# Same Day Registration & Voting and Provisional Voting Processes

Jim Oaks Electoral Board, Suffolk, Virginia

Per the Code of Virginia, 2024 Virginia Election Laws (§24.2) as of 1 February 2025

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#### References

- Code of Virginia, Title 24.2, "The 2024 Virginia Election Laws"
- General Registrar/Electoral Board Handbook (GR/EB)
  - Chapter 6: Voter Registration (Rev. 8/24)
  - Chapter 11: Election Day Manual (Rev 8/24)
  - Chapter 13: Provisional Ballots (Rev. 8/24)
  - Chapter 14: Canvass (Rev. 8/24)
- Help America Vote Act (HAVA) Public Law107-252-Oct. 29, 2002
- Virginia's "What-Ifs" (Rev 12/23)

#### **Abbreviations**

- COV Code of Virginia
- EB Electoral Board
- GR General Registrar
- ID Identification as allowed by the Code of Virginia
- OOE Officer of Elections
- SBE State Board of Elections
- SDR Same Day Registration
- SDR-EV Same Day Registration Early Voting
- SDR-ED Same Day Registration Election Day
- § Section Indicator
- VERIS Virginia Election and Registration Information System

# What is **Provisional Voting?**

- A method for casting a vote when a person's name does not appear on the poll list or there is question as to the person's eligibility to vote.
- Provisional voting is used when:
  - A voter **IS NOT** listed in the pollbook but is a resident of the precinct since last November general election.(§24.2-652) (#) See "What-Ifs, Problem 14
  - A voter **IS NOT** listed in the pollbook but has been a resident of the precinct for the last 2 federal elections, is now a resident of the county or city, and a current resident in the same congressional district as this precinct. (§24.2-652) (#)
  - A voter **IS** in pollbook & applied for an absentee ballot but doesn't have it with them. (§24.2-653.1)
  - A voter **IS** in the pollbook and is shown in the poll book as having already voted. (§24.2-708(A))
  - A voter **IS** in the pollbook, has no ID and does not or won't sign the Identity Confirmation Statement. (§24.2-643(B))
  - A voter **IS** in the pollbook and is voting after normal poll closing time due to a court order. (§24.2-653.2)

(#): When registration can not be confirmed with the Registrar.

# What is Same Day Registration & Voting (SDR)?

- Same Day Registration is when:
  - A voter can not be confirmed by the Registrar as being registered in VERIS and wishes to both register to vote and cast a ballot at the same time. (§24.2-652)
  - A voter has relocated to the Commonwealth, or to a new county or new city, and wishes to register and cast a ballot at the same time. (§24.2-420.1)
- Same Day Registration starts 21 days prior to primary or general elections (either 6 or 13 days prior to special elections). (§24.2-416 & §24.2-420.1)

# Extended Time for Persons to Register In Person (§24.2-420.1)

- Entitles qualified persons to register & vote in person on the same day.
  - Cannot register & vote on same day by a mailed-in application.
- Only at the Registrar's Office or Registrar's Satellite Voting Office, or in their voting Precinct on election day. (§24.2-420.1).
- Requires the voter to cast a Provisional Ballot if within 21 days of the election. (§24.2-416)
- Last day to register is the Saturday prior to election day.
  - Can't register on the Sunday or Monday prior to the election.

# **Same Day Registration (SDR)**

- All Same Day Registration voting <u>MUST</u> be done using a Provisional Ballot.
- Applicant must complete the Virginia Voter Registration Application BEFORE being provided a ballot.
- Ballot must be placed into the green ballot envelope and sealed by the voter. (§24.2-653. A.)
- All material information must be written on the green ballot envelope by the voter. (§24.2-653. A.)
- The Applicant (§24.2-653. A.) <u>AND</u> Officer of Election, or Registrar or Registrar's Staff <u>MUST</u> sign the ballot envelope. (§24.2-653. C.)

# Provisional & Same Day Voting Forms

#### Provisional Ballot – All Other Provisional Reasons (§24.2-653(A))

- Voter must complete the Provisional Ballot application (ELECT-653 (Rev 07/2024) in-person.
  - Application is the envelope.
- Application must be complete, without 
   omissions or errors.
- No "CURE" for voter registration application & same day voting.
- If mistakes made, the voter may return to the Registrar's Office and complete a new application in-person
- Officers of Elections must complete box \_\_\_\_\_ at bottom left.
- Electoral Board completes box at bottom right during Provisional canvass.

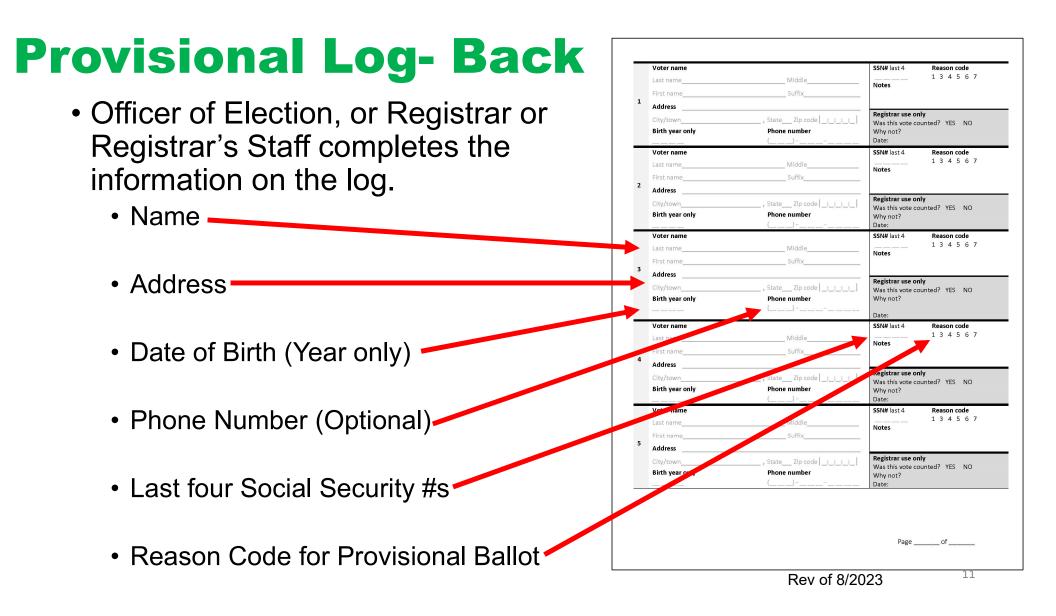
Storred (*) Items are required. If you do not complete all of the items that are marked with *; your vote may not count.          1       *Last Name	P	rovisional Ballot - All other provisional reasons	Precinct#
1       *Last Name       Jr. Sr. II III IV (Cick one) Other (write in)         *First Name       *Middle Name       In None         2       *Date of Birth (MM/DD/YYYY)       /       ////////////////////////////////////		Voter is on this precinct's pollbook	Primary elections—Party ballot 💷 🔲
<pre>* First Name * Middle Name None</pre> 2 * Date of Birth (MM/DD/YYY) /	St	arred (*) items are required. If you do not complete all of the items that	t are marked with *, your vote may not count.
<pre>* First Name * Middle Name None</pre> 2 * Date of Birth (MM/DD/YYY) /		* Last Name	Jr. Sr. II III IV (Circle one) Other (write in)
3 * Social Security Number			
3       * Social Security Number	.	2 * Date of Birth ( <i>MM/DD/YYYY</i> ) / / /	
Apt		* Social Security Number <sup>-</sup> <sup>-</sup> <sup>-</sup> <sup>-</sup>	
If address is different than voter registration record, provide the date you moved (MMADD/YYYY)	4	* Residence Address (May <u>not</u> be a P.O. Box)	Apt.
5       Email       Phone         6       Statement of Voter         7       To the best of my knowledge, Iam 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.         Image: Signature in the Privacy Act Notice and Warning.       Image: Today's date im		* City/Town	* ZIP Code
6       Statement of Voter         Robits of my knowledge, jam a negistered voter of this locality, and Jam eligible to vote in this election. I hereby affirm that I have ised the Phrasy Act Notice and Warning. <ul> <li>             * Signature</li></ul>		If address is different than voter registration record, provide the date you	u moved (###/DD/11111) / / /
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.		5 Email	Phone
Election Officer Use       Staff/Electoral Board Use         Select a Reason       Voter ID #         # 43 Voting after hours due to court order       Adjudication         # 44 Vote by mail - no ballot to surrender       Adjudication         # 46 Other       On not count         # 70 Voter des not have required ID and declined to complete the ID Confirmation Statement       If the voter returns with the proper identification, check this box and sign         Election Officer X       X		Privacy Act Notice: This form requires personal information, including and to prevent fisual, Federal law (the Privacy Act and Help America Volt Code of Virginia: and the Virginia Government Data Collection and Disse to official purposes only Failure to provide the exquested information ballot not being counted. Warning: Intentionally making a materially faise statement on this form	[mmmation related to your Social Security number, for identification purpose te Act) and state law (the Virginia Constitution, Article II, 52; Title 24.2 of the semination Practices Act) authorize collecting this information and restriction up provent determining your alignitity to voit and result in your provide and exact in your provide the security of the providence of the provide
Select a Reason         # 3 Voting after hours due to court order         # 4 Vote by mail - no ballot to surrender         # 5 Shown on pollbook as already voted         # 6 Other         # 7 Voter iden tiffication         10 Confirmation Statement         comments         Election Officer         X			
# 33 Voting after hours due to court order         # 44 Vote by mail - no ballot to surrender         # 55 Shown on pollbook as already voted         # 60 Other         # 77 Voter does not have required ID and declined to complete the ID Confirmation Statement Comments         List Confirmation Statement         Election Officer         X			
#6 Other       Voter Identification         #7 Voter does not have required ID and declined to complete the ID Confirmation Statement       If the voter returns with the proper identification, check this box and sign X         Election Officer       X		#3 Voting after hours due to court order #4 Vote by mail - no ballot to surrender	
#7 Voter does not have required ID and declined to complete the ID Confirmation Statement Comments       1. If the voter returns with the proper identification, check this box and sign 2 X         Election Officer Signature       X			Voter Identification
Comments Co			
Election Officer X	c		
Signature A			2. Attach a copy of the identification document.
ELECT-653-English-0			
	L		

#### Voter Requires Registration (§24.2-418)

- Voter must complete the Same Day Registration Provisional Ballot application (ELECT-653 (Rev 07/2024) in-person.
  - Application is the envelope.
- Application must be complete, without
   omissions or errors.
- No "CURE" for voter registration application & same day voting.
- If mistakes made, the voter may return to the Registrar's Office and complete a new application in-person
- Officers of Elections must complete boxat bottom left.
- Electoral Board completes box at bottom right during Provisional canvass.

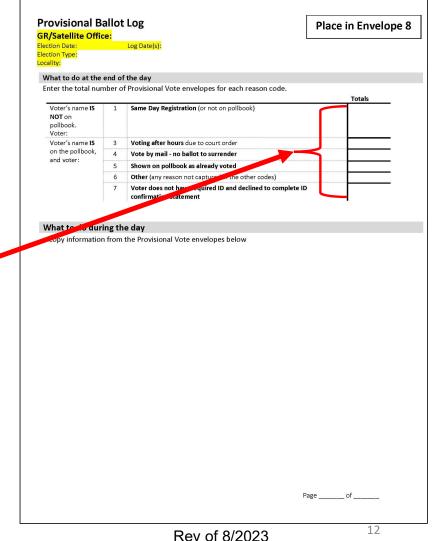
Starrad (8) items are required. If you do not complete	te all of the items that are marked with syour application may be denied.
1 * Yes No I am a citizen of the United Stat	
* Date of Birth (MM/DD/YYY) /	SSN never issued
* Gender	_`
2 *Last Name	Jr. Sr. II III IV (Circle one) Other (write in)
* First Name	* Middle Name
* Residence Address (May not be a P.O. Box)	Apt.
*City/Town	* ZIP Code
cmail	Phone * * *
3 * Yes No I have been convicted of a felo	ony or judged mentally incapacitated and disqualified to vote. n restored?
4 🔲 I am an active-duty uniformed services member	er, spouse or dependent; or an overseas citizen.
	ause my residence address cannot receive mail <u>or</u> I am homeless.
<ul> <li>I am providing a <u>Virginia PO. Box</u> (below) to pro is/has:</li> </ul>	rotect my residence address from public disclosure because I or a household member
	icer, judge, magistrate, U.S. or Virginia Attorney General attorney.
Been granted a court issued protective or In fear for personal safety from being three	
A participant in the Virginia Attorney Gen	
Been approved to be a foster parent.	
	n official, their employee, or Commonwealth elector for President or Vice President
My mailing address (Complete only if you have checked	
a box in this section)	
5 🔲 I am currently registered to vote in another sta	ate. Name of state
6 🔲 I am interested in being an officer of election (p	(poll worker) on Election Day. Send me information.
7 * AFFIRMATION: I swear/affirm, under felony p	penalty for making willfully false material statements or entries, that the
information provided on this form is true and t	that, to the best of my knowledge, I am eligible to vote in this election.
(See other side of envelope for Privacy Act Notice and War	Istration and I hereby affirm that I have read the Privacy Act Notice and Warning. ming.)
* Signature X	Today's date / /
* Signature	(BM//DD/YYY)
	ndividual with physical disabilities and the Affirmation Statement above. Pursuant to
	s with physical disabilities are not required to sign the application for voter registrations.
Election Officer Use	Office/Electoral Board Use
#1 Same Day Registration (not on pollbook) Time:a.m. p.m. (circle one)	Voter ID #
Yes No Did voter show ID or	Adjudication Count Do not count
complete ID Confirmation Statemer	
Comments	<ol> <li>If the voter returns with the proper identification,</li> </ol>
	check this box and sign 🔲 🗴
Election Officer v	<ol><li>Attach a copy of the identification document.</li></ol>
Election Officer Signature X	ELECT-653-English-07/2024

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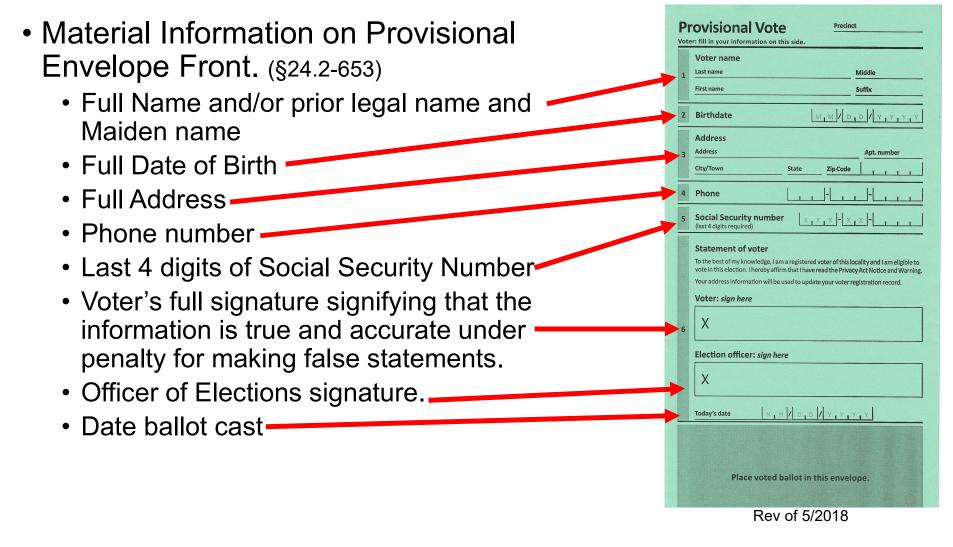


# **Provisional Log- Front**

- Officer of Election, or Registrar or Registrar's Staff completes the information on the log.
- Front is filled in after the polls close.
- Enter the totals for each block at the end of the voting day
- Place the completed log in envelope 8.
- Return to Registrar's Office at the end of the voting day.



#### **Old Style Provisional Ballot Envelope - Front**



#### **Old Style Provisional Ballot Envelope - Back**

- Material Information on Provisional Envelope Back (§24.2-653):
  - Reason why Provisional Ballot is being cast.

Provisional Vote	
election Officer: use this envelope when the voter is NOT in the pollbook or there is some other issue.	Voter's name IS NOT on pollbook. Voter: 1 I is resident of the precinct, or has been since the November general election last year
Have the voter fill in the other side.	
Ask the voter to check all Information, and sign the front.	2 has been a resident of the precinct for the last 2 federal elections, is now a resident of the county or
<ol><li>You sign the front too, below the voter's signature.</li></ol>	city, and current residence is in the same congressional district as this precinct
a. DO NOT mark the pollbook for this voter.	Voter's name IS on the pollbook, and voter: 3  is voting after normal poll closing time due to court order
b. In the Provisional Ballot Log, enter the voter's information.	OR
<ol> <li>Issue a paper ballot to the voter.</li> <li>Tell the voter to put the voted ballot into this envelope, seal the envelope, and hand to you.</li> </ol>	4 applied for an absentee ballot but does not have the ballot
5. Provide a voter registration application.	OR
Electoral Board:	5 🗖 is shown in the pollbook as already having voted
1. If the voter returns with proper identification, check this box $\square$ and sign:	OR 6 dother (any reason not captured in the other codes)
Election Official: sign here X	OR
2. Attach a copy of the identification document.	No ID: voter also did not show required ID
	SBE-653 REV 5

Rev of 5/2018

• This space for Electoral Board Use Only.

#### Provisional Votes "Envelop 1A" (§24.2-653.C)

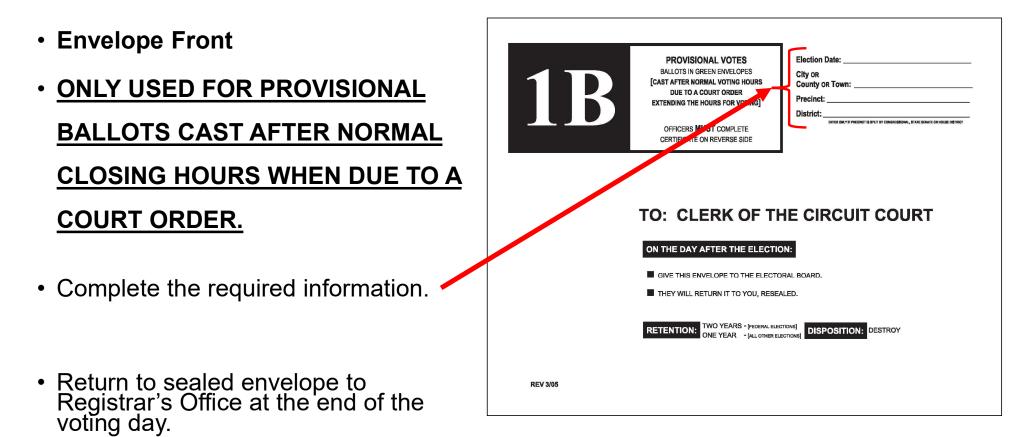
- Envelope Front
- Used for cast provisional ballots.
- Complete the required information.
- Return to sealed envelope to Registrar's Office at the end of the voting day.

<b>1</b> A	PROVISIONAL VOTES BALLOTS IN GREEN ENVELOPES ICAST DURING NORMAL VOTING OFFICERS MUST COMPLETE JERTIFICATE	Election Date: City County OR Town: Precinct: District: BITER ORLY F PRECINCT IS SPLIT BY CONGRESSIONAL, STATE SEMATE OR HOUSE DESTRICT
	TO: CLERK	
	GIVE THIS ENVELOP	E TO THE ELECTORAL BOARD.
	THEY WILL RETURN	IT TO YOU, RESEALED.
	· [FEDERAL ELECTIONS] ALL OTHER ELECTIONS]	DISPOSITION

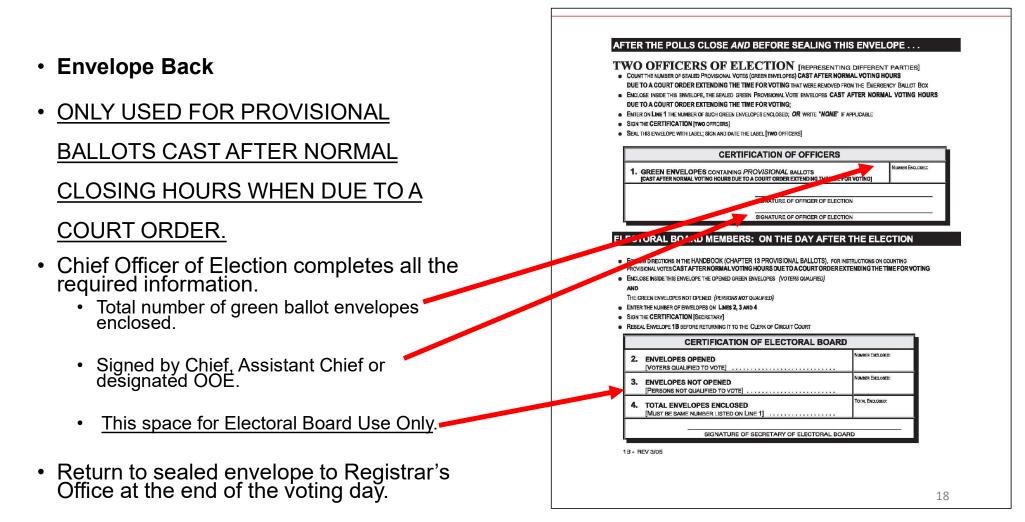
#### Provisional Votes "Envelop 1A" (§24.2-653.C)

#### Envelope Back TWO OFFICERS OF ELECTION [REPRESENTING DIFFERENT PARTIES] COUNT THE NUMBER OF SEALED PROVISIONAL VOTES (GREEN ENVELOPES) CAST DURING NORMAL VOTING • Chief Officer of Elections completes HOURS THAT WERE REMOVED FROM THE EMERGENCY BALL OT BOX Enclose inside this envelope, the sealed green Provisional Vote envelopes CAST DURING NORMAL VOTING HOURS; ENTER ON LINE 1 THE NUMBER OF SUCH GREEN ENVELOPES ENCLOSED: OR WRITE "NONE" IF APPLICABLE all the required information. SIGN THE CERTIFICATION [TWO OFFICERS] SEAL THIS ENVELOPE WITH LABEL; SIGN AND DATE THE LABEL [TWO OFFICERS] Total number of green ballot envelopes **CERTIFICATION OF OFFICERS** enclosed. [CAST DURING NORMAL VOTING HOURS] SIGNATURE OF OFFICER OF ELECTION GNATURE OF OFFICER OF ELECTION • Signed by Chief and Assistant Chief or designated OOE. FOLLOW DIRECTIONS IN THE HANDBOOK (CHAPTER 13 PROVISIONAL BALLOTS), FOR INSTRUCTIONS ON COUNTING PROVISIONAL VOTES CAST DURING NORMAL VOTING HOURS ENCLOSE INSIDE THIS ENVELOPE THE OPENED GREEN ENVELOPES (VOTERS QUALIFIED) This space for Electoral Board Use Only. THE GREEN ENVELOPES NOT OPENED (PERSONS NOT OUALIFIED) ٠ ENTER THE NUMBER OF ENVELOPES ON LINES 2. 3 AND 4 SIGN THE CERTIFICATION [SECRETARY] RESEAL ENVELOPE 1A BEFORE RETURNING IT TO THE CLERK OF CIRCUIT COUR **CERTIFICATION OF ELECTORAL BOARD** NUMBER ENCLOSED Return to sealed envelope to 2. ENVELOPES OPENED [VOTERS QUALIFIED TO VOTE UMBER ENCLOSE Registrar's Office at the end of the ENVELOPES NOT OPENED [PERSONS NOT QUALIFIED TO VOTE] TOTAL ENCLOSED voting day. TOTAL ENVELOPES ENCLOSED 4 [MUST BE SAME NUMBER LISTED ON LINE 1] SIGNATURE OF SECRETARY OF ELECTORAL BOARD 16

#### Provisional Votes "Envelop 1B" (§24.2-653.C)

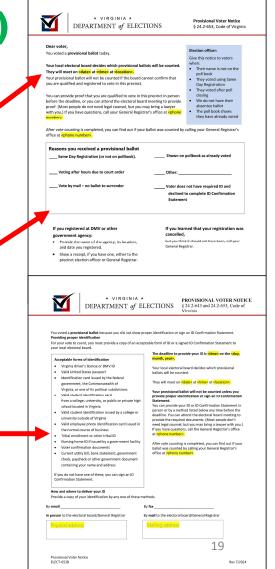


#### Provisional Votes "Envelop 1B" (§24.2-653.C)



#### **Provisional Voter Notice (§24.2-653.B)**

- Each voter who casts a Provisional Ballot is provided a copy of this notice. (ELECT-653 A & ELECT 653-B)
- Provides voter with date, time and location of the Provisional Canvass.
- Gives voter with the reason why provisional ballot was provided.
- Provides explanation of acceptable forms of ID.



# Early Voting: Same Day Registration & Voting and Provisional Voting Process

# What is **Provisional Voting?**

- A method for casting a vote when a person's name does not appear on the poll list or there is question as to the person's eligibility to vote.
- Provisional voting is used when:
  - A voter **IS NOT** listed in the pollbook but is a resident of the precinct since last November general election.(§24.2-652) (#) See "What-Ifs, Problem 14
  - A voter **IS NOT** listed in the pollbook but has been a resident of the precinct for the last 2 federal elections, is now a resident of the county or city, and a current resident in the same congressional district as this precinct. (§24.2-652) (#) See "What-Ifs, Problem 14
  - A voter **IS** in pollbook & applied for an absentee ballot but doesn't have it with them. (§24.2-653.1)
  - A voter **IS** in the pollbook and is shown in the poll book as having already voted. (§24.2-651.1.)
  - A voter **IS** in the pollbook, has no ID and does not or won't sign the Identity Confirmation Statement. (§24.2-643(B))
  - A voter **IS** in the pollbook and is voting after normal poll closing time due to a court order. (§24.2-653.2)

(#): When registration can not be confirmed with the Registrar.

#### **Initial Actions During Early Voting**

- Determine if the voter is eligible to vote where currently registered. If yes, then no need to register again.
- If person not eligible to vote where registered because it is a different locality and voter moved before existing deadlines, send them to new locality.
- If person is not eligible to vote where registered because new address is in current locality, proceed to SDR-ED process.
- If person is not eligible to vote where currently registered because he moved before deadline, proceed to SDR-ED process.

#### **Same Day Registration & Voting Process**

- Have voter complete SAME DAY REGISTRATION Provisional Ballot Application. (ELECT-653 (Rev 07/2024))
  - Check voter identification or have voter complete ID Confirmation Statement.
- Have voter mark ballot and place into SAME DAY REGISTRATION Provisional Ballot Application envelope and seal envelope.
- Complete all information on envelope. Ensure <u>BOTH</u> the voter and Officer of Election sign envelope.
- Provide the voter with the Provisional Voter Notice. (ELECT-653A & B)
- Give Registrar all applications envelopes at the end of each day.
- Provisional ballots **ARE NOT** processed by the optical scanner.

# Voter Has No ID & Refuses to Sign ID Confirmation Statement

- Work with person to complete the Provisional Ballot Envelope.
  - Mark Reason Code 7 on Provisional Ballot Envelope.
- Complete the Provisional Ballot Log.
  - Mark reason Code 7 on the Provisional Ballot Log.
- Provide the voter with Provisional Voter Notice. (ELECT-653A & B)
- Give Registrar all applications envelopes at the end of each day.

# Election Day: Provisional Ballots and Same Day Registration & Voting Process

#### Election Day Actions-Provisional and SDR-ED Voting (§24.2-653.1.)

- Set up voting location for provisional voting that is ADA accessible <u>and separate from</u> regular voting booths.
- Designate an OOE to oversee provisional and SDR-ED voting.
  - · OOE stays with voter while ballot being marked
- After ballot is marked have voter complete front of provisional ballot envelope or SDV-ED envelope and seal envelope.
- **<u>BOTH</u>** voter and OOE sign provisional ballot envelope.
- OOE completes Provisional Ballot Log.
- Place Provisional Ballot Envelope in Envelop 1A.
  - Use Envelope 1B for ballots cast after normal closing hours when judge approves voting after extended hours.
- Provisional ballots ARE NOT processed by the optical scanner.

#### Voter Has No ID & Refuses to Sign ID Confirmation Statement (§24.2-653.A)

- Work with person to complete the Provisional Ballot Envelope.
  - Mark Reason Code 7 on Provisional Ballot Envelope.
- Complete the Provisional Ballot Log.
  - Mark reason Code 7 on the Provisional Ballot Log.
- Provide the voter with Provisional Voter Notice. (ELECT-653A & B)
- Place completed Provisional Ballot Envelope in envelop 1A.
  - Or in envelope 1B if after normal voting hours.

#### **Election Day Actions- Closing Provisional and SDR-ED Voting**

- When polls close sort Provisional Ballot Envelopes by Reason Code or SDR-ED.
- Total all Provisional Ballot Envelopes by Reason Code and enter the totals on the Provisional Ballot Envelope 1A.
  - Place all Provisional ballot envelops for ballots marked after regular closing time in envelope 1B.
- Seal Envelope 1A and have all OOEs sign across sealed flap.
  - Repeat for envelop 1B if used.
- Return envelope 1A (and 1B) to the Registrar's Office.

# **Election Night Actions**

- Completed Provisional Ballot Log is placed in Envelope 8. (GR/EB Handbook Chapter 13.5.3.)
- Precincts return envelopes 1A and 1B to the Registrar's Office.
- SDR applications are checked by Registrar or registrar's staff against VERIS and registered as appropriate. <u>All registration entries must be</u> <u>completed by Friday at 5:00 PM</u>.
- Number of Provisional Ballots received is entered in to *"Enhanced Reporting"* by Reason Code (1, 3, 4, 5, or 7) on election day, by precinct.
- Envelopes 1A is set aside for the canvas; Envelope 1B is given to the Clerk of Courts.

# Post Election Canvass Process

## Provisional Canvass (§24.2-653.01.)

- Time and location set in advance.
  - Notice provided to voter when provisional ballot is cast. (§24.2-653.b.)
- Provisional canvass is only open to authorized observers and the person whose provisional ballot is being considered. (§24.2-653.01.B)
- Tasking:
  - Registrar: Has computer with VERIS access; determines voter's status in VERIS when read aloud from ballot envelope.
  - Chairman or Vice: Reads the voter information off the ballot envelope; separates ballots to count and ballots NOT be counted in to two sperate piles.
  - Secretary: Confirms the information from ballot envelope matches ballot log; records results on ballot log for each voter.
- <u>SDR Provisional Ballots</u> can not be considered until after ELECT has compared all SDR registrations at the state level to identify duplicates. (ELECT Advisory dated 6/21/23, Updated 1/23/24)
  - ELECT will issue SDR duplicates report on Saturday. Each locality must reconcile all duplicates shown on the report before counting ballots.

#### Provisional Canvass (§24.2-653.01.)

- Provisional ballots in envelope 1A are considered.
  - Ballots in envelope 1B only considered if the court order for extended voting is upheld/confirmed. (§24.2-653.2.)
- Reason Code 7 (no ID provided/No confirmation statement signed) requires the voter to appear before the Electoral Board with an appropriate ID before ballot can be counted.
  - Voters may request an extension of up to 10 days to provide documentation supporting their reasoning that their ballot should be counted.(§24.2-401.)
- Information on Provisional Ballot Envelope is compared to VERIS data base.

# Provisional Canvass (§24.2-653.01.)

- If determined to be a "valid ballot" the provisional pollbook shall be marked that the voter has voted, the ballot shall be opened and the ballot shall be counted. The voter is given credit in VERIS. (§24.2-653.01.C)
  - The valid ballot is placed face down in a pile to be counted. Electoral Board members shall not look at the voter's ballot.
- If determined to be a "not valid ballot" it is set aside, unopened, and Registrar sends letter to voter explaining why ballot was not cast. (§24.2-653.01.C)
- Ballots can be machine or hand counted. (§24.2-653.01.D)
- A Statement of Results is completed for the Provisional ballot count.
- The Registrar enters the results of the provisional ballot count into the Enhanced Reporting program by precinct.
- The SOR and all ballots opened and unopened shall be delivered to the Clerk of Courts. (§24.2-653.01.E.)

### Review

- All material information must be provided on the Provisional Ballot Envelope.
- Both the voter and OOE, GR or GR Staff must sign the Provisional Ballot Envelope.
- Last date to complete an SDR-EV application and cast a provisional ballot is the Saturday before the election at 5:00 PM.
- Voters casting a provisional ballot marked Reason Code 7 must appear before EB during canvass with appropriate ID.
- Provisional ballots received must be entered into Enhanced Reporting on Election night by Reason Code and precinct.
- The canvass for SDR ballots can not be conducted until after ELECT issues the duplicate registration list on Saturday.
- Provisional ballots ARE NOT processed by the optical scanner.

# **Best Practices**

- Have Provisional Ballots "scored" so they can't be processed in the precinct scanner.
- Print all SDR materials in a different color. (ex. Orange paper or orange ink)
- Set up the provisional voting booth/location away from regular voters to prevent accidental placement of provisional ballot in scanner.
- OOE must stay with the provisional voter until the sealed Provisional Ballot envelop is placed in envelope 1A (or 1B).
- All EB members should carry a copy of the "What Ifs" on election day.
- **<u>ALWAYS</u>** provide voter with a copy of the Canvas Notice.

# **Questions?**

#### • Jim Oaks

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- joaks@suffolkva.us