Voter Referral Worksheet

Section A: Completed by the Pollbook Officer
Check appropriate box(es) in the left-hand column, then give this form to the voter and refer him/her to the Chief.

<table>
<thead>
<tr>
<th>Reason for Referral (by Election Officer)</th>
<th>What If Reference (for the Chief)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Voter not listed in pollbook</td>
<td>What If # 9, 10, 12, and Provisional Checklist B.</td>
</tr>
<tr>
<td>□ Stated address different from pollbook address, and/or Name changed</td>
<td>What If # 3, 4, 5, 6, 7. May need Affirmation of Eligibility or Voter Registration Application.</td>
</tr>
<tr>
<td>□ Inactive voter</td>
<td>What If # 3, 4, 5. May need Affirmation of Eligibility or Voter Registration Application.</td>
</tr>
<tr>
<td>□ Absentee voter</td>
<td>What If # 19 and Provisional Checklist C.</td>
</tr>
<tr>
<td>□ Marked as already checked in</td>
<td>What If # 14 and Provisional Checklist C.</td>
</tr>
<tr>
<td>□ Curbside voter (OP)</td>
<td>What If # 17. May need Request for Assistance form.</td>
</tr>
<tr>
<td>□ Assistance requested</td>
<td>What If # 15 and Request for Assistance form.</td>
</tr>
<tr>
<td>□ Voter is Blind</td>
<td>What If # 16. May need Request for Assistance form.</td>
</tr>
<tr>
<td>□ Other Message: e.g., “overseas voter”, HAVA</td>
<td>What If # 1, 2, 8.</td>
</tr>
<tr>
<td>□ Challenged voter</td>
<td>What If # 13 and Affirmation of Eligibility.</td>
</tr>
<tr>
<td>□ No ID</td>
<td>What If # 1, 2 and Provisional Checklist A.</td>
</tr>
</tbody>
</table>

Section B: Completed by the Chief before calling the Registrar’s Office
Staple this sheet to the voter’s registration application, if applicable.

For voter eligibility issues, call the Registrar... 703-324-8765 or 703-222-0776

<table>
<thead>
<tr>
<th>Voter’s first name:</th>
<th>Middle:</th>
<th>Last:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voter’s previous name:</td>
<td>Last 4 digits of SSN: (optional)</td>
<td></td>
</tr>
<tr>
<td>Year of birth:</td>
<td>Current street address, apt # and zip:</td>
<td>Date moved to current address:</td>
</tr>
<tr>
<td>Previous address:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Voter not in pollbook and name changed: if voter says he/she registered or updated registration:

□ By mail
□ In person
□ Online
□ Through voter registration drive
□ Through DMV. Please provide:
   Driver’s license number ___________________________
   Date license issued ___________________________
   DMV location ___________________________
□ Approximate date of registration ________________ □ Voter has receipt (attach original or copy)

Any other information to help resolve eligibility issue:

PLEASE COMPLETE DISPOSITION ON BACK OF FORM
Section C: Disposition completed by the Chief or Assistant Chief

Eligible to Vote

Chief/Assistant Chief calling the Registrar’s Office:

☐ Voter may be checked in.
Mark election day flag:  
  □ Assisted (form completed)  
  □ OP (curbside, voted outside polls)  
  □ Signed Affirmation of Eligibility

Chief’s signature ________________________

☐ Not on the pollbook, but eligible to vote.
Complete Affirmation of Eligibility form. With the permission of the registrar and following instructions, Chief adds voter name and ID number to pollbook, and checks in the voter.
Registrar who authorized the addition: __________________________

Not Eligible to Vote in this Precinct

☐ Not in pollbook – Not eligible/not registered
  □ Have voter complete registration application
☐ Moved – Not eligible to vote (§ 24.2-401)
  □ Have voter complete registration application

☐ Moved – Eligible to vote in old precinct
  □ Directed voter to:
First check “What ifs” to determine eligibility before calling the office. If you called the office, who provided instructions?

Provisional Ballot Voter

Use Provisional Ballot Checklist A, B or C

Reason(s) for Provisional
  □ Not in the pollbook
  □ Shown as already voted
  □ Absentee ballot issued
  □ Also no ID

Reason(s) for Provisional
  □ No ID only (use lime green envelope)
  □ Voting after 7 p.m. by court order
  □ Other: ____________________________

Name of registrar authorizing provisional ballot:

Voter must sign the green envelope!

Do not add any names to the precinct pollbooks unless directed by the Registrar. Adding names without permission is a Class 5 Felony punishable under the Code of Virginia § 24.2-1016.