

Same Day Registration & Voting and Provisional Voting Processes

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Electoral Board, Suffolk, Virginia

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

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 Law 107-252-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 **MUST** 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.) **AND** Officer of Election, or Registrar or Registrar's Staff **MUST** 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.

Provisional Ballot - All other provisional reasons

Voter is on this precinct's pollbook

Precinct# _____
 Primary elections—Party ballot P R

Starred (*) items are required. If you do not complete all of the items that are marked with *, your vote may not count.

1 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____
 * First Name _____ * Middle Name _____ None

2 * Date of Birth (MM/DD/YYYY) ____/____/____

3 * Social Security Number _____
 Last 4 digits required
 Providing your full Social Security number may help determine your eligibility to vote.

4 * Residence Address (May not be a P.O. Box) _____ Apt. _____
 * City/Town _____ * ZIP Code _____
 If address is different than voter registration record, provide the date you moved (MM/DD/YYYY) ____/____/____

5 Email _____ Phone _____

6 **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.

► Signature _____ Today's date ____/____/____
 (MM/DD/YYYY)

Privacy Act Notice: This form requires personal information, including information related to your Social Security number, for identification purposes and to prevent fraud. 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 a 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.

Election Officer Use

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 does not have required ID and declined to complete the ID Confirmation Statement

Comments _____

Election Officer Signature _____

Staff/Electoral Board Use

Voter ID # _____

Adjudication Count Do not count

Voter Identification

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

2. Attach a copy of the identification document.

ELECT-653-English-07/2024

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 box at bottom left.
- Electoral Board completes box at bottom right during Provisional canvass.

Same Day Registration Provisional Ballot
Voter resides in this precinct but is not on this precinct's pollbook **SDR** Precinct # _____
 Primary elections—Party ballot

Starred (*) Items are required. If you do not complete all of the items that are marked with *, your application may be denied.

1 * Yes No I am a citizen of the United States of America
 * Full social security number _____ SSN never issued
 * Date of Birth (MM/DD/YYYY) ____/____/_____
 * Gender _____

2 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____
 * First Name _____ * Middle Name _____ None
 * Residence Address (May not be a P.O. Box) _____ Apt. _____
 * City/Town _____ * ZIP Code _____
 Email _____ Phone _____

3 * Yes No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.
 Yes No If yes, has your right to vote been restored?

4 I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.
 I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.
 I am providing a Virginia B.O. Box (below) to protect my residence address from public disclosure because I or a household member is/have:
 An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
 Been granted a court issued protective order.
 In fear for personal safety from being threatened or stalked by another person.
 A participant in the Virginia Attorney General's Address Confidentiality Program.
 Been approved to be a foster parent.
 A current or former state or local election 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 state. Name of state _____

6 I am interested in being an officer of election (poll worker) on Election Day. Send me information.

7 * **AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election. I authorize the cancellation of my current registration and I hereby affirm that I have read the Privacy Act Notice and Warning.**
 (See other side of envelope for Privacy Act Notice and Warning.)
 * Signature **X** Today's date ____/____/_____
 By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

<p>Election Officer Use</p> <p><input type="checkbox"/> #1 Same Day Registrations (not on pollbook)</p> <p>Time: _____ a.m. _____ p.m. (circle one)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Did voter show ID or complete ID Confirmation Statement?</p> <p>Comments _____</p> <p>Election Officer Signature X</p>	<p>Office/Electoral Board Use</p> <p>Voter ID # _____</p> <p>Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count</p> <p>Voter Identification</p> <p>1. If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> X</p> <p>2. Attach a copy of the identification document.</p>
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ELECT-653-English-07/2024

Provisional Log- Back

- Officer of Election, or Registrar or Registrar’s Staff completes the information on the log.
 - Name
 - Address
 - Date of Birth (Year only)
 - Phone Number (Optional)
 - Last four Social Security #s
 - Reason Code for Provisional Ballot

1	Voter name Last name _____ Middle _____ First name _____ Suffix _____	SSN# last 4 _____ Reason code 1 3 4 5 6 7
	Address City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	Notes Registrar use only Was this vote counted? YES NO Why not? Date: _____
	Voter name Last name _____ Middle _____ First name _____ Suffix _____	SSN# last 4 _____ Reason code 1 3 4 5 6 7
	Address City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	Notes Registrar use only Was this vote counted? YES NO Why not? Date: _____
2	Voter name Last name _____ Middle _____ First name _____ Suffix _____	SSN# last 4 _____ Reason code 1 3 4 5 6 7
	Address City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	Notes Registrar use only Was this vote counted? YES NO Why not? Date: _____
	Voter name Last name _____ Middle _____ First name _____ Suffix _____	SSN# last 4 _____ Reason code 1 3 4 5 6 7
	Address City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	Notes Registrar use only Was this vote counted? YES NO Why not? Date: _____
3	Voter name Last name _____ Middle _____ First name _____ Suffix _____	SSN# last 4 _____ Reason code 1 3 4 5 6 7
	Address City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	Notes Registrar use only Was this vote counted? YES NO Why not? Date: _____
	Voter name Last name _____ Middle _____ First name _____ Suffix _____	SSN# last 4 _____ Reason code 1 3 4 5 6 7
	Address City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	Notes Registrar use only Was this vote counted? YES NO Why not? Date: _____
4	Voter name Last name _____ Middle _____ First name _____ Suffix _____	SSN# last 4 _____ Reason code 1 3 4 5 6 7
	Address City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	Notes Registrar use only Was this vote counted? YES NO Why not? Date: _____
	Voter name Last name _____ Middle _____ First name _____ Suffix _____	SSN# last 4 _____ Reason code 1 3 4 5 6 7
	Address City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	Notes Registrar use only Was this vote counted? YES NO Why not? Date: _____
5	Voter name Last name _____ Middle _____ First name _____ Suffix _____	SSN# last 4 _____ Reason code 1 3 4 5 6 7
	Address City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	Notes Registrar use only Was this vote counted? YES NO Why not? Date: _____
	Voter name Last name _____ Middle _____ First name _____ Suffix _____	SSN# last 4 _____ Reason code 1 3 4 5 6 7
	Address City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	Notes Registrar use only Was this vote counted? YES NO Why not? Date: _____

Page _____ of _____

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.

Provisional Ballot Log
GR/Satellite Office:
 Election Date: _____ Log Date(s): _____
 Election Type: _____
 Locality: _____

Place in Envelope 8

What to do at the end of the day
 Enter the total number of Provisional Vote envelopes for each reason code.

			Totals
Voter's name IS NOT on pollbook. Voter:	1	Same Day Registration (or not on pollbook)	
Voter's name IS on the pollbook, and voter:	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 (any reason not captured by the other codes)	
	7	Voter does not have required ID and declined to complete ID confirmation statement	

What to do during the day
 Copy information from the Provisional Vote envelopes below

Page _____ of _____

Old Style Provisional Ballot Envelope - Front

- Material Information on Provisional Envelope Front. (§24.2-653)
 - Full Name and/or prior legal name and Maiden name
 - Full Date of Birth
 - Full Address
 - Phone number
 - Last 4 digits of Social Security Number
 - Voter's full signature signifying that the information is true and accurate under penalty for making false statements.
 - Officer of Elections signature.
 - Date ballot cast

Provisional Vote Precinct _____

Voter: fill in your information on this side.

Voter name	
1 Last name _____ Middle _____	
First name _____ Suffix _____	
2 Birthdate <input type="text" value="M, M"/> / <input type="text" value="D, D"/> / <input type="text" value="Y, Y, Y, Y"/>	
Address	
3 Address _____ Apt. number _____	
City/Town _____ State _____ Zip Code _____	
4 Phone <input type="text" value="_____-_____-_____-_____-_____-_____-"/>	
5 Social Security number <input type="text" value="_____-_____-_____-_____-_____-_____-"/> (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: <i>sign here</i>	
6 <input type="text" value="X"/>	
Election officer: <i>sign here</i>	
<input type="text" value="X"/>	
Today's date <input type="text" value="M, M"/> / <input type="text" value="D, D"/> / <input type="text" value="Y, Y, Y, Y"/>	

Place voted ballot in this envelope.

13

Rev of 5/2018

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.

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
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

SBE - 653 REV 5/18

Rev of 5/2018

- This space for Electoral Board Use Only.

Provisional Votes “Envelope 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.

1A

PROVISIONAL VOTES
BALLOTS IN GREEN ENVELOPES
CAST DURING NORMAL VOTING

OFFICERS **MUST**
COMPLETE CERTIFICATE

Election Date: _____
City _____
County OR Town: _____
Precinct: _____
District: _____
ENTER ONLY IF PRECINCT IS SPLIT BY CONGRESSIONAL, STATE SENATE OR HOUSE DISTRICT

TO: CLERK OF THE CIRCUIT COURT

ON THE DAY AFTER THE ELECTION:

- GIVE THIS ENVELOPE TO THE ELECTORAL BOARD.
- THEY WILL RETURN IT TO YOU, RESEALED.

RETENTION: TWO YEARS – (FEDERAL ELECTIONS)
ONE YEAR – (ALL OTHER ELECTIONS)

DISPOSITION DESTROY

REV 8/23

Provisional Votes “Envelop 1A” (§24.2-653.C)

- **Envelope Back**
- Chief Officer of Elections completes all the required information.
 - Total number of green ballot envelopes enclosed.
 - Signed by Chief and Assistant Chief or designated OOE.
 - This space for Electoral Board Use Only.
- Return to sealed envelope to Registrar’s Office at the end of the voting day.

AFTER THE POLLS CLOSE AND BEFORE SEALING THIS ENVELOPE . . .

TWO OFFICERS OF ELECTION [REPRESENTING DIFFERENT PARTIES]

- COUNT THE NUMBER OF SEALED PROVISIONAL VOTES (GREEN ENVELOPES) CAST DURING NORMAL VOTING HOURS THAT WERE REMOVED FROM THE EMERGENCY BALLOT 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
- SIGN THE **CERTIFICATION** [TWO OFFICERS]
- SEAL THIS ENVELOPE WITH LABEL; SIGN AND DATE THE LABEL [TWO OFFICERS]

CERTIFICATION OF OFFICERS	
1. GREEN ENVELOPES CONTAINING PROVISIONAL VOTES [CAST DURING NORMAL VOTING HOURS]	NUMBER ENCLOSED:
SIGNATURE OF OFFICER OF ELECTION _____	
SIGNATURE OF OFFICER OF ELECTION _____	

ELECTORAL BOARD MEMBERS: ON THE DAY AFTER THE ELECTION

- 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)

AND
THE GREEN ENVELOPES NOT OPENED (PERSONS NOT QUALIFIED)

- 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 COURT

CERTIFICATION OF ELECTORAL BOARD	
2. ENVELOPES OPENED [VOTERS QUALIFIED TO VOTE]	NUMBER ENCLOSED:
3. ENVELOPES NOT OPENED [PERSONS NOT QUALIFIED TO VOTE]	NUMBER ENCLOSED:
4. TOTAL ENVELOPES ENCLOSED [MUST BE SAME NUMBER LISTED ON LINE 1]	TOTAL ENCLOSED:
SIGNATURE OF SECRETARY OF ELECTORAL BOARD _____	

Provisional Votes “Envelop 1B” (§24.2-653.C)

- Envelope Front
- ONLY USED FOR PROVISIONAL BALLOTS CAST AFTER NORMAL CLOSING HOURS WHEN DUE TO A COURT ORDER.
- Complete the required information.
- Return to sealed envelope to Registrar’s Office at the end of the voting day.

1B

PROVISIONAL VOTES
BALLOTS IN GREEN ENVELOPES
[CAST AFTER NORMAL VOTING HOURS
DUE TO A COURT ORDER
EXTENDING THE HOURS FOR VOTING]

OFFICERS **MUST** COMPLETE
CERTIFICATE ON REVERSE SIDE

Election Date: _____
City or
County OR Town: _____
Precinct: _____
District: _____
ENTER ONLY IF PRECINCT IS SPLIT BY CONGRESSIONAL, STATE SENATE OR HOUSE DISTRICT

TO: CLERK OF THE CIRCUIT COURT

ON THE DAY AFTER THE ELECTION:

- GIVE THIS ENVELOPE TO THE ELECTORAL BOARD.
- THEY WILL RETURN IT TO YOU, RESEALED.

RETENTION: TWO YEARS - [FEDERAL ELECTIONS]
ONE YEAR - [ALL OTHER ELECTIONS] **DISPOSITION:** DESTROY

REV 3/05

Provisional Votes “Envelop 1B” (§24.2-653.C)

- **Envelope Back**
- ONLY USED FOR PROVISIONAL BALLOTS CAST AFTER NORMAL CLOSING HOURS WHEN DUE TO A COURT ORDER.
- Chief Officer of Election completes all the required information.
 - Total number of green ballot envelopes enclosed.
 - Signed by Chief, Assistant Chief or designated OOE.
 - This space for Electoral Board Use Only.
- Return to sealed envelope to Registrar’s Office at the end of the voting day.

AFTER THE POLLS CLOSE AND BEFORE SEALING THIS ENVELOPE . . .

TWO OFFICERS OF ELECTION [REPRESENTING DIFFERENT PARTIES]

- COUNT THE NUMBER OF SEALED PROVISIONAL VOTES (GREEN ENVELOPES) CAST AFTER NORMAL VOTING HOURS DUE TO A COURT ORDER EXTENDING THE TIME FOR VOTING THAT WERE REMOVED FROM THE EMERGENCY BALLOT BOX
- ENCLOSE INSIDE THIS ENVELOPE, THE SEALED GREEN PROVISIONAL VOTE ENVELOPES CAST AFTER NORMAL VOTING HOURS DUE TO A COURT ORDER EXTENDING THE TIME FOR VOTING;
- ENTER ON LINE 1 THE NUMBER OF SUCH GREEN ENVELOPES ENCLOSED; OR WRITE: “NONE” IF APPLICABLE
- SIGN THE CERTIFICATION [TWO OFFICERS]
- SEAL THIS ENVELOPE WITH LABEL; SIGN AND DATE THE LABEL [TWO OFFICERS]

CERTIFICATION OF OFFICERS	
1. GREEN ENVELOPES CONTAINING PROVISIONAL BALLOTS [CAST AFTER NORMAL VOTING HOURS DUE TO A COURT ORDER EXTENDING THE TIME FOR VOTING]	NUMBER ENCLOSED:
SIGNATURE OF OFFICER OF ELECTION	
SIGNATURE OF OFFICER OF ELECTION	

ELECTORAL BOARD MEMBERS: ON THE DAY AFTER THE ELECTION

- FOLLOW DIRECTIONS IN THE HANDBOOK (CHAPTER 13 PROVISIONAL BALLOTS), FOR INSTRUCTIONS ON COUNTING PROVISIONAL VOTES CAST AFTER NORMAL VOTING HOURS DUE TO A COURT ORDER EXTENDING THE TIME FOR VOTING
- ENCLOSE INSIDE THIS ENVELOPE THE OPENED GREEN ENVELOPES (VOTERS QUALIFIED) AND THE GREEN ENVELOPES NOT OPENED (PERSONS NOT QUALIFIED)
- ENTER THE NUMBER OF ENVELOPES ON LINES 2, 3 AND 4
- SIGN THE CERTIFICATION [SECRETARY]
- RESEAL ENVELOPE 1B BEFORE RETURNING IT TO THE CLERK OF CIRCUIT COURT

CERTIFICATION OF ELECTORAL BOARD	
2. ENVELOPES OPENED [VOTERS QUALIFIED TO VOTE]	NUMBER ENCLOSED:
3. ENVELOPES NOT OPENED [PERSONS NOT QUALIFIED TO VOTE]	NUMBER ENCLOSED:
4. TOTAL ENVELOPES ENCLOSED [MUST BE SAME NUMBER LISTED ON LINE 1]	TOTAL ENCLOSED:
SIGNATURE OF SECRETARY OF ELECTORAL BOARD	

1B - REV 3/05

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.

VIRGINIA
DEPARTMENT of ELECTIONS

Provisional Voter Notice
§ 24.2-653, Code of Virginia

Dear voter,
You voted a provisional ballot today.

Your local electoral board decides which provisional ballots will be counted. They will meet on **dates** at **times** at **locations**. Your provisional ballot will not be counted if the board cannot confirm that you are qualified and registered to vote in this precinct.

You can provide proof that you are qualified to vote in this precinct in person before the deadline, or you can attend the electoral board meeting to provide proof. (Most people do not need legal counsel, but you may bring a lawyer with you.) If you have questions, call your General Registrar's office at **phone numbers**.

After vote counting is completed, you can find out if your ballot was counted by calling your General Registrar's office at **phone numbers**.

Election officer:
Give this notice to voters when:
• Their name is not on the poll book
• They voted using Same Day Registration
• They voted after poll closing
• We do not have their absentee ballot
• The poll book shows they have already voted

Reasons you received a provisional ballot

<input type="checkbox"/> Same Day Registration (or not on pollbook).	<input type="checkbox"/> Shown on pollbook as already voted
<input type="checkbox"/> Voting after hours due to court order	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Vote by mail – no ballot to surrender	<input type="checkbox"/> Voter does not have required ID and declined to complete ID Confirmation Statement

If you registered at DMV or other government agency:

- Provide the name of the agency, its location, and date you registered.
- Show a receipt, if you have one, either to the precinct election officer or General Registrar.

If you learned that your registration was cancelled,
but you think it should not have been, call your General Registrar.

VIRGINIA
DEPARTMENT of ELECTIONS

PROVISIONAL VOTER NOTICE
§ 24.2-643 and 24.2-653, Code of Virginia

You voted a provisional ballot because you did not show proper identification or sign an ID Confirmation Statement. **Providing proper identification**
For your vote to count, you must provide a copy of an acceptable form of ID or a signed ID Confirmation Statement to your local electoral board.

Acceptable forms of identification

- Virginia driver's license or DMV ID
- Valid United States passport
- Identification card issued by the federal government, the Commonwealth of Virginia, or one of its political subdivisions
- Valid student identification card from a college, university, or public or private high school located in Virginia
- Valid student identification issued by a college or university outside of Virginia
- Valid employee photo identification card issued in the normal course of business
- Tribal enrollment or other tribal ID
- Nursing home ID if issued by a government facility
- Voter confirmation documents
- Current utility bill, bank statement, government check, paycheck or other government document containing your name and address

If you do not have one of those, you can sign an ID Confirmation Statement.

The deadline to provide your ID is **times on the **day**, **month**, **year**.**

Your local electoral board decides which provisional ballots will be counted. They will meet on **dates** at **times** at **locations**.

Your provisional ballot will not be counted unless you provide proper identification or sign an ID Confirmation Statement.

You can provide your ID or ID Confirmation Statement in person or by a method listed below any time before the deadline. You can attend the electoral board meeting to provide the required documents. (Most people don't need legal counsel, but you may bring a lawyer with you.) If you have questions, call the General Registrar's office at **phone numbers**.

After vote counting is completed, you can find out if your ballot was counted by calling your General Registrar's office at **phone numbers**.

How and where to deliver your ID
Provide a copy of your identification by any one of these methods.

By email _____

By fax _____

In person to the electoral board/General Registrar
By mail to the electoral board/General Registrar

Provisional Voter Notice
ELECT 653B

19
Rev 7/2024

**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 BOTH 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 and separate from 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.
- **BOTH** 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 envelopes for ballots marked after regular closing time in envelope 1B.
- Seal Envelope 1A and have all OOE's sign across sealed flap.
 - Repeat for envelope 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. **All registration entries must be completed by Friday at 5:00 PM.**
- 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.
- **SDR – Provisional Ballots** 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 envelope is placed in envelope 1A (or 1B).
- All EB members should carry a copy of the “What Ifs” on election day.
- **ALWAYS** provide voter with a copy of the Canvas Notice.

Questions?

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