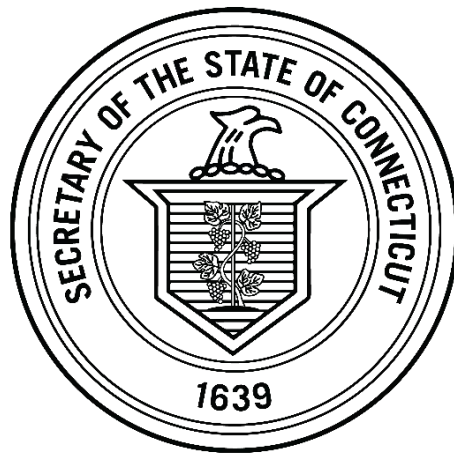


Same-Day Registration (SDR) Handbook



September 2025

Secretary of the State of Connecticut

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Introduction

The purpose of this handbook is to provide local election officials with detailed guidance on Same-Day Registration (hereafter “SDR”) as required by C.G.S. Sec. 19j. Public Act 23-5, as amended by PA 23-204, (hereafter the “Early Voting Act”). **The law replaced Election Day Registration (EDR) with Same-Day Registration (SDR).** Going forward, SDR applies to the entire early voting period, as well as Election Day itself. Like EDR before it, **SDR is available only for regular state and municipal elections.** Under SDR, a person may register to vote and cast a ballot on the same day if they meet the eligibility requirements for voting in Connecticut and are (1) not already an elector or (2) registered in one municipality but want to change their registration because they currently reside in another municipality.

At times, this Handbook will address early in-person voting (hereafter “early voting”) practices, as towns must offer SDR at each early voting location. However, please refer to the [Early Voting Handbook](#) for issues related specifically to early voting.

Overview of Requirements

SDR must be available at each early voting location during the entire early voting period before a regular state or municipal election. In addition, SDR must be available on the day of a regular general election. The table below provides an overview of the major requirements.

Overview of SDR Requirements

Requirement	Regular Election
Start of Early Voting Period¹	15 days before
End of Early Voting Period	2 days before
Duration	14 days ²
Weekday Hours	10:00 a.m. to 6:00 p.m., except for the last Tuesday and Thursday before the election, when the hours are 8:00 a.m. to 8:00 p.m.
Saturday and Sunday Hours	10:00 a.m. to 6:00 p.m.
Deadlines for Applying for Additional SDR Locations for Use on Election Day	Application deadline is 74 days before the election; Deadline for the Secretary to respond is 59 days

¹ Each early voting location must offer SDR during the early voting period.

² The period excludes holidays designated under CGS Sec. 1-4. The duration is not adjusted for such an exclusion.

Requirement	Regular Election
	before the election
Deadline for Certifying Ballots Ordered or Requesting Exemption	Certification deadline is 31 days before the early voting period; Waiver request deadline is 45 days before the early voting period
Warning Deadline	5 to 15 days before the early voting period starts

When SDR is Available

During Early Voting and on Election Day

SDR must be available at each early voting location during the entire early voting period before a regular state or municipal election. In addition, SDR must be available on the day of a regular general election.

When SDR is Not Available

SDR is not available before or during a primary, presidential preference primary, town committee primary, or special election.

SDR Locations

The law requires registrars of voters to designate a location in town—with access to the centralized voter registration system (CVRS)—in which to conduct both (1) early voting and (2) SDR during the early voting period preceding a general election. (Please refer to the [Early Voting Handbook](#) for additional guidance on early voting location designation.)

While the location of SDR must be the same as the early voting location during the early voting period, the SDR location for use on Election Day is addressed separately. The law requires registrars of voters to designate a location for conducting **SDR on Election Day** and certify the location to the Secretary of the State (see below: SDR Process for General Elections). This **Election Day SDR location** may be the same as or different than the location that is used to conduct SDR during the early voting period.

Registrars must be able to access CVRS at each Election Day SDR location. Access to CVRS can be achieved by placing the state-owned CVRS router onto the municipal-owned network. Any connection to CVRS must be in real-time and cannot be a static version of the information contained in CVRS, such as a spreadsheet of information obtained by a download of data from CVRS.

- ❖ **Tip:** In practice, we anticipate most municipalities will designate the same SDR location for use on Election Day and during the early voting period. However, if registrars choose to designate a new location for SDR on Election Day, they should contact the Secretary of the State's Office as soon as possible to begin the process of establishing CVRS access.

Certifying the SDR Location for Election Day

Each town must certify to the Secretary of the State at least one location for conducting SDR on Election Day. As noted above, this Election Day SDR location must be certified to the Secretary of the State on or before 45 days before Election Day.

The certification must be in writing and include the following information:

1. the name, street address, and relevant contact information associated with such location;
2. the name and address of each election official who shall be appointed by the registrars of voters to serve at such location, if any; and
3. a description of the design of such location and a plan for effective completion and processing of such applications.

Upon receipt of the certification, the Secretary will approve or disapprove the certification no later than 29 days before Election Day. A response from the Secretary may require the registrars of voters to appoint one or more additional election officials or alter the location design or plan.

Optional Additional SDR Location for Election Day

The law allows the legislative body of a municipality to apply to the Secretary of the State to designate an additional location to carry out SDR on Election Day. This application must be submitted to the Secretary's Office no later than 74 days before Election Day. The Secretary of the State will approve or disapprove an application for an additional SDR location no later than 59 days before the election. Any additional SDR location must (1) have CVRS access and (2) comply with the above certification requirements. The law authorizes the registrars of voters to appoint election officials to serve at the additional SDR location on Election Day and to delegate to them any of their responsibilities. The registrars of voters must train and supervise the officials appointed by them.

Same Requirements that Apply to Polling Places

The law prohibits the same activities in or near the early voting and SDR locations as the law prohibits in or near a polling place, except that it allows a person performing their official duties or conducting government business to remain in the vicinity, under certain conditions. Specifically, the person may remain in the area (1) only for as long as necessary to perform their duties or conduct business and (2) so long as they are not engaged in any prohibited activity.

Generally speaking, no one can be within 75 feet of the entrance to the building in which there is an early voting or SDR location or in any hallway or other approach to the early voting or SDR room to solicit support for, or opposition to, a candidate or ballot question; loiter; peddle; or offer advertising material or circulars.

Since the SDR location is deemed a polling place for the purposes of federal law, it must contain an IVS System or a replacement system. Moreover, if a municipality is required to provide voting materials in a language other than English, those materials must be available as well. Any posters that are ordinarily displayed in a polling place should be placed in the early voting and SDR location.

- ❖ **Tip:** If the SDR location is situated in a building with a lot of public foot traffic, the SDR location election officials may elect to close the doors of the SDR location to minimize noise. If the door to the SDR location is closed, it is recommended that officials use signage to ensure it is clear that SDR is still ongoing.

Recommendations

1. The selected location should be able to accommodate all voters who are anticipated to use SDR on Election Day.
2. The SDR staff should include at least two officials who are capable of registering voters in your municipality. The staff should be veteran election officials who are familiar with and competent on the use of CVRS.
3. For voters who are already registered on **Election Day**: The SDR official who searches for the person on CVRS must ask the person for their **current** address. If this address does not match the address on the official registry list, the SDR official must direct the voter to their polling place. The officials at the appropriate polling place will handle the elector as a transfer and Election Day addition.
4. Before finalizing a location, registrars should determine whether it can accommodate parking for anticipated voter turnout.

Officials and Training

Moderators and Other Officials

Registrars may delegate to appointed SDR election officials any of the responsibilities assigned to them. Thus, moderators or other election officials may register voters during SDR.

The total number of staff used for SDR during early voting or on Election Day is at the discretion of the registrars and a municipality is not required to have a full complement of poll workers. However, sufficient staffing is necessary at the SDR location to (1) verify eligibility and register applicants as voters, (2) ensure voters receive the correct ballot and an envelope, and (3) collect voted ballots and check to confirm that the voter has signed the SDR envelope.

Recommendations

1. Each municipality should provide a dedicated telephone (or mobile phone) to each moderator at each SDR location to use solely to communicate information about SDR.

2. Each municipality should consider providing assistance to applicants who are in line for SDR to ensure they are not already registered to vote in the municipality.
 3. Each municipality should consider dividing the SDR process among various staff. Processing individuals who have never been registered to vote will be quicker because there will be no obligation to contact another municipality during the registration or voting process. Processing individuals who may have been registered to vote in another municipality in the state will take longer on Election Day because it requires communication with another municipality.
 4. Each municipality should keep the **SDR Ballot Log** (see SDR Forms Handout) to ensure that each SDR applicant and communication with other municipalities can be accounted for and recreated if necessary.
 5. Each location conducting SDR should also have a copy of the inactive list for the municipality. Any person attempting to vote using the SDR process who is on the inactive registry list for the town should be restored and allowed to vote. If this occurs during early voting, the person should proceed to vote using early voting. However, if this occurs on Election Day, the person should be directed to their proper polling place. Each municipality should conduct a local search of CVRS to confirm whether a voter who presents themselves for SDR may already be registered.
 6. If CVRS fails during SDR, the municipality should contact the Secretary of the State to be provided with access to the Voter Inquiry Application, which can be used to pre-check voter status, if they so choose, and to act as a substitute for CVRS.
 7. Registrars should utilize printed labels whenever possible to place the elector's name on the envelope so that there will be less concern regarding illegible handwriting. In the alternative, the official who distributes the affirmations, preferably one with good penmanship, may write the elector's name on the envelope. As always, the elector must sign the affirmation themselves.
- ❖ **Tip:** While the total number of staff used for SDR during early voting or on Election Day is at the discretion of the local election official, it is recommended that the appointed staff should include at least two assistant registrars of voters or special assistant registrars from different parties who are capable of registering voters.

Eligibility

Application and Identification Requirements

In general, the law permits anyone to register and vote in person on Election Day, or during the period of early voting before a regular general election, if they meet the eligibility requirements for voting in this state.

SDR applicants seeking to vote in a regular election must appear in person at the designated SDR location and declare under oath (by signing the certification on the SDR envelope) that they have not previously voted in the election.

They must complete the application for voter registration and provide the same information that CGS § 9-20 requires from anyone seeking to become an elector in person in the state. This means they must provide their birth certificate, driver's license, or Social Security card. If an applicant does not have any of these forms of identification, they can prove their identity under the testimony of another elector or by the presentation of other satisfactory proof to the registrar of voters. College and university students may present a current photo identification issued by their higher education institution in lieu of a birth certificate, driver's license, or Social Security card.

An applicant whose identification does not include proof of their residential address must submit another form of identification showing their residential address in the municipality. The additional identification may include a motor vehicle learner's permit; utility bill due no later than 30 days after the election; lease; library card; paycheck; property tax bill; naturalization documents; recent passport; or, for a college or university student, a current college or university registration or fee statement. If an applicant does not have any of these additional identification forms, they can prove their residence under the testimony of another elector.

Checking Eligibility

Registrars of voters must check CVRS before admitting an applicant as an elector. If the person is found in CVRS as an elector in the municipality, they should be allowed to vote. If this occurs during early voting, the person should proceed to vote using early voting. However, if this occurs on Election Day, the person must be directed to their proper polling place. If the address in CVRS does not match the current address of the elector, but the new address is in the same town, the official must transfer the elector to their new voting district. The person's electoral privileges attach immediately. The officials must then provide the elector with the ballot for their new voting district.

Applicant Not Listed in CVRS. If the registrars of voters determine that the applicant is not listed in CVRS as being registered to vote in another municipality, they must admit the applicant. The applicant becomes an elector in the municipality immediately.

Even though SDR is available for regular elections, some voters may insist that they are already properly registered and decline to go through the registration process. Because of this, provisional ballots must be available at the early voting location when candidates for federal office are on the ballot.

Applicant Listed in CVRS. If an applicant is registered in another municipality but wants to change their registration location, the registrars must immediately notify the registrars in the municipality where the applicant is currently registered and request that they remove the elector's name from their official registry list. The election officials in that municipality must cross through the elector's name on the list and mark "off" next to it.

Best Efforts to Communicate on Election Day

To facilitate the SDR process on Election Day, the registrars must use their best efforts to contact the previous municipality of registration. This includes making at least two telephone inquiries to

the previous municipality within a five- to 10-minute period. The registrars must keep a log of all SDR ballots issued and track each telephone inquiry using the enclosed Ballot Log. If the registrars receive information back from the previous municipality indicating that the applicant has not already voted, the SDR process will continue accordingly as outlined in the “SDR Voting Process” section below. If the registrars receive two busy signals or are unable to contact the previous municipality within the two-telephone call (five- to 10-minute) timeframe, the SDR process will also continue as outlined in the “SDR Voting Process” section below. If the registrars receive two busy signals or are unable to contact the previous municipality within the two-telephone call (five- to 10-minute) timeframe, the SDR process will also continue as outlined in the “SDR Voting Process” section below.

Once the registrars have confirmed that the applicant is qualified to register to vote (by confirmation received from another municipality or through the use of best efforts), the applicant will be processed in CVRS. The applicant becomes an elector in the municipality in which the applicant now resides. If the registrar later receives information that the individual has voted in another municipality, the registrar must immediately provide all information to the State Election Enforcement Commission.

- ❖ **Tip:** Since CVRS updates are required to be completed at the same time as a registrar is completing their duties, the process of exhausting best efforts to communicate with an elector’s previous municipality is not applicable to SDR during early voting.

Delay in Communication

If the registrars are able to contact the previous municipality and the previous municipality states that they will attempt to reach the SDR location but cannot guarantee a timely response, the applicant is not required to wait for a response and should be provided a ballot. On Election Day, the registrars must ensure that the SDR ballot is not transmitted to the counting moderator until they receive communication from the previous town or complete the best-efforts procedures. Before delivering the ballot in question for counting, the registrar must hold it until they receive communication from the previous town or the close of polls, whichever is earlier.

Elector May Have Already Voted

If the registrars of voters believe that the elector may have already voted in the election, they must review the matter in CVRS, which should reflect in real time whether the elector has already voted. If they cannot resolve the matter, the elector may request and cast a challenged ballot, and the registrars must report the incident to the State Elections Enforcement Commission for investigation. Challenged ballots are stored by the town clerk for 180 days after the election and are not counted unless ordered by a court in an election contest (CGS Sec. 9-232f).

Confirmation Procedures

Registrars of voters must immediately send a letter of acceptance by first-class mail to the residential address of each SDR applicant they admit. The envelope must have instructions for returning any confirmation notice that cannot be delivered to the address shown. If the

confirmation is returned as undelivered, registrars must immediately send a confirmation of voting residence.

Registrars do not need to wait until the May 1st deadline that otherwise applies to the annual canvass of the registry list. If the address cannot be verified, registrars must place the elector's name on the inactive list. This is the same procedure that is currently used if a letter of acceptance is returned as undeliverable.

SDR Process

SDR is available for (1) the duration of the early voting period and (2) on Election Day. SDR applies only to regular general elections.

Maintenance of Paper Voter List for SDR During the Early Voting Period

The prescribed early voting process requires registrars of voters to print an official voter registry list at the beginning of the early voting period. To ensure that the list is properly maintained for use in the SDR process throughout the early voting period, registrars should run a change detail report of removals and additions at the start of each day and mark "S" next to a voter who has voted by SDR, an "E" next to a voter who has voted early, or an "A" next to a voter who voted by absentee ballot.

SDR Voting Process

Registrars of voters must give an SDR ballot and envelope to an applicant whom they admit as an elector under SDR and record its issuance. This requirement applies even when the applicant comes in during the early voting period. In other words, SDR applicants do not receive early voting envelopes; instead, they always receive SDR envelopes. Therefore, during early voting for a regular general election, there will be two types of envelopes available: early voting ballots and SDR envelopes. An SDR envelope will only be used for an elector who successfully completes an application for SDR. An elector admitted through the SDR process must not be provided an early voting envelope under any circumstance.

Under SDR, the elector must (1) declare under oath that he or she did not previously vote in the election and (2) sign an affirmation that is printed on the back of the SDR security envelope and substantially similar to the following:

AFFIRMATION: I, the undersigned, do hereby state, under penalty of false statement, (perjury) that:

1. I am the person admitted here as an elector in the town indicated.
2. I am eligible to vote in the election indicated for today in the town indicated.
3. The information on my voter registration card is correct and complete.
4. I reside at the address that I have given to the registrars of voters.

5. If previously registered at another location, I have provided such address to the registrars of voters and hereby request cancellation of such prior registration.
6. I have not voted in person or by absentee ballot and I will not vote otherwise than by this ballot at this election.
7. I completed an application for a same-day election registration ballot and received a same-day election registration ballot.

The newly admitted elector must privately mark the ballot in the presence of the registrars or their designees. The elector must place their ballot in the SDR envelope and then deposit the envelope in a secured SDR ballot depository receptacle.

CVRS Update

Registrars of voters are required to use CVRS as prescribed by the Secretary of the State. For CVRS to function properly, the Secretary of the State requires that, following an elector's vote by SDR ballot, registrars of voters update the voter history in CVRS forthwith so that it is clear when an individual has voted in their town.

Chain of Custody Procedures

At the conclusion of each day during the early voting period, registrars of voters must have two individuals of opposing political parties transport the receptacles containing the day's SDR ballots along with the early voting ballots, to the municipal clerk who must secure and store them in a manner as similar as possible to the security and storage of absentee ballots. The election officials who are present when the registrars transport the ballots to the town clerk must sign the **Affidavit of Delivery and Receipt of Early Voting and Same-Day Registration (SDR) Ballots: Towns Where Town Clerks Store Ballots**.

If this type of storage is not practical, the registrars must prepare an alternate plan as required by the early voting statutes and submit it to the Secretary of the State for approval. The plan should indicate the basis for the request and set out clear chain of custody and storage procedures. At a minimum, the registrars must store the ballots under lock and key in a tamper-proof, fire-proof receptacle. The receptacle must be locked in a secure room that is not generally accessible. When delivering ballots for counting on the day of the election, these towns will use the **Affidavit of Delivery and Receipt of Early Voting and Same Day Registration (SDR) Ballots: Towns Operating Under an Alternative Storage Plan** (discussed below under Counting Procedures).

The registrars of voters or the town clerk, whichever applies, should limit access to the storage location and maintain a log of all people who have access to that storage location. For anyone who accesses the storage location, the log should show the names, dates, times, and purpose.

At the conclusion of the day on Election Day, two election officials of opposing political parties at the SDR Location must transport the receptacles with the SDR Ballots to the same area (district

or central location) where absentee ballots are counted. The delivery of the ballots shall be documented using the **Affidavit of Delivery and Receipt**. SDR Ballots cast on Election Day should then be counted along with the SDR Ballots collected throughout the early voting period.

Counting Procedures

Procedures relating to the custody, control, and counting of SDR ballots must comply as nearly as possible to the custody, control, and counting of absentee ballots. Among other things, this means that at the time designated by registrars and noticed to election officials, registrars must have two individuals of different political parties transport the ballots for counting to the same area (polling place or central location) where absentee ballots are counted.

On the day of the election, the town clerk must deliver SDR ballots cast during the early voting period in their possession to the registrars of voters between 6:00 a.m. and 10:00 a.m. The delivery must be documented using the appropriate affidavit (see Chain of Custody Procedures above for information on the appropriate affidavit). If the SDR ballots are already in the possession of the registrars of voters under a Secretary of the State-approved alternate plan, the town clerk should be present at the time when the ballots are transported for counting, and the appropriate affidavit should be completed.

Ballot counters must proceed between 6:00 a.m. and 10:00 a.m., at the time designated by the registrars, to the central counting location or their respective polling places. When the ballots are delivered, the ballot counters must check and count them as nearly as possible to the manner in which they count absentee ballots.

In addition, counting procedures must also include the following:

1. The election officials present at the absentee ballot counting location count the ballots.
2. A section of the head moderator's return must show the number of early voting ballots cast, the number of write-in votes cast, and for a general election, the number of SDR ballots cast.
3. Registrars must seal a copy of the **Daily Early Voting and SDR Tally Sheet** and **Write-in Votes Tally Sheet** in the depository receptacle with the ballots and store the receptacle with the other election results materials.
4. The registrars must preserve the SDR envelopes along with the early voting envelopes for general elections, for 180 days or 22 months depending on the election or primary—the same period the law requires that other counted ballots be preserved.
5. Registrars must account for all SDR applications received and ballots issued to ensure these totals balance. Registrars can accomplish this by using the **Same-Day Registration (SDR) Ballot Log** and **CVRS – Monthly Change Detail Report**, or by counting the actual ballots and applications by hand.
6. If counting at a central location, a separate tabulator may be used for SDR ballots.

Suggested Forms

A handout with the following Suggested SDR Forms accompanies this handbook to assist you with administering SDR and reporting the results to the Secretary of the State.

1. **Daily Early Voting and SDR Tally Sheet (one per district)** – to separately account for the candidate and question vote totals cast on the SDR ballots;
2. **Write-In Votes Tally Sheet (one per district)** – to separately account for the registered write-in candidate vote totals cast on the SDR ballots;
3. **Certificate for SDR Ballots (one per district)** – to account for the total number of SDR applications, applications denied, ballots cast, and ballots rejected to ensure those numbers balance at the close of the polls on Election Day;
4. **SDR Ballot Log** – to account for all SDR applications received and SDR ballots cast and to keep other statistical information necessary for the administration of SDR;
5. **Affidavit of Delivery and Receipt of Early Voting and Same Day Registration (SDR) Ballots: Towns Where Town Clerks Store Ballots** – to memorialize chain of custody where ballots are delivered to Town Clerks for storage;
6. **Affidavit of Delivery and Receipt of Early Voting and Same Day Registration (SDR) Ballots: Towns Operating Under an Alternative Storage Plan** – to memorialize chain of custody where ballots are delivered under an alternative storage plan; and
7. **SDR Suggested Envelope** – this is a sample of the text that will be printed on the outside of the SDR envelope that will be used on Election Day.

Voted Ballots

It is important to note that, once voted, a voter may not pull their SDR ballot in order to vote later in person. The vote is counted because an early voting ballot is considered “voted” when it is completed. This is different than the requirement for absentee ballots under which the ballot must be pulled and is not counted.

Ordering and Certifying Ballots

It is important to be able to separately report and tally the vote totals cast via SDR ballots. Although law does not require registrars of voters to separately report the results to the Secretary of the State, it does require that the head moderator’s return show the number of early voting ballots and SDR ballots received, separately. It also requires registrars to seal the copies of the return with the early voting ballots and with the SDR ballots for the required retention period.

Types of Ballots

To avoid additional costs, we have developed the following suggestions regarding SDR ballots:

1. A municipality may order a **totally unique SDR ballot** that will be separately accounted for by the optical scan voting tabulator either at the central absentee voting counting location or at the polls, depending on the municipality.
2. A municipality may use regular **polling place ballots** that will be counted at a **central** location so the tabulator will separately account for SDR ballots.
3. A municipality may use **regular absentee ballots** and tally them on a completely **separate** tabulator.
4. A municipality may use regular **polling place ballots** for SDR and hand-count the ballots.

Certifying the Number of Ballots Ordered or Requesting a Waiver

Registrars of voters and town clerks must jointly certify the number of ballots ordered for each early voting and SDR location in a primary or election, along with the number of other ballots ordered. The deadline for certifying the number of SDR ballots ordered is 31 days before the early voting period for a regular general election.

The deadline to request a waiver from this requirement is 45 days before the early voting period for an election.

During the early voting period, the moderator must keep an accounting, on an hourly basis, of the number of ballots used and the number that remain. If more ballots have been used than were originally anticipated or a shortage seems likely, the moderator must immediately follow the ballot shortage procedure under section 9-174a-18 of the Regulations of Connecticut State Agencies. It may be helpful to keep each voting district's ballots separated into packs of 25 to determine if more ballots are needed.

We suggest contacting ROVAC for guidance on questions about the number or types of ballots to order.

Closing the SDR Location

During Early Voting, an SDR applicant must be in line by the closing of the Early Voting location (6 p.m. or 8 p.m., depending on the day) to register to vote and cast a ballot. On Election Day, an SDR applicant must be in line by 8:00 p.m. to register and cast a ballot. Thus, registrars must place an official or police officer behind the last person standing in line at the cutoff time. The official or officer must prevent a voter or applicant from getting in line.