

## Conducting a Voter Registration Drive in Colorado

### Voter Registration Deadlines

- Applications collected during a voter registration drive must be received or postmarked 22 days before Election Day.
- Online registration is available through Election Day but must be completed by the 8th day before Election Day to receive a ballot in the mail; otherwise, you must go to a Voter Service and Polling Center.
- In-person registration can now be completed throughout the early voting period and on Election Day at a Voter Service and Polling Center.

### Getting Started

**Training Requirement:** Drive organizers must complete training (and an accompanying test) provided by the Secretary of State (SOS) before any voter registration drive. Sign-up and training is available online at the [SOS website](#). After the training, the drive organizer must sign and submit a Training Acknowledgment Form.

**Notification and Registration Requirements:** The SOS must be notified about voter registration drives by first filing a Statement of Intent (SOI) which designates the drive organizer and an agent. Agents must be Colorado residents.

Once an SOI is approved, it is valid for all drives conducted by that organization or organizer through the end of the calendar year. Any changes to the Organizer/Agent/contact information, etc. must be updated with the SOS no later than three business days after the change by submitting an updated SOI and if necessary a new Training Acknowledgment Form.

Upon receipt and verification of the Training Acknowledgment Form and test results the organizer will be informed of their status (approved or pending additional information). Once the organizer receives notice that their status is approved they may train circulators to assist them with VRDs. The SOS provides a circulator training that must be used. The organizer must train all others who will assist with registration and must keep a signed attestation from each worker that they are aware of the penalties for mishandling applications.

**Compensation Restrictions:** Compensation is permitted, but do not pay registration drive participants based on how many registrations they collect.

### Obtaining Applications

**State Form:** Colorado Voter Registration Drive Application Forms are available from county clerks and the Secretary of State. Registration drive organizers must receive a registration number before they can receive the approved application forms. The organizer is responsible for placing the registration drive number on the application forms. The circulator must include their unique circulator ID number on each voter registration form they submit.

**Federal Form:** The [federal mail-in voter registration application](#) may be used in registration drives, but the state voter registration form is preferred by the Secretary of State.

**Photocopying Blank Forms:** Voter registration applications for voter registration drives cannot be photocopied.

### Handling Applications

**Incomplete Applications:** Colorado does not allow anyone other than the registrant or a person assisting the registrant while the registrant is present to make changes to applications.

**Photocopying Completed Applications:** Colorado does not prohibit voter registration drive participants from photocopying completed registration applications. The SOS recommends that they redact the driver's license, month and date of birth, signature and Social Security Numbers from copied applications.

**Submitting Completed Applications:** All registration applications collected as part of a voter registration drive (whether the federal form or the state form is used) must be delivered or postmarked no later than 15 business days after the application is signed or by the registration deadline, whichever is earlier.

- State or National voter registration applications collected by voter registration drives must be delivered/mailed to the county clerk and recorder of the county where the voter resides.

*Fair Elections Center and Campus Vote Project intend the information contained herein is used only as a general guide. This document should not be used as a substitute for consultation with a licensed Colorado legal professional.*

Last updated June 2018