



Recommended Checklist for Voter Registration Drives

I and my organization's volunteers and/or employees:

- Have read and are familiar with these voter registration drive guidelines.
- Have read and are familiar with the Virginia Voter Registration Application.
- Have read the applicable Virginia Code sections and understand the criminal penalties for failure to comply with Virginia law as it relates to voter registration activities.
- Have assured that my organization's volunteers receive the state approved training on the laws and best practices for conducting registration drives, including criminal penalties.
- Have distributed the Sworn Affidavit form and two-page Best Practices and Overview for Volunteers to my volunteers/staff (pages 4-5).
- Have ensured that applicants complete the voter registration applications in their entirety.
- Have included assistant's name and address on each application if assistant signed application due to applicant's physical disability. (Please read signature line on voter registration application.)
- Provided a receipt to all individuals completing voter registration applications for submission by me.
- Prepared an alphabetical listing of applications delivered to the local registrar.
- Delivered any completed voter registration applications to the appropriate registrar within 10 days of the applicant's signature or by the next registration deadline, whichever is sooner.
- Have completed state approved training on Virginia laws and SBE guidance concerning voter registration drives.