



Recommended Checklist for Voter Registration Drives

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

- 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 and I receive the state-approved training on the laws and best practices for conducting registration drives, including criminal penalties.
- Have submitted the Sworn Affidavit form online and have distributed the two-page Best Practices and Overview to all volunteers/staff (Pages 4 and 5).
- Have ensured that applicants complete the voter registration applications in their entirety.
- Have checked the appropriate box on applications in which the applicant was unable to sign due to a physical disability.
- 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.