

**GENERAL REGISTRAR RESPONSIBILITIES (NONEXCLUSIVE ADVISORY GUIDANCE PREPARED BY SBE STAFF)**

CODE SECTION	DEADLINE	DATE	ACTION REQUIRED
§24.2-114			24.2-114: Duties and powers of the General Registrars generally including: Maintain official registration records, process denials according to 24.2-422; verify accuracy of pollbooks, notify registrants of polling place moves, attend annual training.
<b>Administration:</b> §24.2- 103, 107, 112, 114, 120, 435			
§24.2-103			"... registrars shall provide information requested by the Board [SBE] and shall follow (i) the election laws and (ii) rules and regulations of the Board [SBE] insofar as they do not conflict with Virginia or federal law."
§24.2-107			Books, papers, and records of the board shall be open to public inspection and copying whenever the general registrar's office is open for business either at the office of the board or the office of the general registrar.
§24.2-107			The general registrar shall determine a reasonable charge, not to exceed the fee authorized pursuant to subdivision A 8 of § 17.1-275, to be paid for copies made from the books, papers, and records of the board.
§24.2-112			Establish the duties of assistant registrars appoint assistant registrars, have authority to remove any assistant registrar who fails to discharge the duties of his office. May hire additional temporary employees on a part-time basis as needed.
§24.2-113			May appoint special assistant registrars.
Specifically §24.2-114 (1-18)			In addition to the other duties required by this title, the general registrar, and the assistant registrars acting under his supervision, shall [§24.2-114 (1-18)]:
§24.2-114			1. Maintain the office of the general registrar and establish and maintain additional public places for voter registration in accordance with the provisions of § 24.2-412.
§24.2-114			2. Participate in programs to educate the general public concerning registration and encourage registration by the general public. No registrar shall actively solicit, in a selective manner, any application for registration or for a ballot or offer anything of value for any such application.
§24.2-114			3. Perform his duties within the county or city he was appointed to serve, except that a registrar may (i) go into a county or city in the Commonwealth contiguous to his county or city to register voters of his county or city when conducting registration jointly with the registrar of the contiguous county or city or (ii) notwithstanding any other provision of law, participate in multijurisdictional staffing for voter registration offices, approved by the State Board, that are located at facilities of the Department of Motor Vehicles.
§24.2-114			4. Provide the appropriate forms for applications to register and to obtain the information necessary to complete the applications pursuant to the provisions of the Constitution of Virginia and general law.
§24.2-114			5. Indicate on the registration records for each accepted mail voter registration application form returned by mail pursuant to Article 3.1 ( 24.2-416.1 et seq.) of Chapter 4 that the registrant has registered by mail. The general registrar shall fulfill this duty in accordance with the instructions of the State Board so that those persons who registered by mail are identified on the registration records, lists of registered voters furnished pursuant to § 24.2-405, lists of persons who voted furnished pursuant to § 24.2-406, and pollbooks used for the conduct of elections.
§24.2-114			6. Accept a registration application or request for transfer or change of address submitted by or for a resident of any other county or city in the Commonwealth. Registrars shall process registration applications and requests for transfer or change of address from residents of other counties and cities in accordance with written instructions from the State Board and shall forward the completed application or request to the registrar of the applicant's residence. Notwithstanding the provisions of § 24.2-416, the registrar of the applicant's residence shall recognize as timely any application or request for transfer or change of address submitted to any person authorized to receive voter registration applications pursuant to Chapter 4 ( 24.2-400 et seq.), prior to or on the final day of registration. The registrar of the applicant's residence shall determine the qualification of the applicant, including whether the applicant has ever been convicted of a felony, and if so, under what circumstances the applicant's right to vote has been restored, and promptly notify the applicant at the address shown on the application or request of the acceptance or denial of his registration or transfer. However, notification shall not be required when the registrar does not have an address for the applicant.

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§24.2-114			7. Preserve order at and in the vicinity of the place of registration. For this purpose, the registrar shall be vested with the powers of a conservator of the peace while engaged in the duties imposed by law. He may exclude from the place of registration persons whose presence disturbs the registration process. He may appoint special officers, not exceeding three in number, for a place of registration and may summon persons in the vicinity to assist whenever, in his judgment, it is necessary to preserve order. The general registrar and any assistant registrar shall be authorized to administer oaths for purposes of this title.
§24.2-114			8. Maintain the official registration records for his county or city in the system approved by, and in accordance with the instructions of, the State Board; preserve the written applications of all persons who are registered; and preserve for a period of four years the written applications of all persons who are denied registration or whose registration is cancelled.
§24.2-114			9. If a person is denied registration, promptly notify such person in writing of the denial and the reason for denial in accordance with § 24.2-422.
§24.2-114			10. Verify the accuracy of the pollbooks provided for each election by the State Board, make the pollbooks available to the precincts, and according to the instructions of the State Board return the pollbooks, or transfer a copy of the data from any electronic pollbooks, to the State Board after each election for voting credit purposes.
§24.2-114			11. After the return of the pollbooks by the State Board, retain the pollbooks in his principal office for two years from the date of the election.
§24.2-114			12. Maintain accurate and current registration records and comply with the requirements of this title for the transfer, inactivation, and cancellation of voter registrations.
§24.2-114			13. Whenever election districts, precincts, or polling places are altered, provide for entry into the voter registration system of the proper district and precinct designations for each registered voter whose districts or precinct have changed and notify each affected voter of changes affecting his districts or polling place by mail.
§24.2-114			14. Whenever any part of his county or city becomes part of another jurisdiction by annexation, merger, or other means, transfer to the appropriate general registrar the registration records of the affected registered voters. The general registrar for their new county or city shall notify them by mail of the transfer and their new election districts and polling places.
§24.2-114			15. When he registers any person who was previously registered in another state, notify the appropriate authority in that state of the person's registration in Virginia.
§24.2-114			16. Whenever any person is believed to be registered or voting in more than one state or territory of the United States at the same time, inquire about, or provide information from the voter's registration and voting records to any appropriate voter registration or other authority of another state or territory who inquires about, that person's registration and voting history.
§24.2-114			17. At the request of the county or city chairman of any political party nominating a candidate for the General Assembly, constitutional office, or local office by a method other than a primary, review any petition required by the party in its nomination process to determine whether those signing the petition are registered voters with active status.
§24.2-114			18. Carry out such other duties as prescribed by the electoral board
§24.2-120			Take and sign oath of office before serving, file original with the Clerk of Circuit Court, file copy with secretary of EB.
§24.2-111 & 411			Prepare budget with locality to meet requirements of §24.2-111 & 411 (unstated)
<b>Officers of Election:</b> §24.2-115,115.1			
§24.2-115			Post list of Officers of Election in GR office and have available for public inspection
			Provide EB with list of prospective Officers of Elections from registration applications (unstated)
<b>Election Districts, Polling Places:</b> §24.2-307			Notify local governing body when presidential turnout exceeds 4,000 voters a precinct; locality must revise within 6 months.

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<b>Voter Registration:</b> §24.2-404 (A)(4), 412, 414, 415, 416.6, 422, 423, 424, 427, 428, 429, 435			Other locations and times for voter registration. Hold final registration day. Post notice of time and location for registration. Provide instructions for voter registration drives. Provide denied applicants form for appeal. Maintain voter registration information and status and comply with SBE instructions for retention of records. 24.2-114(8). Act on SBE cancellation information within 30 days.
<b>Candidacy:</b> §24.2-501, 502, 505			Statements of candidates. The general registrar..., as appropriate, shall transmit to the local electoral board, immediately after the filing deadline, a list of the candidates who have filed initial or annual statements of economic interests.
<b>The Election:</b> §24.2-601, 604, 610, 611, 618, 620, 621, 632, 642, 643, 652, 653, 659, 668, 671, 676			
§24.2-601			In counties, along with the EB, control elections of situated towns
§24.2-610			Receive from SBE pollbooks for each precinct in which an election is to be held
§24.2-618, 611			May receive printed ballots from printer. May administer oaths to Officers of Elections
§24.2-610			Receive from SBE instructions for the conduct of the election
§ 24.2-653			Per SBE guidance, instruct Officers of Elections to provide a registration application to each provisional voter
§24.2-620, 621			May deliver prepared ballot sets to Officers of Elections for precincts
§24.2-620			Receive from the EB sufficient number of ballots for AB voting
§24.2-632			May serve as voting machine custodian
§24.2-642	Election Day		May receive inoperative voting equipment from Officers of Elections on election day after polls close.
§24.2-643			Receive from Officers of Elections signed change of address forms received from voters, and then transfer or cancel the registration of such voters pursuant to Chapter 4 ( 24.2-400 et seq.)
§24.2-643			Receive and process from the Officers of Elections voter registration forms received from voters at the polls
§24.2-652			Upon request, inform Officers of Elections if a voter is registered to vote, if his registration has not been cancelled, and if his name is erroneously omitted from the pollbook
§24.2-653			Receive from Officers of Elections "Provisional Vote" envelopes with applications completed at polls, deliver to EB
§24.2-653, 668			Assist EB in determining eligibility of provisional votes
§24.2-653			Notify in writing persons whose provisional votes were not counted that they were found not properly registered; offer new application and process any new application received.
§24.2-659	12:00 noon on the day following an election		Receive from OEs sealed equipment keys, election materials, pollbooks, etc.. Secure all items and convey to Clerk of Court by noon the day after results ascertained.
§24.2-668, 2008-2010 Appropriations Act, § 1-89.	After expiration of period for recount and contest or after conclusion of litigation.		Transmit voter credit data to SBE. Localities still using paper are responsible for associated costs starting 11.2.2010.
§ 24.2-659, -668			Pick up from clerk of court equipment and election materials not required to be retained by clerk.
§24.2-671			Receive from EB one copy of SORs and retain for public inspection.
§24.2-676			May deliver certificate of election to persons elected if directed by EB

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<b>Absentee Voting:</b> §24.2- 700, 701, 703, 703.1, 703.2, 705, 705.1, 705.2, 706, 707, 708, 709, 709.1, 710, 711			May vote Absentee.
§24.2-701			Furnish absentee ballot applications to persons requesting them, and keep the office open a minimum of eight hours between the hours of 8:00 a.m. and 5:00 p.m. on the first and second Saturday immediately preceding all general elections, except May general elections held in towns, and on the Saturday immediately preceding any primary election, May general election held in a town, or special election.
Specifically §24.2-701			An application completed in person shall be made not less than three days prior to the election in which the applicant offers to vote and completed only in the office of the GR and signed in the presence of the GR.
Specifically §24.2-701			Any other application may be made by mail, electronic or telephonic transmission to a facsimile device if one is available to the office of the GR or the office of the State Board if a device is not available locally, or other means. The application shall be on a form furnished by the GR or, if made under subdivision 2 of § 24.2-700, may be on a Federal Post Card Application prescribed pursuant to 42 U.S.C. § 1973ff (b) (2). The Federal Post Card Application may be accepted the later of (i) 12 months before an election, or (ii) the day following any election held in the twelfth month prior to the election in which the applicant is applying to vote. The application shall be made to the appropriate GR no later than 5:00 pm on the seventh day prior to the election in which the applicant offers to vote.
Specifically §24.2-703			Any person who is eligible for an absentee ballot under subdivision 2 of § 24.2-700, or for temporary registration under Articles 7 ( 24.2- 440 et seq.) or 7.1 ( 24.2-443.1 et seq.) of Chapter 4 of this title, may file a single application to receive ballots for all elections in which he is eligible to vote absentee. The application shall be on a Federal Post Card Application. The application from any person who is eligible for an absentee ballot under subdivision 2 of § 24.2-700 that is received by the general registrar no later than 5:00 p.m. on the seventh day prior to the election shall be valid through the next two regularly scheduled general elections for federal office following its receipt. The application from any person applying for temporary registration under Articles 7 or 7.1 of Chapter 4 of this title shall be accepted at any time until the registration records are closed pursuant to § 24.2-416 and shall be valid through the next two regularly scheduled general elections for federal office following the receipt of the application by the general registrar.
§24.2-703.1			Accept and retain special annual applications for absentee ballots from any person because of a physical disability or illness and enter these applicants on a special absentee voter applicant list, and process the applicant's request for an absentee ballot for each succeeding election in the calendar year. The applicant shall specify by party designation the primary ballots he is requesting.
§24.2-703.1	December 15		Send annual application available to enrolled applicants with disability or illness for next year.
§24.2-703.2			May accept applications from disabled voters for replacement ABs
§24.2-705			May accept emergency AB requests
§24.2-706			On receipt of an application for an absentee ballot, enroll the name and address of each registered applicant on an absentee voter applicant list that shall be maintained in the office of the GR with a file of the applications of the listed applicants. The list and the applications shall be available for inspection and copying by any registered voter during regular office hours. The GR shall note on each application received whether the applicant is or is not a registered voter and notify the secretary of the electoral board
§24.2-707			Voters may cast ABs on voting equipment in the presence of the GR
§24.2-708			May accept an unused ballot, unused absentee ballot, statement of voter of lost or defaced ballot
§24.2-709			If receiving an AB, mark on each envelope the date, time, and manner of delivery. Obtain a receipt from the EB for all ballots returned by the GR to the EB showing the time and date of the return.

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24.2-709.1			Takes steps needed to expedite preparation of AB ballots returned by mail so that officers of election can count them immediately after polls close on election day. Authorized measures include (i) examine the ballot envelopes to verify completion of the required voter affirmation; (ii) mark the pollbook, or the absentee voter applicant list if the pollbook is not available, that the voter has voted; or (iii) open the sealed ballot envelopes and insert the ballots in optical scan counting equipment or other secure ballot container without initiating any ballot count totals; this third step requires that officers of election representing both political parties be present.
§24.2-710			On receipt of an absentee ballot, the electoral board or GR shall mark the date of receipt in the appropriate column opposite the name and address of the voter on the absentee voter applicant list maintained in the GR's office. A board member or GR shall deposit the return envelope and the unopened ballot envelope in an appropriate container provided for the purpose, in which they shall remain until the day of the election.
§24.2-710	Day before the election		On the day before the election, (i) make out in triplicate on a form prescribed by the State Board the absentee voter applicant list containing the names of all persons who applied for an absentee ballot through the third day before the election and (ii) by noon on the day before the election, deliver two copies of the list to the electoral board. The GR shall make out a supplementary list containing the names of all persons voting absentee in person pursuant to § 24.2-705.1 and 24.2- 705.2, or applying to vote absentee pursuant to § 24.2-705, for delivery by 5:00 p.m. on the day before the election. The supplementary list shall be deemed part of the absentee voter applicant list and shall be prepared and delivered in accordance with the instructions of the State Board. The GR shall maintain one copy of the list in his office for two years as a public record open for inspection upon request during regular office hours.
§24.2-710	Before 12:00 noon on the day following election		Before noon on the day following the election, deliver all applications for absentee ballots for the election, under seal, to the clerk of the circuit court for the county or city. The clerk shall retain the sealed applications with the counted ballots.
§24.2-711			May mark the pollbooks with each voter who voted AB.
<b>Recounts and Contested Elections —</b>			<i>None stated. Upon request, assist court with appointing officials, instructing them and help clerk identify necessary records.</i>
<b>Campaign Finance Disclosure - §24.2-946.3, 953-953.5</b>			
§24.2- 946.3			May receive, catalog and review CF reports to verify that they are complete and filed timely. Notify the person within 21 days of report due date that information is incomplete or inaccurate.
§24.2- 953, -953.2			Coordinate with EB and SBE to assure that applicable civil penalties are assessed and collected. If unable to collect, report same to Commonwealth's Attorney for enforcement. Report to SBE penalties assessed, collected and reported to CA. Penalties collected on EB or GR initiative payable to local government.
§24.2-953.3			Prior to assessing a penalty pursuant to this section for the filing of an incomplete report, the Secretary of the State Board or the general registrar or secretary of the local electoral board, as appropriate, shall notify, by certified mail, the candidate and treasurer, or person or political committee required to file a report with that board, that a filed report has not been completed, citing the omissions from the report. No penalty shall be assessed if the information required to complete the report is filed within 10 days of the date of mailing the written notice.
§24.2- 946.3(l)			The State Board shall determine the schedule of fines required to be followed by its staff and local electoral boards in assessing penalties under this Chapter. No election official or staff may waive or reduce such fines, except as provided in 24.2-946.4.
<b>Election Offenses, §24.2 —1001</b>			If guilty of willful neglect of duties, Class 1 misdemeanor. If guilty of corrupt conduct of duties, Class 5 felony.
§24.2 —1019			May have duty to report other offenses to Commonwealth Attorney even if not specified (e.g., when learn facts indicating illegal registration or voting has occurred).
<b>Other election offenses</b>			See GREBook Chapter 23 for a summary.