



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Official ELECT Advisory

DATE: June 21, 2023 Updated 1/23/24 Updated for 2024 November General

SUBJECT: Same Day Voter Registration Applications with Missing or Incomplete Information / SDR Duplicate Report

WHY THIS IS NEEDED: General Registrars have requested additional clarification relating to processing SDR voter registration applications and provisional ballots.

HOW THIS AFFECTS YOU: **Same Day Registration (SDR) applications must be entered into VERIS by 5:00PM on the ~~Friday~~ Monday after the election.**

Additionally, ELECT will send the SDR Duplicate Report to localities around noon on the ~~Saturday~~ Tuesday after the election. It is essential that enough time is allotted to process voter registration applications from the SDR process.

ACTION ITEMS: **1. Process all SDR applications by 5:00 PM on the ~~Friday~~ Monday after the election.**

a. If an individual is not currently registered:

If the applicant is not currently registered in Virginia, the application must contain information required under [§ 24.2-418](#) and [1VAC20-40-70](#) to be approved.

- If the application does not have the required information, the application must be denied.
- Please see [1VAC20-40-40](#) regarding steps a registrar may take if an application to register to vote contains all information required by law but is missing non- material information.

b. If an individual is currently a registered voter:

If the voter is currently registered, the application must be accepted and registrars shall update the voter's registration if the change request application contains new information and is signed ([1VAC20-40-70](#)).

- If the application contains no new information, it should still be accepted which will show as a duplicate or re-registration with no new information or updates.
- If the new application indicates any new information that would serve to cancel the voter's registration, such as felony conviction or adjudication of incapacity without a restoration of rights, then the registrar must deny the application and cancel the voter's registration.

2. The SDR Duplicate Report will be sent via Official ELECT Advisory email from EA@elections.virginia.gov to General Registrars around noon on the ~~Saturday~~ Tuesday after the election.

If the individual has a duplicate SDR application in another locality:

If a voter has multiple SDR voter registration applications, the last one provided will ultimately be where the voter is registered after the election. However, that application will be left "incomplete" until after canvass.

- For the current election, the first SDR provisional ballot cast will be the ballot counted by an electoral board (and the application associated with that ballot will be entered into VERIS prior to canvass). You may need to contact the other general registrar to determine which ballot was cast first.
- If you have multiple SDR voter registration applications from the same person (especially if they are submitted on Election Day), contact your Commonwealth's Attorney or law enforcement.

CONTACT: For technical matters:

Submit questions via JIRA ticket to the System Support Team

For all other matters:

Region 1 (Tidewater) Viki Mainwaring 804-593-2274
victoria.mainwaring@elections.virginia.gov

Region 2 (South Central) Viki Mainwaring 804-593-2274
victoria.mainwaring@elections.virginia.gov

Region 3 (North Central) DeAundre Harris 804-929-4938
deaundre.harris@elections.virginia.gov


Region 4 (South Western) Tanya Pruett 804-864-8931
tanya.pruett@elections.virginia.gov

Region 5 (Northern) DeAundre Harris 804-929-4938
deaundre.harris@elections.virginia.gov

Region 6 (Western) Conrad Faett 804-774-4700
conrad.faett@elections.virginia.gov

Region 7 (Southern) Viki Mainwaring 804-593-2274
victoria.mainwaring@elections.virginia.gov

ADVISORY NUMBER:

 **CAB-1737** - Same Day Voter Registration Applications with Missing or Incomplete Information / SDR Duplicate Report

PUBLISH ADVISORY