

Registration Clerk Quick Guide

Confirm Address / Inactive

Has the voter moved from the address in pollbook?

Yes

See Moving
Conditions Chart
on back.

No

Voter Completes
AOE.
Casts Regular
Ballot.

Overseas

Has voter returned from overseas?

Yes

Voter Completes
VRA.
Casts Regular
Ballot

No

Voter Casts
Regular Ballot.

Federal Only

Call 703-228-3456.

Issued

Does the voter have ballot?

Yes

Collect Mail
Ballot.
Regular Ballot

No

Provisional Bal-
lot Reason 4

Show ID / Verify ID

Does Voter have ID?

Yes

Regular Ballot

No

Regular Ballot &
ID Confirmation

Wrong Precinct

Has voter moved into your precinct?

Yes

SDR

No

Send voter to pre-
cinct where they
live.

Not on Pollbook

Has the voter ever registered to
vote in Virginia?

Yes

See Moving
Conditions Chart

No

SDR

Not Sure?

Call 703-228-3456 or
SDR Provisional Ballot

Moving Conditions Chart

Start Here

Is the voter currently registered in your precinct?

Yes

Where and When did the voter move?

No

Does voter currently live in your Precinct?

Yes SDR

No Send to new precinct.

Out of Virginia

Voter is not eligible to vote.

To a different County

Before Nov 5, 2024
SDR in New Precinct
After Nov 5, 2024
VRA. Regular Ballot

Within Arlington but a different precinct

Before Nov 8, 2022
SDR in New Precinct
Between Nov 9, 2022 & Nov 5, 2024
AOE. Regular Ballot
After Nov 6, 2024
VRA. Regular Ballot

Within Arlington. Same precinct

VRA. Regular Ballot

SDR Checklist

- ☐ Confirm Voter Lives in Precinct
- ☐ Check ID
- ☐ Provisional Ballot Envelope (SDR side)
- ☐ Register in pollbook
- ☐ Check in provisionally on pollbook
- ☐ Give Ballot
- ☐ Voters inserts ballot into envelope
- ☐ Voter inserts envelope into Green Bag
- ☐ Give Notice & Sticker

Provisional Ballot Checklist

- ☐ Confirm Voter Lives in Precinct
- ☐ Check ID
- ☐ Find voter in Pollbook, check in provisionally
- ☐ Complete paperwork if applicable
- ☐ Provisional Ballot Envelope (Non-SDR side)
- ☐ Give Ballot
- ☐ Voter inserts ballot into envelope
- ☐ Voter inserts envelope into Green Bag
- ☐ Give Notice & Sticker