

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?

Inactive

**Mail Ballot
Issued, Marked,
Pre-Processed, or
On Machine**

Overseas

Federal Only

Voter Moved

Verify ID

Not Registered

Provisional

Inactive

Has the voter moved from the address where they are currently registered?

Yes

No

Start Over

Inactive

The voter is marked as inactive and has **NOT** moved from the address where they are currently registered.

Election Day

- Voter must complete the **Affirmation of Eligibility**.
- Election Officer completes Section A and check Box A. Disregard Statement of Challenger.
- Voter completes and signs Section B.
- Place form in **Maroon Bag 8**.
- Check in voter on pollbook.
- Give voter ballot.

Start Over

Mail Ballot Issued

**Does the voter have their ballot
with them?**

Yes

No

Start Over

Mail Ballot Issued

The voter is showing as Mail Ballot Issued and has their ballot with them.

Election Day

- Voter must write **SPOIL** on ballot.
- Collect ballot from voter.
- Verify that it is from the current election.
- Place ballot in Envelope 4.
- Make a mark on the Ballot Record Report / Mail Ballot Exchanged Box.
- Check voter in on pollbook.
- Give voter ballot.

Start Over

Mail Ballot Issued

The voter is showing that an absentee ballot has been issued, marked, pre-processed, or on machine and does NOT have their ballot with them.

Election Day

- This voter must vote a Provisional Ballot – Reason 4.
- We cannot confirm that the voter has not returned their ballot.
- After election day, if a mail ballot has not been returned and the voter meets all other eligibility requirements, this provisional ballot will be counted.

Provisional Ballot Steps

[Start Over](#)

Overseas

Does the voter still live overseas?

Yes

No

Start Over

Overseas

The voter is showing as living overseas and states that they still reside overseas.

Election Day

- Check voter in on pollbook.
- Give voter regular ballot.

Start Over

Overseas

The voter is showing as living overseas and states that they have returned from overseas.

Election Day

- Voter should complete a Voter Registration Application so that the overseas flag can be removed from the record.
- Write OVERSEAS across the top of the application.
- Place form in **Maroon Bag 8**.
- Check in voter on pollbook.
- Give voter regular ballot.

Start Over

Verify ID

Does the voter an acceptable ID?

A large, rounded rectangular button with a magenta background and the word "Yes" in white text.

Yes

A large, rounded rectangular button with a green background and the word "No" in white text.

No

A small, rounded rectangular button with a dark blue background and the text "Start Over" in white.

Start Over

Verify ID

The voter is showing with the status VERIFY ID and has an acceptable ID with them.

Election Day

- Check voter in on pollbook.
- Give voter regular ballot.

Start Over

Verify ID

The voter is showing as VERIFY ID and does **NOT** have an acceptable ID with them.

Election Day

- Voter can sign the ID Confirmation Sheet and cast a regular ballot.
- This voter registered to vote by mail, did not provide an ID with their registration. If this is their first time voting in a federal election in Virginia, they are subject to ID requirements under the federal Help America Vote Act. Since this is not a federal election, this voter can sign the ID Confirmation Sheet.

Start Over

Federal Only

Does the voter still live overseas?

Yes

No

Start Over

Federal Only

The voter is showing as federal only and states that they still reside overseas.

Election Day

- 2025 is not a Federal Election Year. Voter is not eligible to vote if they permanently reside overseas.
- If voter is not permanently overseas, they must re-register to be eligible for a full ballot. If the voter registration deadline has passed, they can complete an SDR.

Start Over

Federal Only

The voter is showing as federal only and states that they have returned from overseas.

Election Day

Voter must complete a same day registration provisional to re-register.

[Start Over](#)

Voter Moved

Where is the voter currently registered?

Arlington

**Not
Arlington**

Start Over

Have You Moved?

Where did the voter move from?

Another
County in
Virginia

Another
State

Start Over

Have You Moved?

Where did the voter move to?

Another
County in
Virginia

Within
Arlington to
a different
precinct

Within
Arlington
and within
Same
Precinct

Out of
Virginia

Start Over

Have You Moved?

This voter moved within their precinct in Arlington and is casting a ballot on Election Day.

Steps

- Voter should complete a Voter Registration Application. This will be processed after the election.
- The voter can be checked in on the pollbook and
- Given a regular ballot.

Start Over

Have You Moved?

When did the voter move to a different precinct in Arlington?

Before
November 8,
2022

Between
Nov 9, 2022
& Nov 5,
2024

After Nov 6,
2024

Start Over

Have You Moved?

When did the voter move from a different county in Virginia?

**Before Nov
6, 2024**

**On or After
Nov 6, 2024**

Start Over

Have You Moved?

When did the voter move to a different county in Virginia?

Before Nov
6, 2024

On or After
Nov 6, 2024

Start Over

Have You Moved?

This voter is registered in Arlington but moved to a new precinct or locality in the last year.

Voter can vote a regular ballot in Arlington after updating their address at the precinct where they are currently registered to vote on Election Day.

OR

They can complete a Same Day Registration and Provisional ballot in their new precinct or locality.

Steps to process voter in Arlington.

- Voter should complete a Voter Registration Application.
- Write “Name Change” or “Apt Update” across the top of the application if applicable.
- Place form in **Maroon Bag 8**.
- Check in voter on pollbook.
- Give voter ballot.

Start Over

Have You Moved?

This voter is listed on the pollbook in Arlington, but they have moved to a new Arlington precinct 4-1 years ago.

Voter can vote a regular ballot at the precinct where they are currently registered after affirming their eligibility OR complete a Same Day Registration and Provisional ballot at their new precinct.

Steps

- Voter should complete an Affirmation of Eligibility.
- Complete Section A and Check Box C.
- Voter Completes Section B.
- Place form in **Maroon Bag 8**.
- Check in voter on pollbook.
- Give voter ballot.

Start Over

Have You Moved?

This voter is listed on the pollbook in Arlington, but they have moved to a new precinct in Arlington more than 4 years ago. .

Voter can complete a Same Day Registration and Provisional ballot at any Early Voting site or at their new precinct on Election Day.

Same Day Registration Steps

[Start Over](#)

Have You Moved?

Voter moved out of Virginia. They are not eligible to vote.

Start Over

Have You Moved?

This voter is no longer eligible to vote using the address they are registered to vote at in Arlington.

They must complete a Same Day Registration and Provisional Ballot at the precinct or locality where they now live. .

Start Over

Have You Moved?

This voter has chosen to return to their old precinct or locality where they are registered to cast a regular ballot.

Steps

- Refer the voter to the old locality.

Start Over

Have You Moved?

This voter is eligible to complete a Same Day Registration and cast a provisional ballot in Arlington.

They can also return to their locality where they are registered and cast a regular ballot after completing paperwork.

Same Day
Registration

**Refer to Old
Precinct**

Start Over

Same Day Registration

The vote must complete the Same Day Registration & Provisional Process.

Steps

- Confirm that voter currently lives in your precinct.
- Check ID
- Voter completes a Voter Registration Application.
- Voter completes the Provisional Ballot Envelope.
- Give Ballot.
- Record Information on Provisional Ballot Log. **Enter SDR in the Notes.**
- Review Application & Envelope for Completeness.
- **Attach Application to Envelope using green dot.**
- Place in sealed Provisional Ballot Bag.
- Give voter sticker & Provisional Ballot Notice explaining rights.

Start Over

Provisional Ballot

The vote must cast a Provisional Ballot.

Steps

- Confirm that voter currently lives in your precinct.
- Check ID
- Voter completes necessary paperwork, if applicable. Place in **Maroon Bag 8**.
- Voter completes the Provisional Ballot Envelope.
- Give Ballot.
- Record Information on Provisional Ballot Log.
- Review Envelope for Completeness.
- Place in sealed Provisional Ballot Bag.
- Give voter sticker & Provisional Ballot Notice explaining rights.

Start Over

Not Listed on Pollbook

Tips

- Did the voter register or vote at this location before?
- If yes, check spelling.
- Search by address.
- Call the Office to expand the search. 703-228-3456
- Complete the Telephone Form to assist the office find the voter.
- If voter cannot be found, complete Same Day Registration steps.

Same Day Registration Steps

Start Over