



Introduction to Provisional Ballots

What is a provisional ballot?

Provisional ballots provide a way for people to vote whose voter registration or qualifications to vote are in question. Instead of turning away a voter, you can try to solve the issue if possible, prior to giving the voter a provisional ballot.

Provisional ballots are handled separately from normally cast ballots. An individual-completed provisional ballot is sealed in a specific green envelope depending on its type and that envelope goes into one of two larger green envelopes (1A or 1B) depending upon when that provisional ballot was cast. Provisional ballots are never mixed in with regular ballots.

The local electoral board reviews each provisional ballot during its canvass of votes cast to determine if the vote will be counted. The first meeting of the electoral board to review provisional ballots is the day after Election Day and the process must be concluded within seven days.

When to offer a provisional ballot

There are two types of provisional ballots: Regular and **ID-only**.

The reason to issue a provisional ballot will determine which type of provisional envelope to use. The voter completes the information on the appropriate envelope before they are given an actual ballot.

Provisional Vote (Regular) - green envelope: In the case of the following reasons, have the voter fill out and sign the statement on the front of the **green** provisional vote envelope:

- The voter's name is not in the pollbook.
- The pollbook indicates the person has already voted.
- The General Registrar cannot confirm the voter is registered to vote.
- The voter says they are registered to vote in this precinct and eligible in this election.
- The pollbook indicates the person requested an Absentee Ballot, the ballot has not been returned, and don't have the original absentee ballot with them.
- The voter is voting in a split precinct and believes they have been registered in the incorrect district. (more on this below)
- Polling hours are extended by court order. (Ballots cast after 7:00 PM are closed are kept separate from ALL other ballots.)
- If a voter is challenged by another voter and will not sign the affirmation statement but insists on voting.

Provisional Vote Precinct _____

Voter: fill in your information on this side.

Voter name		
1 Last name	Middle	
First name	Suffix	
2 Birthdate [M, M] [D, D] [Y, Y, Y, Y]		
Address		
3 Address	Apt. number	
City/Town	State	Zip Code
4 Phone [] [] [] [] [] [] [] [] [] []		
5 Social Security number (last 4 digits required) [X, X, X, X] [X, X] [] []		
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 [X]		
Election officer: sign here		
[X]		
Today's date [M, M] [D, D] [Y, Y, Y, Y]		
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. [SAB-689 REV 8/18](#)

Give the voter the lime green Provisional Voter Notice and a voter registration application.

Provisional Ballot Tracking

Provisional ballots are handled, tracked and counted separately from other ballots. Follow your local general registrar's instructions for completing paperwork related to provisional ballots.

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