



GUIDELINES FOR CONDUCTING VOTER REGISTRATION DRIVES

What can you or your organization do to have a successful drive?

NOTE: Effective January 1, 2004 – Under new Federal Law, if the Voter Registration Application is submitted by mail and you have never registered to vote in Virginia before, you must send with this application either (a) a copy of your current and valid photo identification, or (b) a copy of a current utility bill, bank statement, government check, paycheck or other government document that shows your name and address. Other wise, you may be required to show election officials either (a) or (b) above the first time you vote in a federal election.

- < Plan your drive carefully and well in advance of the voter registration deadline.
- < Train people so they know who is eligible to vote and how to fill out the voter registration application correctly.
- < Make the best use of the applications; for example, simply putting blank applications inside front doors could waste your time and energy, not to mention a lot of applications. Many of these people may already be registered to vote, or could be ineligible to vote.
- < Assist an individual if they cannot fill out the application because of limitations. The applicant must personally sign the voter registration application.
- < Distribute voter registration applications anywhere or to anyone who is qualified to vote in Virginia. However, if you want to distribute on private property (i.e., shopping malls or supermarkets) you must first get permission from the property owner or manager.
- < Allow people to take a voter registration application and turn it in themselves, if that is what they want to do.
- < The coordinator of the voter registration drive has the responsibility for making sure all completed applications are turned in to ANY General Registrar or The State Board of Elections within 15 days or before the due date, whichever is sooner. (29 days before any general election day)
- < Pursuant to § 24.2-114 of the Code of Virginia, voter registration applications can be turned in to ANY General Registrar or the State Board of Elections.

For questions concerning deadlines, completion of the application and voting on election day, call your local voter registration office or the State Board of Elections (804) 864-8901/(800)-552-9745.

What are the 'don'ts' for conducting voter registration drives?

- < Don't complete or accept applications for anyone that you **know** does not exist or is not a real person.
- < Don't refuse to give an application to anyone.

For example: Your organization is interested in only registering people that are members of a particular political party. You meet someone who wants an application, but you know they are a member of a different political party. You **must** give that person a voter registration application.

Don't charge anyone for a voter registration application or for helping them to fill out the application.

Don't offer any enticements or incentives to the application for voter registration.

- < Don't fill in a voter registration application for another person unless they ask for assistance.
- < Don't copy, disclose or make any use of the social security number of the applicant.
- < Don't write, stick or otherwise attach anything to the voter registration application, especially material related to candidates or ballot measures.
- < Don't hold applications longer than fifteen days of the deadline for voter registration for the upcoming election and in no case until after the deadline.

Who may register to vote?

To be eligible to vote in Virginia, a person:

- a) Must be a citizen of the United States
- b) Must live in the state of Virginia
A person who has come to Virginia for temporary purposes and intends to return to another state is not considered a resident for voting purposes
- c) Must be at least 18 years old by the date of the next general election

- d) Must not claim the right to vote in any other state
Persons who legally reside in another state (for example, college students from out of state) should use the voter registration application for their home state, or the national application, not the Virginia application.
- e) Must not currently be in prison or on parole for the conviction of a felony, or judged by a court to be incapacitated; unless your right to vote has been restored by the Governor or a court order has restored you to capacity.

When is the deadline to register to vote?

- < For a general or primary election, the deadline is 29 days before the election.
- < For a special election held at a time other than a general election, the deadline is 14 days before the election.
- < If mailed, the application must be postmarked no later than the deadline.
- < If delivered in person, either by the applicant or a third party, the application must be received by the deadline.
- < Applications postmarked or received after the deadline will be held and processed after the election, and will not be valid for that election.

What is required on the application?

- < **All** information asked for on the application must be completed. If any information requested on the application does not apply to the voter, they should write “none” or place a dash in the appropriate space.
- < The registrant must sign and date the application.
- < Failure to complete the form properly will result in a denial of the application.

How will a person know if their registration was accepted?

- < The local registration office will determine registration eligibility. A voter registration card will be mailed to eligible registrants.
- < A denial letter will be mailed to any applicant determined not to be eligible.
- < Any applicant who does not receive either a voter registration card or denial notice within 30 days should contact their local registration office.

- < Any application received after the registration deadline will not be processed until after the election which follows the registration deadline. No voter cards or denial letters will be issued during this period.

What method can be used to return completed application(s)?

- 1. *Delivery through the postal system.*** The applicant can deliver the voter registration application through the postal system.
- 2. *Delivery in person.*** The applicant can deliver the voter registration application in person to ANY voter registration office.
- 3. *Delivery by a third party.*** All voter registrations turned in to you must be given to the Office of the General Registrar within fifteen days after the person completed the card or by the registration deadline, whichever is earlier. Individuals that conducted voter registration drives in the past did not always follow through and make sure the applications got turned in on time or at all. The law provides for penalties if these guidelines are not followed. (§ 24.2-1002.01 Class 1 misdemeanor)
4. Voter registration applications can be turned in to ANY General Registrar or The State Board of Elections per code § 24.2-114 paragraph 4.

Other Helpful Information

- < Blank applications may be photocopied, but an original signature is required. A faxed copy of the voter registration application is not acceptable.
- < People should fill out a new application whenever their name, address, or other information on the application changes. State law requires people to notify the registrar if they move from one place to another.
- < The *Virginia Voter Registration Application* is available on our website at www.sbe.state.va.us. The national application is available at www.fec.gov, and should be used for college students and others whose permanent residence is not in Virginia.
- < The registrar's office must have a completed voter registration application containing a complete street address to determine whom a person can vote for and where they will vote. Law enforcement officers and their families, persons under protective court order, as well as some military people, may request that the address that shows on the public voter registration records be a post office box. They can do this by checking the appropriate box on the application and writing the post office mailing address on the back of the form. However, all registration applications must show a street address on the front of the form. If the registrant has any questions about this, they should contact the registrar's office in their locality.

< A homeless person can register to vote, if the residence address is the primary place where the person beds down each night. This information will determine whom the person can vote for, and where they will vote. A mailing address is required to ensure that the voter gets their registration card and to avoid cancellation of voting eligibility due to returned mail. Some homeless shelters allow people to have their voter registration cards delivered to them, to be picked up by the homeless person. Call the Office of the General Registrar if you have questions about registering the homeless.

< If a person has been convicted of a felony, and wants to know the eligibility requirements for the restoration of their civil rights, they should contact:

**THE SECRETARY OF THE COMMONWEALTH
ATTENTION: ASSISTANT FOR CLEMENCY
P.O. BOX 2454
RICHMOND, VA 23218-2454
(804) 786-2441**

VOTER REGISTRATION APPLICATION REQUEST FORM

I, _____, request ____ (Amount needed) voter registration applications from the State Board of Elections.

I. Plan for distributing application forms:

II. Number of individuals being canvassed:

III. Sites used to distribute forms:

IV. Number of registration forms requested:

How many Virginia Applications (500/box)?

How many National Applications (200/box)?

VOTER REGISTRATION APPLICATION REQUEST FORM

I am to advise all applicants for registration that it is their option to hand-carry, mail, or to permit me to return, their voter applications to ANY Virginia voter registration office.

I will return all completed applications within fifteen (15) days of receipt as required by federal law or before the close of voter registration whichever is sooner. I will also return any unused applications to the State Board of Elections or ANY General Registrar.

I will not mark, add, change, or delete any information on the voter application, nor will I destroy, or dispose of the application in any way.

I will not copy, duplicate, or distribute any social security information from any application.

Signature _____
 Name _____
 Organization _____
 Address _____
 City/State/Zip _____
 Telephone Number _____

Please return completed form to:

**STATE BOARD OF ELECTIONS
 Registration Outreach Programs
 200 N. 9th Street, Room 101
 Richmond, VA 23219-3497
 Fax # (804) 371-0194**

SBE & VENDOR USE ONLY			
A.	ORDER REC'D BY:		ORDER PREPARED & SHIPPED BY:
	DATE REC'D:		DATE SHIPPED:
B.	ITEMS TO BE SHIPPED:		
C.	SHIPPING INSTRUCTIONS		
D.	ORDER KEYED:	<input type="checkbox"/> PARTIAL ORDER	<input type="checkbox"/> COMPLETE