



PROVISIONAL BALLOTS

Objectives

- ▮ Get acquainted with Provisional Ballots
- ▮ Learn how to successfully complete the process
- ▮ Practice



Part I

WHAT are provisional ballots ?

- ▮ Ballots for voters whose eligibility to vote in the election at that precinct is questionable
- ▮ **NOT TO BE SCANNED**

WHEN are provisional ballots used?

- ▮ The voter does not show up on the Pollbook
 - ▮ The voter has been issued an absentee ballot (or is flagged AB in the pollbook) and the voter does not have the ballot with them
 - ▮ The voter shows up as already checked in on the Pollbook
 - ▮ The Voter does not present a valid ID and does not sign the statement (use No ID Provisional Ballot Envelope)
- Voting hours have been extended by court order (use SBE Envelope 1B)

WHY do provisional ballots exist?

- ▮ The voter can still mark a ballot
- ▮ The voter's eligibility can be researched later
- ▮ The Electoral Board decides whether a provisional ballot is counted

WHERE do provisional ballots come from?

- ▣ In Chief Bag
- ▣ Green Provisional Accordion Folder
- ▣ There are preprinted ballots, use them
- ▣ If you run out of preprinted ballots you can print them on the TW

WHO fills out what?

The Voter

- ▮ Front of ballot envelope
- ▮ Sign envelope
- ▮ The ballot
- ▮ Miscellaneous forms (VRA/Affirmation of Eligibility)

The Provisional Officer

- ▮ Part of the Provisional Voter Notice
- ▮ Signs and dates the ballot envelope
- ▮ The Precinct Provisional Ballot Log
- ▮ PO/CO needs to enter provisional information on ENT LAPTOP under provisional tab

Part II

How?

Materials Needed

- ▮ Provisional Voter Notice
- ▮ Provisional Ballot Envelopes (Pale or Bright Green)
- ▮ Provisional Ballots
- ▮ Precinct Provisional Ballot Log
- ▮ Provisional Ballot Bag
- ▮ Miscellaneous forms (VRA/Affirmation of Eligibility)

Step 1: Determine Eligibility

1. Voter marked AB on pollbook and does not have mailed ballot with them
 - a. Voters that do not have mailed ballot with them
MUST always vote provisionally
2. Voter not on Pollbook, moved within Virginia *after* last November General
3. Voter not on Pollbook, moved and is qualified under the “Moved rules”
4. Voter is marked on Pollbook as having already voted
5. Voter is voting after polls close because court order has extended hours (use 1B)

Other Reasons to vote Provisional

- ▮ You have not gotten into the precinct by 6:00 am on election day
- ▮ There is a total pollbook failure and you don't have the paper pollbook
- ▮ You evacuate the precinct without at least one pollbook

No ID

- ▮ Treated a little differently
- ▮ Require bright green envelope
- ▮ Require different notice with specific instructions

Step 2: Provisional Meeting Notice

- PO gives the voter the appropriate Notice (Provisional Meeting Notice or No ID instructions)

Step 3: Provisional Ballot Envelope and Ballot

1. PO/CO gives voter correct Ballot (correct district, full, federal-only or president-only)
2. PO/CO gives voter correct Provisional Ballot Envelope (bright green for No ID)
3. Voter fills out front of envelope and signs
4. Voter marks Ballot and seals it in Envelope
5. PO/CO **VERIFIES** envelope is complete
6. PO/CO **SIGNS** and dates Envelope
7. PO/CO checks appropriate box on back



Dear voter,

You voted in a provisional ballot today.

Your local electoral board decides which provisional ballots will be counted. They will meet at 11:00 AM on Wednesday before the election at 9250 Lee / West Suite 1, Manassas, VA.

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 703-792-6470.

After vote counting is completed, you can find out if your ballot was counted by calling the Department of Elections at 866-839-2556.

Reasons you received a provisional ballot	
<input type="checkbox"/> Your name was not on the poll book	<input type="checkbox"/> You applied for an absentee ballot, but you do not have the ballot
<input type="checkbox"/> You voted after the polls closed because of a court order	<input type="checkbox"/> Our records show that you have already voted
Other: _____	

If you registered at OMV 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.

Section officer: _____

Give this notice to Voters when:

- Their name is not on the poll book they voted after poll closing We do not give the absentee ballot
- The poll book shows they have already voted they didn't show proper ID



Dear voter,

You voted a provisional ballot because you did not show proper identification.

Election officer:

Give this notice to you when they did not show proper ID.

Providing proper identification

For your vote to count, you must provide a copy of an acceptable form of ID to your local electoral board.

Acceptable forms of identification

Valid Virginia driver's license

Valid United States passport

- Voter photo identification card issued by the Department of Elections
- Identification card issued by the federal government, the Commonwealth of Virginia, or one of its political subdivisions

Valid student photo identification card from a college, university, or private school located in Virginia.

Valid employee identification card issued in the normal course of business

Tribal enrollment or other tribal ID

If you do not have one of these, you can get a temporary ID at your General Registrar's office.

The deadline to provide your ID is 12 Noon on the Friday after the Election.

Your local electoral board decides which provisional ballots will be counted.

They will meet at 12 Noon on Wednesday after the election at 9250 Lee Ave, Suite 1, Manassas.

Your provisional ballot will not be counted unless you provide proper identification.

You can provide your ID in person or by a method listed below any time before the deadline. You can attend the electoral board meeting to deliver your identification. (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 703-792-0470.

After vote counting is completed, you can find out if your ballot was counted by calling the Department of Elections at 866-839-2556.

How and where to deliver your ID

Provide a copy of your identification by any one of these methods.

By email: pwcvote@pwcegov.org

By fax: 703-792-6461.

In person to the electoral board/General Registrar

By mail to the electoral board/General Registrar.

Office of Elections
9250 Lee Ave, Suite 1
Manassas, VA 20110

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Step 4: The Precinct Provisional Ballots Log

- ▮ Use the Provisional Ballot Envelope to complete the Provisional Ballot Log
- ▮ **Only the Electoral Board can decide whether a ballot is counted or not**
- ▮

Step 5: Provisional Ballot Bag

1. Now the Ballot (inside the Envelope) goes into the Provisional Ballot Bag
2. Give the voter a sticker
3. After the voter leaves use the Provisional Ballot Log to
 - a. complete the Provisional Voter TAB on the ENT
 - b. to make any SOR Part F entries

Exercise 1

(Please do not seal anything)

- ▮ In Pairs
- ▮ One is the voter, one is the PO
- ▮ Follow the process from start to finish
- ▮ Switch roles and do it again (share one Precinct Provisional Ballots Log)

Scenarios

- ❑ Voter marked AB on pollbook and does not have mailed ballot with them
- ❑ Voter is *not* on Pollbook. Moved within VA after last November General
- ❑ Voter is *not* on Pollbook. Moved and is qualified under moved rules
- ❑ Voter *is* on Pollbook, marked "?", moved and not eligible due to moved rules
- ❑ Voter *is* on Pollbook, not marked "?", moved and not qualified under moved rules

Part III

End of Day

End of Day Envelope 1A

- ▮ Remove all Provisional Ballot Envelopes from the Provisional Ballot Bag
- ▮ Transfer necessary information onto Envelope 1A
- ▮ Provisional Ballot Envelopes are sealed in Envelope 1A
- ▮ Precinct Provisional Logs are sealed Envelope 1A

End of Day Envelope 1B

- If a Judge extends voting hours you will get notification from the GR via the election day iPhone
 - You will start a new Provisional Ballot Log
- If voting hours are extended ALL voters must vote provisional ballot
 - You will not check these voters in on the poll book or scan ballots
- Transfer necessary information onto Envelope 1B
- Provisional Ballot Envelopes are sealed in Envelope 1B
- Precinct Provisional Logs are sealed Envelope 1B

Exercise 2

(Please do not seal anything)

- ▣ As a pair
- ▣ Perform the End of Day procedures

Any Questions?

The background features a light green gradient on the left side, transitioning into a series of overlapping, angular shapes in various shades of green (from light to dark) on the right side. The overall design is clean and modern.

Thank You!