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<https://share.articulate.com/Wn0zOPhxeVGU0eL15tZRC>

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. 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 10 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 [acceptable ID](#) 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 Statement.

- **"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 Friday after the Election. In certain cases, ELECT may extend the SDR processing deadline (for example, in presidential and statewide elections). ELECT will notify localities if there will be an extension to the SDR processing deadline.

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 to lack the capacity to understand the act of voting by a court of law
6. If convicted of a felony recognized at common law in 1870, the individual's right to vote must have been restored after their most recent felony conviction. (For more details on common law felonies, click this link: [Virginia Dept. of Elections: Felony Convictions and Voter Eligibility](#))

Lesson 3: Two-Sided Provisional Envelope

TWO-SIDED PROVISIONAL ENVELOPE

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

Same Day Registration Provisional Ballot

Voter resides in this precinct but is not on this precinct's pollbook



Precinct # _____

Primary elections—Party ballot D R

Starred (*) items are required. If you do not complete all of the items that are marked with *, your application may be denied.

1 * Yes No I am a citizen of the United States of America

* Full social security number _____ - _____ - _____ SSN never issued

* Date of Birth (MM/DD/YYYY) ____ / ____ / ____

* Gender _____

2 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____

* First Name _____ * Middle Name _____ None

* Residence Address (May not be a P.O. Box) _____ Apt. _____

* City/Town _____ * ZIP Code _____

Email _____ Phone _____ - _____ - _____

3 * Yes No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.

Yes No If yes, has your right to vote been restored?

4 I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.

I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.

I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:

An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.

Been granted a court issued protective order.

In fear for personal safety from being threatened or stalked by another person.

A participant in the Virginia Attorney General's Address Confidentiality Program.

Been approved to be a foster parent.

A current or former state or local election official, their employee, or Commonwealth 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. Name of state _____

6 I am interested in being an officer of election (poll worker) on Election Day. Send me information.

7 * **AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election.**

I authorize the cancellation of my current registration and I hereby affirm that I have read the Privacy Act Notice and Warning.

(See other side of envelope for Privacy Act Notice and Warning.)

* Signature

X

Today's date

____ / ____ / ____
(MM/DD/YYYY)

By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

Election 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?

Comments

Election Officer Signature

X

Office/Electoral Board Use

Voter ID # _____

Adjudication Count Do not count

Voter Identification

1. If the voter returns with the proper identification, check this box and sign X

_____ tification document.

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

Provisional Ballot - All other provisional reasons		Precinct # _____				
<i>Voter is on this precinct's pollbook</i>		Primary elections—Party ballot <input type="checkbox"/> D <input type="checkbox"/> R				
Starred (*) Items are required. If you do not complete all of the items that 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 _____ <input type="checkbox"/> None					
2	* Date of Birth (MM/DD/YYYY) ____ / ____ / ____					
3	* Social Security Number ____ - ____ - ____ Last 4 digits required <small>Providing your full Social Security number may help determine your eligibility to vote.</small>					
4	* Residence Address (May not be a P.O. Box) _____ Apt. _____ * City/Town _____ * ZIP Code _____ If address is different than voter registration record, provide the date you moved (MM/DD/YYYY) ____ / ____ / ____					
5	Email _____ Phone ____ - ____ - ____					
6	<p>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.</p> <p>▶ * Signature X _____ Today's date ____ / ____ / ____ <small>(MM/DD/YYYY)</small></p> <p>Privacy Act Notice: This form requires personal information, including information related to your Social Security number, for identification purposes and to prevent fraud. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted.</p> <p>Warning: Intentionally making a materially false statement on this form constitutes the crime of election fraud, punishable as a felony in Virginia. Violators may be sentenced up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.</p>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: black; color: white; padding: 5px;">Election Officer Use</th> <th style="background-color: black; color: white; padding: 5px;">Staff/Electoral Board Use</th> </tr> <tr> <td style="padding: 5px;"> <p>Select a Reason</p> <p><input type="checkbox"/> #3 Voting after hours due to court order</p> <p><input type="checkbox"/> #4 Vote by mail - no ballot to surrender</p> <p><input type="checkbox"/> #5 Shown on pollbook as already voted</p> <p><input type="checkbox"/> #6 Other _____</p> <p><input type="checkbox"/> #7 Voter does not have required ID and declined to complete the ID Confirmation Statement</p> <p>Comments</p> <p>Election Officer Signature X _____</p> </td> <td style="padding: 5px;"> <p>Voter ID # _____</p> <p>Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count</p> <p>Voter Identification</p> <p>1. If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> _____</p> <p>2. Attach a copy of the identification document.</p> </td> </tr> </table>			Election Officer Use	Staff/Electoral Board Use	<p>Select a Reason</p> <p><input type="checkbox"/> #3 Voting after hours due to court order</p> <p><input type="checkbox"/> #4 Vote by mail - no ballot to surrender</p> <p><input type="checkbox"/> #5 Shown on pollbook as already voted</p> <p><input type="checkbox"/> #6 Other _____</p> <p><input type="checkbox"/> #7 Voter does not have required ID and declined to complete the ID Confirmation Statement</p> <p>Comments</p> <p>Election Officer Signature X _____</p>	<p>Voter ID # _____</p> <p>Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count</p> <p>Voter Identification</p> <p>1. If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> _____</p> <p>2. Attach a copy of the identification document.</p>
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<small>ELECT-653-English-07/2024</small>						

Provisional Ballot Log

For any provisional ballot that you accept, you should have an account of this voter on the provisional ballot log.

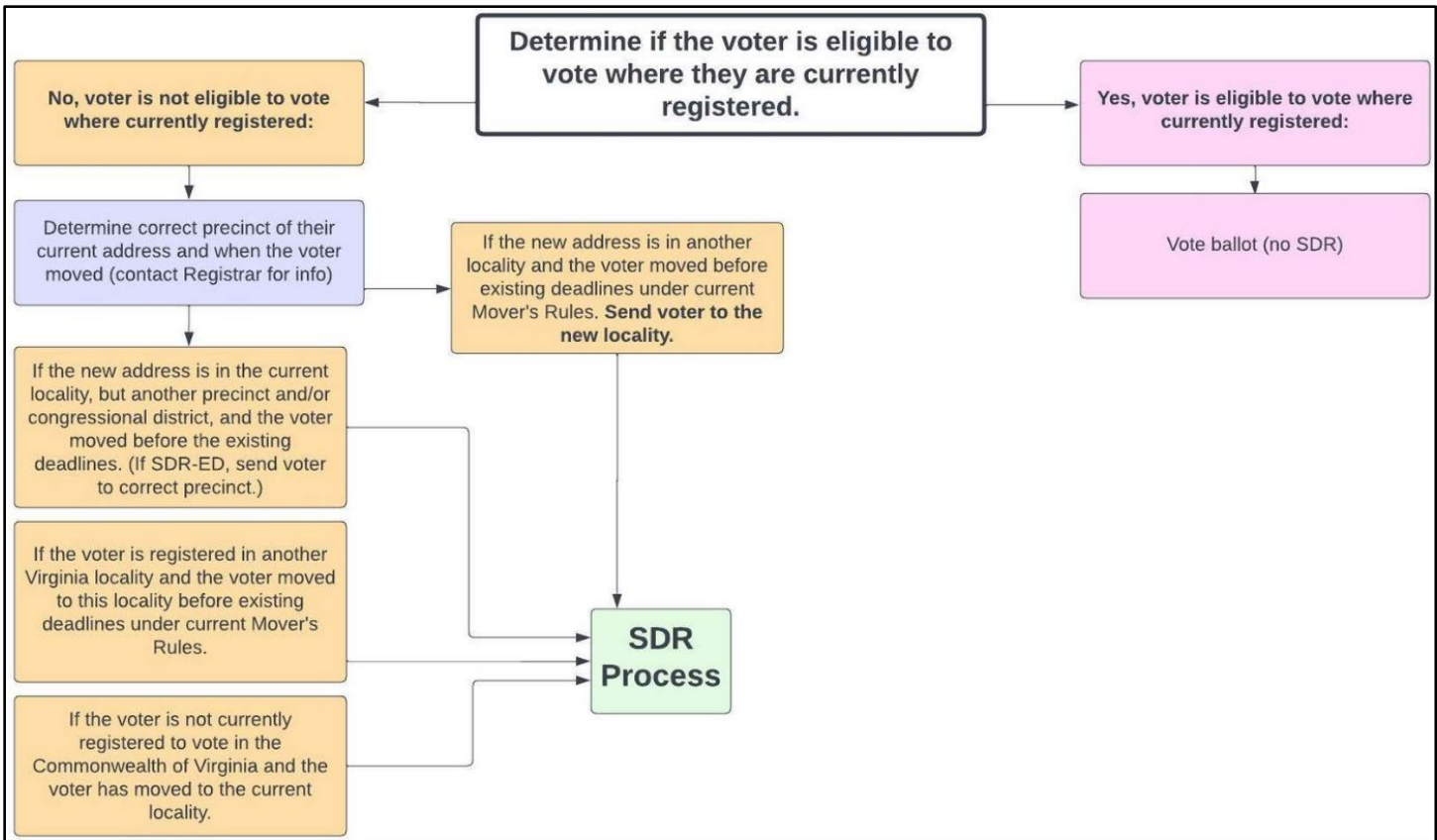
Provisional Ballot Log			Totals
GR/Satellite Office: Election Date: _____ Log Date(s): _____ Election Type: _____ Locality: _____			
What to do at the end of the day			
Enter the total number of Provisional Vote envelopes for each reason code.			
Voter's name IS NOT on pollbook. Voter:	1	Same Day Registration (or not on pollbook)	
Voter's name IS on the pollbook, and voter:	3	Voting after hours due to court order	
	4	Vote by mail - no ballot to surrender	
	5	Shown on pollbook as already voted	
	6	Other (any reason not captured in the other codes)	
	7	Voter does not have required ID and declined to complete ID confirmation statement	

Lesson 4: 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).

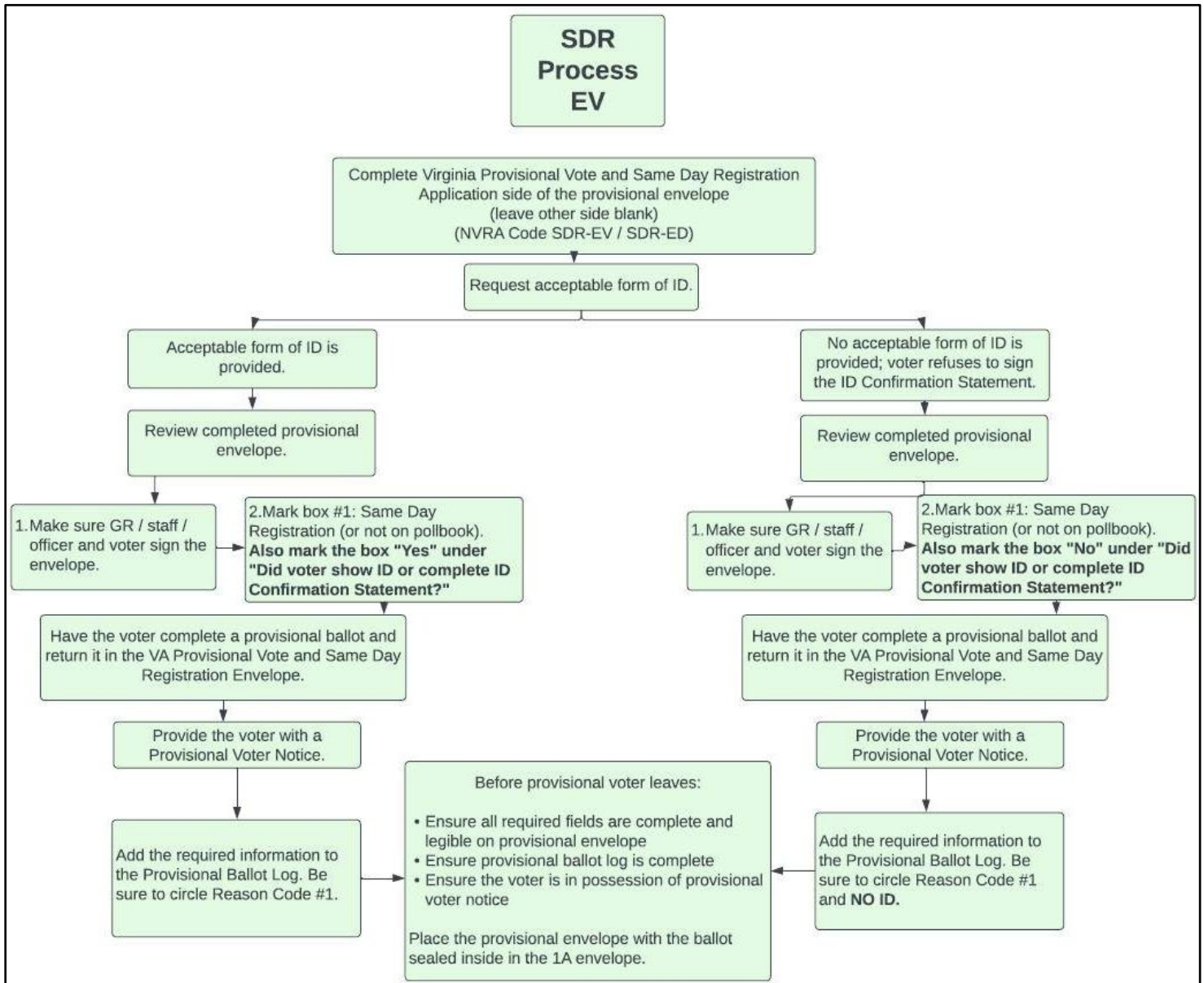
First Things First

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.



Note: 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)



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
2. 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

Provisional Ballot Log		Place in Envelope 8	
GR/Satellite Office:			
Election Date:	Log Date(s):		
Election Type:			
Locality:			
What to do at the end of the day			
Enter the total number of Provisional Vote envelopes for each reason code.			
			Totals
Voter's name IS NOT on pollbook. Voter:	1	Same Day Registration (or not on pollbook)	
Voter's name IS on the pollbook, and voter:	3	Voting after hours due to court order	
	4	Vote by mail - no ballot to surrender	
	5	Shown on pollbook as already voted	
	6	Other (any reason not captured in the other codes)	
	7	Voter does not have required ID and declined to complete ID confirmation statement	

IMPORTANT NOTES

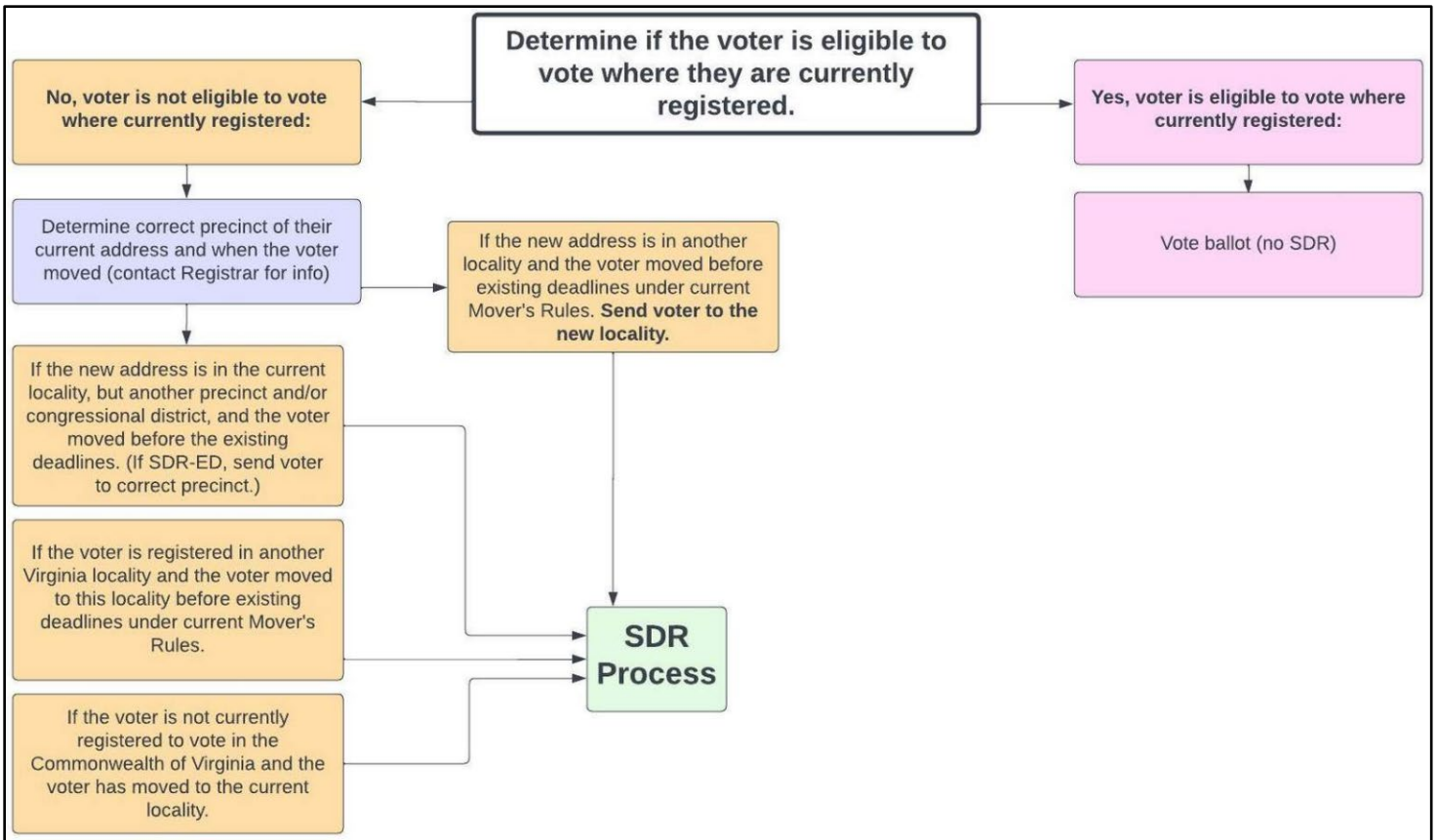
- In VERIS, if a voter is already marked as SDR-EV, process the application as incomplete and contact the other locality
- All SDR-EV voter registration applications must be entered into VERIS before you prepare your pollbook

Lesson 5: SDR on Election Day

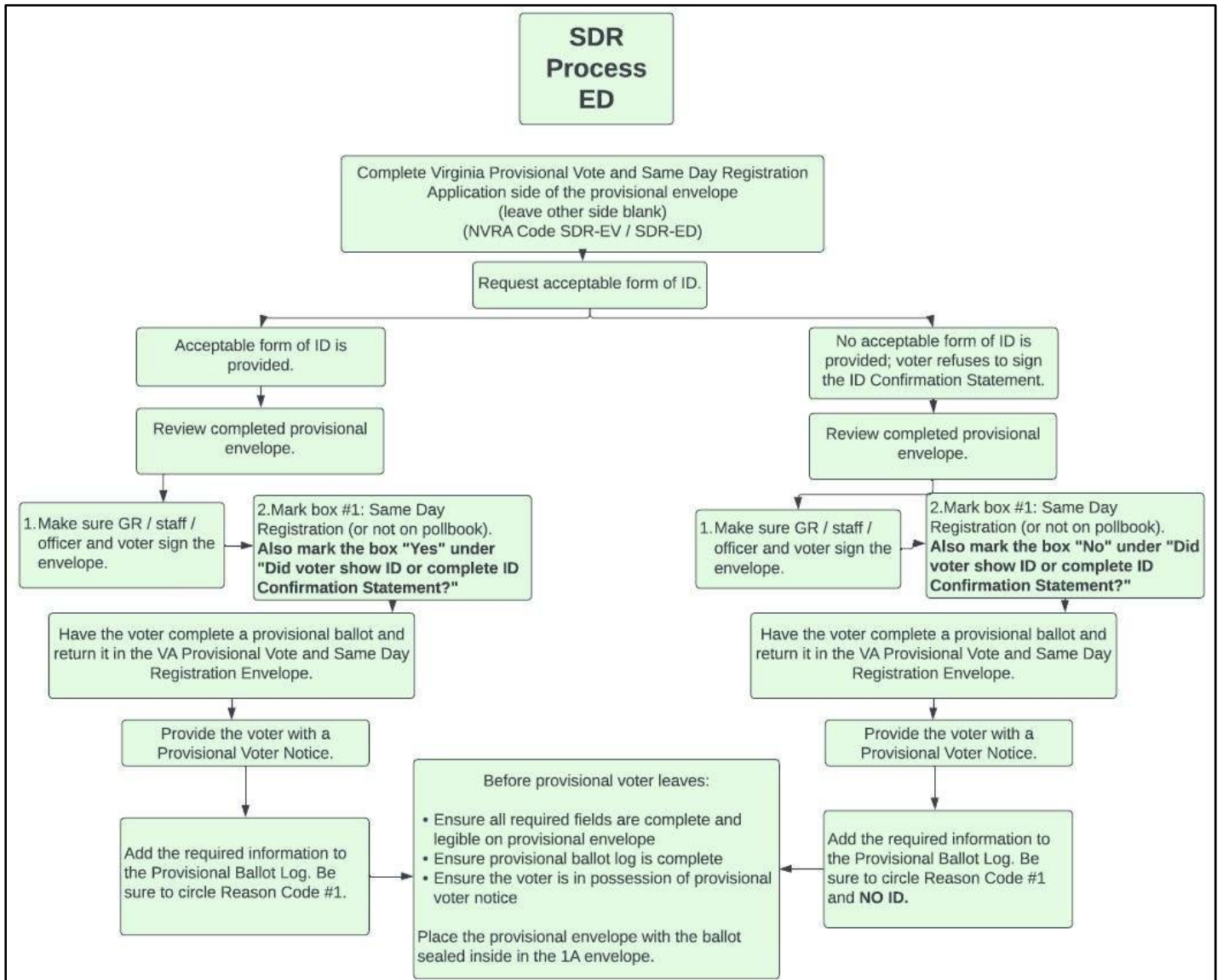
SDR-ED is voter registration on Election Day.

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

Lesson 6: 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 OOE's 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
- 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 7: SDR FAQs

When can I same day register?	Same day registration begins ten days before an election.
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

	<p>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.</p>
<p>If a voter already has credit when trying to vote SDR in your locality:</p>	<p>If the voter has already cast a ballot in the other locality, the provisional ballot cannot be counted. Enter the voter registration application as 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.</p>
<p>Does the 5-day waiting period apply to SDR-EV?</p>	<p>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.</p>
<p>Will voters be able to use this process on the Monday before Election Day?</p>	<p>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.</p>
<p>Will we know when other localities have uploaded Election Day voting credit?</p>	<p>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.</p>
<p>May we accept a provisional envelope if the voter completed the wrong side?</p>	<p>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.</p>

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Lesson 8: Toolkit

SDR Resources

Provisional Envelope- <https://www.elections.virginia.gov/media/formwarehouse/election-management/provisional/ELECT-653-English-07-2024-PrintReady.pdf>

Provisional Ballot Log- <https://www.elections.virginia.gov/media/formwarehouse/election-management/provisional/ProvisionalBallotLogRev08.23.pdf>

Provisional Voter Notice- https://www.elections.virginia.gov/media/formwarehouse/election-management/provisional/ELECT-653B-Provisional-Voter-Notice_Rev-7-2024.doc