

Specifications for: SBE-653 Provisional Vote Envelope Rev. 5/18

Must be printed in accordance with the following specifications and conditions:

PAPER: Green

SIZE: #11 envelope

FLAP: Gummed flap - no clasp

INK: Black

PRINT: Two sides – in the PDF. Page 1 the art beginning  
**“Provisional Vote  
Voter: fill in your information on this side.”**  
is on the non-flap side.

The art beginning

**“Provisional Vote  
Election Officer: use this envelope when the voter is NOT in the pollbook or there is some  
other issue.**

is on the flap-side. On the flap side, print with flap closed on top of flap.

ARTWORK: A PDF artwork file is attached.

LOGO: No manufacturer's logo is to be printed on forms.

PACKAGING: Boxed in multiples of 500 or less and labeled:  
SBE-653 PROVISIONAL VOTE Envelopes

# Provisional Vote

Precinct \_\_\_\_\_

Voter: fill in your information on this side.

## Voter name

1 Last name \_\_\_\_\_ Middle \_\_\_\_\_  
First name \_\_\_\_\_ Suffix \_\_\_\_\_

2 Birthdate   /   /

## Address

3 Address \_\_\_\_\_ Apt. number \_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

4 Phone    -     -

5 Social Security number (last 4 digits required)    -   -

## Statement of voter

To the best of my knowledge, I am a registered voter of this locality and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning.

Your address information will be used to update your voter registration record.

## Voter: sign here

6

## Election officer: sign here

Today's date   /   /

**Place voted ballot in this envelope.**

**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 Practices 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.

**WARNING:** Intentionally making a materially false statement on this form constitutes the crime of election fraud, punishable as felony in Virginia. Violators may be sentenced up to 10 years in prison, or up to 12 months in jail and/ or fined up to \$2,500.

# Provisional Vote

**Election Officer: use this envelope when the voter is NOT in the pollbook or there is some other issue.**

1. Have the voter fill in the other side.
2. Ask the voter to check all information, and sign the front.
3. You sign the front too, below the voter's signature.
  - a. **DO NOT** mark the pollbook for this voter.
  - b. In the Provisional Ballot Log, enter the voter's information.
4. Issue a paper ballot to the voter.
5. Tell the voter to put the voted ballot into this envelope, seal the envelope, and hand to you.
6. Provide a voter registration application.

## Electoral Board:

1. If the voter returns with proper identification, check this box  and sign:

Election Official: sign here

X

2. Attach a copy of the identification document.

**Voter's name IS NOT on pollbook. Voter:**

- 1  is resident of the precinct, or has been since the November general election last year

OR

- 2  has been a resident of the precinct for the last 2 federal elections, is now a resident of the county or city, and current residence is in the same congressional district as this precinct

**Voter's name IS on the pollbook, and voter:**

- 3  is voting after normal poll closing time due to court order

OR

- 4  applied for an absentee ballot but does not have the ballot

OR

- 5  is shown in the pollbook as already having voted

OR

- 6  other (any reason not captured in the other codes) \_\_\_\_\_

OR

- No ID: voter also did not show required ID

# For layout purposes only

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