



# Checking in Voters

## Overview:

This training information reviews procedures prescribed by Virginia state code regarding voter check-in on election day.

## Legal Required Check-in Procedures:

**Confirm Voter's Identity** - Name, address and acceptable form of ID. Ask the voter for their full name and current residence address. The voter may respond orally or in writing. Repeat, in a voice audible to the voter and candidate representatives present, the full name provided by the voter.

Ask the voter for an acceptable form of ID. If the voter does not have an acceptable ID, they may sign an ID Confirmation Statement. What to do if a voter does not have one and refuses to sign the ID Confirmation Statement is detailed in separate officer of election training information on *Understanding Acceptable ID Rules*.

**Confirm Voter Information in Pollbook** - All voters who provide an acceptable ID or sign the ID Confirmation Statement should be checked in at the pollbook. Voters are looked up in the pollbook by name. Name should be identical or substantially similar. Note, the address may be different.

If the name in the pollbook matches the name stated and presented on the ID *AND* the voter is eligible according to the pollbook, *THEN* mark the voter's pollbook record as "voted" and provide a ballot. This really only indicates the voter was given a ballot. There are instances in which voters do not cast a ballot after receiving it (i.e. decide not to vote after they see the candidates).

The voter's name is considered a match if the name stated and presented on the ID matches the pollbook either identically or substantially.

**Example:** Frederick and Fred are a match.

Once a voter has been provided a ballot they must remain in the presence of the officers of election until they have finished voting.

## Missing or Incorrect Information:

If there is incorrect or missing information on the voter's record in the pollbook ask the voter to provide or update the information.



**Incorrect residence address** - If the current residence address stated by the voter is different from the address in the pollbook, give the voter a form to update the voter's registration information. This form should be placed in an envelope provided for such forms for transmission to the general registrar. The voter is still allowed to vote if their new address is in the same locality.

### **Best Practices:**

Avoid casual conversation with voters, even if you know them.

Do not make *casual* comments about a voter's name or any personal information on their identification or pollbook data.

Never engage in political conversation with voters or fellow poll workers while in the polling place.

*Updated August 2020*