



**DETERMINING
WHO IS QUALIFIED
TO VOTE**

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- The job of the pollbook officer
- Asks a series of questions of the voter that reveal whether or not the voter is qualified to vote

Standard Procedure

- 1. Ask the voter for his full legal name and current residence address (even if you know the person and where they live)**
- 2. Repeat in a clear voice:**
 - a. Voter's full name (last name first)**
 - b. Voter's current address**
- 3. Ask the voter for one of Virginia's acceptable forms of photo identification**
- 4. Locate voter's name in the pollbook**
- 5. Compare voter's current address with the address printed in the pollbook**



WHAT IF

?????

QUICK REFERENCE TO PROBLEMS

Problem / Explanation / Action to Take

For Problems 1 - 20, an explanation and the action required for each are detailed beginning on Page 2 of this document.

Photo Identification (See page 2 for photo ID requirements)

1. Photo Identification requirements
2. Voter has no acceptable photo ID

Address or Name Change

3. Voter's name marked with "2" but voter did not move
4. Voter moved within same precinct, or voter changed name only
5. Voter moved within VA before this election day and after Nov. 4, 2014
6. Voter moved within VA between Nov. 7, 2012 and through Nov. 4, 2014
7. Voter moved to another state

Pollbook

8. Voter's name marked with "F" or "R" on pollbook
9. Voter's name not on pollbook
10. Voter's name omitted from pollbook in error
11. Person is not qualified to vote
12. a. Name is not on pollbook; Registrar unavailable/
cannot confirm registration (basic Provisional Ballot procedure);
b. voter lacks photo ID.
13. Voter is challenged by Officer or another voter
14. Voter's name already marked as having voted

Accessibility

15. Voter asks for help to vote
16. Voter is blind
17. Voter asks to vote outside polls

Other

18. Voter's name marked with "A" on pollbook

Absentee

19. Absentee voter appears at the polling place to vote.

Extension of Poll Hours

20. Poll hours extended by court order

Abbreviations & Notations

- AB Absentee Ballot
- AB LIST Final Absentee Ballot Report
- CAP Central Absentee Precinct
- EPB Electronic Pollbook
- ID Photo Identification
- OP Outside Polls
- PBC Pollbook Count
- S Voter has completed required statement (including *Affirmation of Eligibility*)
- SOR Statement of Results
- § 24.2 Title of the Code of Virginia, also known as the Virginia Election Laws

Explanation of Symbols by Voter's Name

(on EPB may be shown on list, in voter's details or otherwise):

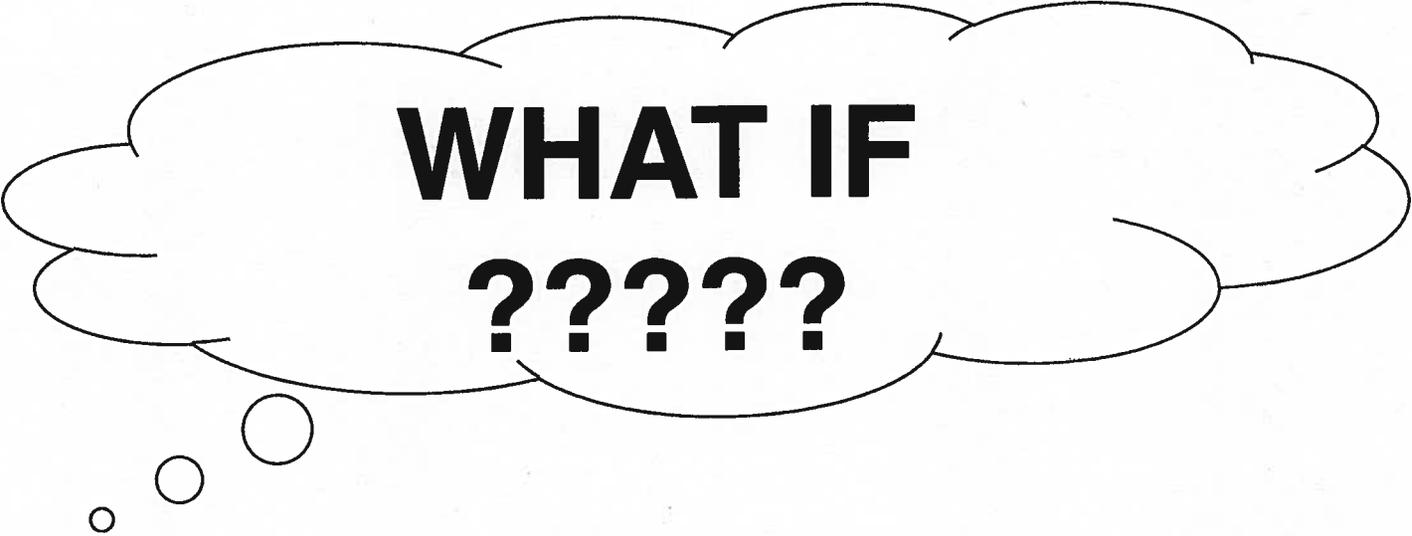
2 Voter must complete form before voting to verify current residential address. (EPB may show "inactive" or "address confirmation required")
Action depends on whether, when and where the voter moved (Problems 3-7).
Problems 4-7 also may apply if the voter's name is not marked with "2".

A Voter has assigned number instead of Social Security Number on voter rolls (Problem 18). This applies to very few voters. A column of "A's" (with an occasional "I" on the EPB), indicates "active" (vs. "inactive") status, not "assigned number."

F Federal only overseas voter eligible to vote in federal elections only (Problem 8)

R Permanent overseas voter eligible to vote in all elections (Problem 8).

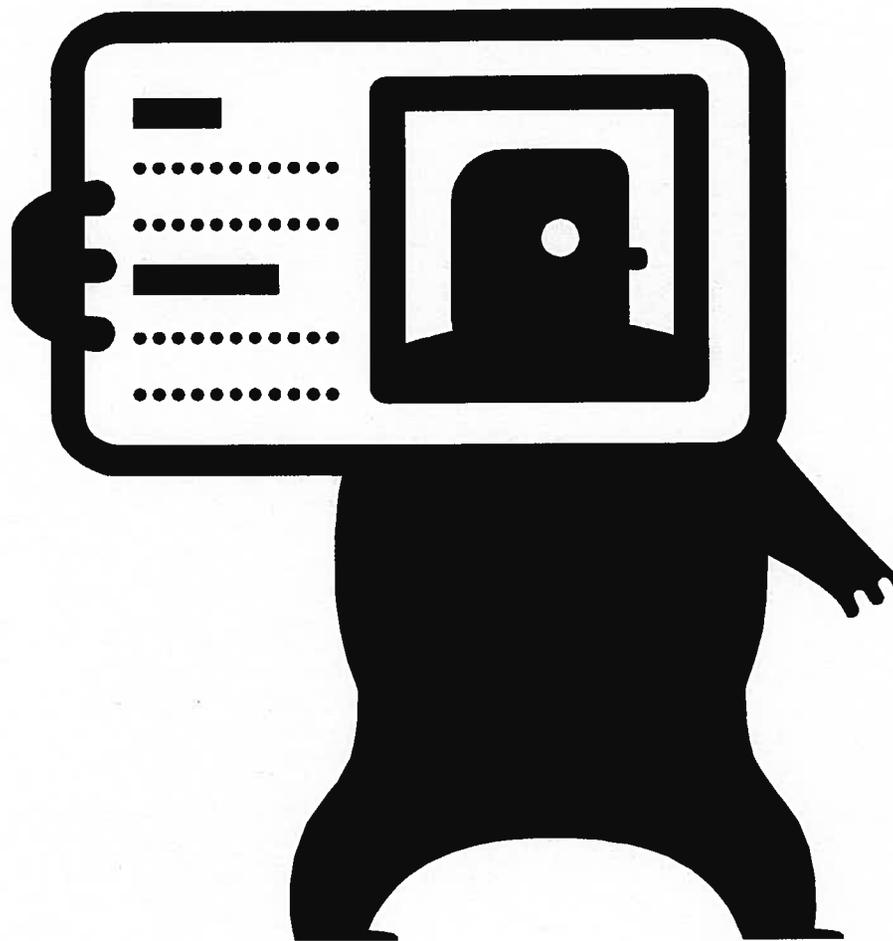
If voter has questions about any requirement, voter may call the Department of Elections at 1-800-552-9745.



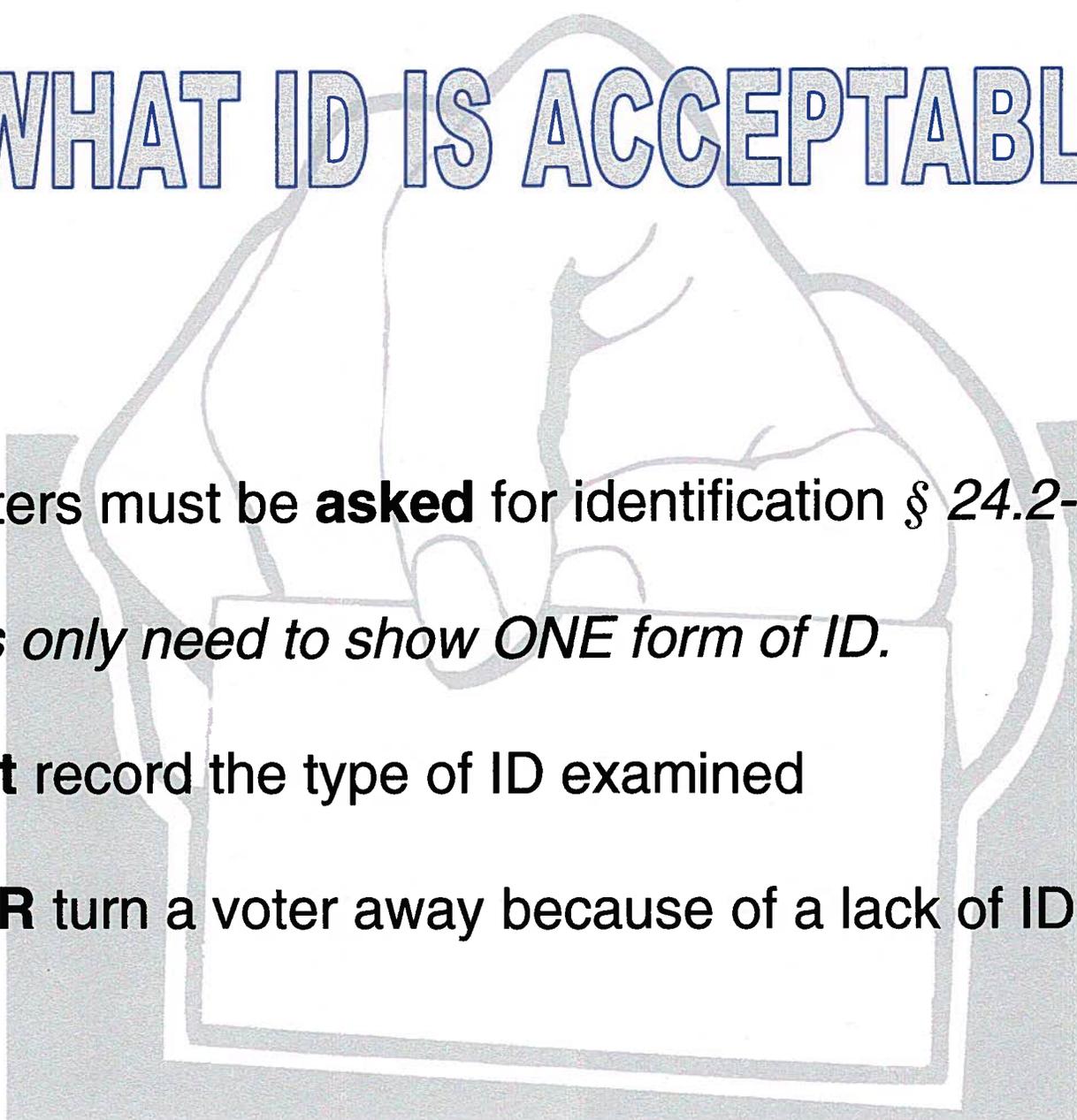
**WHAT IF
??????**

- **CONTAINS ALL SITUATIONS THAT
COULD BE ENCOUNTERED WHEN
DETERMINING IF A PERSON IS
QUALIFIED TO VOTE.**

Voter Photo ID Law



WHAT ID IS ACCEPTABLE



- **All** voters must be **asked** for identification § 24.2-643(B)
- *Voters only need to show ONE form of ID.*
- Do **not** record the type of ID examined
- **NEVER** turn a voter away because of a lack of ID

WHAT ID IS ACCEPTABLE

- Valid Virginia Driver's License or Identification Card
- Valid Virginia DMV issued Veteran's ID card
- Valid United States Passport
- Other government-issued photo identification cards (must be issued by US Government, the Commonwealth of Virginia, or a political subdivision of the Commonwealth)
- Valid college or university student photo identification card (must be from an institution of higher education located in Virginia)
- Employee identification card containing a photograph of the voter and issued by an employer of the voter in the ordinary course of the employer's business
- Tribal enrollment or photo ID's issued by one of the 11 recognized Virginia tribes.



Voter Identification

All voters casting a ballot in-person will be asked to show one form of identification. Any voter who does not present acceptable identification must vote a provisional ballot.

	Identification	Is it accepted?
Photo IDs	Valid* photo ID	Yes, if issued by government, employer, or institute of higher education in VA.
	Government-issued ID card from federal, VA, or local subdivision (including political subdivisions)	Yes
	DMV-Issued Photo ID Card	Yes
	Tribal enrollment or other tribal ID	Yes, if issued by one of 11 tribes recognized by VA.**
	US Passport or Passport Card	Yes
	Valid* employee ID card issued by voter's employer in ordinary course of business (public or private employer)	Yes
	Credit card displaying photograph	No
	Membership card from private organization	No
	Military ID	Yes
	Nursing home resident ID	Yes, if issued by government facility.
Voter Photo Identification Card issued by the Department of Elections	Yes	
	Identification	Is it accepted?
Student IDs	Valid* student ID issued by a public or private school of higher education located in VA displaying photo	Yes
	Valid* student ID issued by a public or private school of higher education outside of VA displaying photo	No
	Student ID issued by a public high school in VA displaying a photo	Yes
	Student ID issued by a private high school in VA displaying a photo	No
Driver's License or non-operating state identification	Valid* Virginia Driver's License or DMV-issued Photo ID	Yes
	Virginia Driver's License that is expired for less than 12 months	Yes
	Virginia Driver's License that is expired for more than 12 months	No
	Valid* out-of-state driver's license	No

Virginia requirements: Va. Code § [24.2-643\(B\)](#)

- valid Virginia driver's license;
- valid United States passport;

WHAT ID IS ACCEPTABLE

ID ADDRESS DOES NOT MATCH REGISTRATION ADDRESS

If name and/or address (if shown) on ID are **not** the same as the pollbook:

- Ask voter where he is currently residing.
- If voter has moved or changed name, see Problems 4-7.

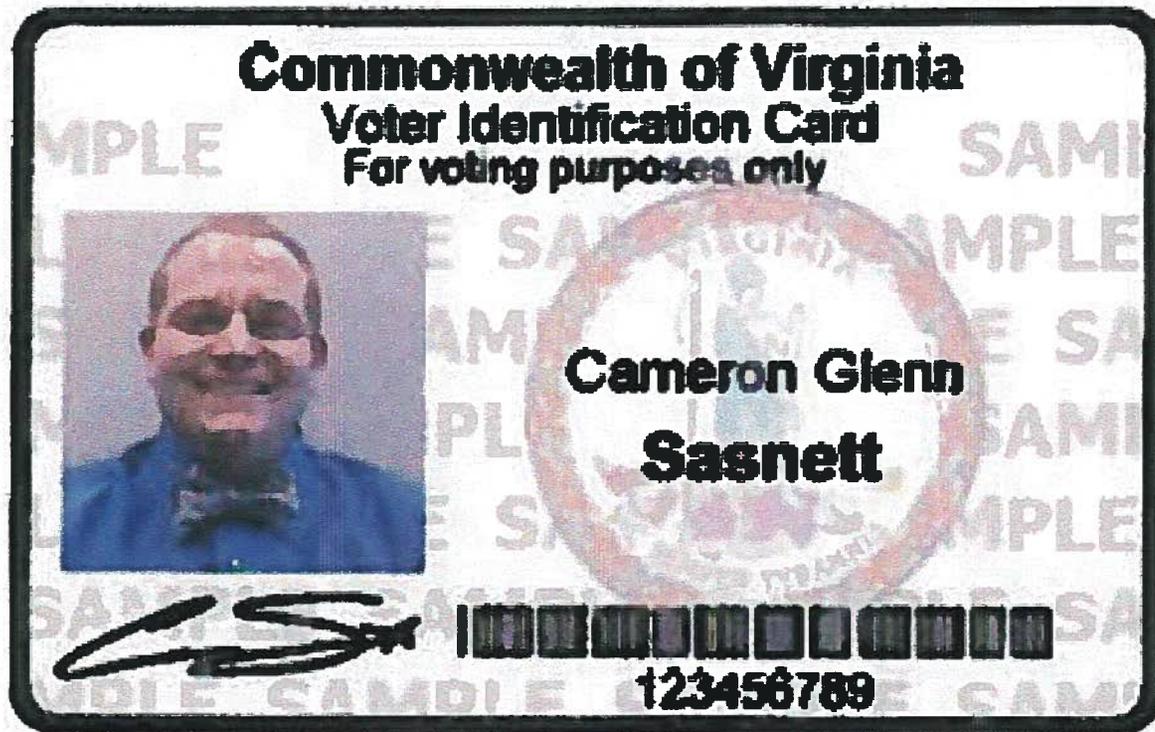
Remember:

- Some acceptable forms of ID do not include a residence address.
- An address on the photo ID that does not match the address listed for the voter in the pollbook does not make the ID unacceptable for proving the voter's identity

Valid – the document is genuine, bears a photograph of the voter, and is not expired for more than 12 months

NOTE: Determining whether an ID is valid should only be made based upon the information appearing on the face of the card.

VOTER REGISTRAR ISSUED PHOTO ID



No ID????????

**PROVISIONAL
BALLOT**

COMMONWEALTH OF VIRGINIA
SAMPLE BALLOT
CITY OF RICHMOND
GENERAL ELECTION
TUESDAY, NOVEMBER , Any Date

0604

TO VOTE: COMPLETELY FILL IN THE OVAL BETWEEN THE TWO ARROWS OF YOUR CHOICE WITH BLUE OR BLACK INK.

To vote for a person not on the ballot for an office, write the name on the line provided and FILL IN the oval to the right of their name.

Member
Any Office

(Vote for not more than one)

John Q. Incumbent



Susie D. Challenger



(Write In)



FRONT

PROVISIONAL VOTE—ID ONLY
[PLACE VOTED BALLOT IN THIS ENVELOPE]

NUMBER/NAME OF PRECINCT _____

PRINT VOTER INFORMATION BELOW. ALL INFORMATION MUST BE GIVEN.

FIRST NAME FULL MIDDLE, OR MAIDEN, OR ANY PRIOR LEGAL NAME None LAST NAME None
SUFFIX, IF ANY

COMPLETE RESIDENCE ADDRESS [INCLUDING ZIP CODE] DATE MOVED HERE

IF ONE, RESIDENCE POST OFFICE BOX OR UNIFORMED SERVICES ADDRESS [INCLUDING ZIP CODE]

SOCIAL SECURITY NUMBER (LAST 4 DIGITS REQUIRED) Male Female BIRTHDATE AREA CODE DAYTIME TELEPHONE NUMBER, IF ONE

Privacy Act Notice: This form requires personal information, including the last four (4) digits of your Social Security number, for identification purposes and to prevent fraud. Providing your full Social Security number, though not required, may prove helpful in the determination of your eligibility to vote. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Support Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted. **SBE -653ID REV 7/2014**

OFFICER OF ELECTION. Use this envelope only when a voter whose name IS on the pollbook does not have the required identification. If any issue other than identification applies to this voter, a regular provisional ballot envelope must be used. Have voter complete the top portion. Read the statement below to the voter and have the voter verify the information and sign. You also must sign. Voter must vote a paper ballot and seal the voted ballot in this envelope. Enter voter's information in Precinct Provisional Ballots Log. Do NOT mark pollbook. Electoral Board will determine voter qualification. If voter returns with proper identification, check the box in bottom section, sign, date, and attach a copy of the document.

STATEMENT OF VOTER – I hereby state, subject to felony penalties, that I am qualified and registered to vote in this precinct; to the best of my knowledge, I am not disqualified from voting by the Constitution and laws of this Commonwealth, and my registration is not subject to cancellation. The information given on the reverse side of this document is true and correct, and I have not voted and will not vote in this election at any other time or place.

WARNING: INTENTIONALLY MAKING A MATERIALLY FALSE STATEMENT ON THIS FORM CONSTITUTES THE CRIME OF ELECTION FRAUD, WHICH IS PUNISHABLE UNDER VIRGINIA LAW AS A FELONY. VIOLATORS MAY BE SENTENCED TO UP TO 10 YEARS IN PRISON, OR UP TO 12 MONTHS IN JAIL AND/OR FINED UP TO \$2,500.

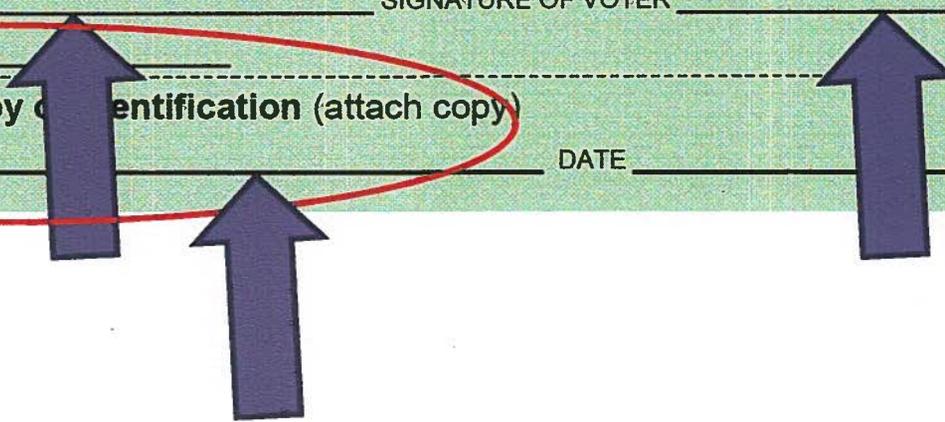
SIGNATURE OF OFFICER OF ELECTION _____ SIGNATURE OF VOTER _____

DATE _____

Voter later provided a copy of identification (attach copy)

SIGNATURE OF ELECTIONS OFFICIAL _____ DATE _____

SBE -653ID REV 7/2014



PROVISIONAL VOTER NOTICE - IDENTIFICATION

§§ 24.2-643 and 24.2-643 of the Code of Virginia

An officer of election must give this notice to every voter who completes a provisional ballot for lack of proper identification.

Dear Provisional Voter:

You voted a provisional ballot today because you did not present the required identification. *Your vote will not count unless you provide the required photo identification by the deadline listed below.* Your local electoral board will meet to determine which provisional ballots should be counted. The meeting will begin at 9:00 AM Wednesday, November 5, 2014 at the Office of the General Registrar, Room 105, City Hall, 900 East Broad Street, Richmond, Virginia 23219. You have the following options to provide the required photo identification documents:

- attend the meeting at which you can request an additional day to provide the requisite identification; or
- no later than noon on Friday after the election, provide the electoral board a copy of your required identification. You may use fax, email, U.S. mail, or a commercial delivery service as long as the identification document is actually received by the electoral board by the deadline.

If you have questions, please call the general registrar's office at (804) 646-5950. After the completion of the provisional vote count, you can find out if your ballot was counted by calling the toll-free number: 866-839-2556 asking for locality # 760.

How to Submit Your Required Identification

Please provide a copy of your required photo ID in-person or to the address, email, or fax number below by noon on the Friday after the election. If you do not possess acceptable identification, a temporary ID may be made for you at your local general registrar's office.

Electoral Board Address Information:

Mailing Address:

(Note: ID must arrive to address by noon on Friday after election.)

P.O. Box 61037
Richmond, Virginia 23261

Email: VoterRegistration@richmondgov.com

Fax: (804) 646-7848

Physical Address:

Office of the General Registrar
Room 105, City Hall
900 East Broad Street, Richmond, Virginia 23219

Phone: (804) 646-5950

Acceptable forms of Identification include:

- valid Virginia driver's license,
- valid United States passport
- voter photo identification card issued by the Department of Elections
- identification card issued by a government agency,
- valid student photo identification card from an institute of higher education located in the Commonwealth
- valid employee identification card issued in the normal course of business,

- Voters have until noon on the Friday after the election to provide an acceptable form of photo ID.
- You may fax, email, mail, or submit your photo ID to the electoral board.
- Please contact the Department of Elections at 1-800-552-9745 or your local registrar at the number listed above if you have questions.

PRECINCT PROVISIONAL BALLOTS LOG

- Enter the information requested below for each voter who completes a provisional ballot. Do NOT mark pollbook for provisional voters. Circle multiple reasons for casting the provisional ballot if multiple reasons apply. If lack of ID is one of multiple reasons, the ballot should be placed in the regular provisional envelope. Put LOG in Envelope 1A with voted, sealed provisional ballot envelopes completed during normal voting hours
- If voting hours are extended by court order, begin new LOG sheet, restart page count from "1" and check "after hours" below. These voters may only vote by provisional ballot (reason #3; other reasons may also apply). Do NOT mark pollbook for provisional voters. Provisional ballots and LOG sheets must be kept separate from those used during normal voting hours. Put after hours LOG in Envelope 1B with all voted, sealed provisional ballot envelopes completed by those persons voting after the normal close of polls.

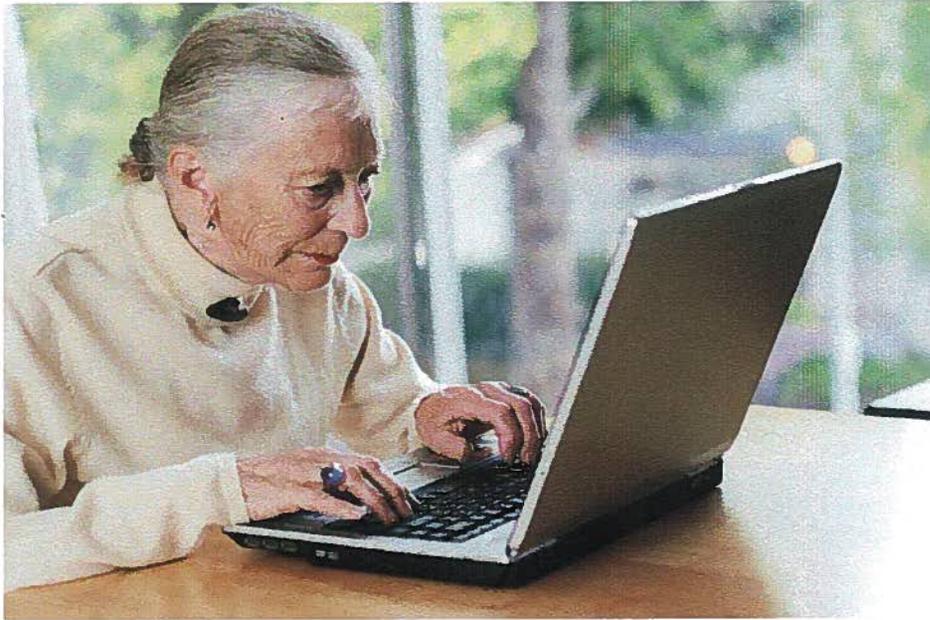
___ County or ___ City of _____
 Precinct Name / # _____

Log Page # _____
 Cong. Dist. # _____

Election Date _____
 Check if after hours

Please print legibly

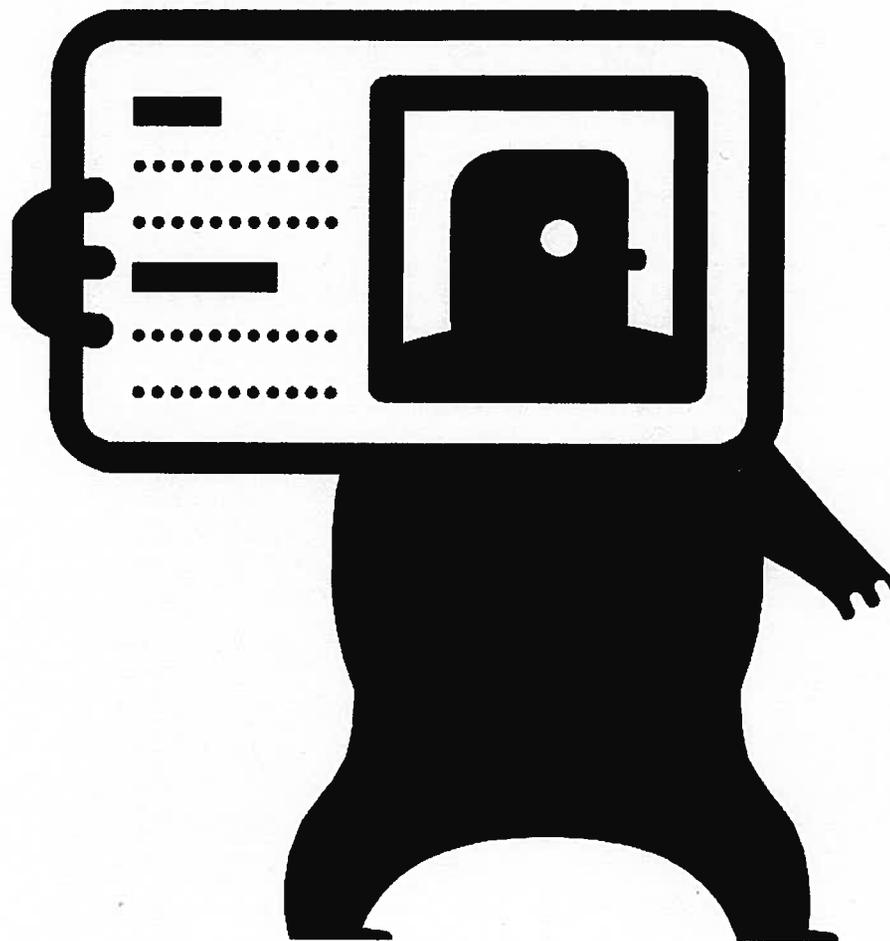
Voter's Full Name, Virginia Address, SSN, Date of Birth, Gender and Phone # from Provisional Ballot Envelope.	Reason(s) PB Issued (circle; explain if necessary)							EB counted?		If not counted, reason why:
	1	2	3	4	5	6	ID	Yes	No	
1.							ID	Yes	No	
2.							ID	Yes	No	
3.							ID	Yes	No	
4.							ID	Yes	No	
5.							ID	Yes	No	



**DO NOT CHECK THESE
VOTERS INTO THE
POLLBOOK BUT DO NOTE
IN THE POLLBOOK**

**TEMPORARY ID'S AVAILABLE
TO THOSE THAT DO NOT
HAVE AN ACCEPTABLE FORM
OF ID UP TO, INCLUDING
AND PAST ELECTION DAY IN
THE OFFICE OF THE GENERAL
REGISTRAR**

OTHER ID PROBLEMS



What to do if...

Photo does not look like the voter?

- Inform the voter that they cannot be positively ID'd from the picture on the ID
- Ask if they have an alternative photo ID
- If not, they must vote a Provisional (ID only) ballot

Name on the ID does not match the voter's record

- Voter may need to show another document showing the name listed on the pollbook
- Voter should complete a voter registration application to update the name change