



Registration Clerk Training

April 21, 2026
Special Election

Introductions

Kim Phillip, Chair

Dave Leichtman, Vice Chair

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In This Training

- What's going on?
- What do we do about it?
- Recordkeeping
- Examples



Training Goals

1. “Diagnose” issues that come to the Registration Clerk Table
2. Use materials and information from the voter to decide a course of action
3. Implement the plan with the voter
4. Create required records



Process

**Sent to
Registration
Clerk**

**Get help,
vote routinely**

**Vote
Provisionally**

Directed elsewhere

Books Over Brains

- You only work elections a few times a year!
- Best practice and state law changes
- Learn how to find the information you need
- Don't rely on your memory



Resources

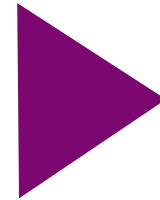
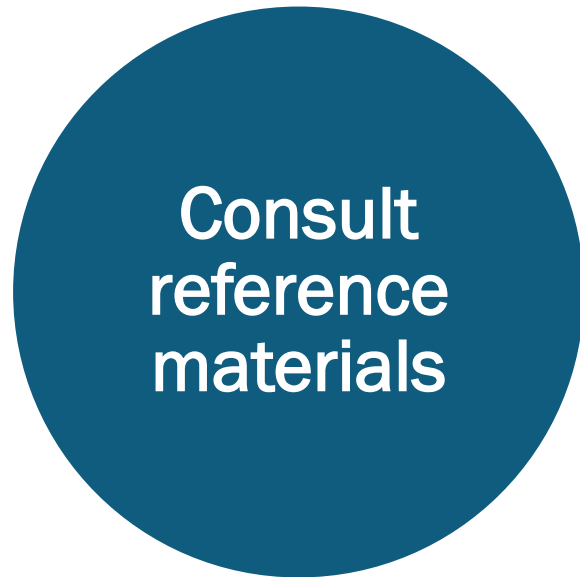
- Instructions in pollbook
- **Toolkit**
- Digital Quick Guide
- What ifs
- Us!

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!





1.) Gather Information

- Registration Clerk referral
- Look the voter up in the Poll Pad
- Ask clear, direct questions
- Don't assume the voter's level of knowledge

2.) Diagnose

- Not registered in pollbook
- Information change
- Flag in pollbook



Moving Conditions

Moving Conditions

- Any time someone has moved and hasn't updated their registration yet
- The shorter the move, the longer the grace period
- Have the address lookup ready

Online lookup tool



Polling Place and Ballot Information Tool

Find out where to vote.
Find out what's on the ballot.



ENGLISH



Street File

Street Name	Str Type	Str Dir	Post Dir	Address Low	Address High	Odd	Even	Both	Precinct
19th	St		N	6411	6419		O		0117
19th	ST		N	6615	6621		O		0117
19th	St		N	6708	6717		B		0117
19th	ST		S	1004	1039		B		0121
19th	ST		S	1100	1130		B		0108
19th	St		S	1306	1314		B		0132
19th	ST		S	2600	2617		B		0109
19th	ST		S	2700	2700		E		0109
19th	St		S	2701	2705		B		0109
19th	ST		S	2800	2815		B		0109
19th	ST		S	2901	2915		B		0109
19th	St		S	3000	3012		B		0109
19th	ST		S	3100	3115		B		0109
19th	ST		S	3401	3401		O		0130

Two Options

**Same Day
Registration at the
Precinct where
they live now**

**Update
registration and
vote at their old
precinct**

Moving Conditions Chart

Start Here

Is the voter currently registered in your precinct?

Yes

No

Yes SDR

Does voter currently live in your Precinct?

No Send to new precinct.

Where and When did the voter move?

Out of Virginia

Voter is not eligible to vote.

To a different County

Before Nov 4, 2025
SDR in New Precinct
After Nov 4, 2025
VRA. Regular Ballot

Within Arlington but a different precinct

Before Nov 7, 2022
SDR in New Precinct
Between Nov 8, 2022 & Nov 4, 2025
AOE. Regular Ballot
After Nov 5, 2025
VRA. Regular Ballot

Within Arlington. Same precinct

VRA. Regular Ballot

3 Pieces of Information

WHERE is the voter currently registered?



WHERE do they live now?

In your precinct

In the county

In Virginia

Another state



WHEN did they move?

Moving Conditions Chart

Start Here

Is the voter currently registered in your precinct?

Yes

No

Yes

SDR

Does voter currently live in your Precinct?

No

Send to new precinct.

Where and When did the voter move?

Out of Virginia

Voter is not eligible to vote.

To a different County

Before Nov 4, 2025

SDR in New Precinct

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VRA. Regular Ballot

Within Arlington but a different precinct

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AOE. Regular Ballot

After Nov 5, 2025

VRA. Regular Ballot

Within Arlington. Same precinct

VRA. Regular Ballot

Oaths!



Officer of Election
Oath

Paperwork then Vote

- AoE - Affirmation of Eligibility
- VRA – Voter Registration Application
- Apartment update form

AFFIRMATION OF ELIGIBILITY

§§ 24.2-428.2, 24.2-643, 24.2-651, and 24.2-652 of the Code of Virginia

SECTION A – OFFICER OF ELECTION MUST COMPLETE

- ENTER PRECINCT NUMBER, NAME AND DATE.
- CHECK BOX THAT APPLIES.
- HAVE VOTER READ *AFFIRMATION OF VOTER* BELOW [OR READ *AFFIRMATION TO VOTER*].
- HAVE VOTER SIGN AND PRINT HIS/HER FULL NAME – BEFORE VOTING.
- PLACE FORM IN ENVELOPE #8.

OFFICER OF ELECTION'S INITIALS: _____

PRECINCT NO./NAME: _____ CONG. DIST.: _____ DATE: _____

IF VOTER HAS NO I.D., VOTER MUST COMPLETE A PROVISIONAL BALLOT.

- A. VOTER'S NAME MARKED WITH "2" ON POLLBOOK . . . AND VOTER'S NAME OR ADDRESS HAS NOT CHANGED.
- B. VOTER'S NAME OMITTED FROM POLLBOOK IN ERROR; REGISTRAR AUTHORIZES OFFICER TO ADD NAME.
- C. VOTER'S NAME ON POLLBOOK . . . BUT VOTER IS CHALLENGED BY ANOTHER VOTER OR AN OFFICER WHO COMPLETES AND SIGNS STATEMENT BELOW

Statement of Challenger

"I do hereby state, subject to penalties for hindering, intimidating, or interfering with a qualified voter pursuant to § 24.2-607, that I am a qualified voter of this Commonwealth or an officer of election and that, to the best of my knowledge, information, and belief, _____ is not a qualified voter of this precinct by reason of (please check each of the following reasons that is applicable):

1. The named person is not a citizen of the United States;
2. The named person is not now 18 years of age or, in the case of a primary election or a special election held on a date other than a general election date, will not reach the age of 18 before the next general election;
3. The named person is not a resident of the Commonwealth (or, if he has not been a resident of the Commonwealth within the preceding 30 days, he is attempting to vote for an office or issue other than electors of President and Vice President of the United States);
4. The named person is not a resident of this precinct (or he has not been a resident of this precinct since the second preceding general federal election and has not continued to be a resident of this county or city and this congressional district);
5. The named person is not a resident of the town in the case of a town election;
6. The named person has been disqualified from voting by the Constitution and laws of the Commonwealth and this disqualification has not been removed by proper authority;
7. The named person is not the identical person he represents himself to be; or
8. The named person has voted in this election at this or another voting place (state when and where the named person previously voted in this election: _____)."
- ◆ *must cast a provisional ballot if pollbook indicates person already voted*

Signature of Challenger: _____

Printed Name of Challenger: _____ Daytime Telephone Number: _____

Residence Address: _____

PRIVACY NOTICE: Section 24.2-651 of the Code of Virginia requires the person making a challenge to sign a statutory statement. Therefore, if you refuse to sign this statement, no challenge will be made. Your completed form may be provided to government officials and third parties for election-related purposes.

SECTION B – AFFIRMATION OF VOTER IS REQUIRED

- **VOTER MUST PROVIDE ALL THE INFORMATION BELOW AND SIGN.**
VOTER WHO REFUSES TO COMPLETE FORM AS REQUIRED, MAY NOT VOTE.

AFFIRMATION OF VOTER

"I DO HEREBY STATE, SUBJECT TO FELONY PENALTIES FOR MAKING FALSE STATEMENTS PURSUANT TO § 24.2-1016,

- THAT I AM A CITIZEN OF THE UNITED STATES,
 - THAT I AM AT LEAST 18 YEARS OF AGE (OR WILL BE ON THE ____ DAY OF _____, _____),
 - THAT I AM A RESIDENT OF THE COMMONWEALTH OF VIRGINIA
 - (OR THAT I HAVE BEEN A RESIDENT OF THIS COMMONWEALTH WITHIN THE PRECEDING 30 DAYS AND AM VOTING ONLY FOR ELECTORS OF PRESIDENT AND VICE PRESIDENT OF THE UNITED STATES),
 - AND THAT ACCORDING TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, I AM NOT DISQUALIFIED FROM VOTING BY THE CONSTITUTION AND LAWS OF THIS COMMONWEALTH;
 - THAT MY FULL NAME IS _____;
 - THAT IN SUCH NAME I WAS DULY REGISTERED AS A VOTER OF THIS PRECINCT;
 - THAT I AM NOW OR AT SOME TIME SINCE THE LAST NOVEMBER GENERAL ELECTION HAVE BEEN AN ACTUAL RESIDENT OF THIS PRECINCT;
 - OR THAT I HAVE BEEN AN ACTUAL RESIDENT OF THIS PRECINCT AT SOME TIME SINCE THE SECOND PRECEDING GENERAL FEDERAL ELECTION AND HAVE BEEN AND CONTINUE TO BE A RESIDENT OF THIS COUNTY OR CITY AND THIS CONGRESSIONAL DISTRICT;
 - IF I AM VOTING IN A TOWN ELECTION TODAY, THAT I AM CURRENTLY A RESIDENT OF THAT TOWN;
 - THAT I AM THE IDENTICAL PERSON I REPRESENT MYSELF TO BE;
 - AND THAT I HAVE NOT VOTED IN THIS ELECTION AT THIS OR ANY VOTING PLACE AND WILL NOT VOTE IN THIS ELECTION AT ANY OTHER VOTING PLACE."
- ◆ *must cast a provisional ballot if pollbook indicates person already voted*

VOTER SIGNATURE: _____

PRINTED VOTER NAME: _____

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

CURRENT RESIDENCE ADDRESS: _____

CITY/TOWN/STATE/ZIP: _____

MAILING ADDRESS IF DIFFERENT: _____

MONTH/YEAR MOVED: _____

DAYTIME TELEPHONE NUMBER: _____

PRIVACY NOTICE: Section 24.2-651 of the Code of Virginia requires the person whose eligibility to vote is challenged to sign a statutory statement. If you do not complete this statement, you will not be allowed to vote in this election. Your completed form may be provided to government officials and third parties for election related purposes.

WARNING: MAKING A MATERIALLY FALSE STATEMENT ON THIS FORM CONSTITUTES THE CRIME OF ELECTION FRAUD, WHICH IS PUNISHABLE UNDER VIRGINIA LAW AS A FELONY. VIOLATORS MAY BE SENTENCED TO UP TO 10 YEARS IN PRISON AND/OR FINED UP TO \$2,500.

Virginia Voter Registration Application

Use blue or black ink

Starred (*) items are required. If you do not complete all of the items that are marked with *, your application may be denied. (See Instructions on reverse side).

1. <input type="checkbox"/> YES <input type="checkbox"/> NO * I am a citizen of the United States of America. * Full social security number <input type="checkbox"/> No SSN was ever issued. * Date of birth _____ * Gender _____
2. * Last name _____ Jr. Sr. II III IV (Circle if applicable) * First name _____ * Middle name _____ <input type="checkbox"/> None * Residence address (May not be a P.O. Box) _____ Apt # _____ * City/Town _____ * ZIP _____ E-mail _____ Phone _____
3. * Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, has your right to vote been restored? <input type="checkbox"/> YES <input type="checkbox"/> NO
4. <input type="checkbox"/> I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen. <input type="checkbox"/> I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless. <input type="checkbox"/> 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: <input type="checkbox"/> An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney. <input type="checkbox"/> Been granted a court issued protective order. <input type="checkbox"/> In fear for personal safety from being threatened or stalked by another person. <input type="checkbox"/> A participant in the Virginia Attorney General's Address Confidentiality Program. <input type="checkbox"/> Been approved to be a foster parent. <input type="checkbox"/> 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. <input type="checkbox"/> I am currently registered to vote in another state: _____. (Indicate state of previous registration)
6. <input type="checkbox"/> I am interested in being an Officer of Election (poll worker) on Election Day. Please 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. I authorize the cancellation of my current registration and I have read the Privacy Act Notice. * Signature _____ Today's date: _____ <input type="checkbox"/> By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

* Virginia Voter Registration Application Receipt

The application collector must submit your completed application within 10 days or by the deadline to register for the next election, whichever comes first. You can check your voter registration status online at www.elections.virginia.gov/registration. If you do not receive confirmation of your voter registration status within 30 days, contact your local voter registrar or the Virginia Department of Elections.

_____ Name, phone and e-mail of office, group or individual receiving application
--

Date application received

Thank you for applying to vote in Virginia!

Virginia Voter Registration Application

With this form, you can register to vote in elections in Virginia. You can also use this form to change the information on your Virginia voter registration.

Register to Vote

If you are currently registered to vote, you do not have to use this form unless you have moved or changed your name.

ATTENTION: Overseas citizens, uniformed service voters, qualifying spouses and dependents may register using the Federal Post Card Application (FPCA), available at www.fvap.gov.

Go Online

You may complete your voter registration application online at www.elections.virginia.gov/registration. You may also check your voter registration status online at www.elections.virginia.gov/registration.

Your Address

You must provide a street address or a description of where you live as a residence address. As required by the Code of Virginia, you may only provide a mailing address in Box 4 if: (1) your residence address cannot receive mail; (2) you are homeless; (3) you are an overseas citizen; or (4) you are a uniformed service member, or qualifying spouse or dependent. Qualified protected voters must provide a Virginia post office box in Box 4 to receive protected voter status. No other applicant can list a mailing address.

How to Mail

Mail your completed application to your local registrar. Use the online address lookup tool if you do not know your registrar's address: www.elections.virginia.gov/localGR or mail your application to:

Virginia Department of Elections
1100 Bank Street
Richmond, VA 23219

Mailed applications must be postmarked at least 22 days before the next election in which you plan to vote. A qualified active-duty uniformed services member, spouse or dependent is NOT subject to the mailing deadline if by reason of active duty, you are normally absent from the locality in which you reside.

Questions?

Call your local voter registration office or call (800) 552-9745 • TTY 711.

Privacy Act Notice

When registering to vote, Article II, Section 2 of the Constitution of Virginia (1971) requires you to provide your social security number, if you have one. If you do not provide your social security number, your application will be denied. Voting officials use the social security number as a unique identifier to ensure that no voter is registered in more than one place.

Your application will only be open to inspection by the public if the social security number is removed. Your social security number will appear on reports produced only for official use by voter registration and election officials, for jury selection purposes by courts, and all lawful purposes. Your decision to decline to register to vote as well as the office where you submit your application, if you choose to do so, are confidential and will only be used for voter registration purposes.

ID Requirements

All voters must show one acceptable form of ID or provide a written statement when voting in-person. In federal elections, all first time voters who registered by mail will be required to provide one acceptable form of ID; a written statement will not be accepted.

For a complete list of acceptable forms of ID visit: www.elections.virginia.gov/voterID.

Need more information? Go Online: www.elections.virginia.gov Or Call: (800) 552-9745 TTY: 711

WARNING: INTENTIONALLY VOTING MORE THAN ONCE IN AN ELECTION OR MAKING A MATERIALLY FALSE STATEMENT ON THIS FORM CONSTITUTES THE CRIME OF ELECTION FRAUD, WHICH IS PUNISHABLE UNDER VIRGINIA LAW AS A FELONY. VIOLATORS MAY BE SENTENCED TO UP TO 10 YEARS IN PRISON, OR UP TO 12 MONTHS IN JAIL AND/OR FINED UP TO \$2,500.

Mail Ballots and Election Day Voting

If they brought the ballot...

1. Deface the ballot
2. Mark on Ballot Record Report
3. Check in and issue new ballot

If they didn't...

1. Check in **PROVISIONALLY** on pollbook
2. Issue provisional ballot

Refer to Another Precinct

- Put as much detail as possible on the referral
- Only refer a voter if they have NO ability to vote at your precinct or the voter decides to go



Provisional Ballots

Provisional Ballots

- Any time a voter's eligibility can't be confirmed
- Can be given to anyone
- Any voter NOT registered AT YOUR PRECINCT must vote provisionally

When issuing a provisional

- Make sure the voter CANNOT vote regularly at your precinct
- Tell the voter where they will have the best chance of their ballot counting.

Stage 1: SHOULD we give them a provisional ballot?

- ✓ Instructions from Quick Guide OR voter insists on voting
- ✓ Has a valid ID.
- ✓ Can't vote regularly (check Pollpad)
- ✓ CURRENTLY LIVES in your precinct
 - QR Code
 - Street File

Stage 2: Provisional Envelope

- Give voter provisional envelope - line through other side
- Voter fills out one correct side of envelope

Stage 2: Provisional Envelope

- Double check that ALL STARRED FIELDS are filled out correctly and legibly
- Fill out precinct
- Fill out and sign election officer use box



Arlington County
136

POLL WORKER CONFIRMATION

START OVER

SUBMIT

PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL

CONFIRM THE VOTER'S INFORMATION

WILLARD JONES SR.

4096 21ST RD N 22207

Precinct: 136 - PRECINCT 136 0130136

Status: Provisional

DOB: 1961

Voter ID: 9875464444

Stage 3: Enter on Pollpad

Curbside

Provisional

Registration

Stage 4: Voting time!

- Voter collects ballot
- Voter fills out ballot
- Voter seals ballot into envelope

Stage 5: Goodbye

- Inspect sealed envelope for completeness
- Voter inserts ballot into green bag
- Give voter provisional voter notice with reason checked off and an I Voted sticker

Tips for long lines

- Triage – Look voters up in the pollbook when they get in line
- Have voters fill out the envelope while they're waiting
- Have voters check to make sure they live in your precinct while they're waiting



Recordkeeping

Ballot Record Report

Arlington County
Precinct: 120

Complete all 6 Parts on both sides of this form

Part 1: Ballots Delivered to Precinct Before Polls Open

	Packs	Total Ballots	EO Initials
Emergency Packs in Chief's Bag	1	100	JL
Regular Ballots in Cart	5	500	JL

➔ Did you receive **600** ballots? Yes No Initials: _____

Part 2: Ballot Adjustments - Special Circumstances-

Fill in all boxes **completely**, including totals (use 0, if none)

	Regular Ballots	EO Initials
Delivered by EB Representative		
Reproduced at Precinct (EB permission needed)		

Part 3: Ballots After Polls Close - use numbers not n/a or dash (-)

	Regular Ballots	EO Initials
Unopened Packs (include Emergency Ballot Pack, if not used)		
Unused Loose Ballots		

Over ➔

Fill in all boxes **completely** including **Totals** (use 0, if none)

Part 4: Ballot Packs Opened

Pack	No. # in Pack	E.O. Initial	Pack	No.# in Pack	E.O. Initial
1			22		
2			23		
3			24		
4			25		
5			26		
6			27		
7			28		
8			29		
9			30		
10			31		
11			32		
12			33		
13			34		
14			35		
15			36		
16			37		
17			38		
18			39		
19			40		
20			41		
21			42		
Total Packs Opened:					Total
Total Ballots in opened packs:					Total
E.O. initials: _____					

Part 5: Ballot Accounting

Regular Ballots	
Reg. Ballots used as Provisional (Ballots Not Marked Provisional)	Total
Place in Envelope 4	
Spoiled	
	Total
Place in Envelope 4	
Void	
	Total
Place in Envelope 4	
Mail Ballots exchanged at Polls	
	Total

Part 6: BMD

Ballots Printed on Ballot Marking Device	
Total Ballots Printed (from Close Report)	
Note: For Ballots printed on Ballot Marker Only If 0 printed, enter 0 in Totals	
BMM Ballots used as Provisional Ballots	
	Total
Envelope 1A	
Spoiled	
	Total
Envelope 4	
Void	
	Total
Envelope 4	

A Word on Defacing Ballots

- 1. Look at the ballot. Confirm it is from this election**
- 2. Render ballot unusable**
- 3. Write type of ballot**
- 4. Mark on Ballot Record Report**
- 5. Put all materials in Envelope 4**

Ballot

Precinct 101



Provisional

Provisional Ballots

- Separate, labeled provisional ballots
- Won't be read by scanner
- Track on Provisional Ballot Record Report

Provisional Ballot Log

- Creates a record of Provisional ballot
- Used by the electoral board and main office
- Required in code
- SEPARATE from voter registration

Why digital?

- Compressed post-election timeline
- Increase in provisional voting
- Handwriting 😞

For Each Provisional Voter...

- ✓ Profile for the voter
- ✓ Correct voting address
- ✓ Checked in PROVISIONALLY

SDR

When the voter is not in the pollbook at
all

OR Provisional Reason 5



Arlington County
144

Precinct Records: 33
Checkins: 0

Countywide Records: 525
Config. Profile: 3.4.8 General Election Day



Virginia Driver's License



Virginia Identification Card



**PLACE THE PHOTO ID
ONTO THE ID HOLDER**
WITH THE BARCODE FACING THE CAMERA



Virginia Student Photo ID



Employer-Issued Photo ID



U.S. Government-Issued Photo ID



VA Government-Issued Photo ID

SCAN BARCODE

MANUAL ENTRY



Arlington County
144

Precinct Records: 33
Checkins: 0

START OVER

MAT

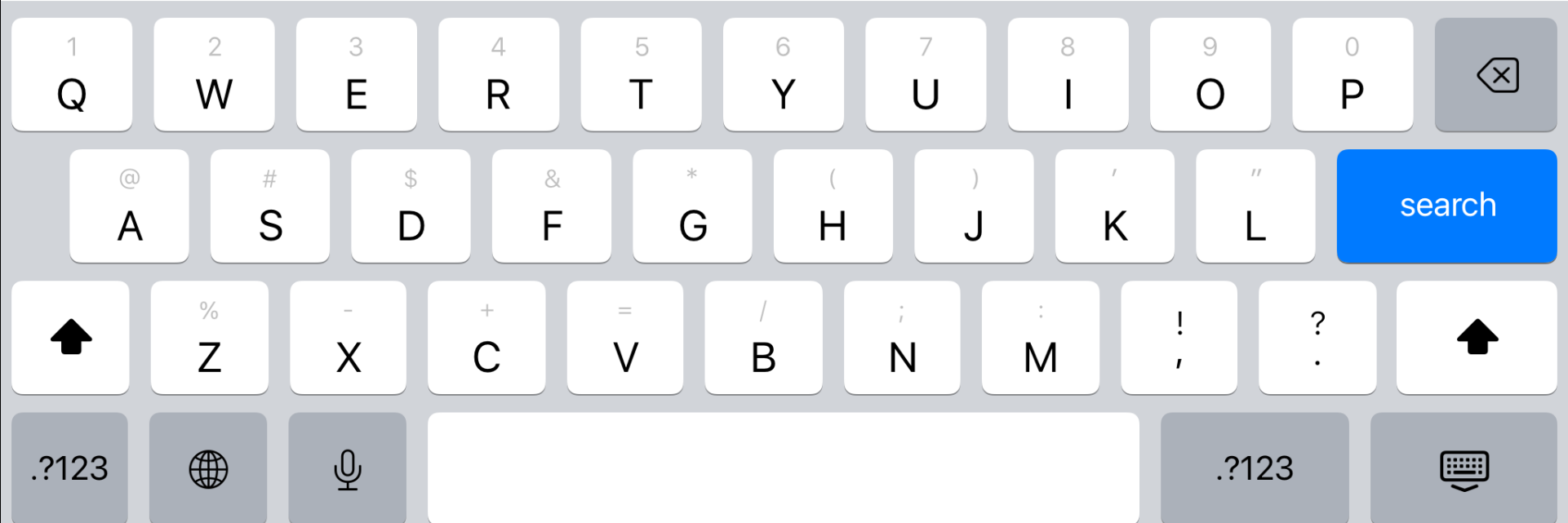
LIN

Search

House Number

Street Name

ADVANCED
OPTIONS





Arlington County
144

Precinct Records: 33
Checkins: 0

REGISTER

START OVER

MAT

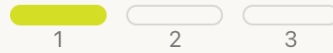
LIN

Search

House Number

Street Name

**ADVANCED
OPTIONS**



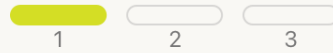
Next

Ask the Voter

Did you confirm the voter lives within this precinct?

Ask the Voter

Did the voter provide ID?



Next

Ask the Voter

Did you confirm the voter lives within this precinct?

Yes

No

Ask the Voter

Did the voter provide ID?

Yes

No

< Previous Step

Election Day Registration



Scan



Next

Enter Voter Information

LINDON

First Name *

MATTHEWS

Last Name *

Middle Name

Suffix

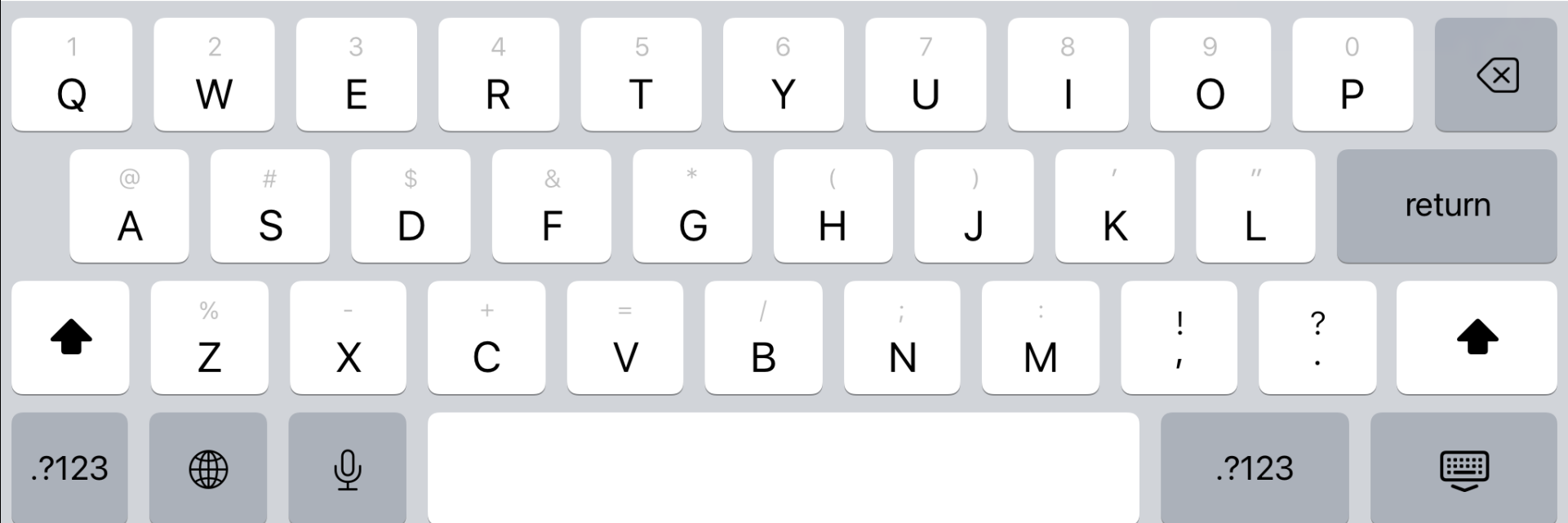
4/4

198Q

Year of Birth *

Email

Phone Number



[← Previous Step](#)

Voter Address



Address Type ▾



Next

Street Address *

CLEAR FORM

* Indicates a required field

[Previous Step](#)

Voter Address



Address Type ▾



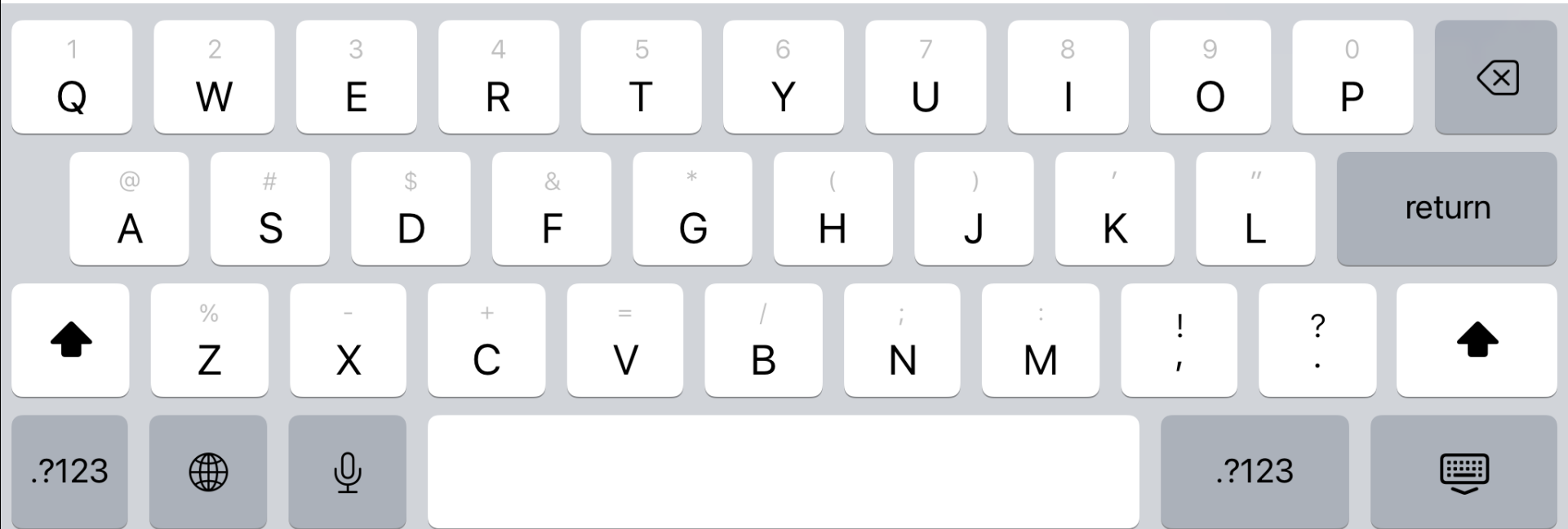
Next

123 MAIN ST APT 4

17/100

Street Address *

CLEAR FORM



< Previous Step

Jurisdiction Details



Submit

144 - PRECINCT 144

140 - PRECINCT 140

141 - PRECINCT 141

142 - PRECINCT 142

143 - PRECINCT 143

144 - PRECINCT 144

145 - PRECINCT 145

146 - PRECINCT 146

147 - PRECINCT 147

148 - PRECINCT 148

< Previous Step

Jurisdiction Details



Submit

144 - PRECINCT 144

Precinct *

* Indicates a required field



Added

LINDON MATTHEWS

Accept



Arlington County
144

VOTER CONFIRMATION

GO BACK

ACCEPT

PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL

Verify voter information and tap accept to continue



LINDON MATTHEWS

123 MAIN ST APT 4

Status: Provisional Precinct: 144 - PRECINCT 144 0130144



Arlington County
144

POLL WORKER CONFIRMATION

START OVER

SUBMIT

PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL

CONFIRM THE VOTER'S INFORMATION

LINDON MATTHEWS

123 MAIN ST APT 4

Precinct: 144 - PRECINCT 144 0130144

Status: Provisional

Curbside

Provisional

Registration



LINDON MATTHEWS

Processed Successfully

BALLOT STYLE: --

Touch anywhere on the screen to continue.



Arlington County
144

Precinct Records: 33
Checkins: 0
SDR: 1

REGISTER

START OVER

MAT

LIN

Search

House Number

Street Name

ADVANCED
OPTIONS

SEARCH RESULTS: 1



MATTHEWS, LINDON

123 MAIN ST APT 4
VOTER ID: Unavailable



Provisional

144
Precinct: 144 - PRECINCT
144 0130144

CHK: 10/17/2025, 14:05:27

SDR

When the voter is currently
registered in a different precinct



Arlington County
144

Precinct Records: 33
Checkins: 0
SDR: 1

REGISTER

START OVER

MAR

PET

Search

House Number

Street Name

ADVANCED
OPTIONS

SEARCH RESULTS: 1



MARTIN, PETER ROSEWELL
1984
6216 22ND RD N, ARLINGTON, VA 222052007
VOTER ID: 000158363

Active

117
Precinct: 117 - PRECINCT 117 0130117

Wrong Location



Arlington County
144

GO BACK

Wrong Location

MARTIN, PETER ROSEWELL

DOB: 1984

6216 22ND RD N, ARLINGTON,
VA 222052007

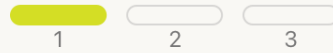
Precinct 117 - PRECINCT 117 0130117

ADDRESS OF
POLLING PLACE

SDR AT NEW ADDRESS

This voter is in the wrong location. Direct them to their correct location.

If the voter has moved into your precinct, the Registration Clerk can complete an SDR Provisional.



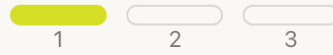
Next

Ask the Voter

Did you confirm the voter lives within this precinct?

Ask the Voter

Did the voter provide ID?



Next

Ask the Voter

Did you confirm the voter lives within this precinct?

Yes

No

Ask the Voter

Did the voter provide ID?

Yes

No

< Previous Step

Election Day Registration



Scan



Next

Enter Voter Information

PETER

ROSEWELL

MARTIN

First Name *

Middle Name

Last Name *

Suffix

* Indicates a required field

< Previous Step

Voter Address



Address Type ▾



Next

6216

22nd

RD

House #

Suffix

Street Name

Street Type



Arlington

VA

222052007

Unit Type

Unit Number

City

State

Zip

CLEAR FORM

* Indicates a required field

< Previous Step

Voter Address



Address Type ▾



Next

House #

Suffix

Street Name

Street Type



Unit Type

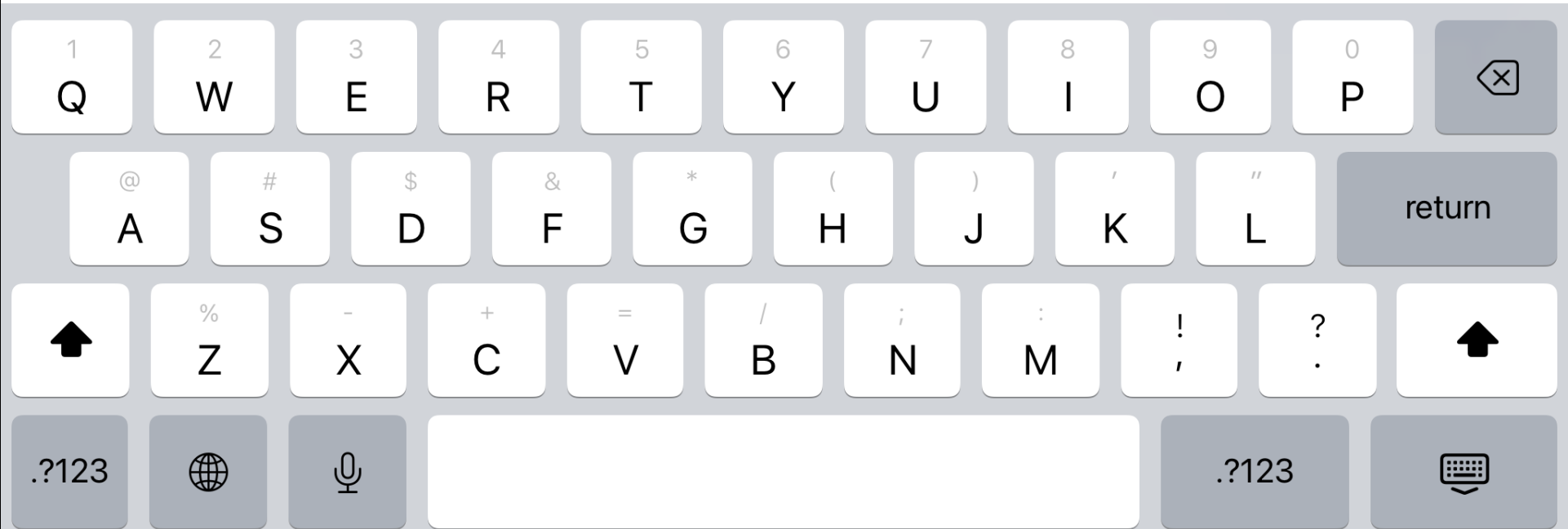
Unit Number

City

State

Zip

CLEAR FORM



< Previous Step

Voter Address



Address Type ▾



Next

123

MAIN ST

House #

Suffix

Street Name

Street Type



Unit Type

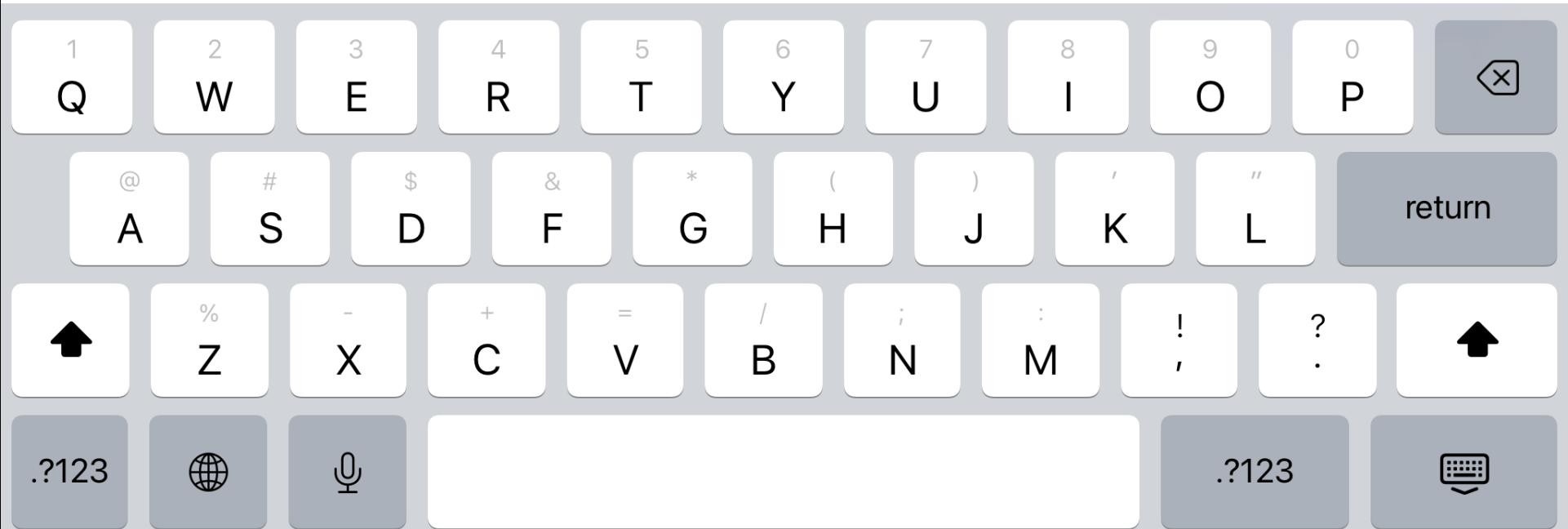
Unit Number

City

State

Zip

CLEAR FORM



[← Previous Step](#)

Jurisdiction Details



Submit

144 - PRECINCT 144

Precinct *

* Indicates a required field

< Previous Step

Jurisdiction Details



Submit

144 - PRECINCT 144

Precinct

* Indicates a required field



Updated

PETER ROSEWELL MARTIN

Accept



Arlington County
144

Precinct Records: 33
Checkins: 0
SDR: 2

START OVER

Last Name

First Name

Search

House Number

Street Name

ADVANCED
OPTIONS

SEARCH RESULTS: 1



MARTIN, PETER ROSEWELL
123 MAIN ST
VOTER ID: 000158363

Active

144
Precinct: 144 - PRECINCT
144 0130144



Arlington County
144

VOTER CONFIRMATION

GO BACK

ACCEPT

Verify voter information and tap accept to continue



PETER ROSEWELL
MARTIN

123 MAIN ST

NOT ISSUED

Voter ID:	Status:	Precinct:	CD/SHD/SSD:
000158363	Provisional	144 - PRECINCT 144 0130144	08/001/040



Arlington County
144

POLL WORKER CONFIRMATION

START OVER

SUBMIT

CONFIRM THE VOTER'S INFORMATION

PETER ROSEWELL MARTIN

123 MAIN ST

Precinct: 144 - PRECINCT 144 0130144

Status: Provisional

Voter ID: 000158363

CD: 08

SHD: 001

SSD: 040

Curbside

Provisional

Registration



Arlington County
144

PROVISIONAL

CANCEL

APPLY

PETER ROSEWELL MARTIN

Choose Reason

Choose Reason 

Phone Number

Phone Number

Details

0/255



Arlington County
144

PROVISIONAL

CANCEL

APPLY

PETER ROSEWELL MARTIN

Choose Reason

Choose Reason 

- #1: Same Day Registration

- #3: Voting After Hours

- #4: Vote by Mail

- #5: Shown as already voted

- #6: Other

- #7: No ID

Phone Number

Phone Number

0/255



Arlington County
144

PROVISIONAL

CANCEL

APPLY

PETER ROSEWELL MARTIN

Choose Reason

#1: Same Day Registration ▼

#1: Same Day Registration

#3: Voting After Hours

#4: Vote by Mail

#5: Shown as already voted

#6: Other

#7: No ID

Phone Number

Phone Number

0/255



Arlington County
144

POLL WORKER CONFIRMATION

START OVER

SUBMIT

PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL

CONFIRM THE VOTER'S INFORMATION

PETER ROSEWELL MARTIN

123 MAIN ST

Precinct: 144 - PRECINCT 144 0130144

Voter ID: 000158363

CD: 08

Status: Provisional

SHD: 001

SSD: 040

Curbside

Provisional

Registration



PETER ROSEWELL MARTIN

Processed Successfully

BALLOT STYLE: --

Touch anywhere on the screen to continue.

By Mail Provisional

Also for reason codes 3, 6, and 7



Arlington County
144

Precinct Records: 33
Checkins: 0
SDR: 2

REGISTER

START OVER

MUT

GAB

Search

House Number

Street Name

ADVANCED
OPTIONS

SEARCH RESULTS: 1

MUTTER, GABRIELLE



2001
2128 N TROY ST. ARLINGTON, VA 22209 -

Issued

144
Precinct: 144 - PRECINCT
144 0130144

1 Q 2 W 3 E 4 R 5 T 6 Y 7 U 8 I 9 O 0 P

@ A # S \$ D & F * G (H) ' K " L search

↑ % Z - X + C = V / B ; N : M ! , ? . ↑

.?123 [Globe] [Microphone] [Search Bar] [Keyboard Icon]



Arlington County
144

Precinct Records: 33
Checkins: 0
SDR: 2

REGISTER

START OVER

MUT

GAB

Search

House Number

Street Name

ADVANCED
OPTIONS

SEARCH RESULTS: 1

MUTTER, GABRIELLE
2001
2128 N TROY ST, ARLINGTON, VA 22209 -
VOTER ID: 239485736

Issued

144
Precinct: 144 - PRECINCT
144 0130144



Arlington County
144

GO BACK

Issued

MUTTER, GABRIELLE

DOB: 2001
2128 N TROY ST, ARLINGTON, VA 22209
Precinct 144 - PRECINCT 144 0130144

This voter has submitted a request to vote by mail.
If they have their ballot, allow them to vote.

If they do not have mail ballot to surrender, they must vote a provisional ballot
reason code 4.

PROCEED

CLOSE



Arlington County
144

VOTER CONFIRMATION

GO BACK

ACCEPT

Verify voter information and tap accept to continue



GABRIELLE MUTTER

DOB: 2001

2128 N TROY ST, ARLINGTON, VA 22209

ISSUED

Voter ID:	Status:	Precinct:
239485736	Active	144 - PRECINCT 144 0130144



Arlington County
144

POLL WORKER CONFIRMATION

START OVER

SUBMIT

CONFIRM THE VOTER'S INFORMATION

GABRIELLE MUTTER

2128 N TROY ST, ARLINGTON, VA 22209

Precinct: 144 - PRECINCT 144 0130144

DOB: 2001

Status: Active

Voter ID: 239485736

Curbside

Provisional

Registration



Arlington County
144

PROVISIONAL

CANCEL

APPLY

GABRIELLE MUTTER

Choose Reason

Phone Number

Details

0/255



Arlington County
144

PROVISIONAL

CANCEL

APPLY

GABRIELLE MUTTER

Choose Reason

Choose Reason ▼

- #1: Same Day Registration

- #3: Voting After Hours

- #4: Vote by Mail

- #5: Shown as already voted

- #6: Other

- #7: No ID

Phone Number

Phone Number

0/255



Arlington County
144

PROVISIONAL

CANCEL

APPLY

GABRIELLE MUTTER

Choose Reason

#4: Vote by Mail



#1: Same Day Registration

#3: Voting After Hours

#4: Vote by Mail

#5: Shown as already voted

#6: Other

#7: No ID

Phone Number

Phone Number

0/255



Arlington County
144

PROVISIONAL

CANCEL

APPLY

GABRIELLE MUTTER

Choose Reason

#4: Vote by Mail



Phone Number

Phone Number

Details

0/255



Arlington County
144

POLL WORKER CONFIRMATION

START OVER

SUBMIT

PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL

CONFIRM THE VOTER'S INFORMATION

GABRIELLE MUTTER

2128 N TROY ST, ARLINGTON, VA 22209

Precinct: 144 - PRECINCT 144 0130144

DOB: 2001

Status: Active

Voter ID: 239485736

Curbside

Provisional

Registration



GABRIELLE MUTTER

Processed Successfully

BALLOT STYLE: --

Touch anywhere on the screen to continue.



Arlington County
144

Precinct Records: 33
Checkins: 0
SDR: 2

REGISTER

START OVER

MUT

GAB

Search

House Number

Street Name

ADVANCED
OPTIONS

SEARCH RESULTS: 1



MUTTER, GABRIELLE

2001
2128 N TROY ST, ARLINGTON, VA 22209 -
VOTER ID: 239485736



Provisional

144
Precinct: 144 - PRECINCT
144 0130144

CHK: 10/17/2025, 14:13:11



Arlington
144

MUT

House Number

SEARCH RESULTS



MUTTER, G
2001
2128 N TROY ST
VOTER ID: 2394



MUTTER, GABRIELLE

Personal Info

First Name: Gabrielle
Middle Name:
Last Name: Mutter
Suffix:
Date of Birth: 2001
Status: Active
Absentee Status: Issued

Identification Documentation

State ID: 239485736

Address / Location

Address: 2128 N Troy St Arlington, VA 22209
Mailing Address:
Assigned Polling Place: 144

Active Check-ins

718948AA-0189-4ED1-AF62-89E2F153D7D9
Created At: 10/17/25, 2:13PM
Provisonal Reason: #4: Vote by Mail

START OVER

Search

ADVANCED
OPTIONS

CHK: 10/17/2025, 14:13:11

Provisional Ballot Record Report

Arlington County

Precinct:

Before Polls Open

Enter the number of provisional ballots you received in your Chief's bag on the confirmation line.

	Total Ballots	Initials
Ballots Delivered in Chief's Bag		CS/jl / gn
Confirmation		

While Polls Open

Only used in special circumstances. Fill in all boxes. Enter 0 if none.

	Total Ballots	Initials
Delivered By Electoral Board		
Reproduced at Polls		

After Polls Close

Enter ballots printed on the ballot marking machine, ballots that remain unused, and the total ballots used from the back of this form. Enter 0 if none.

	Total Ballots	Initials
Provisionals Printed on BMM		
Provisional Ballots Unused		
Provisional Ballots Used Voted + Spoiled + Void		

Provisional Log Summary

During the day, make a tick mark each time you issue a provisional ballot in the appropriate reason code.

At the end of the day, count the tick marks, total, and record on call in sheet. Return ballots in Envelope 1A

		Tally Marks	Total
Voter's name IS NOT on pollbook.	1	Same Day Registration	
		Total Same Day Registration	
Voter's name IS on the poll- book.	3	Voting after hours due to court order	
	4	Vote by mail - no ballot to sur- render	
	5	Shown on pollbook as already voted	
	6	Other (any reason not captured in the other codes)	
		Total Reasons 3 through 6	
	7	Voter does not have required ID and declined to complete ID Confirmation statement	
		Total NO ID	
		* Grand Total (Add All Reasons)	

Ballot Accounting

During the day, make a tick mark each time a voter has an issue with a provisional ballot.

At the end of the day, add Provisional Log Summary + Ballot Accounting to total used ballots, and record on front of form. Return Void and Spoiled Ballots in Envelope 4.

		Tally Marks	Total
	Spoiled		
	Void		
	Total Used		

Provisional Numbers

Provisional
check-ins

Provisional
Ballot
Record
Report

1A

Provisional Ballot
envelopes



1A

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; SIGN AND DATE THE LABEL [two OFFICERS]

CERTIFICATION OF OFFICERS	
1. GREEN ENVELOPES CONTAINING <i>PROVISIONAL</i> BALLOTS [CAST DURING NORMAL VOTING HOURS]	NUMBER ENCLOSED:
_____ SIGNATURE OF OFFICER OF ELECTION	
_____ SIGNATURE OF OFFICER 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:

Post- Election Feedback



Automated emails

More information for
you

Accessing the Summary Report



Arlington County
144

Precinct Records: 33
Checkins: 0
SDR: 2

Countywide Records: 525
Config. Profile: 3.4.8 General Election Day



Virginia Driver's License



Virginia Identification Card



**PLACE THE PHOTO ID
ONTO THE ID HOLDER**
WITH THE BARCODE FACING THE CAMERA



Virginia Student Photo ID



Employer-Issued Photo ID



U.S. Government-Issued Photo ID



VA Government-Issued Photo ID

SCAN BARCODE

MANUAL ENTRY

Exit Application



Voters



Summary Report



Training Materials



Home



Register Voter



Poll Book Entries



Tools and Settings

Tap to Exit

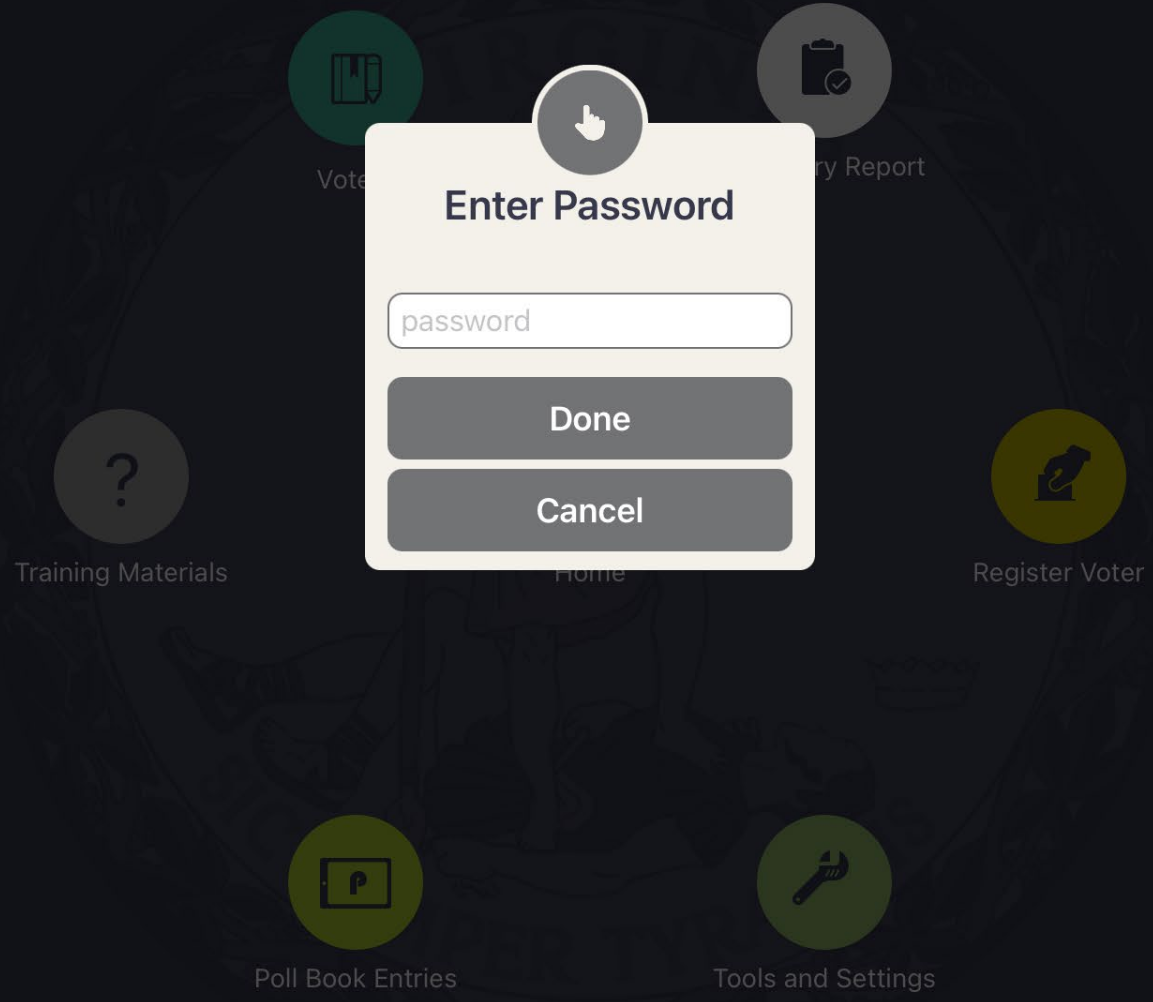
Exit Application



Enter Password

Done

Cancel



Tap to Exit



Arlington County
144

SUMMARY REPORT

HOME

SUMMARY

ABSENTEE

ALL VOTERS

CHECK-INS

PROVISIONAL

REGISTRATIONS

Check-ins

Check-ins:	0
Provisional:	0
Spoiled:	0
Cancelled:	0
Registrations:	7
Curbside Checkins:	0
Challenged:	0
Assistance Required:	0
Reasonable Impediment Declaration:	0

CONFIGURE



Arlington County
144

SUMMARY REPORT

HOME

SUMMARY

ABSENTEE

ALL VOTERS

CHECK-INS

PROVISIONAL

REGISTRATIONS

Total Provisional Check-Ins: 0

NAME

ADDRESS

CHECK-IN TIME

DETAILS

CONFIGURE

Time

Voting Status

Polling Location

All Precincts

From -- To --

Check-In Metadata

Reference Materials

On the Pollbook

Exit Application



Voters



Summary Report



Training Materials



Home



Register Voter



Poll Book Entries



Tools and Settings

Tap to Exit



Arlington County
144

Training Materials

HOME

HELP FILES

Election Day Guide

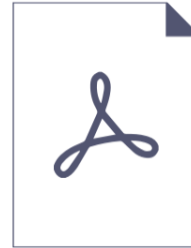
What Ifs Digital Guide

Pollbook Advanced Features

Welcome to the Help Section



Election Day Guide



What Ifs Digital Guide



Pollbook Advanced Features



Arlington County
144

Training Materials

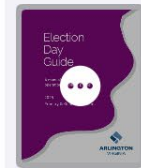
HOME

HELP FILES

Election Day Guide

What Ifs Digital Guide

Pollbook Advanced Features



Election Day Guide

A manual for the effective operation of polling places

2025
Primary & General Elections



HELP FILES

Election Day Guide

What Ifs Digital Guide

Pollbook Advanced Features

1 of 4

Pollbook Advance Features

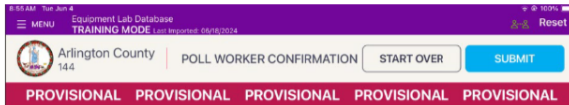
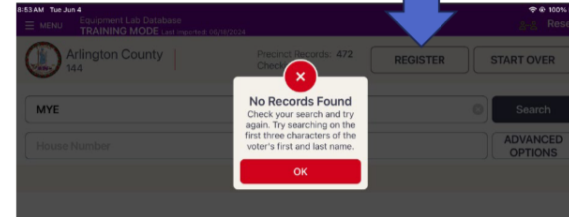
Precincts must enter all provisional voters on the pollbook. Using this feature will allow for quicker processing in the office after the election because this creates an electronic log of all provisional ballots issued. We expect several thousand Provisionals in the fall, and the electoral board only has 10 days to certify the election. This change is necessary to certify the election on time.

This guide will walk you through the steps to enter these voters in the pollbook.

Same Day Registration Steps

New Voter

- When you look up a voter, a **Register** button will appear in the top right next to the Start Over Button. **You must search for a voter first before this button appears.** Click Register.
- Confirm the voter lives in your precinct and showed ID. Click Next.
- Enter their First Name, Last Name, and Year of Birth. Click Next.
- Enter their street address. This should include the House Number, Street Name, Directional, and Apt Number if applicable. Click Next.
- Choose your Precinct. Click above Precinct. Choose from drop down or Type. Select Precinct. Click Submit.
- Click Green Accept.
- Click Blue Accept.
- Select their Party (if Dual Primary). Click Accept.
- Confirm the red provisional bar





HELP FILES

Election Day Guide

What Ifs Digital Guide

Pollbook Advanced Features



1 of 38

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?

Undo Check-in

To fix any check in error, the
check-in must



Arlington County
144

Precinct Records: 33
Checkins: 0
SDR: 1

REGISTER

START OVER

MAT

LIN

Search

House Number

Street Name

ADVANCED
OPTIONS

SEARCH RESULTS: 1



MATTHEWS, LINDON

123 MAIN ST APT 4
VOTER ID: Unavailable

Provisional

144
Precinct: 144 - PRECINCT
144 0130144

CHK: 10/17/2025, 14:05:27



Arlington County
144

Precinct Records: 33
Checkins: 0
SDR: 1

REGISTER

START OVER

MAT



Enter Password

Done

Cancel

Search

House Number

ADVANCED
OPTIONS

SEARCH RESULTS: 1



MATTHEWS, LINDON

123 MAIN ST APT 4
VOTER ID: Unavailable

ct: 144 - PRECINCT
130144

CHK: 10/17/2025, 14:05:27



Arlington County
144

Precinct Records: 33
Checkins: 0
SDR: 1

REGISTER

START OVER

MAT 

LIN 

Search

House Number

Street Name

ADVANCED
OPTIONS

SEARCH RESULTS: 1

LINDON MATTHEWS



CANCEL VOTER CHECKIN

EDIT VOTER CHECKIN

Step 1: Poll Worker Name and Reason



Cancel Voter Check-In

NEXT

Alyssa Myers

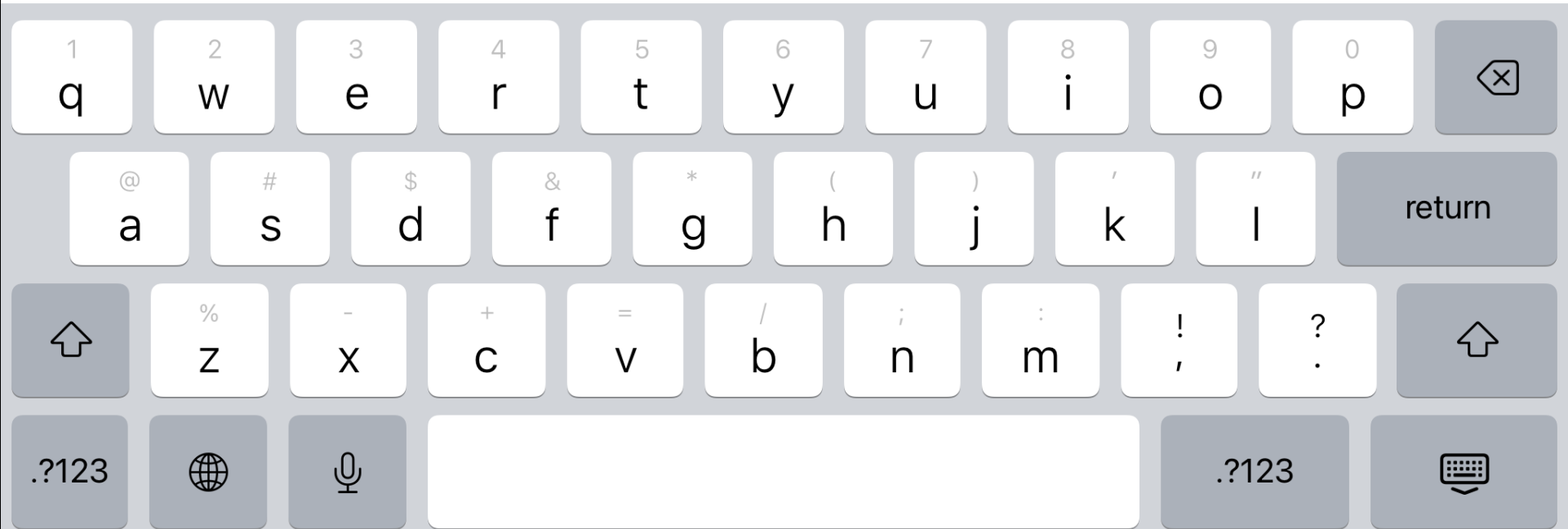
OTHER



Poll Worker Name

Type Details

0/255



Step 1: Poll Worker Name and Reason



Cancel Voter Check-In

NEXT

Alyssa Myers

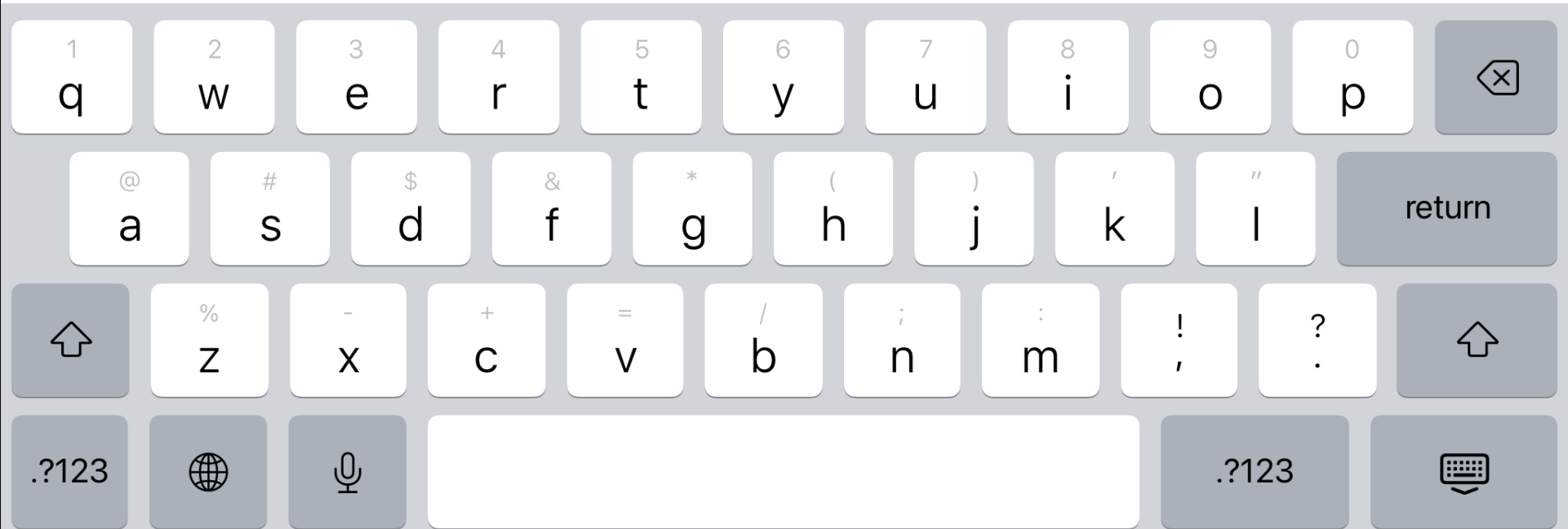
OTHER



Poll Worker Name

provisional reason code change

30/255



Cancel Voter Check-In

SUBMIT

Voter Information:

Matthews, Lindon
123 MAIN ST APT 4

Cancellation Reason:

Other

Details:

provisional reason
code change

CLEAR SIGNATURE



Election Judge Signature