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.