

THIRD PARTY VOTER REGISTRATION DRIVES GUIDANCE

Fact Sheet/Check List

This document attempts to condense the VA of Department Election's Guidelines for Conducting Voter Registration Drives (20 pages) [HERE](#). Voter Registration Drives are non-partisan.

VOTER REGISTRATION TRAINING AND CERTIFICATION

- Voter Registration Drive Organizers and Assistants, that request more than 25 applications, must register (effective yearly, 7/1-6/30) and complete the VA DEPARTMENT OF ELECTIONS ELECT certified training (video)
 - Online Video training (approx. 30 minutes) [HERE](#)
 - Submit Third Party Voter Registration Drive Sworn Affidavit and Application Request (in middle of video training page)
 - When requesting Voter Registration Forms recommend 'individual' be selected, do not list an organization especially if political and always present Drive to public as 'concerned citizens' (events/schools)

VOTER REGISTRATION FACTS

- Eligibility to Register to Vote: Resident of VA; U.S. Citizen; 18 years old; not currently declared mentally incompetent by court; & if convicted felon right to vote must be restored. (*No proof required at registration-proof required vote*)
 - If applicant is 17 and will be 18 on or before the General Election, applicant may Register and vote in any Special Elections, Primary Elections and the General Election.
 - If you receive an application where residence is outside of SAW area, local registrar will mail the application to the appropriate registrar.
- Be aware of Voter Registration Deadlines: See 2022 Election Deadlines [HERE](#)

VA VOTER REGISTRATION APPLICATION

2 WAYS FOR AN APPLICANT TO REGISTER TO VOTE:

- Paper Copy [HERE](#) for use at in person voter registration drives if internet not available

- Please check each form for complete readable info, signature & date while the applicant is still present.
 - **Items with * must be COMPLETED.**
 - If information does not apply applicant should mark with 'NONE' or 'NA' (applicable to #4 & #5 on form)
 - If not already provided, encourage that email & phone be provided so that if any problems or question arise the registrar will have the means to contact them
- If form **updates** an existing registration, mark form in top left corner with "update"
- Provide receipt at bottom of form to applicant. If you do not want to use your name & phone number, you may use Organizer name and phone number. Applicant may call with questions &/or request help in tracking of application. Applicant should receive their voter registration card within **14 days**.
- Completed forms should be placed in the COMPLETED Manila envelope & placed in a secure location or voter registration box to protect privacy of applicant.
- Organizer will prepare an alphabetical list of applications on the COMPLETED VOTER REGISTRATION APPLICATIONS chart for delivery to Registrar. Organizer will sign, date and provide phone number on list.
- Organizer will deliver list and completed applications to Registrar within **10 days** of applicant signature and/or Voter Registration Drive. Organizer will keep a copy of such list of completed applications.
- **ONLINE:** Access **CITIZENS PORTAL** [HERE](#) If internet is not available and applicant wants to complete at home, provide handout 'Register to Vote Today' or 'QR Code Scan' which provides information on how to access the online CITIZENS PORTAL where an applicant may:
 - Register to Voter, **or**
 - a registered voter may access voter record to
 - check or update registration,
 - apply to vote absentee,
 - view your polling place and District,
 - check absentee ballot status
 - view voting history

Note: Registrars prefer that applications be submitted **ONLINE**

ENGAGING POTENTIAL APPLICANTS by covering the following questions, as appropriate

- Are you Registered to Vote?
- Is your current Registration UP-TO-DATE?
- Do you know how to Vote by MAIL? EARLY VOTING?

Note: Be prepared, if applicant states they are a felon, to provide Restoration of Rights information, noted below.

**TAKE THE OPPORTUNITY TO EDUCATE YOUR POTENTIAL VOTER
NO EXCUSE ABSENTEE VOTE BY MAIL
IN PERSON EARLY VOTING**

NO EXCUSE ABSENTEE VOTE BY MAIL & IN PERSON EARLY VOTING effective July 1, 2020

Witness Signature REQUIRED (waived by Governor due to COVID for 2020 elections, was not waived for 2021)

VOTER MAY REQUEST ABSENTEE APPLICATION/BALLOT

- By contacting local registrar (call, email, fax) or printing form [HERE](#) & mailing to registrar (requires 2 sets of mailings)
- By using online CITIZENS PORTAL [HERE](#) (requires 1 set of mailing)
 - may track absentee ballot through Citizens Portal

BE AWARE OF ABSENTEE VOTE BY MAIL AND EARLY VOTING DEADLINES:

- You may request an Absentee Application/Ballot ONLINE at any time, however, the Application/Ballot will not be mailed until Absentee Voting Begins. See 2022 Election Deadlines [HERE](#)

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Recommend

- reviewing other resources or Voter Topics that are posted on the VA Dept of Elections website pages [HERE](#) and generally listed below
- that a Voter Registration folder or box be created that includes printed versions of the Guidelines and Voter Topics for easy reference, relevant forms, flyers/handouts and supplies for Voter Registration Drives

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VA GENERAL ASSEMBLY VOTING RIGHTS LAWS

Virginia Department of Elections – 2020 Changes to Election Laws [HERE](#)

The most notable laws include:

- Voter ID expansion (Photo ID not required but some form of ID required)(2020)
- No Excuse Absentee Voting (2020)
- Early Voting in person (2020)
- Election Day – state holiday (2020)
- Same day registration (2022)
- Special Application to Receive Absentee by mail automatically for all Elections within a year (2021) Note: Absentee Ballot Application (Sec 3) includes this provision

Virginia Department of Elections – 2021 Changes to Election Laws [HERE](#)

Virginia Department of Elections – 2022 Changes to Election Laws [HERE](#)

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COVID-19 – Stay Safe Recommend spray hand sanitizer, Lysol spray & wipes, bring & wear own mask and practice social distancing. I recommend no more than one paper form per clip board & wipe board & pen after each applicant. Encourage Online (see Flyer) or QR code scan for touchless registration.

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VOTING TOPICS

VA Department of Elections website [HERE](#)

- Registration Drive Training Video & Affidavit (see middle of page) [HERE](#)
- **Guidelines** for Conducting Voter Registration Drives [HERE](#)
- How to Register [HERE](#)
- ID Required to Vote [HERE](#)
- Election and Voter FAQ [HERE](#)
- Voting on Election Day [HERE](#)

- Absentee and Early Voting [HERE](#)
- State-designated Voter Registration [HERE](#)
- Military & Overseas [HERE](#)
- College Student Info [HERE](#)
- Accessible Voting [HERE](#)
- Restoration of Rights form [HERE](#)
- Restoration of Rights website [HERE](#)
- VA Forms [HERE](#)

HANDOUTS*

- Register To Vote Today – provides info on Online Access to Citizens Portal
- Register to Vote - QR scan code
 - Voter Registration QR code scan for touchless registration. Instructions on QR flyer (take photo then touch notification at top). QR provides direct access to ONLINE CITIZENS PORTAL which may be bookmarked and/or completed by applicant

HOUSEKEEPING CHARTS*

- Completed Voter Registration Applications (required by Registrar)
- Transportation to Polls

FLYERS/POSTERS*

- We Can Help You – Register to Vote or Update Your Registration – Show you How to Apply for an Absentee Ballot
- Physical Distancing and Mask Wearing Appreciated
- If you are 18 on or before
- Banner, VOTER REGISTRATION HERE

* prepared by and may be requested from Diane Kowal

If you would like to volunteer for Voter Registration Drives or have any questions, feel free to contact Diane Kowal at 703-772-1578, deemk22033@yahoo.com