

# Observe Chiefs' Handling of Non-routine Situations



# Provisional Voting

**A Provisional Ballot is not voted on the DS200 scanner, AND the voter not is checked in on a poll pad**

- The voter completes a regular ballot, and it is placed in the Provisional Envelope
- Both the voter and the Chief must enter information on the Envelope (both sides)
- On back of envelope, Chief checks off a reason for casting the ballot as a Provisional
- Chiefs keep a log of all Provisional voters on the Electronic Provisional Log and on the manual Provisional Log
- All Provisional Envelopes go into an envelope along with the log to be returned with election materials
- Any explanatory materials are stapled to the outside of the envelope so they can be assessed
- The Provisional Ballot will be examined by the Electoral Board after Election Day
- Provisional Voter has an opportunity to present his case before the Electoral Board as to why his vote should count

**Provisional Vote** Predict \_\_\_\_\_

Voter: fill in your information on this side.

|                   |        |
|-------------------|--------|
| <b>Voter name</b> |        |
| 1 Last name       | Middle |
| First name        | Suffix |

|             |                |
|-------------|----------------|
| 2 Birthdate | ____/____/____ |
|-------------|----------------|

|                |             |          |       |
|----------------|-------------|----------|-------|
| <b>Address</b> |             |          |       |
| 1 Address      | Apt. number |          |       |
| City/Town      | State       | Zip Code | _____ |

|         |                |
|---------|----------------|
| 4 Phone | ____-____-____ |
|---------|----------------|

|  |                |
|--|----------------|
| 5 Social Security number<br>(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 X |
|-----|

Election officer: sign here

|   |
|---|
| X |
|---|

Today's date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Place voted ballot in this envelope.

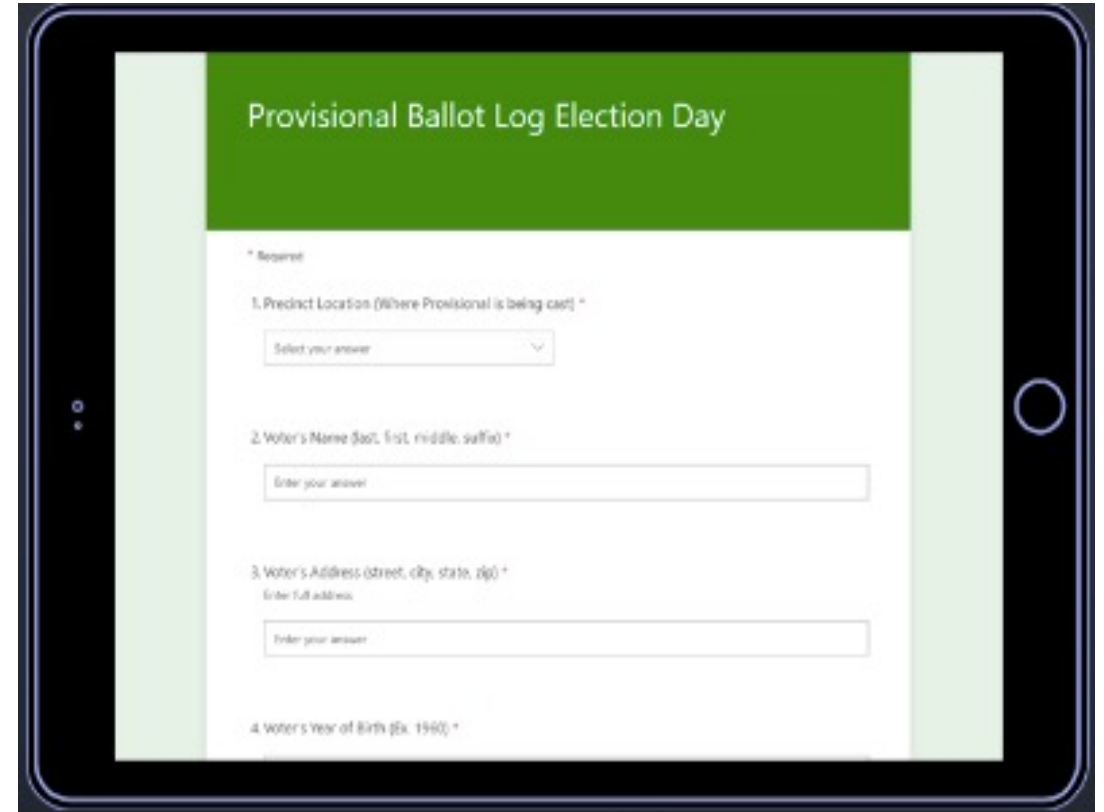
**Privacy Act Notice:** This form requires personal information, including the last four (4) digits of your Social Security number, for identification purposes and to prevent fraud. Providing your full Social Security number, though not required, may prove helpful in the determination of your eligibility to vote. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article I, § 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 12 years in prison, or up to 12 months in jail and/or fined up to \$2,500. 581-481813/1/12

# Provisional Ballots- Con't

## Watch for:

- ALL voters must be given an equal opportunity to vote with a Provisional Ballot
- No Provisional voter should take his/her ballot to be scanned - it **MUST** be put in the Provisional envelope
- You **may NOT observe** the information the voter is entering on the envelope, because it is Protected Personal Information (PPI). It contains the voter's full birthdate and the last 4 of the SSN.



Provisional Ballot Log Election Day

\* Required

1. Precinct Location (Where Provisional is being cast) \*

Select your answer

2. Voter's Name (last, first, middle, suffix) \*

Enter your answer

3. Voter's Address (street, city, state, zip) \*

Enter full address

Enter your answer

4. Voter's Year of Birth (Ex. 1990) \*

# Provisional Ballots

Here is a sample Provisional Ballot Log – both the Manual Envelope Log and the Electronic Log

| PROVISIONAL BALLOT LOG  |  | RETURN IN   |
|---|--|---|
| Precinct: <b>100 SAMPLE</b>   |  | #1A PROVISIONAL ENVELOPE  |
|   |  | Fairfax County – General Election   |
| <b>INSTRUCTIONS:</b> Copy information from each provisional envelope below. Be sure to also submit using electronic form! |  |   |
| 1.  | Last name <b>Voter</b> Suffix <b>JR</b><br>First name <b>Vincent</b> Middle _____<br>Address <b>1234 Sample St. Apt #100</b><br>City/town <b>Fairfax</b> , State <b>VA</b> Zip code <b>12345</b><br>Phone: ( <b>012</b> ) <b>345-6789</b> Birth year <b>1990</b> | SSN# last 4: <b>1 2 3 4</b> Reason code (circle): 1 2 3 4 <b>5</b> 6 No ID<br>Notes: <b>Vincent Voter SR had been checked in by mistake</b> |
| 2.  | Last name <b>Citizen</b> Suffix _____<br>First name <b>Samantha</b> Middle _____<br>Address <b>5678 Sample Rd.</b><br>City/town <b>Fairfax</b> , State <b>VA</b> Zip code <b>12345</b><br>Phone: ( <b>987</b> ) <b>654-3210</b> Birth year <b>1980</b>           | SSN# last 4: <b>2 4 6 8</b> Reason code (circle): 1 2 3 4 5 6 <b>No ID</b><br>Notes: <b>Voter did not have acceptable ID</b>                |
| 3.  | Last name _____ Suffix _____<br>First name _____ Middle _____<br>Address _____<br>City/town _____, State _____ Zip code _____<br>Phone: ( _____ ) _____-_____ Birth year _____   | SSN# last 4: _____ Reason code (circle): 1 2 3 4 5 6 No ID<br>Notes: _____  |

The image shows a tablet displaying a digital form titled "Provisional Ballot Log Election Day". The form is white with a green header. It contains several required fields for data entry:

- 1. Precinct Location (Where Provisional is being cast) \*
- 2. Voter's Name (last, first, middle, suffix) \*
- 3. Voter's Address (street, city, state, zip) \*  
Enter full address
- 4. Voter's Year of Birth (Ex. 1960) \*

# Same Day Registration

- New voters may register and vote on the same day:
- Such voters will be directed to complete a registration form and will then be given a **provisional ballot** to complete
  - The Chief will handle this provisional ballot depending on the individual case – for example if voter has an acceptable ID or needs to sign a Voter Assistance Form
  - The Chief will enter Same-Day Registration provisional ballot info into both the Electronic Provisional Log and the manual paper Provisional Log
  - On Election Day, there will be an additional EO staffed (likely during the second half of the voting day to assist with SDR processing; some precincts may have all day SDR Specialists to help process the anticipated volume of SDR voters
- **Additional Staff**
  - An additional EO may be assigned to some precincts on **Election Day** to work part or the entire voting day to assist with handling anticipated SDR volumes

# Same Day Registration Process

## SDR STEPS

1. Search for the voter's name in the pollbook.
2. Confirm voter is eligible to do a same day registration at your precinct.
3. Have voter complete Voter Registration Application.
4. Verify voter's ID.
5. Have voter complete provisional ballot and small provisional envelope.
6. Add voter to provisional ballot logs.