

DURING THE DAY

CHECK-IN TABLE

There should be one officer per Poll Pad at the check-in table.

1) For each voter, say: **“May I please have your ID?”**

- Refer to the Voter Identification list for the different types of IDs that a voter may provide.
- If a voter offers an approved ID, never ask for their driver’s license instead!
- If a voter does not have an acceptable ID, always direct them to the Chief. They can complete an ID Confirmation Statement, which can serve as an acceptable ID.

2) Search for the voter on the Poll Pad, open their record, and ask,
“What is your full legal name and current residential address?”

- If you are unable to locate the voter in the pollbook, send to the Chief.
- Voters may provide their name and address verbally or in writing (§ 24.2-643B). This includes the option of indicating that the name/address on their ID is current. Election officers must still repeat the voter’s name out loud.

3) Review the ID and address provided by the voter.

- The name on the ID should generally match the pollbook.
- The address provided orally or in writing by the voter should match the pollbook (disregard the address on the ID).
- If the ID has an expiration date, it must not have expired more than 12 months ago. The only exception is a Virginia DMV-issued driver’s license or other DMV-issued state ID card, which are acceptable regardless of expiration date.

4) Repeat the voter’s full name (not address), like this:

“I am checking in <voter’s name> for the General Election.”

“I am checking in <voter’s name> for the Democratic Party Primary.”

“I am checking in <voter’s name> for the Republican Party Primary.”

5) Touch ‘Accept’ to move to the second voter screen.

6) Check the flag(s), if any, applicable to this voter.

7) Tap ‘Submit’ to complete checking in the voter.

8) **YOU MUST SEE THIS SCREEN TO COMPLETE THE CHECK-IN.** Only after the screen with the voter’s name and the words “Processed Successfully” appears, give the voter a voter permit card.

