



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Official ELECT Advisory

DATE: August 14, 2024

SUBJECT: Deadline for Same Day Registration (SDR) Application Processing Extended

WHY THIS IS NEEDED: The deadline for localities to process Same Day Registration (SDR) applications has previously been established as Friday at 5:00 PM following Election Day. For the November 2024 General and Special Elections, the deadline for localities to process SDR applications in VERIS is being extended to Monday, November 11, 2024 at 5:00 PM.

The deadline for processing SDR applications is not a statutorily-driven requirement but rather an internal process designed by the Department of Elections (ELECT) to balance the data entry needs of local elections staff with the duties of the local electoral board to adjudicate provisional ballots. Since SDR has been available for multiple election cycles, ELECT has heard from some localities who requested less time for SDR research and entry in VERIS in order to proceed to adjudication more quickly, while others with a higher volume of SDR preferred more time for research and entry. The previously-established timeline has sought to compromise between the varying needs of these localities.

Recently, ELECT has considered specific general registrar feedback from numerous localities regarding concerns about this deadline leading into the November 5, 2024 General and Special Elections, given projected SDR volumes and the time required to process these applications. After receiving the feedback of the general registrar community during the Virginia Elections Workshop, the Legislative Changes Webinar, and in the letter drafted by the Voter Registrars Association of Virginia, ELECT has held internal discussions with the Policy, Technical, and Election Administration teams as well as solicited one-on-one feedback from members of the elections community regarding this suggested change. Additionally, ELECT took into consideration other factors including the following:

- Veterans Day Holiday on Monday, November 11, 2024
- Duties of local Electoral Boards in adjudicating ballots
- Operational functions of the general registrar's office
- Timelines of Risk-Limiting Audits

- Election Reporting requirements

HOW THIS AFFECTS YOU: Based on valuable data and feedback from the Virginia elections community, **the deadline for general registrars to process SDR applications in VERIS has been extended to Monday, November 11, 2024 at 5:00 PM** for the November 2024 General and Special Elections. This is also confirmed by letter from Commissioner Susan Beals to VRAV President Traci Clark (attached).

- ACTION ITEMS:**
1. **Ensure that all SDR applications are processed** for your locality by the revised deadline: **Monday, November 11, 2024 at 5:00 PM.**
 2. Watch for forthcoming guidance regarding the SDR Duplicate Report. **The Duplicate Report will be emailed to general registrars on Tuesday, November 12, 2024.**

CONTACT: **For technical matters:** Submit a JIRA ticket to the System Support team for all VERIS-related issues

For Election Admin: EA@elections.virginia.gov

For all other matters:

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ADVISORY NUMBER:

 **COMM-720** - Deadline for Same Day Registration (SDR)
Application Entry Extended **PUBLISH ADVISORY**