

Digital What Ifs: How to use this guide.

- Each page has buttons on it.
- Click a button to advance to the correct screen.
- To return to the “What is the Issue?” Screen, click **Start Over** at the bottom of each page.
- This guide is not intended to be read page by page. Do not scroll through the guide.

This is a button.
Click me to get started!



What is the issue?

Inactive

Absentee Issued

Overseas

Verify ID

Federal Only

Wrong Precinct

Address Stated
Different than
Pollbook

Not listed on
Pollbook

Provisional

Inactive

Has the voter moved from the address listed in the pollbook?

Yes

No

Start Over

Inactive

The voter is marked as inactive and has **NOT** moved from the address listed in the pollbook.

Steps

- Voter must complete the **Affirmation of Eligibility**.
- You complete Section A and check Box A. Disregard Statement of Challenger.
- Voter completes and signs Section B.
- Place form in **Maroon Bag 8**.
- Check in voter on pollbook.
- Give voter ballot.

Start Over

Absentee Issued

**Does the voter have their ballot
with them?**

Yes

No

Start Over

Absentee Issued

The voter is showing as an Absentee Ballot has been issued and has their ballot with them.

Steps

- Have voter write **SPOIL** on ballot.
- Collect ballot from voter.
- Verify that it is from the current election.
- Place ballot in Envelope 4.
- Make a mark on the Ballot Record Report / Mail Ballot Exchanged Box.
- Check voter in on pollbook.
- Give voter ballot.

Start Over

Absentee Issued

The voter is showing as an Absentee Ballot has been issued and does NOT have their ballot with them.

Steps

- This voter must vote a Provisional Ballot – Reason 4.
- Since we cannot confirm that the voter has not returned their ballot and that the ballot is not being counted by the central absentee precinct on election, this voter must vote a provisional ballot.
- At the conclusion of the election, if a mail ballot has not been returned and the voter meets all other eligibility requirements, this provisional ballot will be counted

Provisional Ballot Steps

Start Over

Overseas

Does the voter still live overseas?

Yes

No

Start Over

Overseas

The voter is showing as living overseas and states that they still reside overseas.

Steps

- Check voter in on pollbook.
- Give voter regular ballot.

Start Over

Overseas

The voter is showing as living overseas and states that they have returned from overseas.

Steps

- Voter should complete a Voter Registration Application so that the overseas flag can be removed from the record.
- Right OVERSEAS across the top of the application.
- Place form in **Maroon Bag 8**.
- Check in voter on pollbook.
- Give voter regular ballot.

Start Over

Verify ID

Does the voter an acceptable ID?

Yes

No

Start Over

Verify ID

The voter is showing with the status VERIFY ID and has an acceptable ID with them.

Steps

- Check voter in on pollbook.
- Give voter regular ballot.

Start Over

Verify ID

The voter is showing as VERIFY ID and does **NOT** have an acceptable ID with them.

Steps

- This voter must vote a Provisional Ballot – Reason No ID.
- This voter registered to vote by mail, did not provide an ID with their registration, and this is their first time voting in a federal election in Virginia. As such, they are subject to ID requirements under the federal Help America Vote Act.
- They are not eligible to sign the ID Confirmation Sheet, and must cast a provisional ballot. They have until noon on Monday to provide an ID to the Office of Elections.

Provisional Ballot Steps

Start Over

Federal Only

The voter is showing with the status of Federal Only.

Steps

- Call 703-228-3456. We want to talk to the voter to confirm that we have correctly entered their information.

Start Over

Wrong Precinct

Has the voter moved from the address listed on the pollbook?

Yes

No

Start Over

Have You Moved?

The voter is registered in Virginia but has moved from the address listed in the pollbook.

Is the voter currently registered in your precinct?

Yes

No

Start Over

Have You Moved?

The voter is registered in Virginia but has moved from the address listed in the pollbook.

Does the voter currently live in your precinct?

Yes

No

Start Over

Wrong Precinct

This voter does not live your precinct.

Steps

- Complete the Election Day Referral Form indicating the address of the voter's precinct.
- Send voter to correct precinct.

Start Over

Have You Moved?

Where did the voter move from?

Another
County in
Virginia

Within
Arlington
from a
different
precinct

Within Same
Precinct

Out of
Virginia

Start Over

Have You Moved?

Where did the voter move to?

Another
County in
Virginia

Within
Arlington to
a different
precinct

Within Same
Precinct

Out of
Virginia

Start Over

Have You Moved?

When did the voter move from a different precinct in Arlington?

Before
November 3,
2020

Between
Nov 4, 2020
and Nov 7,
2023

After Nov 8,
2023

Start Over

Have You Moved?

When did the voter move to a different precinct in Arlington?

Before
November 3,
2020

Between
Nov 4, 2020
and Nov 7,
2023

After Nov 8,
2023

Start Over

Have You Moved?

When did the voter move from a different county in Virginia?

Before
Nov 8,
2023

On or After
Nov 8, 2023

Start Over

Have You Moved?

When did the voter move to a different county in Virginia?

Before Nov
8, 2023

On or After
Nov 8, 2023

Start Over

Have You Moved?

This voter is listed on the pollbook in your precinct and you have confirmed that they have moved within the timeframes.

Voter can vote a regular ballot at your precinct after updating their address OR complete a Same Day Registration and Provisional ballot at their new precinct.

Steps to process voter at your precinct.

- Voter should complete a Voter Registration Application.
- Right “Name Change” or “Apt Update” across the top of the application if applicable.
- Place form in **Maroon Bag 8**.
- Check in voter on pollbook.
- Give voter ballot.

Start Over

Have You Moved?

This voter is listed on the pollbook in your precinct, but they have moved within Arlington 4-1 years ago.

Voter can vote a regular ballot at your precinct after affirming their eligibility OR complete a Same Day Registration and Provisional ballot at their new precinct.

Steps

- Voter should complete an Affirmation of Eligibility.
- Complete Section A and Check Box C.
- Voter Completes Section B.
- Place form in **Maroon Bag 8**.
- Check in voter on pollbook.
- Give voter ballot.

Start Over

Have You Moved?

This voter no longer lives in Virginia.

Steps

- The voter is not eligible to vote in Virginia.
- Offer a Provisional Ballot

Start Over

Have You Moved?

This voter is no longer eligible to vote in your precinct.

They can complete a Same Day Registration and Provisional Ballot at their new precinct.

Steps

- Complete the Election Day Referral Form indicating the address of the voter's precinct.
- Send voter to correct precinct.

Start Over

Have You Moved?

This voter has chosen to return to their old precinct where they are registered to cast a regular ballot.

Steps

- Complete the Election Day Referral Form indicating the address of the voter's precinct.
- Send voter to correct precinct.

Start Over

Have You Moved?

This voter is eligible to complete a Same Day Registration and cast a provisional ballot at your precinct.

They can also return to their old precinct where they are registered to vote a regular ballot after completing paperwork.

Same Day
Registration

Refer to Old
Precinct

Start Over

Same Day Registration

The voter must complete the Same Day Registration & Provisional Process.

Steps

- Confirm that voter currently lives in your precinct.
- Check ID
- Draw a line through the side of the envelope the voter should **not** complete.
- Voter completes the Provisional Ballot Envelope.
- Give Ballot.
- Record Information on Provisional Ballot Log.
- Review Envelope for Completeness.
- Place in sealed Provisional Ballot Bag.
- Give voter sticker & Provisional Ballot Notice explaining rights.

Start Over

Provisional Ballot

The vote must cast a Provisional Ballot.

Steps

- Confirm that voter currently lives in your precinct.
- Check ID
- Voter completes necessary paperwork, if applicable. Place in **Maroon Bag 8**.
- Voter completes the Provisional Ballot Envelope.
- Give Ballot.
- Record Information on Provisional Ballot Log.
- Review Envelope for Completeness.
- Place in sealed Provisional Ballot Bag.
- Give voter sticker & Provisional Ballot Notice explaining rights.

Start Over

Not Listed on Pollbook

Tips

- Did the voter register or vote at this location before?
- If yes, check spelling.
- Search by address.
- Call the Office to expand the search. 703-228-3456
- Complete the Telephone Form to assist the office find the voter.
- If voter cannot be found, complete Same Day Registration steps.

[Same Day Registration Steps](#)

[Start Over](#)