

# CHECK-IN STEPS

## 1. **Ask voter for a photo ID.**

### **Confirm photo is of voter.**

*If voter gives a valid ID, never ask for their driver's license instead.*

## 2. **Find voter on Poll Pad.**

*For most voters, you can scan their driver's license. Otherwise, do a manual search.*

## 3. **Ask voter to provide name & address (orally or in writing).**

*Voter may provide an address that is different from the address on their photo ID card.*

## 4. **If name & address match on Poll Pad, repeat audibly.**

**§ 24.2-643:** "The officer of election shall repeat, in a voice audible to party and candidate representatives present, the full name and address provided by the voter."

## 5. **DUAL PRIMARIES ONLY:** **Ask if voter wants a ballot for Democratic primary or Republican primary.**

*Never ask a voter if they are a Democrat or Republican!*

## 6. **Press 'Accept' to check-in the voter.**

*Give voter a ballot or Voter Permit Card.*

Remember...more than 95% of all check-ins are routine voters.

**Anyone else, send to the Chief!**

**Issues to send to the Chief:**

- Misspelled name
- Name change
- Voter has moved
- Wrong precinct
- No acceptable ID
- Not found in pollbook
- Absentee ballot
- Provisional ballot