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Same Day Registration

Lesson 1: Course Organization

This course includes the following topics:

- Procedures for SDR during Early Voting
- Procedures for SDR on Election Day
- Completing the Voter Registration Application
- FAQs

Same Day Voter Registration (SDR) refers to the ability to register to vote in-person and then immediately vote a provisional ballot after the deadline to register and vote a non-provisional ballot has passed.

Beginning with the 2022 General Election, Virginia's General Assembly approved legislation that provides the ability to register at any time, up to and including Election Day (§ 24.2-420.1). There are two distinct time periods which have an impact on how SDR is completed; these are the *early voting period* and *Election Day*.

- Regular voter registration ends and registration records are closed 21 days before a primary or General Election. This is referred to as 'Close of Books'. This is when the SDR process begins and continues until Election Day.
- Election Day refers to the day the election is being held and there is a different SDR process for this day.

A Few Important SDR Facts

Same Day Registration is a process intended to provide a means of registration for those voters who did not register during the regular registration period. SDR is not intended to be a preferred or standard method of registration.

SDR is In-Person Only

SDR is an in-person process **only** and cannot be done with a mailed, electronic, or third-party voter registration application.

SDR Requires a Provisional Ballot

SDR always requires the voter to cast a provisional ballot. Ballots cast by same-day registrants cannot be voted on the machine or counted until they have been adjudicated by the Electoral Board. There are no exceptions.

Where SDR Happens

SDR occurs at an early voting site after the close of books or the precinct in which the voter's current address makes them eligible to vote. There is no SDR at the GRs office on Election Day.

Acceptable Voter ID

All forms of <u>acceptable ID(https://www.elections.virginia.gov/media/formswarehouse/voter-id/outreach-materials/documents/Voter-Identification-Chart---Revised-10.2022.pdf)</u> apply for same-day registrants. If a same-day registrant does not have any of those forms of ID, they must sign the ID Confirmation

<u>Statement(https://www.elections.virginia.gov/media/formswarehouse/election-management/election-day-instructions-and-forms/ELECT-643ID-ML2-ID-Confirmation-Statement-5-2024.pdf).</u>

"No ID" Voter

Should the SDR voter fail to provide ID and refuse to sign the ID Confirmation Statement, denote "No ID" and provisional reason code "7" on the provisional envelope and log.

Deadline for SDR Application Data Entry

The deadline to enter same-day application data received on Election-Day is 5:00pm on the Monday after the Election.

Please see the toolkit at the end of this course for more SDR resources.

Lesson 2: Voter Registration Eligibility

Voter Eligibility

In Virginia, to be eligible to register to vote, the individual must:

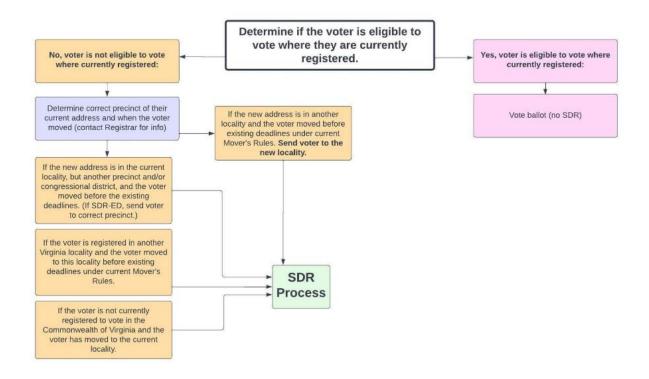
- 1. Be a US citizen
- 2. Be a resident of Virginia
- 3. Be 18 years or older on or before the next General Election
- 4. Not be registered and plan to vote in another state
- 5. Not currently declared mentally incompetent by a court of law
- 6. Have rights restored if previously convicted of a felony

Lesson3: SDR During Early Voting

During the period between the close of registration and the end of early voting, voter registration is referred to as SDR Early Voting (SDR-EV).

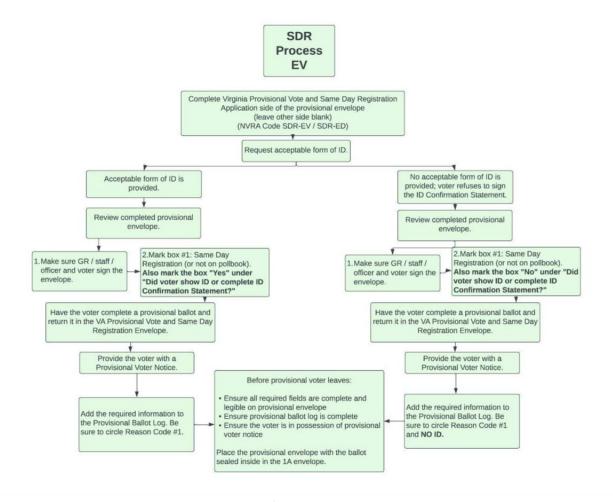
First Things First

When a voter comes in-person to vote during the SDR early voting period, begin by determining if they currently reside where they are registered to vote by asking for full name and current residence address.



The SDR process for Early Voting and Election Day are similar. However, on Election Day, voters are required to vote in the precinct designated by their registration address.

The SDR Process Early Voting (EV)



New Two-sided Provisional Envelope

One side of the Provisional Envelope is now for Same Day Registration provisional voters ONLY. The SDR side of the envelope is pictured below and contains a Voter Registration Application!

Changes to the SDR side include:

- The Large SDR at the top of the form
- Primary Election Party ballot indicators (D / R)
- Additional option for protected voter status
- Officer of Election Use box now contains a field to note the time

	e Day Registration Provisional Ballot resides in this precinct but is not on this precinct's pollbook	SDR	Precinct #		
_	THE MARK THE PARTY OF THE PARTY		Primary elections—Party ballot D DR		
	arred (*) items are required. If you do not complete all of		your application may be denied.		
	* Yes No I am a citizen of the United States of A				
	* Full social security number / / /		N never issued		
	* Gender				
_					
2	* Last Name	Jr. Sr. II III IV (C	ircle one) Other (write in)		
	* First Name	* Middle Name	□ None		
	* Residence Address (May not be a P.O. Box)		Apt		
	* City/Town	* ZIP Cod	e		
	Email	Phone			
,	* ☐ Yes ☐ No I have been convicted of a felony or i	judged mentally incanacitated	and disqualified to vote		
,	Yes No If yes, has your right to vote been restore	A STATE OF THE PERSON NAMED OF THE PERSON NAME	and disqualified to vote.		
4	☐ I am an active-duty uniformed services member, spo	ouse or dependent: or an overse	eas citizen.		
-	☐ I am providing a mailing address (below) because my				
	☐ I am providing a <u>Virginia P.O. Box</u> (below) to protect n	ny residence address from publ	ic disclosure because I or a household member		
	is/has:				
	☐ An active <u>or</u> retired law enforcement officer, jud	dge, magistrate, U.S. or Virginia	Attorney General attorney.		
	 ☐ Been granted a court issued protective order. ☐ In fear for personal safety from being threatene 	od or stalked by another person			
	☐ A participant in the Virginia Attorney General's				
	Been approved to be a foster parent.	riddiess connactituity r rogiui			
	☐ A current or former state or local election official	al, their employee, or Common	wealth elector for president or vice president.		
	My mailing address				
	(Complete only if you have checked				
	a box in this section)				
5	☐ I am currently registered to vote in another state. Na	me of state			
_		me or state			
5	$\hfill \square$ I am interested in being an officer of election (poll we	orker) on Election Day. Send me	information.		
7	* AFFIRMATION: I swear/affirm, under felony penalt	v for making willfully falso m	atorial statements or outries that the		
'	information provided on this form is true and that, t	to the best of my knowledge,	am eligible to vote in this election.		
	l authorize the cancellation of my current registratio (See other side of envelope for Privacy Act Notice and Warning.)	on and I hereby affirm that I ha	ave read the Privacy Act Notice and Warning.		
	* Signature X	T	oday's date / /		
	" Signature				
		(A			
	By checking this box, I affirm both that I am an individua	al with physical disabilities and the			
		al with physical disabilities and the			
	By checking this box, I affirm both that Lam an individual Article II, § 2 of the Constitution of Virginia, individuals with placetion Officer Use	al with physical disabilities and the	to sign the application for voter registrations.		
53	By checking this box, I affirm both that Lam an individual Article II, § 2 of the Constitution of Virginia, individuals with plection Officer Use #1 Same Day Registration (not on pollbook)	al with physical disabilities and the hysical disabilities are not required	to sign the application for voter registrations.		
	By checking this box, I affirm both that Lam an individual Article II, § 2 of the Constitution of Virginia, individuals with plection Officer Use #1 Same Day Registration (not on pollbook) Time:a.m. p.m. (circle one)	al with physical disabilities and the hysical disabilities are not required Office/Electora Voter ID #	to sign the application for voter registrations.		
	By checking this box, I affirm both that Lam an individual Article II, § 2 of the Constitution of Virginia, individuals with plection Officer Use #1 Same Day Registration (not on pollbook) Time:a.m. p.m. (circle one) Yes	al with physical disabilities and the hysical disabilities are not required Office/Electora	to sign the application for voter registrations.		
	By checking this box, I affirm both that Lam an individual Article II, § 2 of the Constitution of Virginia, individuals with plection Officer Use #1 Same Day Registration (not on pollbook) Time:a.m. p.m. (circle one) Yes No Did voter show ID or complete ID Confirmation Statement?	al with physical disabilities and the hysical disabilities are not required Office/Electora Voter ID #	to sign the application for voter registrations. I Board Use Count Do not count		
	By checking this box, I affirm both that Lam an individual Article II, § 2 of the Constitution of Virginia, individuals with plection Officer Use #1 Same Day Registration (not on pollbook) Time:a.m. p.m. (circle one) Yes	al with physical disabilities and the hysical disabilities are not required Office/Electora Voter ID # Adjudication Voter Identifica 1. If the voter retur	to sign the application for voter registrations. I Board Use Count Do not count		

The opposite side of the provisional envelope is for NON-Same Day Registration provisional voters. Please be sure to utilize the correct side.

Changes to the Non-SDR Registration side for 'All other provisional reasons' include:

- Title change
- Primary Election Party ballot indicators (D / R)

Pro	visional Ballot - All other provisional reasons		Pi	ecinct #
	oter <u>is</u> on this precinct's polibook		Primary elections-	Party ballot □D □ R
Starr	red (*) Items are required. If you do not complete all of the items that	are marked with *,)	our vote may not count.	
1	* Last Name	Jr. Sr. 11 111 IV	(Circle one) Other (write in	
	* First Name	* Middle Name _		□ None
2	* Date of Birth (MM/DD/YYYY) / / / /			
3	* Social Security Number	565 - 68 - 68		
	Last 4 digits required Providing your full Social Socurity number may help determine your eligibility to vote.			
4	* Residence Address (May not be a P.O. Box)			Apt
	* City/Town	* ZIP C	ode	
	If address is different than voter registration record, provide the date you	moved (MM/DD/YYYY	/	/
5	Email	Phone		- 0
6	Statement of Voter To the best of my knowledge, I am a registered voter of this locality, and read the Privacy Act Notice and Warning. *Signature X		n this election. I hereby affin Today's date/	n that I have
	Statement of Voter To the best of my knowledge, I am a registered voter of this locality, and read the Privacy Act Notice and Warning.	I am eligible to vote information related to Act, and state law (timination Practices Ac	n this election. I hereby affin Today's date/ (MWDD/YYY) your Social Security numbe e Virginia Constitution, Art t) authorize collecting this if	n that I have / r, for identification purposes de II, § 2, Title 24.2 of the formation and restrict its
	Statement of Voter To the best of my knowledge, I am a registered voter of this locality, and read the Privacy Act Notice and Warning. * Signature X Privacy Act Notice: This form requires personal information, including it and to prevent fraud. Federal law (the Privacy Act and Help America Vote Code of Virginia; and the Virginia Government Data Collection and Disser to official purposes only. Failure to provide the requested information m.	I am eligible to vote in a second of the sec	Today's date/ [MM/DD/YYY] your Social Security numbe ne Virginia Constitution, Arti t) authorize collecting this in g your eligibility to vote an	n that I have / r, for identification purposes de II, § 2, Title 24.2 of the information and restrict its us d result in your provisional
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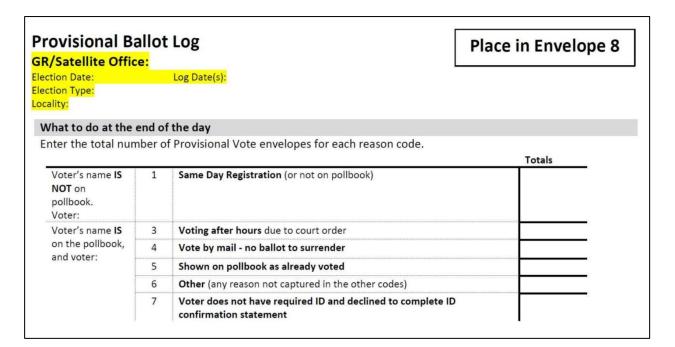
Guidelines Related to SDR-EV Include:

Applications:

- 1. Enter voter registration applications the next day/as soon as possible
- 2. Deadline to enter all SDR registration application data in VERIS is the Friday before the election or before you prepare your pollbook for Election Day
- 3. When you enter the registration application in VERIS, use NVRA code SDR-EV

Pollbooks, Provisional Ballots, and Logs:

- 1. The pollbook will indicate that the voter is an absentee voter who voted SDR
- Paper pollbooks may need to be manually marked before you deploy them to the precincts
- 3. Secure the provisional ballots, but do not seal the 1A envelope until the end of the day
- 4. Keep a provisional log, use code 1 Same Day Registration



Important Notes

• In VERIS, if a voter is already marked as SDR-EV, process the application as incomplete and contact the other locality

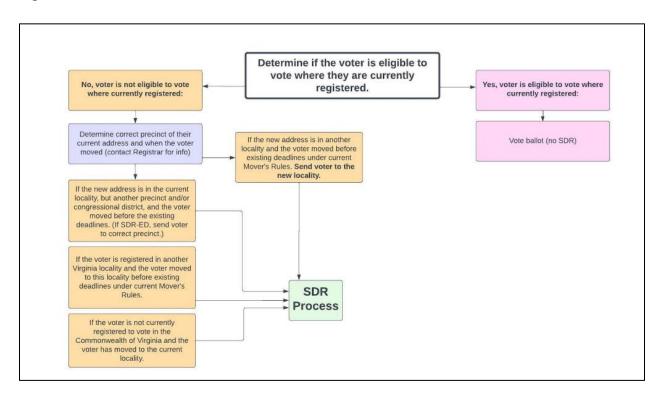
 All SDR-EV voter registration applications must be entered into VERIS before you prepare your pollbook

Lesson 4: SDR on Election Day

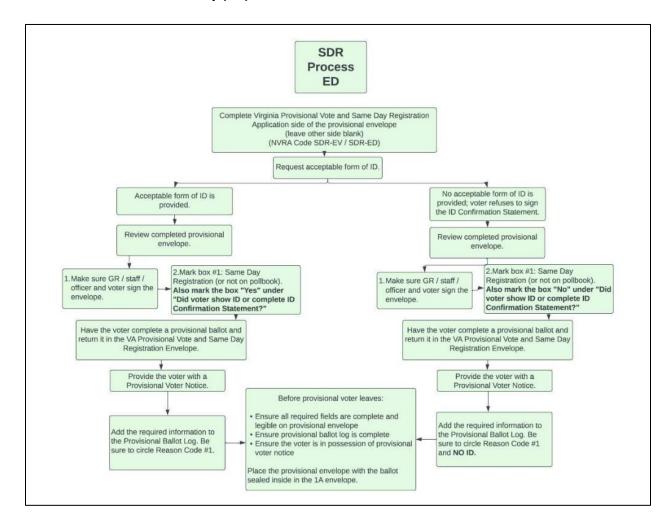
SDR-ED is voter registration on Election Day.

When a voter comes to vote on Election Day, begin by determining if the voter is registered and eligible to vote at the address stated.

REMEMBER: on Election Day, voters are required to vote in the precinct designated by their registration address.



The SDR Process Election Day (ED)



Guidelines Related to SDR-ED Include:

- Voter must be in the correct precinct for their SDR provisional ballot to count (ONLY difference between SDR-EV and SDR-ED)
- Voter completes voter registration application on Same Day Registration side of Provisional Envelope
- Request acceptable form of ID
- Voter completes a provisional ballot
- Voter returns provisional ballot in sealed provisional envelope
- Provide provisional voter notice
- Complete the envelope with reason code #1
- Complete the Provisional Ballot Log with the reason code #1

Before issuing a SDR Provisional, determine if the voter is eligible to vote on a machine under What-If sections 4-8 (found on FormsWarehouse).

Virginia Provisional Vote and Same Day Registration Application

When completing the Same Day Registration Application side of the envelope on Election Day, remind the individual to:

- to provide all required (*) information
- to write legibly
- to sign and date on Line 7
- to not complete the back side of the envelope

Virginia Provisional Vote and Same Day Registration Application

ame Day Registration Provisional Ballot foter resides in this precinct but is <u>not</u> on this precinct's pollbook	SDR ,	Precinct #		
Starred (*) Items are required. If you do not complete all of the	e items that are marked with *, your	application may be denied.		
1 * Yes No I am a citizen of the United States of Ar	nerica			
* Full social security number	- SSN nev	erissued		
* Date of Birth (MM/DD/YYYY) / /				
* Gender	-10 - 30 A CC - 40 A			
2 * Last Name	Jr. Sr. II III IV (Circle or	ne) Other (write in)		
* First Name	* Middle Name	□ None		
* Residence Address (May not be a P.O. Box)		Apt.		
	* ZIP Code			
Email	Phone			
3 * ☐ Yes ☐ No I have been convicted of a felony or ju		isqualified to vote.		
4	se or dependent; or an overseas cit	izen.		
☐ I am providing a mailing address (below) because my r	esidence address cannot receive m	ail <u>or</u> I am homeless.		
☐ I am providing a Virginia P.O. Box (below) to protect my	residence address from public disc	closure because I or a household membe		
is/has: An active or retired law enforcement officer, judg	a magistrata II.S or Virginia Attom	any Conoral attorney		
Been granted a court issued protective order.	e, magistrate, 0.5. or virginia Attori	ley General attorney.		
☐ In fear for personal safety from being threatened or stalked by another person.				
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Be aware that the back of this envelope is used for Non-Same Day Registration provisional voters.

Prov	isional Ballo	t - All other provisional reasons		Pr	recinct #	
	er <u>is</u> on this precinc			Primary elections-	-Party ballot □D □ R	
tarre	d (*) Items are req	uired. If you do not complete all of the items tha	nt are marked with *,	your vote may not count.		
1	* Last Name		Jr. Sr. II III IV	(Circle one) Other (write in)		
	* First Name		* Middle Name _		None	
2	* Date of Birth (M	млолтт)//				
3	Last 4 digits requi	Number				
4	* Residence Addr	ress (May <u>not</u> be a P.O. Box)			Apt	
	* City/Town		*ZIP (ode		
	If address is differer	nt than voter registration record, provide the date yo	ou moved (MM/DD/YYY	n/	/	
5	Email		Phone			
6	Statement of Voter To the best of my knowledge, I am a registered voter of this locality, and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning.					
	* Signature	х		Today's date/	/	
	and to prevent frau Code of Virginia; an	t This form requires personal information, including d. Federal law (the Privacy Act and Help America Vo d the Virginia Government Data Collection and Diss only. Failure to provide the requested information r unted.	te Act) and state law (emination Practices A	the Virginia Constitution, Arti ct) authorize collecting this in	cle II, § 2; Title 24.2 of the formation and restrict its use	
		hally making a materially false statement on this form intenced up to 10 years in prison, or up to 12 month			le as a felony in Virginia.	
Elec	ction Office	r Use	Staff/Ele	ctoral Board Use		
Select	a Reason		Voter ID #			
	_	due to court order	Adjudication	Count	Do not count	
_	Vote by mail - no b					
	on poliboo Other	k as already voted	Voter Iden	tification		
		ve required ID and declined to complete the	voter iden	uncation		
ID (Confirmation State ments		check this	returns with the proper ide box and sign X opy of the identification docu		
Ele	ection Officer gnature	x				
			1 1			

Provisional Ballot Log Update

For any provisional ballot that you accept, you should have an account of this voter on the provisional ballot log. The Provisional Ballot Log has changed! Reason Code #2 has been removed and Reason Code #7 has been labeled as "Voter did not show required ID and declined to complete ID confirmation statement."

ovisional Ba		Log	Place in Envelope 8
R/Satellite Offic	e:		
ction Date:		Log Date(s):	
ction Type:			
ality:			
Vhat to do at the	end of	the day	
		f Provisional Vote envelopes for each reason code.	
			Totals
Voter's name IS NOT on pollbook. Voter:	1	Same Day Registration (or not on pollbook)	
NOT on pollbook.	3	Same Day Registration (or not on pollbook) Voting after hours due to court order	
NOT on pollbook. Voter: Voter's name IS on the pollbook,			
NOT on pollbook. Voter: Voter's name IS	3	Voting after hours due to court order	
NOT on pollbook. Voter: Voter's name IS on the pollbook,	3 4	Voting after hours due to court order Vote by mail - no ballot to surrender	

Lesson 5: Voter Registration Application on SDR Provisional Envelope

It is important that you familiarize yourself with the Voter Registration Application and be certain that each required field on the application is completed neatly and accurately on the Same Day Registration side of the Provisional envelope.

Voter Registration Application

Application for registration can be submitted using the Virginia Voter Registration Application form on the SDR side of the provisional envelope. There is no cure process for the application. Incomplete applications should be denied by the local voter registration office. It is important that applicants closely follow the instructions on the application to ensure all required fields are completed.

While there is no cure process, it is imperative that General Registrars, Staff, and OOEs ensure that registrants submit complete applications on the SDR side of the provisional envelope.

Always screen a completed application for the issues below:

- Citizenship is affirmed
- Full SSN provided or No SSN was ever issued box is checked
- Date of Birth = 11/07/2005 or earlier
- If no middle name provided, "None" box is checked
- Address provided is within the jurisdiction
- Section 3 completed
- Review Section 4 for conflicting responses or assistance with homeless address questions
- Signature and date provided

Prompt the applicant to enter missing information or offer another application, if necessary.

Voter Registration Application Retention

Considerations

There are two ways in which your locality may manage voter registration application retention:

- 1. Scanning and associating the voter registration application to the voter's record in VERIS
- 2. Copying for placement in voter registration application filing system, which may include alpha cards

May we accept a provisional envelope if the voter completed the wrong side?

When a voter fills out the wrong side of the envelope, that is due to an administrative error, either side of the provisional envelope still contains a sworn statement of the voter's new address, and Code doesn't specify a particular form or format a voter must use to provide address changes. Therefore, these provisional ballots can be counted as long as there are no other issues that would cause the ballot to be rejected.

Lesson 6: SDR FAQs

When can I same day register?

Same day registration and voting with a provisional ballot will begin on October 17, 2023.

Where do I same day register?

You may same day register at the office of your general registrar or satellite voting location during the early voting period. On Election Day, you must go to the polling place for the precinct in which you reside.

Can people change their address using same day registration?

Yes, a voter who has changed their address can update the registration using SDR; it is not restricted to new registrants.

Will all SDR applications need to be processed before creating the ED pollbooks?

Yes. All voters who register and vote using the same day registration process during early voting have to be entered into VERIS (both registration application and absentee provisional) prior to preparing your pollbook. This will allow those records to show on your pollbooks as having registered and voted using same day registration when your Officers of Election look voters up in the pollbook.

If a voter already has credit when trying to vote SDR in your locality:

If the voter has already cast a ballot in the other locality, the provisional ballot cannot be counted. Enter the voter registration application a incomplete, and after canvass has been completed, finish processing the voter registration application to move the voter into your locality. The provisional ballot for that voter cannot be counted.

Does the 5-day waiting period apply to SDR-EV?

The 5-day waiting period only applies to voters who register while the books are still open and the ballot will be cast on the machine. Because same day registration voters are voting a provisional ballot, the 5-day waiting period does not apply.

Will voters be able to use this process on the Monday before Election Day?

No. Same day registration begins the day after the books close and ends of the final day of early voting. It is available again on Election Day.

Will we know when other localities have uploaded Election Day voting credit?

Localities have to enter all of their Election Day SDR voter registration applications by 5:00 pm on the Monday after the elections. VERIS will flag any voter who has already been entered as an SDR voter (either during early voting or on Election Day). This is your first check on the possibility of multiple registrations/provisional ballots.

May we accept a provisional envelope if the voter completed the wrong side?

When a voter fills out the wrong side of the envelope, that is due to an administrative error, either side of the provisional envelope still contains a sworn statement of the voter's new address, and Code doesn't specify a particular form or format a voter must use to provide address changes. Therefore, these provisional ballots can be counted as long as there are no other issues that would cause the ballot to be rejected.

Lesson 7: SDR Resources

2024 Provisional Envelope -

https://articulateusercontent.com/rise/courses/KtgSesF6YKCVtFedM7oMEg9Z-

2iWmGiV/ltFkARAB0maiSloz-2024%2520Provisional%2520Envelope-ENGLISH-

Form%2520653.pdf

Provisional Ballot Log (Rev. 8/23) -

https://articulateusercontent.com/rise/courses/KtgSesF6YKCVtFedM7oMEg9Z-2iWmGiV/5u-

16ouN1LEjddvR-ProvisionalBallotLogRev08.23.pdf

ELECT – 653B Provisional Voter Notice (Rev 8/23) -

https://articulateusercontent.com/rise/courses/KtgSesF6YKCVtFedM7oMEg9Z-

2iWmGiV/F2AvPmG0fouwvW2E-ELECT-653B-Provisional-Voter-Notice Rev-8-2023%2520(1).pdf

SDR-EV Handout (Rev 7/23) -

https://articulateusercontent.com/rise/courses/KtgSesF6YKCVtFedM7oMEg9Z-

2iWmGiV/Gzllh5cbWB1XvY T-SDR-EV%2520Handout Rev%25207-2023.pdf

SDR-ED Handout (Rev. 7/23) -

https://articulateusercontent.com/rise/courses/KtgSesF6YKCVtFedM7oMEg9Z-

2iWmGiV/xqs9bBVisU8gAFXI-SDR-ED%2520Handout%2520Rev%25207-2023.pdf