



**SECTION 10**

# **SAME DAY REGISTRATION**

**Fairfax County Office of Elections**  
12000 Government Center Pkwy, Suite 323, Fairfax, Virginia 22035  
703-324-4735 or [ElectionOfficers@fairfaxcounty.gov](mailto:ElectionOfficers@fairfaxcounty.gov)  
<https://www.fairfaxcounty.gov/elections>

# SAME DAY REGISTRATION

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Virginia law now permits same day voter registration (SDR).

Anyone who is qualified to register to vote may complete the same day registration process during early voting or on the day of the election in the precinct where they currently reside. The voter completes a voter registration application and votes a provisional ballot.

Same day registration is handled as a provisional ballot process so SDR voters do not cast their ballots on the DS200 scanner. If their voter registration application is approved, then their provisional ballot is considered by the Electoral Board.

## HOW DOES A VOTER COMPLETE A SAME DAY REGISTRATION?

1. The voter completes a **Voter Registration Application**.
2. The voter votes a **Provisional Ballot**.

That's it! Again, their ballot is only considered by the Electoral Board if their application is approved.

SDR Voter Registration Applications and provisional ballots are evaluated no differently from any others received from voters.

**Important:** The voter must correctly and fully complete the Voter Registration Application. There is no opportunity to correct it before the Electoral Board begins the adjudication process. If the application is not accepted, the voter will be notified after the election and they may apply again.

Consult the "Completing a Voter Registration Application" guidance in the *Non-Routine Voter Situations* tab of this notebook to ensure the voter completes the application correctly and completely. You or the voter may call the election office for assistance.

## SAME DAY REGISTRATION FLAG ON VOTER RECORD

If you see an SDR flag or message on the voter's pollbook record, it means the voter submitted a Same Day Registration during the early voting period. In this case, the voter has already cast a ballot in this election and is not eligible to vote again. Call the office for confirmation.

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## SAME DAY REGISTRATION CHECKLIST

### 1. Search for the voter's name in the pollbook.

- a. If the voter IS in your pollbook and has an SDR flag:  
This person has already completed the SDR process during early voting and is not eligible to vote again in this election. If the voter says they have not yet voted, call the office for help.
- b. If the voter IS in your pollbook but has moved out of your precinct:  
Consult the moving conditions chart in the *What-ifs* to see if they are eligible to still vote routinely in your precinct. If so, give the voter the option of either voting normally now or going to their "new" precinct (which may have different contests on the ballot) and completing the SDR process there to vote a provisional ballot.
- c. If the voter IS NOT in your pollbook, is registered in another precinct, and has moved to your precinct:  
Consult the moving conditions chart in the *What-ifs* to see if they are eligible to still vote routinely in their "old" precinct. If so, explain that they may vote at their "old" polling place normally or they may stay and complete the SDR process here to vote a provisional ballot.
- d. If the voter IS NOT in your pollbook but believes they are registered in your precinct:  
Use the Poll Pad's advanced search to make sure that your initial search did not miss the voter's name. If you still cannot find the voter, call the office for assistance.

### 2. Confirm voter is eligible to do a same day registration at your precinct.

- a. After confirming the voter is not on your pollbook, use the My Neighborhood tool on the Admin Tablet to look up the voter's address to verify they live in your precinct. (NOTE: Addresses in Fort Belvoir cannot be verified in My Neighborhood; call the office for help.)
- b. **A voter can only do a same day registration in the precinct in which they currently reside.** If the voter does not currently live in your precinct, inform them of the precinct and polling place for where they live now, and explain that they must go there to do a same day registration.

### 3. Have voter complete Voter Registration Application.

- a. Write "SDR" **in red** at the top right corner of the Voter Registration Application.
- b. Give the Voter Registration Application to the voter to complete.
- c. Review the application to confirm it has been completed correctly. All required fields must be completed, required boxes checked, and it must be signed. Ask the voter to make any needed additions or corrections.

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## 4. Verify voter's ID.

- a. To proceed, the voter must present an acceptable ID because they will be casting a ballot.
- b. If the voter does not have an acceptable ID, they may complete an ID Confirmation Statement.

## 5. Have voter complete provisional ballot and small provisional envelope.

- a. Voter completes a ballot and provisional envelope and seals the ballot in the envelope. Follow the checklist in the Provisional section of this notebook.
- b. Check the envelope to ensure it is fully and correctly completed. The voter must sign.
- c. On the back of the provisional envelope, check Reason Code #6 (other), and write "SDR" on the line. Sign the envelope as election officer.
- d. Fill out a Provisional Voter Notice and give it to the voter.
- e. The voter has now completed the SDR process and may leave.

## 6. Add voter to provisional ballot log.

- a. Enter the provisional ballot envelope data on electronic provisional ballot log form. Select reason "#6 – SDR". Place a checkmark on the envelope to indicate that the data has been entered.
- b. If the electronic log is not working, retrieve the printed provisional ballot log from the Emergency Envelope, and enter the envelope data. Write "SDR" in notes section. (At the end of the day, you will place this form in the large green #1A SDR envelope.)

## 7. Secure completed provisional materials.

- a. Verify again that you wrote "SDR" **in red** in the top right corner of the Voter Registration Application.
- b. Fold the Voter Registration Application in half around the small provisional envelope. Do not use staples or paper clips.
- c. Deposit both items in the large **Envelope #1A SDR**.

**Virginia Voter Registration Application**

With this form, you can register to vote in elections in Virginia. You can also use this form to change the information on your Virginia voter registration.

**Register to Vote**  
If you are currently registered to vote, you do not have to use this form unless you have moved or changed your name.

**Go Online**  
You may complete your voter registration application online at [www.elections.virginia.gov/registration](http://www.elections.virginia.gov/registration). You may also check your voter registration status online at [www.elections.virginia.gov/registration](http://www.elections.virginia.gov/registration).

**Your Address**  
You must provide a street address or a description of where you live as a residence address. You may provide a mailing address in Box 4 if: (1) your residence address is not serviced by the U.S. Postal Service; (2) you are homeless; (3) you are an overseas citizen; or (4) you are a uniformed service member or qualifying spouse or dependent. Qualified protected voters must provide a Virginia post office box in Box 4 to receive protected voter status. No other applicant can list a mailing address.

**How to Mail**  
Mail your completed application to your local registrar. Use the online address lookup tool if you do not know your registrar's address: [www.elections.virginia.gov/foia501](http://www.elections.virginia.gov/foia501) or mail your application to:  
Virginia Department of Elections  
1100 Bank Street  
Richmond, VA 23219

Mail all applications must be postmarked at least 21 days before the next election in which you plan to vote. A

**Provisional Vote**  
The 100 PATRIOT

**Provisional Ballot Envelope #1A SDR**