

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY – PARIS

www.tcatparis.edu

312 South Wilson Street

Paris, TN 38242

731-644-7365

NOTICE OF AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION

The Higher Education Opportunities Act of 2008 requires schools to disclose annually to enrolled students a list of consumer information and the procedures for obtaining this consumer information. Below is the list of required information we must release annually. This information is also available on our website at <http://www.tcatparis.edu/tcat-p-annual-consumer-information-packet>.

General Institutional Information

Accreditation, Approval, and Licensure of Institution and Programs
Copyright Infringement - Policies and Sanctions
Educational Programs/Instructional Facilities/Faculty
Facilities and Services Available to Students with Disabilities
Price of Attendance
Privacy of Student Records-Family Educational Rights and Privacy Act (FERPA)
Student Diversity
Transfer of Credit Policies and Articulation Agreements

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

Student Financial Assistance

Financial Aid Available
Notice of Federal Student Financial Aid Penalties for Drug Law Violations
Refund Policy, Requirements for Withdrawal, and Return of Federal Financial Aid

Health and Safety

Campus Security Policies, Crime Statistics, and Crime Log
Timely Warning/Emergency Notifications
Drug and Alcohol Abuse Prevention Program
Vaccination Policies

Student Outcomes

Graduation Rates
Job Placement for Graduates
Job Placement Rates for Graduates
Retention Rates

Voter Registration

Application

MISSION

The Tennessee College of Applied Technology - Paris serves as the premier suppliers of workforce development throughout the State of Tennessee. The College fulfills this mission by:

- Providing competency-based training through superior quality, traditional and distance learning instruction methods that qualify completers for employment and job advancement;
- Contributing to the economic and community development of the communities served by training and retraining employed workers;
- Ensuring that programs and services are economical and accessible to all residents of Tennessee; and
- Building relationships of trust with community, business, and industry leaders to supply highly skilled workers in areas of need.

ACCREDITATION

The Tennessee College of Applied Technology - Paris holds membership in and is accredited by the Commission on Occupational Education, located at 41 Perimeter Center East, NE Suite 640, Atlanta, Georgia 30346.

The College is approved by the U. S. Veterans Affairs Administration; approval is required for each program.

The Practical Nursing program is approved by the State Board of Nursing and the Cosmetology program by the State Board of Cosmetology.

Requests for additional information on policies, standards or procedures of the Accrediting Commission of the Council on Occupational Education should be addressed to:

Dr. Gary Puckett
Executive Director
Accrediting Commission
Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
1-800-917-2081
Phone: (770) 396-3898
Fax: (770) 396-3790

CONTACT INFORMATION

A list of the person(s) responsible for all Consumer Information is available in the Student Services office.

EDUCATIONAL PROGRAMS/FACULTY

The Tennessee College of Applied Technology - Paris currently offers twelve educational programs. They include Administrative Office Technology, Collision Repair Technology, Cosmetology, Health Information Management Technology, Industrial Maintenance/Integration Automation Technology, Information Technology Systems Management, Machine Tool Technology, Motorcycle/ATV Repair,

Outdoor Power Equipment, Practical Nursing, Residential Building Maintenance, and Welding Technology. For more information about any of the programs offered, please contact Student Services or visit our website at www.tcatparis.edu/programs.

INSTRUCTIONAL FACILITIES

The Tennessee College of Applied Technology - Paris (TCAT-P) is located at 312 South Wilson Street, Paris, Tennessee. Paris is the county seat of Henry County and has a population of 10,156. The service delivery area for TTCP includes five counties: Henry, Carroll, Benton, Weakley, and Stewart.

TCAT- Paris is a 50,000 sq. ft facility that houses twelve full time programs, as well as administrative, student services, and financial aid offices. TCAT-Paris maintains a Nursing program housed in the Weakley County Adult Learning Center, 8250 Highway 22, Dresden, Tennessee and also in Benton County at 152 North Forrest Avenue, Camden Tennessee.

Each program has lab and classroom space to facilitate the learning objectives, with wireless capabilities throughout the facility. A multi-purpose room is available for community use as well as student activities.

There are three computer labs on campus that are available after 2:30 pm for supplemental programs or community needs.

STUDENT FINANCIAL ASSISTANCE

The primary purpose of financial aid is to provide assistance to students who, without such aid, would find it difficult to attend school. Students and parents have the primary responsibility for financing an education. Financial aid programs are intended to supplement the efforts of the family. All students are encouraged to apply for financial aid. For more information about the types of financial aid available at TCAT-P or eligibility for financial assistance, please contact our Financial Aid Department or visit our website at www.tcatparis.edu/financial-aid.

COST OF ATTENDANCE

Maintenance and technology access fees are determined and approved by the Tennessee Board of Regents prior to the beginning of each academic year in July. Some programs have special academic fees. Fees are subject to change without notice. Please see Student Services for a list of current fees or on our website at <http://www.tcatparis.edu/costs>.

Students are responsible for purchasing textbooks, workbooks, tool kits, uniforms, safety glasses and other supplies as deemed necessary by the program. These items are available in the school bookstore.

REFUND POLICY

Students may be eligible for a refund under the following conditions:

1. Change in a full-time student's schedule which results in a reclassification to a part-time student.
2. Change in a part-time student's schedule which results in a class load of fewer hours.
3. Voluntary withdrawal from the College.
4. Cancellation of a class by the College.
5. Death of the student.
6. Students administratively dismissed will not be eligible for refunds.

B. Calculation of the refund:

1. Full Refund:

- a. 100% of fees will be refunded for classes canceled by the College.
- b. 100% of fees will be refunded for drops or withdrawals prior to the first official day of class.
- c. 100% of fees will be refunded in the case of death of the student during the term.
- d. 100% of fees will be refunded in the case of a student going into military service.

2. Partial Refund of maintenance fees:

- a. A refund of 75% will be allowed if a course is dropped or a student withdraws within the first 10% of the class hours.
- b. A refund of 50% will be allowed if a course is dropped or a student withdraws within the first 20% of the class hours.
- e. No refunds will be permitted after 20% of the class hours have been completed.

3. There will be NO refund after the first official day of classes when a minimum fee is collected.

WITHDRAWAL

Students who wish to withdraw from a program must notify their instructor and complete the necessary termination paperwork. Please be aware that withdrawing may have financial aid consequences. You are encouraged to understand the consequences before you decide to withdraw.

RETURN OF TITLE IV

The Federal Return of Title IV Funds policy mandates that students who officially or unofficially withdraw from all classes may only keep the financial aid they have "earned" up to the time of withdrawal. Title IV financial aid funds are awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all courses for any reason, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Once 60% of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any funds.

Federal law requires schools to calculate how much federal financial aid a student has earned if that student:

- completely withdraws, or
- stops attending before completing the trimester, or
- does not satisfactorily complete all competencies enrolled in that trimester

Based on this calculation, students who receive federal financial aid and do not complete their classes during a trimester could be responsible for repaying a portion of the aid they received. For more information concerning the Return of Title IV calculations, please contact our Financial Aid Office.

NOTICE OF FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

The Omnibus Drug Initiative Act of 1988 requires that all grantees receiving grants from a federal agency certify that they will maintain a drug-free workplace (this includes schools receiving campus-based appropriations).

In order to complete certification for this requirement, both current and future students of the Tennessee College of Applied Technology, Paris, Tennessee, must sign certifying they have read and understand the following statement:

All students of Tennessee College of Applied Technology - Paris are strictly prohibited from participating in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the Tennessee College of Applied Technology – Paris’ training place. Each student must notify the Tennessee College of Applied Technology – Paris’ Director of any criminal drug statute conviction for a violation occurring in the training school no more that five days after such conviction. Violation of this rule which results in a criminal conviction will force one of the following actions against said student: a written warning, probation, and/or termination following established State Board of Regents guidelines for disciplinary actions.

Financial Aid Information concerning the conviction for possessing or selling illegal drugs

Students convicted of a federal or state offense of selling or possessing illegal drugs that occurred while they were receiving federal student aid should still complete and submit the FAFSA because they may be eligible for federal aid, and even if they aren't, they may be eligible for state or institutional aid. Students who fill out their FAFSA online and answer "Yes" to the question will immediately receive a series of questions to determine their eligibility. Students who fill out a paper FAFSA and answer "Yes" to this question will receive a worksheet with their SAR to determine whether the conviction affects their eligibility for federal student aid. If the date they regain eligibility falls before July 1 of the award year, the worksheet will instruct them to change the response to a "1," indicating full eligibility for the award year. If the date falls between July 1, and June 30 of the award year, they will not be eligible for part of the award year and will need to change the response to a "2." If the date falls after June 30 of the award year, the students' response will remain a "3." They will not be eligible for federal aid during the entire award year unless they complete a qualified drug rehabilitation program. Students who leave question 23 blank cannot be paid Title IV aid until they respond by submitting a corrected SAR or ISIR.

Student Signature

Program

Date

TRANSFER OF CREDIT POLICIES AND ARTICULATION AGREEMENTS

Regular transfers between programs and/or from other institutions are completed at the beginning of any trimester. Previous educational training and/or experience will be evaluated, and the student will be enrolled at the student's proficiency level. The time normally required to complete a program will be adjusted accordingly. Training completed in high schools, technical institutes, colleges, and other facilities, such as business and industry or the military, will be evaluated toward completion requirements where applicable. Documentation and/or evidence of training or proficiency must be supplied by the student. Transfer requests should be made through the Student Services Office.

There is an articulation agreement with Jackson State Community College and the Tennessee College of Applied Technology - Paris for our Industrial Maintenance Technology program. A student that successfully completes the TCAT-P Industrial Maintenance Technology program and who meets all JSCC admission requirements and necessary college credits will receive an Associate of Applied Science degree in Industrial Technology with a Multi-Skilled Maintenance Technician concentration.

High school students who earn a regular or honor diploma and have documented classroom hours in technical areas offered by TCAT-P may receive advanced placement based on a competency based test. To receive more information, please check with the Student Services office.

STUDENT DIVERSITY

The Tennessee College of Applied Technology - Paris, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, political beliefs, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and education services. A breakdown of the diversity of our students including gender, race, and Federal Pell Grant recipients may be found on our website at www.tcatparis.edu/consumer-information or in the Student Services office.

FACILITIES AND SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES

The Tennessee College of Applied Technology - Paris is an equal opportunity institution and offers equal opportunity for ALL persons without regard to Race, Sex, Color, National Origin, Age, Handicap, or Veteran Status. It is the policy of the Tennessee College of Applied Technology - Paris to provide facilities that are accessible to the handicapped. These facilities include but are not limited to special parking, curb and entrance ramps, special equipped restrooms, public telephone service, water fountains and classroom tables as needed. It is also the policy of the Paris College to eliminate any barriers that may exist because of any special situations that involve the handicapped.

Assistance is provided by the Department of Human Services for eligible handicapped students depending upon the demonstrated need of the student. Eligibility should be established prior to enrollment. Contact the local Rehabilitation Service Office or TCAT-P Student Services for more information.

TCAT-P fully supports the Americans with Disabilities Act and will take any steps necessary to assure that anyone having a disability will receive whatever assistance is needed in accordance with Federal and State Law, to be successful in any chosen program. The Student Services Coordinator will coordinate any special student needs in accordance with Section 504 Title II.

STUDENT NOTIFICATION OF RIGHTS-FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Students of the Tennessee College of Applied Technology - Paris have legal rights under the Family Educational Rights and Privacy Act (FERPA) of 1974, as well as the related regulations of the Department of Education. This law, also referred to as the Buckley Amendment, and the regulations provide that:

- + A student has a right to inspect and review their educational records by submitting a written request to the Student Records Clerk. Within 30 days of the request, the Student Records Clerk will notify the student of the date and time when the records can be inspected.
- + A student may request that any record be amended if the student believes it is inaccurate, misleading, or otherwise in violation of privacy rights. To request an amendment, the student must write the school official responsible for the record and clearly specify why it is inaccurate or misleading. If the school decides not to amend the record, the student will be notified of his/her rights to a school hearing. Additional information regarding hearing procedures will be provided to the student at that time.
- + The Tennessee College of Applied Technology - Paris will obtain the student's written consent before disclosing personally identifiable information about the student from their records, unless the consent is not required by the law or the regulations. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility. A school official is a person employed by the institution in an administrative, supervisory, faculty or staff position; a person or company with whom the school has contracted services; a member of the school's governing board, or a student serving in an official capacity, such as student review hearings. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll, but will notify the student, if possible, of this request.
- + If a student wishes to authorize the release of records to other individuals, the student must complete the "Authorization to Release Information" form, available in the Student Records Office. For security purposes, photo identification will be required in order to complete this form.
- + Directory information such as name, address, date of birth, telephone listing, course of study, dates of attendance, awards earned, etc. may be disclosed unless the student submits a written request that such information not be disclosed. If a student wishes to restrict the release of directory information to outside agencies and schools, a "Confidentiality of Records" form must be completed and submitted to the Student Records Office.
- + A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. Contact information is provided below:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Student Name

Program

Date

COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS

The Tennessee College of Applied Technology - Paris provides computer resources to enhance the educational experiences of its students. Students are expected to exercise their privilege to use these resources in a manner consistent with the mission of the school, existing Center and Tennessee Board of Regents policies, and the policies of our Internet service providers, as well as all federal, state, and local laws. Any activity that is unethical, illegal, disruptive, offensive, or mischievous is inappropriate and will be punished. Please view the Copyright Infringement Policies and Sanctions (including computer use and file sharing) on our website at www.tcatparis.edu/consumer-information or contact Student Services for more information.

VACCINATION POLICIES

The MMR and Varicella regulations are written by the Tennessee Department of Health [Official Rules and Regulations of the State of Tennessee, Chapter 1200-14-1-29(4) - Immunization Against Certain Diseases Prior to School Attendance in Tennessee].

As part of our admission requirements, all Practical Nursing applicants to the Tennessee College of Applied Technology – Paris must provide proof of the receipt of two MMR (measles, mumps and rubella) and two Varicella (chickenpox) vaccines or proof of a positive titer for each. If accepted into the program, the student is also required to submit proof of (3) Hepatitis B vaccines or proof of positive titer, and TB Skin test before the first day of class. If the skin test is positive the student must have a Chest x-ray to show no presence of the disease. An annual flu shot while in the program is mandatory.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

The Tennessee College of Applied Technology - Paris is dedicated to the well being of all members of the college's community—students, faculty, employees, and administrators. In demonstration of its concern with the misuse of alcohol and other drugs and its commitment to a drug-free school and work environment, it is the policy of TCAT-P to endeavor to prevent substance abuse through programs of education and prevention.

Standards of Conduct/Applicable Legal Sanctions

School policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs and/or alcohol on school property. All vehicles entering or leaving the premises are subject to search. Upon the TCAT-P Director's discretion and judgment of the situation, the center will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law). Sanctions may include written reprimands on the student or employee's record, suspension, expulsion, termination of employment, or referral for prosecution (Source: 2011-12 Federal Student Aid Handbook 86.100).

Students should be aware that they are subject to losing eligibility to receive Federal Title IV Funds (Pell Grant) for conviction of an offense involving possession or sale of illegal drugs. The Omnibus Drug Initiative Act of 1988 requires that all grantees receiving grants from a federal agency certify that they will maintain a drug-free workplace. Students must notify the Tennessee College of Applied Technology – Paris' Director of any criminal drug statute conviction for a violation occurring in the training school no more than five days after such a conviction. Violation of this rule which results in a criminal conviction will force one of the following actions against said student: a written warning, probation, and/or termination following established Tennessee Board of Regents guidelines for disciplinary actions.

Program Review

In accordance with federal law, the Tennessee College of Applied Technology - Paris will conduct a biennial review of its drug and alcohol abuse prevention program to determine the program's effectiveness. The number of drug and alcohol-related violations and fatalities that occur on our campus will be disclosed in the Annual Security Report as part of the Clery Act.

By providing this information to each student and employee annually, TCAT-P is making a good faith effort to implement an alcohol-drug program as required by the Drug-Free Schools and Communities Act amendments of 1989.

Health Risks

The Tennessee College of Applied Technology - Paris recognizes that drug and alcohol dependency or abuse can cause major health problems, as well as safety and security problems. Even low doses can significantly impair one's judgment and coordination abilities. Alcohol or drug abuse means that the use of a substance has caused a problem in the life of either the user or someone close to you. Dependency means that the person is using to feel normal and has no ability to abstain from use. Students and employees are encouraged to address problems due to alcohol or other drug use as soon as possible.

Substance abuse has both short and long-term effects on the body and mind. Acute health problems may include heart attack, stroke, and sudden death. Long-term effects caused by substance abuse can cause disruption of normal heart rhythm, high blood pressure, destruction of brain cells, impairment of immune system, kidney failure, or liver/pulmonary damage. Drug/alcohol use during pregnancy may result in birth defects. Potential effects of long-term substance abuse are outlined in the following table:

<i>Substance</i>	<i>Some Possible Long-Term Effects</i>
Alcohol	physical dependence, neurological and liver damage, fetal alcohol syndrome, impaired judgment
Amphetamines uppers, speed, crank	loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, rebound depression
Barbiturates barbs, bluebirds,	severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence, impaired judgment
Benzodiazepines (Valium, Xanax, Ativan) benzos, downers, sleepers, tranqs, roofies	impaired judgment, sedation, panic reaction, seizures, psychological dependence, physical dependence
Codeine	physical dependence, constipation, loss of appetite, lethargy, respiratory depression
Heroin H, junk, smack	physical dependence, constipation, loss of appetite, lethargy, respiratory depression
Inhalants ames, gas, laughing gas, poppers, snappers	psychological dependence, psychotic reactions, confusion, frozen airway, sudden death
LSD acid	may intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, flashbacks

MDA, MDMA, MOMA ecstasy, xtc	same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating, paranoia
Marijuana (cannabis) pot, grass, dope, weed, joints	bronchitis, conjunctivitis, mood swings, paranoia, lethargy, impaired concentration
Morphine M, morf	physical dependence, constipation, loss of appetite, lethargy
PCP crystal, tea, angel dust	psychotic behavior, violent acts, psychosis, hallucinations at high dose
Steroids roids, juice	cholesterol imbalance, acne, baldness, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, depression

Treatment Programs

TCAT-P does not offer any on-campus treatment. However, Student Services personnel are available to assist and make referrals to appropriate agencies which assist people with these problems. Anyone experiencing symptoms associated with their alcohol or drug use is strongly encouraged to seek help.

Contact Information for Drug/Alcohol Counseling, Treatment, and Rehabilitation Centers

Alpha and Omega Counseling Center 1042 Mineral Wells Avenue Paris, TN 38242 731-642-5111	Alcoholics Anonymous Jackson/West Tennessee Intergroup 24 Hr Toll Free: 1-877-426-8330 www.aawesttn.org
Behavioral Health Services 21205 Hwy 22 McKenzie, TN 38201 731-352-4500	Carey Counseling Center 408 East Virginia Street Paris, TN 38242 731-644-1753
Counseling Associates of West Tennessee 1117 East Wood Street Paris, TN 38242 731-644-1089	Employee Assistance Program 1-800-308-4934 For TN State Employees Only
Kurt Ostrom Counseling Center 105 Dunlap Street Paris, TN 38242 731-407-7331	Lakeside Behavioral Health System 2911 Brunswick Road Memphis, TN 38133 901-377-4733 1-800-232-5253

<p>Nova Counseling Market Street Paris, TN 38242 731-642-9026</p>	<p>Nova Counseling 2255 Flatwoods Road Camden, TN 38320 731-584-5232</p>
<p>Paris Professional Associates 2555 East Wood Street Paris, TN 38242 731-641-4545</p>	<p>Pathways Behavioral Health Services 238 Summar Avenue Jackson, TN 38301 731-541-8200 Crisis Line: 1-800-372-0693</p>
<p>Professional Counseling Services of TN 305 West Washington Street Paris, TN 38242 731-642-3600</p>	<p>Spirit Lake Recovery 1060 Old McKenzie Road McKenzie, TN 38201 731-393-0304</p>

I have received a copy of the Drug and Alcohol Prevention Program and understand its provisions.

Student Name

Program

Date

ANNUAL REPORT

The Tennessee College of Applied Technology - Paris is committed to disclosure of information regarding criminal activities. In compliance with the Clery Act and the Higher Education Opportunity Act, currently enrolled students and employees will receive notification of the Annual Security Report available on our website at www.tcatparis.edu/clery-act or by paper copy upon request by October 1st of each year. The report will include statistics for the three most recent calendar years concerning the occurrences of all crimes, alcohol, drug, or weapons violations, and Hate Crimes that are reported to local police agencies or campus security authorities.

TIMELY WARNING/EMERGENCY NOTIFICATIONS

An immediate notification or a timely warning will be distributed campus wide by Administration when it could be reasonably believed that a reported violent crime may endanger additional campus citizens including employees, students, and guests. For detailed information regarding emergency procedures, please view the Annual Security Report located on our website at:

<http://www.tcatparis.edu/sites/default/files/paris/Clery%20Act%202015.pdf>

GRADUATION RATES

As part of the Higher Education Opportunity Act (2008), the Tennessee College of Applied Technology - Paris must provide their completion and graduation rate information of degree-seeking first-time, full-time undergraduate students. This is the equivalent of 150 percent of the length of our longest program (18 months) allotted to graduate. For more information regarding TCAT-P graduation rates, please contact Student Services.

RETENTION RATES

As part of the Higher Education Opportunity Act (2008), the Tennessee College of Applied Technology - Paris must provide their retention rate information of degree-seeking first-time, undergraduate students. For more information regarding retention rates, please contact Student Services.

PLACEMENT IN EMPLOYMENT AND JOB PLACEMENT RATES

The Tennessee College of Applied Technology - Paris participates in an annual compilation of graduate employment history through Exit Interviews and Alumni/Employer Surveys. A list of employers who have hired our graduates as well as job placement rates is available in the Student Services office or on our website at <http://www.tcatparis.edu/consumer-information>.

VOTER REGISTRATION

All TCAT-P students and employees are encouraged to register to vote so that you can exercise your right to have a voice in our democracy.

Tennessee Voter Registration Applications are available for download at:

www.tn.gov/sos/election/forms/ss-3010.pdf or a hard copy is available in the Student Services office.

Mail or hand deliver this application to your county election commission. You may also register in person at the County Clerk or County Election Commission Office.



Mail-In Application For Voter Registration

You can use this form to:

- ☞ register to vote in Tennessee or to change your name and/or address.

To register to vote:

- ☞ you must be a U.S. citizen, AND
- ☞ you must be a resident of Tennessee, AND
- ☞ you must be at least 18 years old on or before the next election, AND
- ☞ you must not have been convicted of a felony, or if you have, your voting rights must have been restored.

☞ **If you register by mail, you must vote in person the first time you vote after registering.**

MAIL OR HAND DELIVER THIS FORM TO YOUR COUNTY ELECTION COMMISSION.

Go to: http://tnsos.org/elections/election_commissions.php
to find your County Election Commission address.

Are you interested in working on Election Day? Yes No

Instructions / checklist:

- Please PRINT with a blue or black **INK** pen (not felt tip).
- Provide the information below, read and answer the VOTER DECLARATION, and sign by the "X".
- An application for voter registration must be postmarked or hand delivered to the proper county election commission office at least 30 days before an election.
- Voter registration records are public records, open to inspection by any citizen of Tennessee, excluding social security numbers.

Names of persons selected for jury service in state court are not chosen from permanent voter registration records.
If you are qualified and the information on your form is complete, we will add your name to the county's voter rolls. We will then mail you a voter registration card. This card will tell you where to vote.

Federal or Tennessee State Government Issued Photo ID Is Required To Vote Unless Exception Applies.

Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Will you be 18 years of age on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If you answered "No" in response to either of the above, do not complete this form.						
LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	SEX <input type="checkbox"/> M <input type="checkbox"/> F	RACE (OPTIONAL)	
ADDRESS WHERE YOU LIVE (DO NOT GIVE A P.O. BOX)			APT. #	CITY	COUNTY	STATE ZIP CODE
ADDRESS WHERE YOU GET YOUR MAIL (IF DIFFERENT THAN ABOVE)					E-MAIL (OPTIONAL)	
DATE OF BIRTH	CITY AND STATE OF BIRTH	SOCIAL SECURITY #	<small>(required under T.C.A. § 2-2-116 for purposes of identification and to avoid duplicate registration)</small>		PHONE #	
NAME AND ADDRESS ON LAST VOTER REGISTRATION						
NAME			ADDRESS			
CITY		COUNTY	STATE	ZIP		
VOTER DECLARATION: I, being duly sworn on oath (or affirmation) declare that the above address is my legal residence and that I plan to remain at such residence for an undetermined period of time and say that to the best of my knowledge and belief all of the statements made by me are true.				WARNING: Giving false information to register to vote or attempting to register when not qualified is a felony punishable by not less than two (2) years nor more than twelve (12) years imprisonment or a fine of \$5,000 or both.		
1. Are you a resident of the State of Tennessee? <input type="checkbox"/> Yes <input type="checkbox"/> No				X Signature (or mark) of Applicant		Date
2. Have you ever been convicted of a crime which is a felony in this state, by a court in this state, a court in another state, or a federal court? <input type="checkbox"/> Yes <input type="checkbox"/> No				<i>If applicant is unable to sign, provide signature of person who signed for applicant.</i>		
				Signature of Person Assisting		
				Address		