

INSTRUCTIONS TO REGISTRARS

STEPS OF PROCEDURE TO BE FOLLOWED BY REGISTRARS
AND THEIR DEPUTIES ACCORDING TO LOUISIANA LAW

1. The Registrar or Deputy Registrar shall interview and give examinations to only one applicant at a time. Applicants should not be near each other, in order to keep one from interfering with another during registration and examination. No other person shall be present for any purpose except the authorized representative of the State Board of Registration. During these examinations, no applicants except those being registered by the Registrar or his deputy should be permitted in the Registrar's office.
2. Have applicant properly identified.
3. If applicant has been registered in another parish of the state, take up registration card or certificate from previous parish or have applicant sign affidavit to be returned to his former parish for cancellation.
4. Registrar shall furnish applicant with card (identified as Form 11), so applicant can do the following:
 - A. Execute affidavit
 - B. Read and write a portion of the preamble to the United States Constitution from dictation by the Registrar
 - C. Take citizenship test for registration

In order to have applicant complete his citizenship test, the Registrar must have applicant select one of ten cards numbered Form No. 1 through Form No. 10, which cards contain the questions for such test. Cards for selection should be displayed, face-down, to the applicant. After applicant selects his card, the Registrar, for identification, immediately circles in ink the number of the card selected by applicant, in the space provided on Form No. 11 entitled (Question Form Selected).
 - D. Complete balance of Form No. 11 which includes parish, date, signature of applicant, ward, precinct and address.
5. Registrar shall choose at random one of the five LR-1 cards; and after filling out applicant's home address, ward and precinct, the registrar hands the form to applicant for completion. In the case of a married woman, Registrar should instruct her to write her first name, maiden name or initial, and married name.
6. Applicant should not be qualified or rejected by the Registrar or Deputy until all forms are completed.
7. If applicant fails the citizenship test on Form No. 11 or fails to properly fill out Form LR-1, both cards should be attached and filed alphabetically as provided by law.

8. *If applicant correctly fills out application (Form LR-1) and passes the citizenship test appearing on Form No. 11, Form No. 11 is to be attached to Form LR-1 for permanent filing. Applicant should then sign permanent registration voting certificate in duplicate, in case of permanent registration, or, where four year registration is in effect, the applicant must sign the proper precinct register, and the Registrar or Deputy must write out a registration certificate and give same to applicant. (In case of permanent registration, the confirmation post card notice is filled in later by the Registration Office and mailed to the address as shown on the registration application).*