court-ordered sentence of imprisonment; and, (f) all information on this application is true and correct.

<b>11</b>	Applicant Signature:	Date:
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**Internal Use Only:**

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

**REQUIRED IDENTIFICATION AND PROOF OF RESIDENCE:**

Please provide:

- (1) Photo identification or an identification card issued by a federal, state, or local government entity of the United States or any foreign country or school provided that the identification document contains a photograph and/or identifying information such as name, date of birth, gender, height, and eye color. Examples of acceptable documentation could include a U.S. or foreign passport, visa, alien registration card, driver’s license, MVA identification card, military identification, or school ID with photo; and
- (2) Document that establishes current residence in the City of Takoma Park if not already established by (1) above. Examples could include copy of a deed, house or apartment lease, utility bill, paycheck, bank statement, school record, or other official or government document that shows your name and current address in the City of Takoma Park.

**IF REGISTERING BY MAIL:**

Send a photocopy of the required identification front and back and proof of residence to:

City of Takoma Park  
 City Clerk’s Office  
 7500 Maple Avenue  
 Takoma Park, MD 20912

**IF REGISTERING IN PERSON:**

Bring your photo identification and required documentation with you to the City Clerk’s Office (3<sup>rd</sup> floor), 7500 Maple Avenue, Takoma Park, MD 20912.

**IF YOU DO NOT PRODUCE THE REQUIRED DOCUMENTATION AT THE TIME OF REGISTRATION:**

You will be asked to provide the information at the time you first vote.

**IF YOU ARE UNABLE TO PROVIDE THE REQUIRED IDENTIFICATION AND PROOF OF RESIDENCE:**

You may submit an affidavit on a form provided by the City Clerk attesting to your identity and place of residence. The affidavit must be executed by a person who:

- (1) Is registered to vote in the City of Takoma Park;
- (2) Is present with you to submit the affidavit; and
- (3) Has personal knowledge of your identity and actual residence.

Such affidavit shall be executed under the penalties of perjury.

**IMPORTANT INFORMATION FOR NON-UNITED STATES CITIZENS:**  
 If you apply for naturalization, you will be asked whether you have ever registered or voted in a federal, state, or local election in the United States. The City Clerk can provide a letter explaining that non-U.S. citizens who are residents of Takoma Park may register and vote in City of Takoma Park municipal elections.

Please be aware that registering to vote or voting in jurisdictions other than Takoma Park may result in adverse immigration consequences for a non-U.S. citizen.

***Registering to vote in Takoma Park does not authorize you to vote in any other elections.***

**CONTACT US:**  
 For additional information, contact the City Clerk’s Office at 301-891-7267 or visit [www.takomaparkmd.gov/cityclerk](http://www.takomaparkmd.gov/cityclerk).

**Internal Use Only:**

Application reviewed by (print): \_\_\_\_\_ Date reviewed: \_\_\_\_\_

Applicant provided required photo identification:  Yes  No      Applicant provided proof of residence:  Yes  No

Type of photo identification provided:

Government issued ID      Expiration Date: \_\_\_\_\_

Employee ID

School ID

None

Applicant provided an affidavit of identifying witness:  Yes  No