

Best Practices for Election Day Registration

- The Ward Clerk or their designee is responsible for processing Election Day Registrations.
- It is recommended to choose a designee who is very familiar with your ward's streets, and the voter registration forms and requirements.
- The Ward Clerk should set up a table near the Board for Registration of Voters for the designated person to sit and register voters.
- The person registering voters should take care to ensure that the new registrant lives in the Ward they are working in.
- A first-time voter who registered by mail and who has not provided the required identification before the election day poll opening and who is unable to produce the required identification at the check-in on election day must be given the chance to complete a new application at the polls and use the election day registration process.
- Once the voter completes the form, the voter registration designee should review it carefully to ensure it is complete.
- Voter registration designee should separate the yellow copy of the form from the white copy. Instruct the voter to go the entrance checklist and give them the white copy of the form. The voter may keep the yellow copy for their records.
- Folks at the entrance checklist will take the application from the voter and add the voter's name and address to the entrance checklists. (The City will provide extra sheets of lined paper to put in the entrance checklist book).

There are **TWO** voter registration forms, one for U.S. Citizens (the Vermont Voter Registration Form) and one for Burlington Residents who are not U.S. Citizens (COB All Legal Resident Voter Registration Form).

When a new voter is registering, ask them if they are a U.S. Citizen to determine which form they need to use.

Vermont Voter Registration Form:

This form is used for any U.S. citizen who wants to be added to Burlington's voter checklist.

When receiving a voter registration form, ensure the following fields are complete:

- Eligibility Questions: Answer must be YES to all three in order to be eligible to vote.
- First and last name
- Date of birth
- Place of birth
- VT Driver's License/ ID number OR if voter does not have one, the last four of their social security number (take care to make sure that driver's license numbers is from Vermont. A VT License number is 8 digits long, and the only letter that may appear in it is the letter A). **DO NOT ASK TO SEE ID**, voter will write this information on the form themselves.
- Residential address
- Mailing address (listed, or indication that it is the same as residential)
- Already registered? Last address individual was registered at OR indication that they've never been registered.
- Voter's oath box checked

- Voter's signature and date signed

COB All Legal Resident Voter Registration Form:

This registration form is used for any Burlington resident who legally resides in the United States, but is not a United States citizen. Legal residents are eligible to vote in local elections only (city and school). Legal residents who are not U.S. citizens are not eligible to vote in state or federal elections.

When receiving a legal resident voter registration form, ensure the following fields are complete:

- Eligibility Questions: Answer must be YES to both in order to be eligible to vote.
- First and last name
- Date of birth
- Place of birth
- VT Driver's License/ ID number.
- **ONLY if a resident does not have a VT ID number:** they may instead present one of the following alternate documents:
 - Current and valid photo ID (address on photo ID does NOT need to match current address) OR,
 - Bank Statement, Utility Bill, or Government document with their name AND current address.
 - Documents should be **reviewed** by an election official– not copied or kept. Put a checkmark in the “election official” box, and add your signature confirming verification
- Residential address
- Mailing address (listed, or indication that it is the same as residential)
- Already registered? Last address individual was registered at OR indication that they've never been registered.
- Voter's oath box checked
- Voter's signature and date signed

What to do if the validity of a voter registration application is questioned?

- If the Voter Registration designee does not believe that the voter is who they say they are, or has reason to believe the person is not qualified to be registered, the issue should be referred to the Board for Registration of Voters (BRV).
- The BRV should make this the highest priority, put the voter under oath and ask them about the facts on the application. As many members of the BRV that are present at the polling place shall constitute a quorum for the purpose of making this decision, so a single member can make this decision if they are the only BRV member at the polling place.
- If the BRV rules the person is eligible to vote, they should be added to the checklist. If the BRV rules that the voter is not eligible to vote, they should not be given a ballot and must immediately be given the reasons for the rejection in writing and be informed that they can appeal the decision to a judge.

What to do if a person claims to have submitted an application, their name does not appear on the checklist and the person refuses to complete a new application and insists on voting?

- For Local and State Elections
 - Inform the person that they have the right to go to Chittenden Superior Court and appeal to a judge.
 - For Federal Elections ONLY - A provisional ballot must be given to the person.

What to do if a person's name does not appear on the checklist and the person's new application was rejected and the person disputes the rejection and insists on voting?

- For Local and State Elections: Inform the person that they have the right to go to Chittenden Superior Court and appeal to a judge.
- For Federal Elections **ONLY** - A provisional ballot must be given to the person.