



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

VIRGINIA VOTER PHOTO IDENTIFICATION

User's Manual

(rev. 09/2014)



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The Hardware

Webcam

The Virginia State Board of Elections has provided every local General Registrar's office with a HD webcam to allow each locality to capture the photo of each applicant for inclusion on their final Voter Photo ID card. The webcam that was procured for each locality is a Logitech c615 HD Webcam.

The webcam has the following features:

- Full HD 1080p video quality
- Logitech Fluid Crystal Technology
- Autofocus
- High Speed USB 2.0 certified
- Tripod ready base
- 3-foot USB cable
- 3-foot USB extension cable



Figure 1 - Logitech c615 HD Webcam

The Logitech c615 HD webcam is plug-and-play compatible with Windows 7 and does not require any additional software or drivers to use.

SBE has provided localities with an accompanying flexible desktop tripod.



Figure 2 - Webcam with desktop tripod

Once received, each locality will be responsible for ensuring that the webcam stays in operational order. Should a locality need to replace their webcam, or wish to procure additional units, the Department of Elections can provide contract pricing for procurement.

Each office should regularly check the webcam lens for smudges, dirt and/or scratches as these will affect the quality of the image of the applicant.

Signature Pad

In addition to providing each locality with the Logitech webcam, SBE has provided each General Registrar's office with a Topaz SigLite 1x5 USB signature pad to electronically capture the signature of each applicant for inclusion on their final Voter Photo Identification Card.

"SigLite is Topaz's low-cost pressure-sensitive electronic signature pad. SigLite features all the high-quality biometric and forensic capture techniques of a SignatureGem tablet but with a low-cost touchpad and stylus in place of the active electromagnetic pen and sensor. The touchpad sensor is protected by an optional replaceable overlay for longer life."



The Topaz SigLite 1x5 signature pad requires the installation of a simple driver. This driver is included within the Voter Photo Identification software installation media.

While the Topaz SigLite signature pad includes a stylus, applicants may also use their index finger or other objects to sign the signature capture area, as long as it does not damage the surface. Unlike a signature pad at most retailers, the person signing will not see his/her signature during the process, however it will appear live in the software.

The Topaz SigLite signature pad should be attached to the General Registrar's voter photo ID production station by its 6-foot USB cord.



Figure 3 - Topaz SigLite 1x5 USB Signature Pad with Stylus

The Software

Downloading the software

ELECT will provide the Voter Photo Identification software electronically through VERIS. The software can be found by navigating to the following: VERIS Home Page > Links > GR Downloads and Information > Desktop Applications and Software > Voter Photo ID> Voter Photo ID Installation Portal.

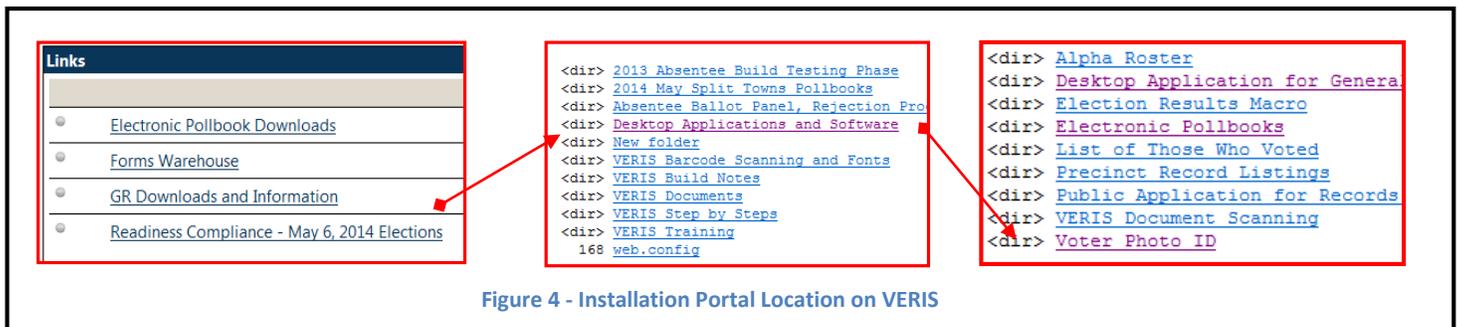


Figure 4 - Installation Portal Location on VERIS

Installing the software

When the user clicks on the Installation Portal link, a new window will open. This Installation Portal is the software's step-by-step installation page. The page provides links to the supporting software, drivers and the Voter Photo ID software itself. It is recommended that locality IT support staff be available during the installation to provide required local computer administrator privileges.



It is important to follow all instructions on the Installation Portal. The hardware should only be connected when prompted by the Installation Portal. The installation of the software will take approximately 10-15 minutes. The majority of time needed for the installation will be the first step: "1. Install Dot.Net 4.5." If assistance is required from a locality's IT/IS department, users should have this web page up and ready to go with the hardware for the IT/IS professional, prior to the installation.

veris.sbe.virginia.gov - /Fir... http://secureproxy.www... X

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Voter Photo ID

Equipment and Software Installation

- 1. Install Dot.Net 4.5**
 - This requires administrative permissions on your computer.
 - [Click this link for the Dot.Net 4.5 installation.](#)
 - Follow all instructions for the installation.
- 2. Install the Signature Pad**
 - This requires administrative permissions on your computer.
 - [Click this link to install the Signature Pad Driver.](#)
 - Follow all instructions for the installation.
 - When the installation is complete, plug in the Signature Pad.
- 3. Install the Camera**
 - Plug in the camera.
 - Windows will automatically locate and install the required driver.
- 4. Install the Voter Photo ID Software**
 - [Click this link to install the Voter Photo ID software.](#)
 - Follow all instructions for the installation.
 - When the installation is complete, the program will automatically launch.

Figure 5 - Voter Photo ID Installation Portal



The Application

Filling Out the Application

Every person requesting a Virginia Voter Photo Identification Card must fill out the Commonwealth of Virginia Voter Photo Identification Card Application (SBE 404-ID) in the presence of a General Registrar or other designated staff who will be producing the ID for the applicant. There are six sections that the applicant is asked to fill out.

The applicant may have an assistant fill out the Voter Photo ID application. However, the applicant must place their own mark on both the application and the signature pad. Neither the applicant nor the assistant are required to complete any additional paperwork/forms in regards to assistance.

Section	Title	Required	Notes
1	Full Name	Yes	All parts required, including indicating the None boxes
2	Birth Date	Yes	MM/DD/YYYY format
3	Social Security Number	Yes*	At minimum the last four digits of the applicant's social security number are required. If the applicant is willing, the full social will help with any misspellings between the voter's application and VERIS
4	Telephone Number	No	Not required, but helpful should there be an issue with the applicant or production of the card after the applicant leaves.
5	Email	No	This is optional for the voter as well.
6	Swear/Affirm	Yes	This section provides reminder to the applicant that the card can only be used for the purpose of proving identity when voting. By signing this section, the applicant affirms/swears that the information he/she provided on this form is true and correct.

Figure 6 - Commonwealth of the Virginia Voter Photo Identification Card Application (SBE 404-ID) Section Chart

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SBE 404-ID
Commonwealth of Virginia
Voter Photo Identification
Card Application

* Unless otherwise indicated, all items on this form are required. ! Photo IDs will be mailed to the applicant's address on file in the Commonwealth of Virginia voter registration system upon approval.

Your Name

1 First Name _____ Last Name _____

Middle Name _____ None Suffix _____ None

Additional Information

2 Birth Date | M | M | / | D | D | / | Y | Y | Y | Y |

3 Social Security Number | | | | - | | | - | | | | (Last 4 Digits Required)

4 Telephone (optional) | | | | - | | | | - | | | |

5 Email (optional) _____

Swear/Affirm

6 The Commonwealth of Virginia Photo Identification Card may only be used for voting purposes, and may only be issued to registered voters who do not have acceptable photo identification. Other acceptable forms of photo identification include:

- Valid Virginia driver's license
- DMV issued photo identification card
- Valid United States passport
- Government issued photo identification
- Valid Employee photo identification
- Valid college or university student photo identification card (issuer must be an institution of higher education located in Virginia)

I swear/affirm that the information provided on this form is true.

SIGNATURE: _____

Privacy Act Notice: This form requires the last four digits of your social security number for identification and to prevent fraud. Your application may be denied if you fail to provide last four digits of your social security number or any other information necessary to determine your qualification to vote. Federal law (the Privacy Act and Help America Vote Act) state law (the Virginia Constitution, Article II, § 2, Title 24.2 of the Code of Virginia and the Government Data Collection and Dissemination Support Act) authorize collecting information and restrict its use to official purposes only. This application will only be open to public inspection if the social security number is fully removed.

For Internal Purposes Only:

Processed by: _____ Date: | M | M | / | D | D | / | Y | Y | Y | Y | Voter ID #: _____

Figure 7 - (SBE 404-ID)



Handling and Storing the Application

Once the voter has completed the application for a Voter Photo Identification Card, the Registrar or other designated staff should review and confirm that the application was completely and legibly filled out with accurate information. Additionally, should the applicant not be found in the system based on incorrect or illegible information, the Registrar or other designated staff should request the applicant correct any mistakes on the application or complete a new application.

Once the Registrar or other designated staff member has completed processing the application and obtained the applicant's photograph and digital signature, the application should then be handled as if it were any other retainable registration records. This includes forwarding the application to the registrar of the voter's locality.

Voter Photo ID applications are similar in size to each voter's physical registration record, 8" wide by 5½" tall. Voter Photo ID applications should be attached to, stored with, transferred with and destroyed with the corresponding applicant's voter registration record "Alpha Card."

1VAC 20-40-90. Voter Identification Cards:

H. [Commonwealth of Virginia Voter Photo Identification Card] Applications [(SBE 404-ID)] shall be considered "registration records as defined by § 24.2-101, unavailable for public inspection as provided in § 24.2-444(C), and retained by the registrar as provided by § 24.2-114(8) and the applicable Library of Virginia retention schedule for local election records.

Every Voter Photo ID transaction requires that the applicant fill out a SBE 404-ID application prior to processing. Each application must be filled out and turned into the Registrar or other designated staff member by the person applying for the card or a reissued card.

If an applicant requests a replacement, or reissued, card his application for that replacement card will be stored with all previous applications on file.

If during the application process, it is discovered the applicant is either not registered or wishes to update his/her record, the Registrar or other designated staff member should offer and process any additional registration-related forms.



Using the Software

Launching and Logging On

The Voter Photo ID software utilizes VERIS services to lookup and process photo IDs for applicants. Software users must have VERIS “Production” credentials to use the Voter Photo ID software. Currently, there is no “sandbox” environment for Voter Photo ID, therefore all actions update live VERIS tables. All users should be cautious when navigating the software while learning how to use it.

Prior to launching the software, users should ensure that the following items are checked:

- 1) Webcam and Signature Pad are firmly plugged into the computer
- 2) Signature Pad is on a flat hard surface that the applicant can access and comfortably sign
- 3) Webcam is pointing towards the applicant's location; which should be well lighted and in front of a semi-neutral background
- 4) Webcam lens is free of smudges, dirt and other deficiencies that might affect image quality

Once the user has performed all appropriate checks of the equipment and the user has VERIS credentials, the user will double click the Voter Photo ID icon on the desktop.

The application will launch directly into the **Log On Tab**.

Once open, the application displays a VERIS connectivity status in the upper right hand corner of the software window. If the status is “Offline,” the user should check with his/her locality network administrator to verify that there is an active connection to the locality network.



Figure 8 - Voter Photo ID Icon

If the green “Online” status indicator is displayed, the user will enter his/her VERIS username and VERIS password into the corresponding spaces and then click “Log On”.



Figure 9 - Voter Photo ID Logon Tab

Three failed Log On attempts will result in the user name being “locked out” of VERIS and require a request to the VERIS help desk to reset the password of the user. Password resets can only be facilitated by accessing the VERIS website or contacting the VERIS help desk.



Voter Lookup Tab

The **Voter Lookup Tab** is the point at which the user will enter information to locate a specific voter record. Users should utilize the information from the applicant's Voter Photo Identification Card Application (SBE 404-ID) to search for the applicant. Users should be aware of the following when using the Voter Lookup:

- 1) Two items are required to search, one of which MUST be the applicant's last name.
- 2) Last name and last four of the applicant's social security number are the quickest and most accurate way to search for an applicant.
- 3) When searching using the applicant's first and/or last name, the software will only search and return results for the exact information entered into the search fields. If users misspell, or do not complete a name, the search will not yield results. This differs from how VERIS works.
- 4) When searching with an applicant's Date of Birth, users must include the "/" between two-digit month, two-digit day and four-digit year; otherwise the software bypasses using the Date of Birth as a search criterion.
- 5) If the applicant's Voter ID number is known, it can be used by itself to directly locate the applicant's record in the software.

After the voter has been located, the user can open the **Confirm Voter Tab** by double clicking the correct voter.

If the user receives a message indicating that a voter was not found matching the search criteria, the user should verify that the information that he/she entered is correct. The user should check the applicant's form and verify with the applicant the information is written correctly.

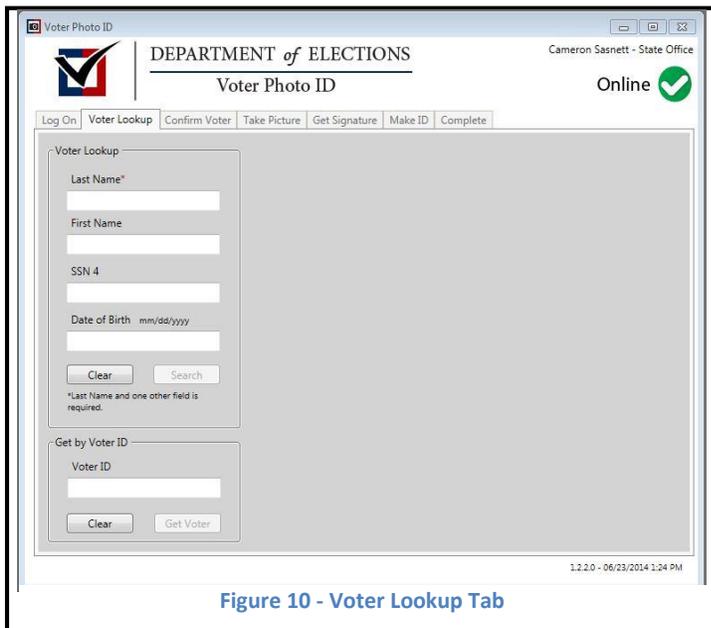


Figure 10 - Voter Lookup Tab

Users may need to utilize VERIS to perform a more accurate search if the applicant insists that he/she is registered.

Applicants who may not have updated their last name in VERIS but are now using it can only be found using a full social search from inside of VERIS. If a user utilizes a VERIS search and finds the applicant: the user should highlight, copy and then paste the applicant's Voter ID number into the Voter ID search field inside of the Voter Photo ID software and click "Get Voter"



Figure 11 - No Voter Found Matching Search Message



Confirm Voter Tab

Once the applicant's record is located, the user must double click on the record to open. Once the correct record is double clicked, the **Confirm Voter Tab** will open for that specific record. When the user is presented with the applicant's information on the **Confirm Voter Tab**, the user should verify that the information present is accurate and up-to-date. The mailing address on file is the address to which the applicant's Voter Photo ID will be sent. Users must ask the voter for their address, just like on Election Day, to confirm that the voter still lives at the address on file.

The voter's registration status will also be listed either **Active** or **Inactive**. Inactive voters are eligible to have an ID made, however they will need to fill out a Voter Registration Application in addition to the Voter Photo ID Application.

The right side of the Tab is where the system will display an existing Voter Photo ID or a message indicating that there is "No Existing ID" for that particular record.

Figure 12 - Confirm Voter Tab (No Existing ID)

Near the lower portion of the **Confirm Voter Tab** is a search results box for "DMV ID" and "DMV ID Type." The DMV lookup displays information for the VERIS record to indicate if there is an active Virginia DMV customer number and the ID type associated with the DMV customer number. The presence of a DMV ID number DOES NOT prohibit the applicant from obtaining a Voter Photo ID card. Users may inquire as to the current status of the applicant's DMV ID, if a record is present in the applicant's information. If the applicant indicates that he/she does, in fact, currently possess his/her DMV ID, the user should remind the applicant that his/her DMV ID is sufficient for voting and therefore a Voter Photo ID Card is not required.

The user must indicate whether the information contained within the currently displayed record is correct. To do this, the user may click either "No" or "Yes" radio buttons located at the bottom of the Tab. Once one of the two options is selected, the "Make New ID" button or "Reprint This ID" buttons will be available. "Reprint This ID" button will only be available for applicants that have already had a Voter Photo ID produced. More can be read about reprinting IDs in the [Processing Various Voters Section](#) of this manual.



Take Picture Tab

The **Take Picture Tab** is where the user will capture the photo of the applicant. There are two main sections of the **Take Picture Tab: Take Picture** and **Confirm Picture**.

The **Take Picture** section of the **Take Picture Tab** will automatically launch with a live video feed from the attached webcam. If a webcam is not attached to the computer, an error message will appear and require the application to be restarted after the webcam is properly attached.

If the webcam is attached, the live video feed will appear in the **Take Picture Tab**. Direct the applicant to stand in a location that frames his/her face predominately in the square box and within the silhouette framing guide. To fit the applicant properly, the applicant should be approximately 18" away from the lens of the camera. When the user is pleased with the framing of the applicant's face, click "Take Picture." The image currently framed in the **Take Picture** box will be transferred as a still image on the **Confirm Picture** side of the Tab. Once an image is loaded into the **Confirm Picture** side, the "Confirm Picture >>" button will be available. This image is the current image that will be placed in the applicant's Voter Photo ID Card.

The applicant may be redirected to pose/repose for his/her picture until the user is satisfied that the applicant appears appropriately framed in the picture and the image allows for clear identification of the subject. If the first picture taken is not satisfactory, re-click "Take Picture" until the picture is sufficient for the purpose of the Voter Photo ID Card.

When satisfied with the final image, click "Confirm Picture" to direct the software to place the picture in the applicant's record and to proceed to the **Get Signature Tab**.

Refer to the section titled [Guidelines for Photos](#) for more information on taking proper photos.

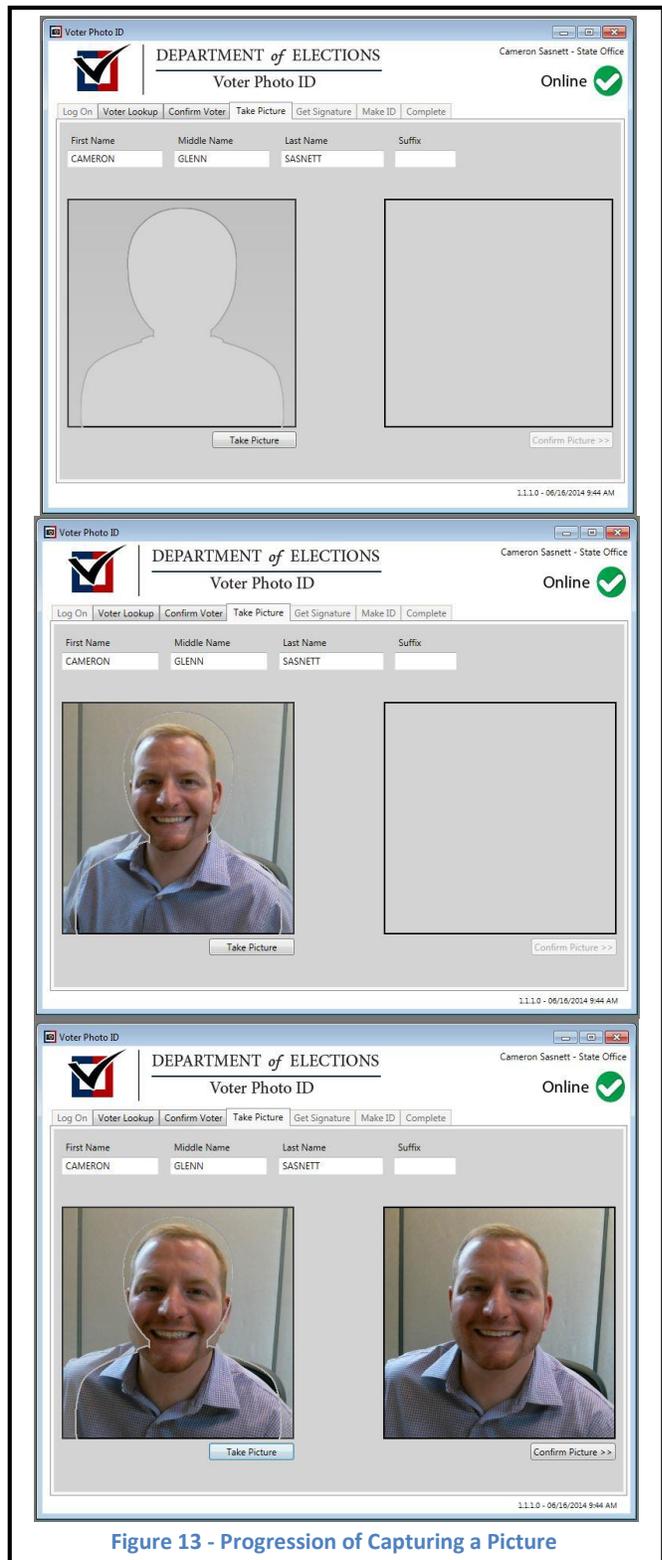


Figure 13 - Progression of Capturing a Picture



Get Signature Tab

The **Get Signature Tab** is where the user will initiate the signature capture from the applicant. Simply by landing on this Tab from the previous **Take Picture Tab**, the software initiates the signature capture, activates the signature pad and is awaiting input from the pad.

Once the user has arrived at this Tab, he/she may direct the applicant to use the stylus attached to the signature pad to sign the signature area. As the applicant signs the pad, the signature will appear inside of the signature window.

If the applicant made a mistake or if the user is not satisfied with the signature, the user may click "Clear" to reset the signature window and start over. Once the user and the applicant are satisfied with the captured signature, the user will click "Confirm Signature>>" to proceed with the production of the Voter Photo ID Card.

Once the user clicks "Confirm Signature>>" the Voter Photo ID software will automatically advance to the next section of the software.

Make ID Tab

After capturing the applicant's signature and clicking "Confirm Signature >>," the software will automatically advance to the **Make ID Tab**. This is where the user will confirm that the information obtained is correct, that it matches the applicant's information, that the user and applicant are satisfied with the picture and signature.

Depending on whether the user indicated on the **Confirm Voter Tab** that the information in the applicant's record was correct or not will determine what message and action button will appear in the lower right corner of the **Make ID Tab**. If the user indicated that the applicant's record was correct, the user will be presented with a "Submit Photo ID Now" confirmation message and a "Create ID >>" button. If the user indicated that the applicant's information was not correct on the **Confirm Voter Tab**, then the information section will indicate that the ID will be held until the applicant's Voter Record added or updated in VERIS.

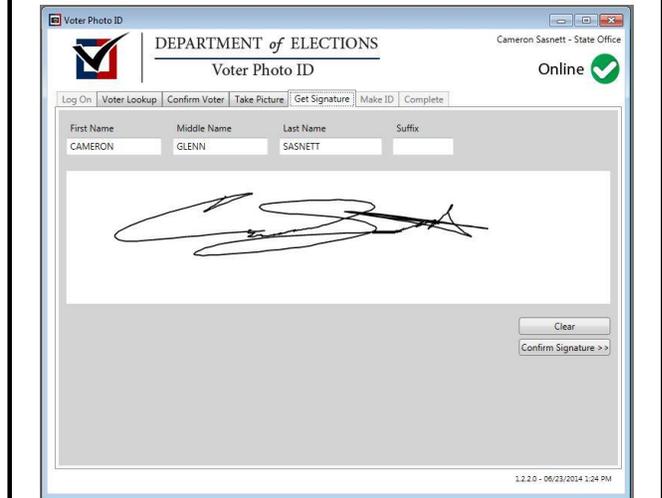
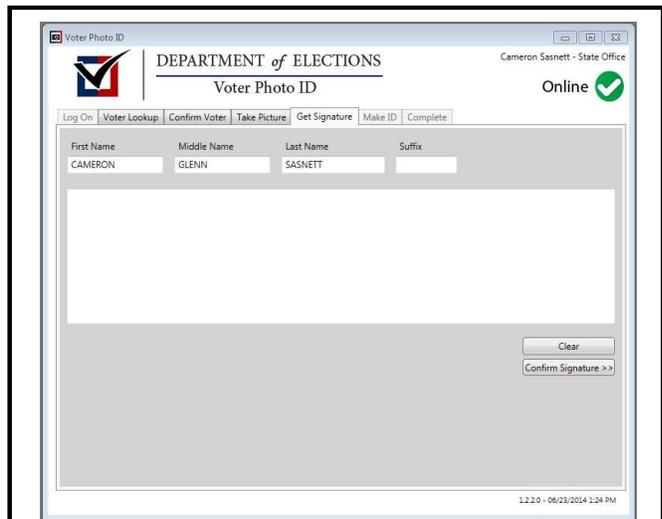


Figure 14 - Progression of Get Signature Tab



Figure 15 - Make ID Tab with Standard Message



When the ID is held for a record addition or update, the user may enter accompanying text in the Additional Notes window to activate the "Wait For Registration" button.

To proceed with the creation of the applicant's Voter Photo ID card, the user may either enter notes and then click "Wait For Registration" or click "Create ID >>" to proceed with submitting the ID for processing.

After clicking either the "Wait For Registration" or "Create ID >>" buttons, the user will be directed to the **Complete Tab** of the software.

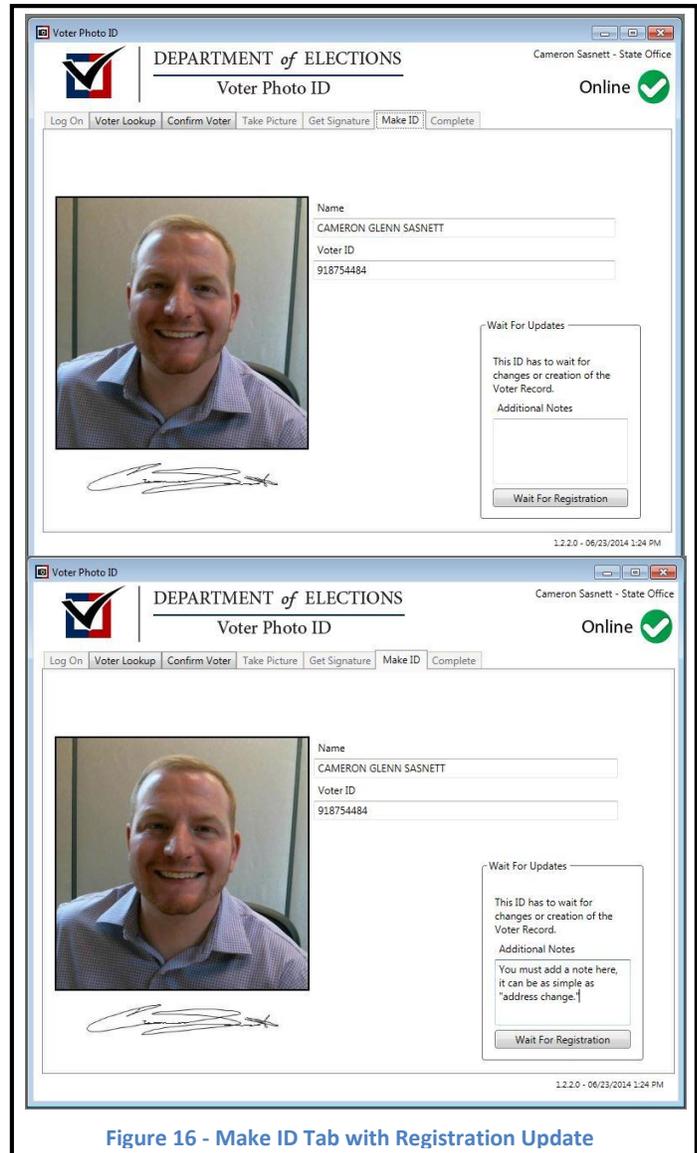


Figure 16 - Make ID Tab with Registration Update



Complete Tab

Once the user has clicked either the “Wait For Registration” or “Create ID>>” buttons on the **Make ID Tab**, the software will advance to the **Complete Tab**. Here, the user will be presented with a message about the successful submission of the application through the Voter Photo ID software.

Additionally, should the applicant need a Temporary ID printed in the Registrar’s Office, the user may create the Temporary ID from the **Make ID Tab**, at this point. For more on Temporary IDs, see the Creating Temporary ID Section of this manual.

The user will finalize the Voter Photo ID creation process, by clicking “All Done.”

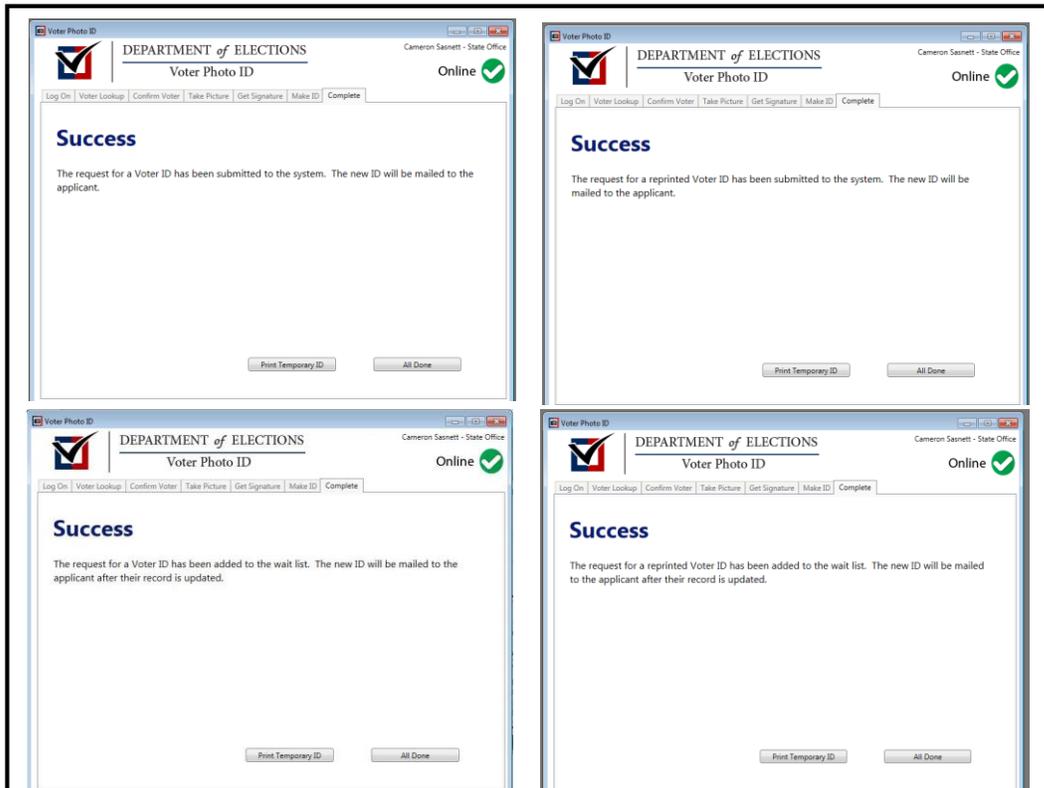


Figure 17 - Various Success Messages on Complete Tab



Processing Various Voters

Standard Voter – No Record Changes – No Existing Voter Photo ID

- 1) Applicant completes and signs Voter Photo ID Card Application (SBE-404ID)
- 2) User searches for and finds applicant with Voter Photo ID application, user double clicks record
- 3) User confirms that ALL information is correct, user selects “YES”, user clicks “Make New ID >>”
- 4) User frames applicant in webcam, user clicks “Take Picture”, user clicks “Confirm Picture >>”
- 5) User has applicant sign signature pad, user clicks “Confirm Signature >>”
- 6) User verifies the compiled information, picture, and signature; user clicks “Create ID >>”
- 7) User clicks “All Done” on the **Complete Tab**

Standard Voter – No Record Changes – has an existing Voter Photo ID- “Reprint”

- 1) Applicant completes and signs Voter Photo ID Card Application (SBE-404ID)
- 2) User searches for and finds applicant with Voter Photo ID application, user double clicks record
- 3) User confirms that ALL information is correct, user selects “YES”, user clicks “Reprint This ID >>”
- 4) User verifies the compiled information, picture, and signature; user clicks “Create ID >>”
- 5) User clicks “All Done” on the **Complete Tab**

Address or Name Change – No Existing Voter Photo ID

- 1) Applicant completes and signs appropriate documents such as new Virginia Voter Registration Application or reverse side of Voter Information Card
- 2) Applicant completes and signs Voter Photo ID Card Application (SBE-404ID) with updated information
- 3) User searches for and finds applicant with Voter Photo ID application with applicant’s previous voter registration information, user double clicks applicant’s record
- 4) User confirms that ALL information on the **Confirm Voter Tab** matches the applicant’s previous registration record, user selects “No”, user clicks “Make New ID >>”
- 5) User frames applicant in webcam, user clicks “Take Picture” user clicks “Confirm Picture >>”
- 6) User has applicant sign signature pad, user clicks “Confirm Signature >>”
- 7) User verifies the compiled information, picture, and signature; user clicks “Wait For Registration >>”
- 8) User clicks “All Done” on the **Complete Tab**

New Picture Only– has an existing Voter Photo ID- “Reissue”

- 1) Applicant completes and signs Voter Photo ID Card Application (SBE-404ID)
- 2) User searches for and finds applicant with Voter Photo ID application, user double clicks record
- 3) User confirms that ALL information is correct, user selects “YES”, user clicks “Make New ID >>”
- 4) User frames applicant in webcam, user clicks “Take Picture”, user clicks “Confirm Picture >>”
- 5) User has applicant sign signature pad, user clicks “Confirm Signature >>”
- 6) User verifies the compiled information, picture and signature; user clicks “Create ID >>”
- 7) User clicks “All Done” on the **Complete Tab**



Address or Name Change Only– has an existing Voter Photo ID– “Reissue”

- 1) Applicant completes and signs appropriate documents such as new Virginia Voter Registration Application or reverse side of Voter Information Card
- 2) Applicant completes and signs Voter Photo ID Card Application (SBE-404ID) with updated information
- 3) User searches for and finds applicant with Voter Photo ID application with applicant's previous voter registration information, user double clicks applicant's record
- 4) User confirms that ALL information on the **Confirm Voter Tab** matches the applicant's previous registration record, user selects “No”, user clicks “Reprint This ID >>”
- 5) User verifies the compiled information, picture, and signature user clicks “Wait For Registration >>”
- 6) User clicks “All Done” on the **Complete Tab**

Address, Name Change, and New Picture – has an existing Voter Photo ID– “Reissue”

- 1) Applicant completes and signs appropriate documents such as new Virginia Voter Registration Application or reverse side of Voter Information Card
- 2) Applicant completes and signs Voter Photo ID Card Application (SBE-404ID) with updated information
- 3) User searches for and finds applicant with Voter Photo ID application with applicant's previous voter registration information, user double clicks applicant's record
- 4) User confirms that ALL information on the **Confirm Voter Tab** matches the applicant's previous registration record, user selects “No”, user clicks “Make New ID >>”
- 5) User frames applicant in webcam, user clicks “Take Picture”, user clicks “Confirm Picture >>”
- 6) User has applicant sign signature pad, user clicks “Confirm Signature >>”
- 7) User verifies the complied information, picture and signature; user clicks “Wait For Registration >>”
- 8) User clicks “All Done” on the **Complete Tab**

Applicant Not Registered to Vote

- 1) Applicant completes and signs Virginia Voter Registration Application
- 2) Applicant completes and signs Voter Photo ID Card Application (SBE-404ID)
- 3) User enters all fields on the **Voter Lookup Tab** = No Voter Found Matching Search
- 4) User verifies with a VERIS search that the voter does not have a current record
- 5) User clicks “Voter Not Found” button at the top right
- 6) User verifies all items are entered correctly then clicks “Make ID” button
- 7) User frames applicant in webcam, user clicks “Take Picture”, user clicks “Confirm Picture >>”
- 8) User has applicant sign signature pad, user clicks “Confirm Signature >>”
- 9) User verifies the complied information, picture and signature; user clicks “Wait For Registration >>”
- 10) User clicks “All Done” on the **Complete Tab**



Temporary Identification Documents

Understanding Temporary IDs

A Temporary ID is a document that can be generated by the Voter Photo Identification software after an applicant has been processed. Temporary IDs are documents that applicants may use at their polling place or provide to their local electoral boards during the ID provisional period following each election.

Temporary IDs can be printed by any locality for any voter, as long as certain circumstances allow. Temporary IDs will remain valid for 30 calendar days after the date that the Temporary ID is produced.

Temporary IDs are printed in the office of the user and must be printed on plain 8½ x 11" white paper. Temporary IDs may be printed by either black and white or color printers.

Temporary IDs are produced for the following reasons:

- Applicant indicates that he/she has moved and the application date is within the 21 day "close of books" window. As Voter Photo ID Cards will only be mailed to the address of the applicant on file and VERIS will be locked from edits, the applicant will have no way of receiving his/her Voter Photo ID Card until after the election when VERIS is updated with the applicant's new address.
- Applicant without a change of record requests an ID just prior to or during an election. Standard production and mail may not allow the applicant to receive his/her new Voter Photo ID Card in time to use in the upcoming election.

Temporary IDs can only be printed only after a user processes an applicant under the appropriate scenario, refer to the [Processing Various Applicants](#) section of this manual for more information. Users will click "Print Temporary ID" on the **Complete Tab** of the Voter Photo ID software.

Temporary IDs cannot be printed for applicants who register to vote at the same time that he/she requests the production of Voter Photo ID Card.

TEMPORARY IDENTIFICATION DOCUMENT ISSUING CHART			
When	Availability	Where	Notes
Outside of Election Calendar	Yes (at GR's Discretion)	Any Locality	<i>Any temporary ID issued more than 30 days before Election Day should be presented to the voter with special attention to the expiration date.</i>
Election Day -45 Days (AB)	Yes	Any Locality	
Elections Day -21 Days (COB)	Yes	Any Locality	
Election Day	Yes	Any Locality	
Election Day +2.5 Days (Prov. ID)	Yes	Voter's Home Locality Only	



Sample Temporary ID

Temporary Identification Document To be used for voting purposes only	
	Voter's Name: MARTHA WASHINGTON
	Voter ID Number: 321456879
	
Temporary Identification Document To be used for voting purposes only	
<p>This Temporary Identification Document was produced by a General Registrar, or designated staff, of the Commonwealth of Virginia solely for the purpose of allowing the voter identified on this document to vote in an upcoming election. This document is valid for 30 days after the date of issue located below.</p> <p>This document shall be considered identification issued by a government agency and valid only for the purpose of casting a ballot.</p> <p>Issuing Locality: STATE OFFICE</p> <p>Date of Issue: 05/01/2014</p> <p>Expiration Date: 05/31/2014</p> <p>Name of Registrar or Designated Staff: CAMERON SASNETT</p>	

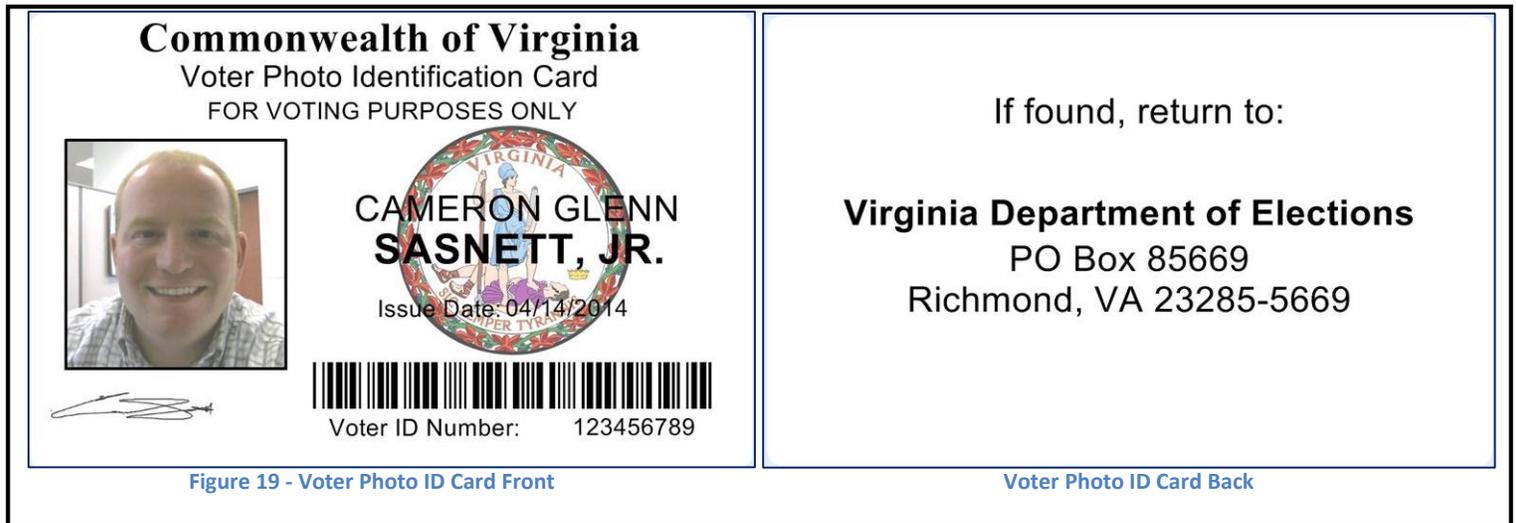
Figure 18 - Sample Temporary ID



The Virginia Voter Photo Identification Card

The Virginia Voter Photo Identification Card will be printed by a printer designated by the Department of Elections. The Voter Photo ID card will be mailed directly to the applicant from the printer. The applicant's ID card will include a notification letter that the card has been provided for the sole purpose of voting.

Guidelines for Photos



Setting up the area/background

The area that users will use to capture the photo of the applicant should be well lit, but not overly flooded with light. The applicant should be approximately 18" in front of the lens of the camera so that the Take Picture window appears to be 50% to 75% filled with the applicant's face.

The camera does not need to be set exactly at the height of the applicant and may be pointed at an angle to accommodate the applicant's specific height.

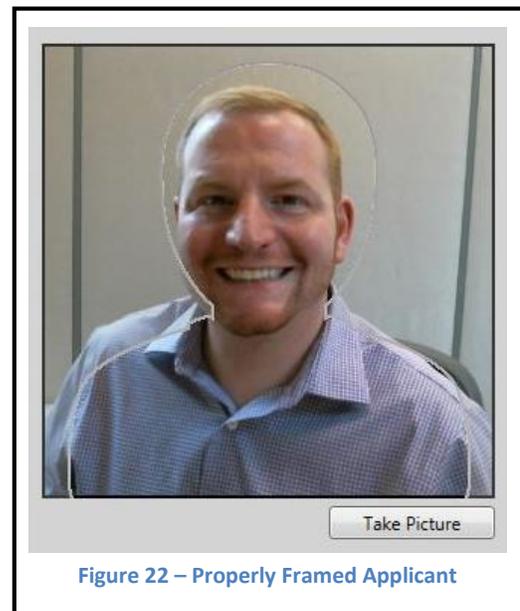
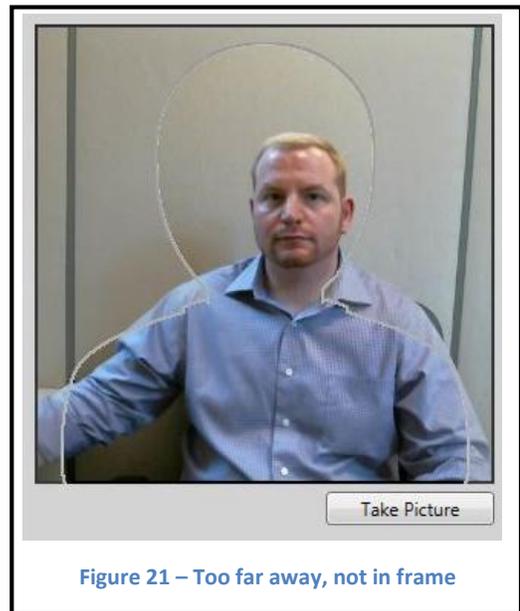
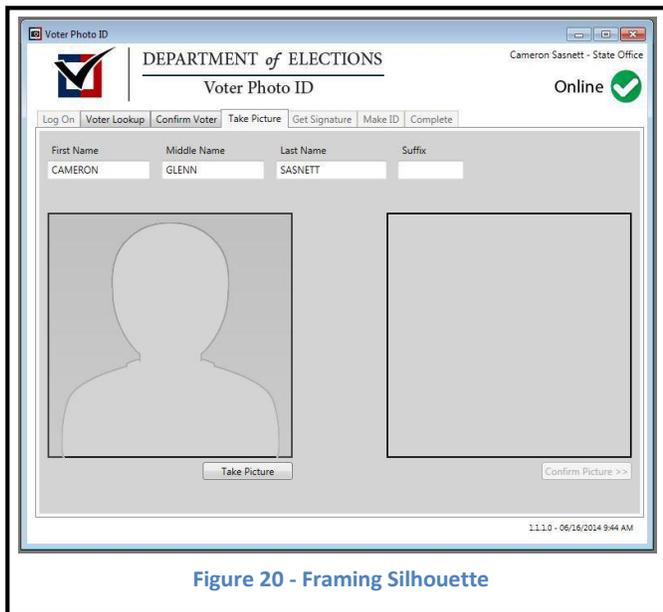
The applicant should be placed in front of a neutral background. Bright colors or strong patterns will potentially be problematic to the production of the picture. Additionally, consideration should be given to the traffic behind the applicant if a wall or background will not be used. Wall or curtain backgrounds are not required but do significantly improve the quality of the final photo.



Taking Pictures/Framing the Applicant

Users of the Voter Photo ID software will now have an easier and more accurate experience when capturing a voter's photo with the software. ELECT has provided a "framing silhouette" on the take picture side of the Take Picture tab to help users better frame the applicant for the best possible picture.

Users should line the head and shoulders of the applicant with the silhouette frame prior to clicking the Take Picture button. This will ensure that the picture is sized accurately for the ID card.





Examples of lower quality photos

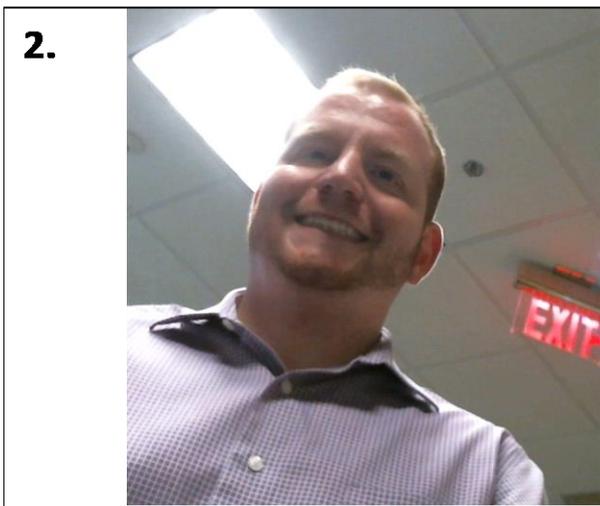
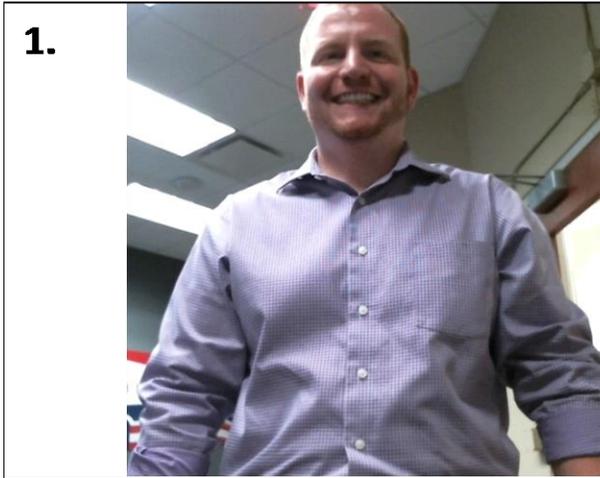


Photo Guide:

1. Face is not framed, torso is predominant, top of head is cut out of picture
2. Picture is at an angle, bright light in the picture
3. Applicant is not in focus, locality signage incorporated into picture
4. Applicant is too close
5. Picture is too dark

ELECT will attempt to perform minor adjustments on lower quality pictures. However, the ID may not be printed if the print shop deems that the picture cannot be adjusted to the quality necessary for the voter's ID



Contact/Support

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