

Conducting a Voter Registration Drive in Virginia

Voter Registration Deadlines

You can now register to vote or change your voter registration online at <https://vote.elections.virginia.gov>

- A Virginia driver's license or state issued ID is required.
- Applications must be received or postmarked 22 days before the election.

Getting Started

Training Requirement: Voter registration drive participants must register and complete training if they request 25 or more voter registration forms from the Virginia Department of Elections or their local Registrar. Contact your local election office to receive information on trainings. Online training is available at www.elections.virginia.gov/registration/registration-drives

Notification and Registration Requirements: Upon completion of training an organization or person will complete an affidavit and be allowed to request 25 or more voter registration forms.

Compensation Restrictions: Do not pay registration drive participants based on how many registrations they collect.

Obtaining Applications

State Form:

- The state mail-in voter registration application can be downloaded at www.elections.virginia.gov/registration/voter-forms/index.html
- The Department of Elections recommends voter registration drives use the Virginia form to provide for faster processing of applications.
- The Department of Elections is required to make available to any individual or group a reasonable number of mail voter registration applications. Currently the Department of Elections will provide up to 200 forms per request.

Federal Form: The [federal mail-in voter registration application](#) may be used in voter registration drives.

Photocopying Blank Forms: Virginia law does not prohibit photocopying or printing blank forms for use in voter registration drives. However, the Department of Elections recommends that organizations request and use original forms provided by the Department of Elections or local election officials.

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Handling Applications

Providing Receipts: Any third party accepting a state voter registration application must complete and give the applicant a receipt that is located on the application. The receipt must contain the following information:

- The name and email address or daytime phone number of the office, group, or person receiving the registration application
- The date that the office, group, or person received the registration application from the applicant
- The phone number of the general registrar or the toll-free phone number of the Department of Elections that the applicant may call to confirm their registration.

Incomplete Applications: Do not fill in any missing information on a registration form unless you have permission from the applicant

Photocopying Completed Applications: There is no law or rule prohibiting organizations conducting voter registration drives from photocopying or retaining information from completed registration application provided that original application is timely submitted to appropriate election officials.

A voter's date of birth, signature, full or partial Social Security Number, and driver's license number should be removed before copying any application.

Submitting Completed Applications: All registration applications collected as part of a voter registration drive (whether the federal form or the state form is used) must be **delivered or postmarked no later than 10 days** after the application is signed, but it must be submitted by the registration deadline even if the application was signed less than 10 days before.

This Guide was prepared by FELN staff who are not licensed to practice law in Virginia and FELN intends that the information contained herein is used only as a general guide. This document should not be used as a substitute for consultation with a licensed Virginia legal professional.

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www.fairelectionsnetwork.com