



★ VIRGINIA ★  
DEPARTMENT *of* ELECTIONS

# VIRGINIA VOTER PHOTO IDENTIFICATION

## WHAT-IF GUIDE

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## 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*<sup>i</sup> and may use it for the purpose of casting an In-Person absentee ballot

#### 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*<sup>i</sup>

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

1. Only the GR office serving as the voter's locality may produce a *Temporary Identification Document* for a voter and only if that voter has cast an Provisional (ID Only) Ballot in that election

#### E. 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 an 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 record<sup>i</sup>. 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 voter<sup>i</sup>

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 pollbook<sup>ii</sup>
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 IDs<sup>ii</sup>

**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**

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<sup>i</sup> Regulation 1VAC20-40-10 defines a "Valid" as follows: "Valid" for all purposes related to voter identification means (i) the document appears to be genuinely issued by the agency or issuing entity appearing upon the document, (ii) the bearer of the document reasonably appears to be the person whose photograph is contained thereon, and (iii) the document shall be current or have expired within the preceding 12 months. The officer of election shall determine whether the document is officially acceptable based on its face.

<sup>ii</sup> 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.