

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.

