



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

VIRGINIA VOTER PHOTO IDENTIFICATION

WHAT-IF GUIDE

(rev. 06/2014)



Virginia Department of Elections

1100 Bank Street

Richmond, VA 23219

(804) 864-8901

info@elections.virginia.gov

www.elections.virginia.gov



Contents

- Producing Voter Photo ID’s..... 3
 - I. Timeline Based Scenarios..... 3
 - A. Absentee Period (Election Day minus 45 days) 3
 - B. Absentee Period & Within Close of Books (Election Day minus 21 days)..... 3
 - C. Election Day..... 3
 - D. Provisional Canvass Period (Election Day plus 2 ½ Days) 3
 - D. All Other Times 3
 - II. Status of Voter 3
 - A. Unregistered Voter 3
 - B. Inactive Voter..... 4
 - C. Voter with a DMV Customer Number..... 4
 - III. Qualities of the Voter..... 4
 - A. Voter is incapable of filling out the Voter Photo ID Card Application 4
- Accepting IDs..... 4
 - I. Problems with the ID..... 4
 - A. The photo on the ID does not look like the voter..... 4
 - B. The name on the ID does not match the voter’s record..... 5
 - C. The ID presented by the voter states it is not to be used for identification purposes..... 5
 - D. The voter presents an out-of-state identification card 5



Producing Voter Photo ID's

Any eligible voters who requests a Voter Photo Identification Card and meets the necessary requirements should be processed in according to Department of Elections' guidance.

The following scenarios detail specific instances that may raise questions about what process to follow.

I. Timeline Based Scenarios

A. Absentee Period (Election Day minus 45 days to 22 days)

1. Any General Registrar (GR) office can process this voter's application for ID
2. This voter is **not** entitled to a *Temporary Identification Document*, but one may be printed at the General Registrar's discretion

Note – if a **Temporary Identification Document** is produced for this voter, please inform the voter that it will expire in 30 days, potentially before the election.

B. Absentee Period & Within Close of Books (Election Day minus 21 days)

1. Any GR office can process this voter's application for ID
2. This voter is entitled to a *Temporary Identification Document*ⁱ

C. Election Day

1. Any GR office can process this voter's application for ID
2. This voter is entitled to a *Temporary Identification Document*ⁱ

D. Provisional Canvass Period (Election Day plus 2 ½ Days)

1. Only the GR office serving for the voter's locality may produce a *Temporary Identification Document*

D. All Other Times

1. Any GR office can process this voter's application for ID
2. This voter is **not** entitled to a *Temporary Identification Document*, but one may be printed at the general registrar's discretion

Note – if a **temporary identification document** is produced for this voter, please inform the voter that it will expire in 30 days, potentially before the election.

II. Status of Voter

A. Unregistered Voter

1. Any GR office can process this voter's application for ID
2. Personnel must use the "Voter Not Found" button on the Voter Lookup Tab of the software
3. Until the voter's Voter Registration Application is processed in VERIS, by the office of the locality in which the voter resides, the voter's ID card will be held for mailing
4. Unregistered voters applying for a Voter Photo ID card are not entitled to a *Temporary Identification Document* until their Voter Registration Application is processed in VERIS by the locality in which the voter resides



B. Inactive Voter

1. Voter's status will be displayed on the Confirm Voter screen of the Voter Photo ID software
2. Ask this voter to complete a registration application to update their record and return to *active* status
3. Any GR office can process this voter's application for ID, however the Voter Registration Application must be processed by the locality in which the voter resides

C. Voter with a DMV Customer Number

1. Office staff *may* ask this voter if they are in possession of a DMV ID
 - a. If the voter says **YES**
 - i. Inform the voter that this DMV ID is acceptable as identification on Election Day
 - b. If the voter says **NO**
 - i. Process the voter's application for ID normally

NOTE – A voter should *never* be denied the ability to receive a Voter Photo Identification card simply because they have a DMV recordⁱ. The voter may no longer possess the DMV-issued card.

III. Qualities of the Voter

A. Voter is incapable of filling out the Voter Photo ID Card Application

1. This voter may have an assistant fill out the application
 - a. Neither the voter, nor the assistant, are required to fill out additional forms indicating that assistance was provided
2. The voter *must* make their mark or signature upon the application and the signature pad
3. The GR office staff may inform this voter of alternative voting options that exist

Accepting IDs

I. Problems with the ID

A. The photo on the ID does not look like the voterⁱⁱ

1. Inform the voter that they cannot be positively identified from the picture upon the ID
2. Ask the voter if they have an alternative photo identification document
 - a. If the answer is **YES**, and the voter produces an acceptable document:
 - i. Mark the voter on the pollbook
 - ii. Allow the voter to cast a **Regular Ballot** according to normal standards
 - b. If the answer is **NO**
 - i. Allow the voter to cast a **Provisional (ID Only) Ballot**



B. The name on the ID does not match the voter's record

1. This voter may need to show another document showing the name listed within the pollbookⁱⁱ
2. This voter should be provided with a Voter Registration Application to update their record

C. The ID presented by the voter states it is not to be used for identification purposes

1. This may still be considered an acceptable form of identification so long as it meets all normal requirements of other IDsⁱⁱⁱ

D. The voter presents an out-of-state identification card

1. Is this card issued by the voter's employer in the normal course of business?
 - a. If **YES**
 - i. Mark the voter on the pollbook
 - ii. Allow the voter to cast a **Regular Ballot** according to normal standards
 - b. If **NOT**
 - i. Ask the voter if they have an alternative photo identification document
 1. If the answer is **YES**, and the voter produces an acceptable document:
 - a. Mark the voter on the pollbook
 - b. Allow the voter to cast a **Regular Ballot** according to normal standards
 - ii. If the answer is **NO**
 1. Allow the voter to cast a **Provisional (ID ONLY) Ballot**

ⁱⁱ Regulation 1VAC20-40-10 defines a "Valid" as follows: "Valid" for all purposes related to voter identification means documents containing the name and photograph of the voter appearing to be genuinely issued by the agency or issuing entity appearing upon the document where the bearer of the document reasonably appears to be the person whose photograph is contained thereon. Other data contained on the document, including but not limited to expiration date, shall not be considered in determining the validity of the document.

ⁱⁱⁱ Virginia has previously accepted other documents to prove identity regardless of wording stating that it was not to be used for identification purposes, including Social Security cards, concealed handgun permits, and utility bills.