

Best Practices for Election Day Registration

- The Ward Clerk or designee is responsible for processing Election Day Registrations.
- Recommend choosing a designee who is very familiar with your ward's streets, and the voter registration form and its 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. A complete application **must** have the following information:
 - o Voter's First and Last Name
 - o Select "Yes" that they are a U.S. Citizen, are 18 years of age, and are a Vermont resident.
 - o Date of Birth
 - o Physical Address in Burlington
 - o Mailing Address
 - o A VERMONT Driver's License number or the last four digits of 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).
 - o Checked box that the voter has taken the Voter's Oath
 - o Signature
- Voter registration designee should separate the pink copy of the form from the white and yellow copies. Instruct the voter to go the entrance checklist and give them the white and yellow copies of the form. The voter may keep the pink 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 checklist. (The City will provide extra sheets of lined paper to put in the entrance checklist book).

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.
- The Board for Registration of Voters (BRV) should make this the highest priority, put the voter under oath and ask them about the facts on the application. The BRV can ask the person to produce evidence to verify the facts on their application.
- If the BRV rules that they are eligible to vote, the BRV should complete the form authorizing their addition 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 voter arrives at the entrance checklist and their name does not appear on it?

- Remember to check the supplementary checklist, which will contain the names of any voter who registered the Sunday or Monday before the Election.
- If their name is not on either list, ask the voter if they believe they are registered to vote in Burlington.
 - o If the voter knows they have not registered in Burlington, send them directly to the Election Day Voter Registration Designee.
 - o If they are unsure, send them to the BRV member. The BRV member will use VEMS to determine if they voter needs an address change, or if they need to register.
 - o If an address change, the BRV member will give them the paperwork needed to update their information.
 - o If they are not registered, the voter will be directed to the Election Day Voter Registration Designee.

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.