

# Same Day Registration and Provisional Ballot Process in the Precincts

8-Mar-2026

# Course Materials

- These slides and other elections training courses and materials are all available at →



<https://www.albemarle.org/government/elections/get-involved>

# What is Provisional Voting?

- A method for casting a vote when a person's name does not appear on the poll book or there is a question as to the person's eligibility to vote.
- Provisional voting is used when:
  - A voter **IS NOT** listed in the pollbook but wants to register and cast a vote in the precinct where they currently live. [Reason 1 / SDR]
  - A voter **IS** in the pollbook and is voting after normal poll closing time due to a court order. [Reason 3]
  - A voter **IS** in the pollbook & applied for an absentee ballot but doesn't have it with them. [Reason 4]
  - A voter **IS** in the pollbook and is shown in the poll book as having already voted. [Reason 5]
  - A voter **IS** in the pollbook and something weird not covered by another reason code is going on. [Reason 6]
  - A voter **IS** in the pollbook, has no ID and does not or will not sign the Identity Confirmation Statement. [Reason 7]

# Reason #1 - Same Day Registration (SDR)

- Same Day Registration:
  - Registers a voter to vote.
  - Collects a Reason 1 provisional ballot.
  - On Election Day **MUST** be done in the polling place of the precinct where the voter currently lives for their vote to count.
  - Can only be used for **CITIZENS**.
    - This check box at the beginning of section 1 of the form is sometimes overlooked, but if the answer is not Y you can stop right there.
  - SDR was the source of 86% of the Provisional ballots in the November 4, 2025 General Election. [1041/1206]

## Reason #2

- There is NO reason #2:
  - They skipped over this in the numbering.
  - Reason 2 was the source of 0% of the provisional ballots in the November 4, 2025 General Election and will be the source of 0% of future provisional ballots until they change the form (hopefully a LONG time from now)

## Reason #3 – Court Order

- If a court orders extended hours to have the polling place open:
  - You will be notified by the Registrar’s office.
  - EVERYONE who gets in line to vote in the polling place after 7:00pm must cast a Reason 3 provisional ballot. They will not be checked in on the Poll Pad either. So the DS300 and the Poll Pads can be shut down after the last voter votes during regular hours.
  - In this case, it is possible the voter could also have an additional reason code (e.g., #1-SDR)
  - All Reason 3 provisional envelopes go in Envelope 1B – they are kept separate from the Envelope 1A provisionals.
  - A separate provisional ballot log and summary are kept for these.
- We have to keep these provisionals separate because another court may later say “nope, they don’t count”.
- It is extremely rare for a court to order extended hours and has not happened in Albemarle in memory.

## Reason #4 – No Absentee Ballot

- The voter wants to vote but is shown on the Poll Pad as having been issued an Absentee ballot and they do not have their ballot to surrender.
  - This voter will complete a Reason 4 provisional ballot.
    - They can, if they choose to do so, go get their absentee ballot before they vote provisionally and when they return they vote the normal process with the Chief's override at the Poll Pad.
    - In this case they must return the ballot and enclosing envelopes so we are certain this is their ballot, the ballot is marked spoiled and the ballot placed in the absentee envelope and all are stapled together (right through the envelope) and placed in Envelope 4-ABS.
- Reason 4 was the source of 13% of the Provisional ballots in the November 4, 2025 General Election.

## Reason #5 – Already Voted

- The voter wants to vote but is shown on the Poll Pad as having already voted and insists they have not done so.
  - There may be a possibility that we checked in the wrong voter earlier in the process, e.g., checked in Jr. when the III went through the line.
  - Complete a Reason 5 Incident Form and place that in Envelope 8. Include a short summary of what you think might have happened on the provisional envelope.
- Reason 5 was the source of 0.2% of the Provisional ballots in the November 4, 2025 General Election.

## Reason #6 - Other

- Provisional voting is also used for Reason #6 – Other.
- It is not used as often as you think it is!
- Please call the Registrar if you think you have a Reason #6.
- Reason 6 was initially marked on a number of provisionals from the November 4, 2025 election and almost all of them were later revised to another reason code.

## Reason #7 – No ID

- The voter wants to vote but does not bring and show a valid ID and will not sign the ID confirmation statement.
  - This voter will complete a Reason 7 provisional ballot.
    - They must subsequently provide a valid ID to the Electoral Board for their ballot to be counted. This is covered on the Provisional Voter Notice form you will give them.
- Reason 7 was the source of 0.1% of the Provisional ballots in the November 4, 2025 General Election.

# Provisional Envelope Problems

- In the November 4, 2025 General Election, these were the problems we tracked that we should have caught:
  - 3 SDR envelopes with citizen not “Y”.
  - 2 SDR envelopes where the “Did the voter show ID” box was not checked.
  - 2 envelopes where there was no EO signature.
  - 2 envelopes where the wrong provisional code was used.
  - 1 envelope where there was no voter signature.
  - 1 envelope where the wrong side was filled in.
  - 1 envelope that was not sealed.

# Provisional Envelope Problems

- In the November 4, 2025 General Election, these were the problems we tracked that we might have caught:
  - SDR envelopes where the voter records a home address outside of Albemarle county (students mostly, but not exclusively).
  - SDR envelopes where the voter indicates they **HAVE** been convicted of a felony but have not had their right to vote restored.
- There were not very many “should have” or “might have” caught problems, so this is not a reprimand. But the closer we get to zero the better we are doing.

# Provisional Voting Reasons

- From the November 4, 2025 General Election in Albemarle with 1206 total provisionals:
  - **86.3% - Reason #1, SDR**
  - 0.0% - Reason #3, Court Order
  - **12.7% - Reason #4, Absentee ballot issued**
  - 0.2% - Reason #5, Already Voted
  - 0.7% - Reason #6, Other
  - 0.1% - Reason #7, No ID
- The number of provisionals is **much** less when the election is not a General Election because of lower voter turnout. Usually in that case, the percentage of SDRs decreases and the percentage of Reason 4 increases.

# The Envelope Please

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

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

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 P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:  
 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  Today's date (MM/DD/YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article III of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registration.

<b>Election Officer Use</b> <input type="checkbox"/> Same Day Registration (not on pollbook) Time: _____ a.m. p.m. (circle one) <input type="checkbox"/> Yes <input type="checkbox"/> No Did voter show ID or complete ID Confirmation Statement? <b>Comments</b> Election Officer Signature <input checked="" type="checkbox"/>	<b>Office/Electoral Board Use</b> Voter ID # _____ Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count <b>Voter Identification</b> If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> 2. Attach a copy of the identification document.
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**Provisional Ballot - All other provisional reasons** Precinct # \_\_\_\_\_  
 Voter is on \_\_\_\_\_  D  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  
 \* Date of Birth (MM/DD/YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 \* Social Security Number \_\_\_\_\_  
**Last 4 digits required**  
 Providing your full Social Security number may help determine your eligibility to vote.  
 \* 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) \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

**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 for official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot 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 to prison, or up to 12 months in jail and/or fined up to \$2,500.

<b>Election Officer Use</b> Select a Reason <input type="checkbox"/> #3 Voting after hours due to court order <input type="checkbox"/> #4 Vote by mail - no ballot to surrender <input type="checkbox"/> #5 Shown on pollbook as already voted <input type="checkbox"/> #6 Other _____ <input type="checkbox"/> #7 Voter does not have required ID and declined to complete the ID Confirmation Statement <b>Comments</b> Election Officer Signature <input checked="" type="checkbox"/>	<b>Staff/Electoral Board Use</b> Voter ID # _____ Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count <b>Voter Identification</b> 1. If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> 2. Attach a copy of the identification document.
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ELECT-653-English-07/2024

# SDR Side Key Points to Check (1 of 3)

*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 \_\_\_\_\_

- EVERY starred \* field must be completed.
- Examine the Yes/No Citizen question – easy to overlook
- The FULL SSN is required for registration
- In the Date of Birth sometimes the Voter writes the CURRENT year

## SDR Side Key Points to Check (2 of 3)

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 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

- Does the voter live in your precinct?

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?

- The FELONY question is not a good one to answer  
Yes to

# SDR Side Key Points to Check (3 of 3)

**Election Officer Use**

#1 Same Day Registration (not on pollbook)  
Time: \_\_\_\_\_ a.m. p.m. (circle one)

Yes  No Did voter show ID or  
complete ID Confirmation Statement?

**Comments**

**Election Officer Signature**   X  

- Did you check the voter's ID?

# Provisional Side Key Point to Check

**Election Officer Use**

Select a Reason

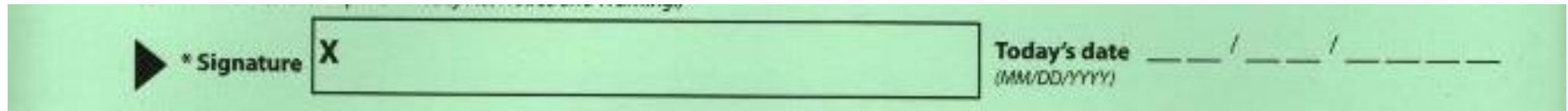
- #3 Voting after hours due to court order
- #4 Vote by mail - no ballot to surrender
- #5 Shown on pollbook as already voted
- #6 Other \_\_\_\_\_
- #7 Voter does not have required ID and declined to complete the ID Confirmation Statement

**Comments**

Election Officer Signature **X** \_\_\_\_\_

- At the Bottom, pick the right Reason code

# Provisional AND SDR Key Points to Check



- The Voter **MUST** sign and date the envelope




- The EO **MUST** sign the envelope at the bottom

# Standard Provisional Voting Process

- Offer the voter a seat in front of the provisional table.
- Ensure you know what is going on (what their reason is for being at your table) and explain the process to them.
- Complete the EO portions of the provisional envelope side you are using (red circles) and hand it to the voter to complete their sections (yellow rectangle).
- While they are doing this, obtain a ballot from the ballot table, asking the ballot officer to record this as a provisional ballot on the Ballot Record Report.
- Fold the ballot in half. When the voter has completed the envelope, ask them to vote the ballot (use a cardboard, pop-up voting carrel at your table for them to do this while you give them privacy).
- While they are voting, review their envelope for completeness and legibility – if you cannot read it ask them to make it more clear or assist them in doing so.
- Ask the voter to place their folded ballot in the envelope and seal the envelope.
- Give the voter a copy of the provisional voter notice, where you will have marked what reason they are voting provisionally.
- Thank them for voting and send them on their way.

# Provisional Voter Notice

- Every provisional voter gets one.
- They are on a tear-off pad (in green) and pre-printed with the information about when/where the Electoral Board will have its provisional meeting.
- You must mark on this form the reason for the provisional vote.
- Back of the page is for No ID.



★ VIRGINIA ★  
DEPARTMENT of ELECTIONS

Provisional Voter Notice  
§ 24.2-653, Code of Virginia

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**Dear voter,**  
You voted a **provisional ballot** today.

**Your local electoral board decides which provisional ballots will be counted.**  
**They will meet on <date> at <time> at <location>.**  
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 number**.

**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**


___ Same Day Registration (or not on pollbook).	___ Shown on pollbook as already voted
___ Voting after hours due to court order	___ Other: _____
___ Vote by mail – no ballot to surrender	___ 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.

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★ VIRGINIA ★  
DEPARTMENT of ELECTIONS

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

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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 these, you can sign an ID Confirmation Statement.

**The deadline to provide your ID is <time> on the <day>, <month>, <year>.**

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

They will meet on <date> at <time> at <location>.

**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** \_\_\_\_\_

**In person** to the electoral board/General Registrar

Physical address

**By fax** \_\_\_\_\_

**By mail** to the electoral board/General Registrar

Mailing address

Provisional Voter Notice  
ELECT-653B

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Rev 7/2024

# Standard Provisional Voting Process – Administrative Actions

- On the Provisional Ballot Log, mark the next number into the number field and transfer the details from the provisional envelope to the log – legibly please.
- Write the provisional ballot number at the top of the provisional envelope and circle it.
- Place the provisional envelope in Envelope 1A.

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

Page \_\_\_\_\_ of \_\_\_\_\_

# Use the Template

- In the Standard Process above, we say “review their envelope for completeness and legibility”
- We are getting these neat templates that lay over the provisional envelope so you can quickly see if there is ink in every one of the cut-out boxes to determine if the form is **complete**.
- YOU still have to look at each of those fields and read them to see if they are **legible**!
- Both of these things have to be checked before the voter leaves.

## Is the SDR Voter in the Right Precinct

- We have a “Street File” with all the streets and the address ranges that are in your precinct available as a 1-6 page printout so you can check.
- You can call the Registrar.
- You can look up addresses at the Virginia Department of Elections

<https://www.elections.virginia.gov/casting-a-ballot/polling-place-lookup/>



# Sample Street File

<b>Albemarle County Street File - April 21, 2026 Special Election</b>								
<b>Street Name</b>	<b>Str Type</b>	<b>Str Dir</b>	<b>Post Dir</b>	<b>Address Low Number</b>	<b>Address High Number</b>	<b>Odd Even</b>	<b>Zip</b>	<b>Precinct</b>
Huntington	Rd			2400	2799	B	22901	0101
Huntington	RD			2800	2820	E	22901	0101
Huntington	RD			2801	2819	O	22901	0101
Idlewood	Dr			2698	3011	B	22901	0101
Indian Spring	Rd	S		96	141	B	22901	0101
Indian Spring	Rd	N		3400	3480	B	22901	0101
LIBERTY OAKS	CT			950	1000	B	22901	0101
MALLSIDE FOREST	CT			790	845	B	22901	0101
Marlboro	Ct			3400	3531	B	22901	0101
Monacan	Dr	E		200	315	B	22901	0101
Monacan	Dr	W		3500	3515	B	22901	0101
Northfield	CIR			100	108	E	22901	0101
Northfield	Cir			101	109	O	22901	0101
Northfield	Rd			2400	2799	B	22901	0101
Northfield	RD			2800	2815	B	22901	0101

# Provisional Closeout (1 of 3)

- At the end of the day complete the Provisional Ballot Log Summary to count the provisionals by type and staple that to the Provisional Ballot Logs.

### 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 in the other codes)	
	7	Voter does not have required ID and declined to complete ID confirmation statement	

# Provisional Closeout (2 of 3)

- Ensure the provisional envelopes are in envelope-number order and place them in Envelope 1A.
- Complete the front AND back of Envelope 1A.

1A

**PROVISIONAL VOTES**  
BALLOTS IN GREEN ENVELOPES  
CAST DURING NORMAL VOTING

OFFICERS **MUST**  
COMPLETE CERTIFICATE

Election Date: \_\_\_\_\_

City: \_\_\_\_\_

County OR Town: \_\_\_\_\_

Precinct: \_\_\_\_\_

District: \_\_\_\_\_

(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

**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 (SEE INSTRUCTIONS) (TWO OFFICERS)

**CERTIFICATION OF OFFICERS**

GREEN ENVELOPES CONTAINING PROVISIONAL BALLOTS (CAST DURING NORMAL VOTING HOURS)	NUMBER ENCLOSED:
SIGNATURE OF OFFICER OF ELECTION	_____
SIGNATURE OF CLERK 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 Closeout (3 of 3)

- Place the Provisional Ballot Log in Envelope 8.
- Ensure the Chief or the Statement of Results team has access to the Provisional Ballot Log summary.

## Closing Note

- Provisional voting is a method for casting a vote when a person's name does not appear on the poll book or there is a question as to the person's eligibility to vote.
- This process allows us to capture the voter's vote and then determine using resources not available in the polling place if that vote should be counted.
- We do this to ensure that every voter who offers to vote gets their best chance to do so.
- Your careful work with SDRs and other Provisionals helps to ensure that a lot of voters get to vote.