



Certification Training

November 4, 2025 - General Election



Certification Training



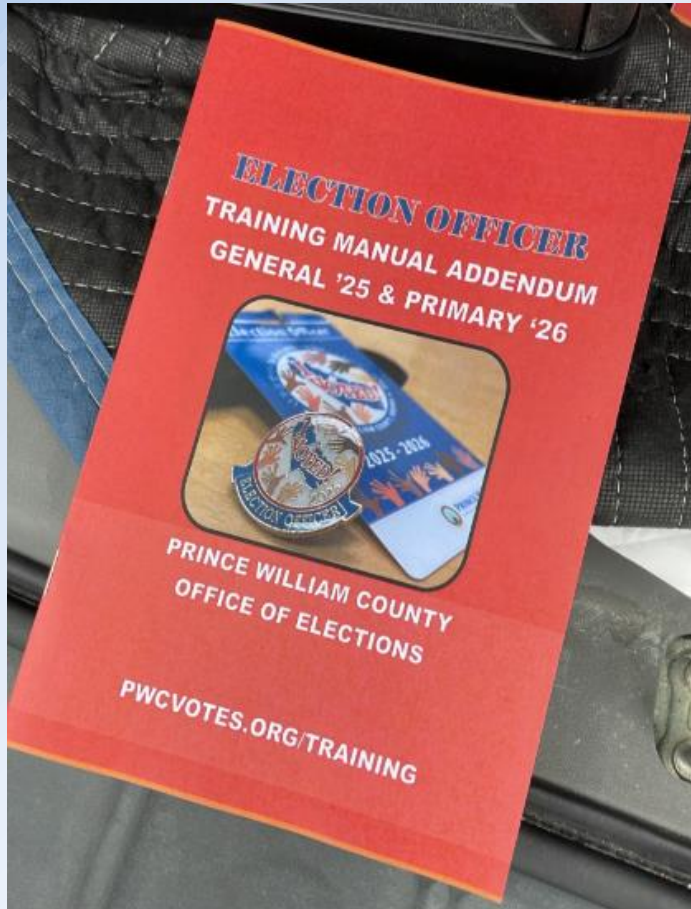
Welcome: This training will be approximately 4 hours and will include hands-on training

Manual: If you don't have your manual - please borrow one for the training - ADDENDUM Handout

Housekeeping: There will be a break

Questions: Please raise your hand on the topic

Training Manual Addendum



Step By Step: Open The Pollbook

Final Step - Start the Pollbooks

Closing the Pollbooks

New Pollbook Feature

Supply Return Sheet

Prince William County Electoral Board



Marcus Moyer



Keith Scarborough



Heidi Stirrup

General Information



- **Election Day:** November 4, 2025
- **Type:** General Election
- **Work hours:** 5:00 am - ~ 8:30 pm
- **Voting Hours:** 6:00 am – 7:00 pm
- **Monday Setup:** Available
- **Officer in Charge:** Chief Officer

Announcements, Reminders & New Information!



- National Clearie Award and Honorable Mentions from the US Election Assistance Commission
- 335,000 Registered voters in PWC
- 7-9 officers per precinct in NOV
- Please don't talk politics or wear political clothing
- Sample ballots are on our websites- **pwcvotes.org**

Announcements, Reminders & New Info! Cont.



- Registration deadline is now 10 days (New Law)
- New equipment for June 2026 – new certification required
- New ID eligible – see VA State Acceptable ID List
- High School Student - Page Program is back!

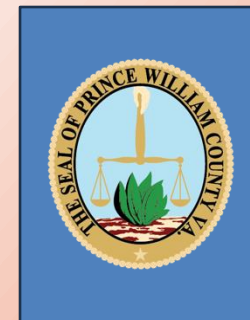
REMINDERS, Cont.



- **Vote Early** – (take a picture of schedule)
- **Don't** display passwords or codes
- **Don't** pre-load your Election Folders with New Ballots
- **DO** get Tallypoint started as you are setting up

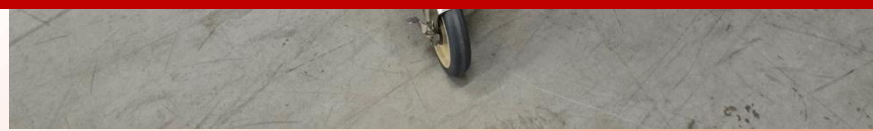
Poll Books

Please don't put the ballot box on the top of cage - ONLY the TW stand can go up there.



Your Cage Should be Delivered by 4pm on Monday Before Election Day!

The Operations Team will send you an email on Monday to let you know that your cage has been delivered!



Announcements, Reminders & New Info! Cont.



- No more Election Officer buttons. We now have lanyards with badges
- Pick up election day from Chief's Bag

Please be **flexible** with Precinct Assignment



- The Staffing Department spends hundreds of hours each election ensuring that every precinct has each title needed and keeps party parity
- Once your home precinct fills up – please be flexible to move
- Officers may serve in one precinct for several elections and THEN be relocated due to leadership changes, etc.

Contests

Sample Ballot

VA - HD - 25 - Occoquan - Town

Commonwealth of Virginia, Official Ballot
Estado de Virginia, Papeleta Oficial

Prince William County
General and Special Elections
Tuesday, November 4, 2025

Condado de Prince William
Elecciones Generales y Especiales
Martes, Noviembre 4, 2025

Instructions
Instrucciones

To vote for a candidate, fill in the box next to the name.
To write in a qualified candidate who is not already on the ballot, fill in the box next to **Write-in** and write the name of the person on the line.
If you want to change a vote or if you have made a mistake, ask an election worker for a replacement ballot. If you make marks on the ballot besides filling in the box, your votes may not be counted.

*Para votar por un candidato, llene la casilla al lado del nombre.
Para escribir un candidato calificado que aun no esta en la papeleta, llene la casilla al lado de **Por escrito** y escriba el nombre de la persona en la linea.
Si desea cambiar un voto o si ha cometido un error, solicite a un funcionario electoral una papeleta de reemplazo. Si usted hace marcas en la papeleta ademas de llenar la casilla, es posible que sus votos no se cuenten.*

Begin voting here
Comience a votar aqui

Governor
Gobernador

Vote for only one
Vote solo por uno

☐ Abigail D. Spanberger - D
☐ Winsome Earle-Sears - R
☐

Write-in Por escrito

Lieutenant Governor
Vicegobernador

Vote for only one
Vote solo por uno

☐ Ghazala F. Hashmi - D
☐ John J. Reid, II - R
☐

Write-in Por escrito

Attorney General
Procurador General

Vote for only one
Vote solo por uno

☐ Jay C. Jones - D
☐ Jason S. Miyares - R
☐

Write-in Por escrito

Member
House of Delegates
25th District
Miembro
Cámara de Delegados
Distrito 25

Vote for only one
Vote solo por uno

☐ Briana D. Sewell - D
☐

Write-in Por escrito

Tell voters
“Ballot
starts
here.”

Statewide

- Governor
- LT Governor
- Attorney General

House of Delegates (PWC Districts)

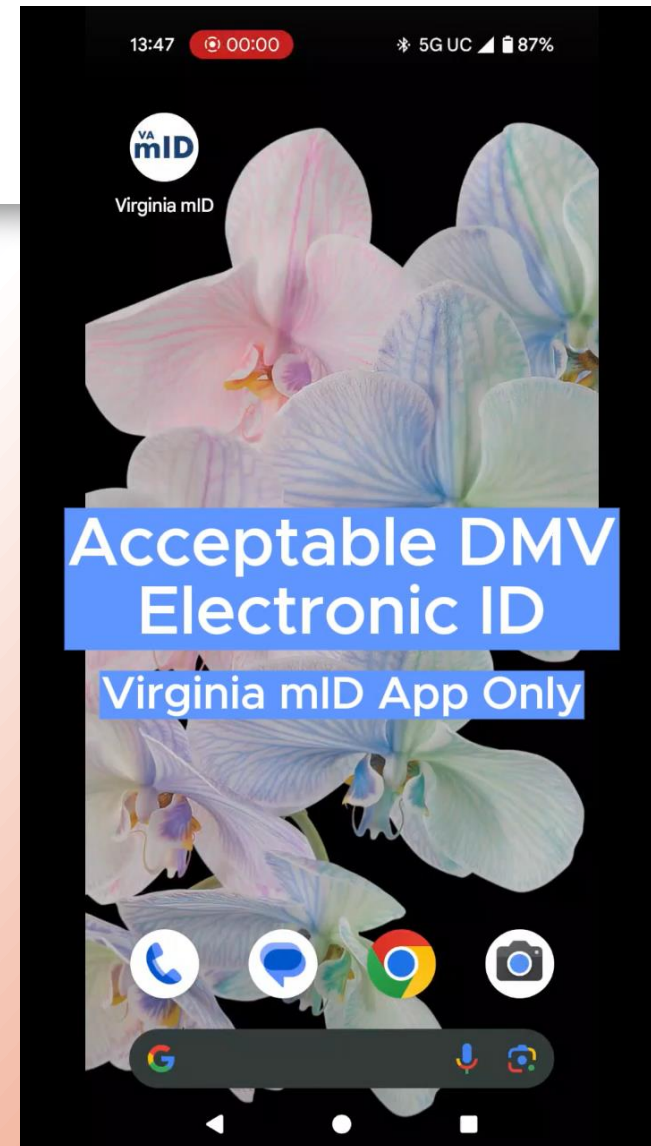
- 19th - 25th

Special Elections (No Party Identifiers)

- Gainesville Supervisor
(14 pcts: 401-414)
- Member Town Council
(1 pct - Occoquan)

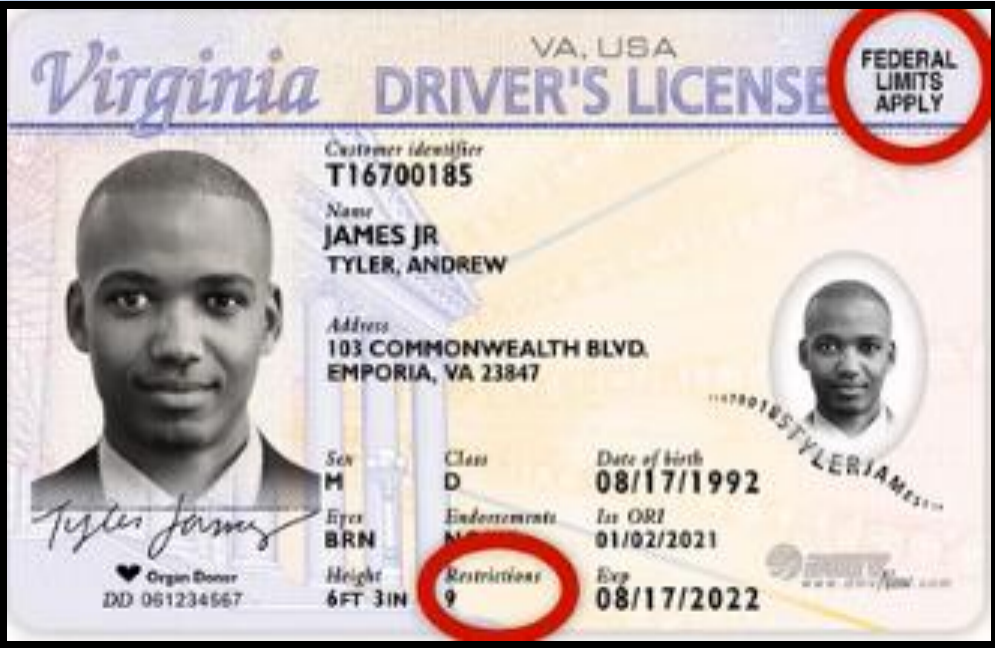
DMV Electronic ID Demo

- Can only be accessed via **VA mID** app
- Barcode is not scannable
 - Pollbook manual search only
- Not expected to be commonly used



Pollbooks

Driver's Privilege



Is this ID acceptable?

Page
79

NEW

We've added a field in the bottom left corner. See what time and which device they were checked in for situations where an EO believes that an individual has already voted.

VOTER INFORMATION

First Name: Albert
Middle Name: NEM
Last Name: Lincoln
Suffix:
Year of Birth: 2088
Address: 11777 Galloway Ln
City: Bristol

Voter ID: 111111209
Abandon:
Status: Active

Precinct: 101 - BRISTOLVILLE
Congress: 48
Senate: 222
House: 222
Town:

NEW - Check In Info
Will be blank prior to checking in a voter

Ready to Check In
Check In Now

Add Voter Name
Return to Search

STATUS: Inactive
Check In: 10/1
Check In: 1
Add Voter Name
Return to Search

VOTER INFORMATION

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Abandon:
Status: Active

Precinct: 101 - BRISTOLVILLE
Congress: 48
Senate: 222
House: 222
Town:

Checked In Time & User/Device
Will display if voter information screen is reopened

Warning: Voter has already voted
Add Voter Name

Warning: Voter has already voted
Return to Search

STATUS: Inactive
Check In: 10/1
Check In: 1
Add Voter Name
Return to Search



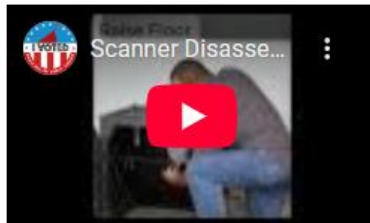
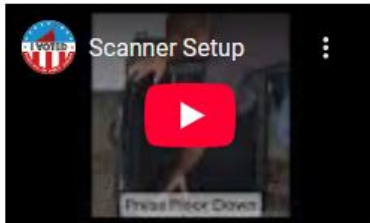
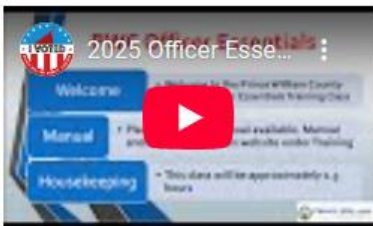
New QR Codes with 2 Min “Set-Up” Videos



Training Videos



pwcvotes.org/training



- 10+ Videos
- PowerPoint
- Training Slides
- Manual

NEW List of Forms



PRINCE WILLIAM
Office of Elections

9250 LEE AVENUE, SUITE 1, MANASSAS, VA, 20110
WWW.PWCVOTES.ORG

Election Day Forms - Overview

Voter Forms (Returned in Envelope 8)

1. Voter Registration Form
 - Used to register voters (not required if voting SDR)
 - Required to update voter information for future elections (i.e. address or name change)
2. Affirmation of Eligibility
 - Voter has ? "Tag" stating either INACTIVE or on Confirmation Mailing in pollbook
 - If voter has not moved, then they need to fill out the Affirmation of Eligibility and vote of the machine
 - If voter has moved follow the Moving Conditions chart.
 - If voter refuses to fill out the Affirmation of Eligibility – They can do a Provisional
3. Assistance Form (16yr and older are required to complete form)
 - Voter with physical disability or inability to read or write
 - The person assisting, in any case, cannot be a poll watcher, an employer, or union representative
 - EOs can assist
 - Children 15 yr. and under can accompany/assist voter with all voting processes – no form needed
4. ID Confirmation Statement Form
 - Does not present an acceptable ID – But ARE on the pollbook
 - Must complete form before voting on machine
5. Removal from AB List Form
 - Have voter fill out when they object to receiving the Absentee Ballot automatically each election-They will be removed from the permanent list

Provisional Forms (Returned in Envelope 1A)

6. SDR – Registration Form (green envelope)
 - Registering and Voting – Missed registration deadline
 - Only do an SDR if they are not in the pollbook, and they live within your precinct boundaries
 - If a voter doesn't have ID (and they won't sign the ID confirmation) – They will need to provide an ID by the Provisional Hearing, which can be emailed or brought to Main Office by noon on the Friday after the election
7. Regular Provisional Ballot (green envelope)
 - Vote by mail-no ballot to surrender – But ARE in the poll book
 - Shown on pollbook as already voted
 - Other unique situations – with HQ direction
 - If a voter doesn't have ID and they won't sign the ID confirmation – They will need to provide an ID by the Provisional Hearing, which can be emailed or brought to Main Office by noon on the Friday after the election



PRINCE WILLIAM
Office of Elections

9250 LEE AVENUE, SUITE 1, MANASSAS, VA, 20110
WWW.PWCVOTES.ORG

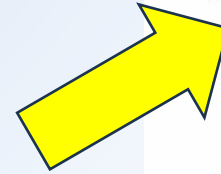
Chief Forms:

8. Election Day Oath Form
 - Oath administered to all EOs by CO on election morning—Should be one of first tasks completed
 - CO needs to sign line #1 on election day morning
 - Return in Envelope 2
9. Pollbook Summary Report
 - Records pollbook counters before polls open and after polls close
 - Return in Envelope 2
10. Pink Compensation Form
 - Documents EO attendance—Required for payroll
 - Return in Envelope 8
11. Ballot Receipt
 - Signed by CO at supply pickup
 - Contains precinct ballot inventory total
 - Return in Envelope 2
12. SOR Part F
 - Used to log inconsistencies, errors, or unusual occurrences that arise
 - Examples: mismatched ballot counts, equipment malfunctions, or any deviations from standard procedures
 - Return in Envelope 2
13. Yellow Return Sheet
 - Yellow summary sheet that records equipment serial numbers and requires signature of all election officers
 - A copy of zero tape and tally tape must be attached
 - Return in Envelope 2A
14. SOR-Statement of Results
 - Summarizes the election results from a polling place
 - Two copies, one copy for the Circuit Court and one copy for the Director of Elections
 - Requires signature from all election officers
 - Zero tape and tally tapes must be attached to each copy
 - Return in Envelope 2
15. Supply Return Sheet
 - Checklist of items that must be turned in on election night
 - Requires names and signatures of two election officers from different parties dropping off items
 - Also required for supply drop-off stipend



Spoiled Ballots

- We now TEAR the top left corner of the ballot and put the spoiled ballot and corner in envelope 4.



Tear
corner

Page 81

PWC Training
November 7, 2023
Prince William County

Precinct Training
Page 1 of 1

Please use a black or blue ink pen to mark your ballot. To vote for your choice in each contest, completely fill in the box next to your choice.

President

☒ George Washington

☒ Abraham Lincoln

☐ Write-in

Board of Supervisors

☒ Candidate A (D)

☒ Candidate B (R)

☒ Candidate C (I)

☐ Write-in

☐ Write-in

☐ Write-in

Extended Voting Hours

Should the election hours be extended to 8pm?

☒ Yes

☒ No

End of Ballot



Let's watch
this video on
how to use the
MOVE RULES
form - as it
can be
confusing!



Use this "Moving Conditions" chart when a voter has moved.

Ask the voter:

Question #1: Where did you move?

Question #2: When did you move?

How far did voter move? → _____ When did voter move? ↓	Within precinct	Within county/city AND congressional district (but not the same precinct).	To a different county/city OR congressional district (still within Virginia)	Outside of Virginia
On or After November 8, 2023	Voter can vote on machine at precinct where registered (optional: complete white Voter Registration Application)	Voter can vote on machine at precinct where registered (optional: complete white Voter Registration Application) <u>OR</u> SDR at precinct where they live.	Voter can vote on machine at precinct where registered (optional: complete white Voter Registration Application) <u>OR</u> SDR at precinct where they live.	Voter is no longer eligible to vote in Virginia.
From November 4, 2020 and November 7, 2023		Affirmation of Eligibility voter can vote on machine after completing Affirmation of Eligibility <u>OR</u> SDR at precinct where they live.	SDR Voter must vote a provisional ballot AND complete a Green Voter Registration Application in precinct where they currently live.	
On or Before November 3, 2020		SDR Voter must vote a provisional ballot AND complete a Green Voter Registration Application in precinct where they currently live.	SDR Voter must vote a provisional ballot AND complete a Green Voter Registration Application in precinct where they currently live.	



PRINCE WILLIAM

Office of Elections

Move Rules Scenario

Address provided by voter does not
match your pollbook.





When Do Voters Get a PROVISIONAL BALLOT?

Absentee
Voters
without
ballot

Not on
your
Pollbook

Already
voted

DO YOU
KNOW
WHAT A
PROVISIONAL
BALLOT IS?





★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Provisional Voter Notice
§ 24.2-653, Code of Virginia

Election Officer - Give this notice to all provisional voters

Dear voter,

You voted a **provisional ballot** today.

Your local Electoral Board decides which provisional ballots will be counted. They will meet at 12:00 pm (noon) on the Wednesday after Election Day at 9250 Lee Ave, Suite 1, Manassas, VA 20110.

Your provisional ballot will not be counted if the board cannot confirm that you are qualified and registered to vote in this precinct.

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Provisional Voter Notice
ELECT-653B

Voltea la pagina para Español

Rev 8/2023



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Aviso Para Votante Provisional
§ 24.2-653, Code of Virginia

Querido Votante,

Usted voto una **papeleta provisional** hoy.

Su Junta Electoral local decide cuales boletas provisionales van a contar.

La junta electoral se reunen a las 12:00 pm de la tarde el Miercoles despues de la eleccion en 9250 Lee Ave, Suite 1, Manassas, VA 20110.

La papeleta provisional no sera contada si la junta electoral no puede confirmar que el votante este calificado y registrado para votar en este recinto.

Note: If the voter is at the wrong precinct – their vote MAY NOT count. Use Advanced Search and Street Lookup on Pollbook---OR--- the NEW map tool on the iPad to confirm address.

Vote by mail - no ballot to surrender to complete ID Confirmation Statement

Si se registro por el DMV o otra agencia del gobierno:

- Proporcione el nombre de la agencia, su ubicacion, y la fecha que se registro.
- Muestre un recibo, si tiene uno, al funcionario electoral o al Registrado General.

Si se entero que tu registro fue cancelado, pero crees que no debería haber sido, contacte a su Registrador General.

INFORMACION PARA VOTANTES PROVISIONAL SIN IDENTIFICACION

Informacion

- Fecha limite de entregar identificacion es 12:00 pm el Viernes despues de la eleccion. (Lunes, si Viernes es feriado.)
- Como entregar identificacion
 - En persona o por correo a nuestra oficina
 - Por correo electronico: pwcvote@pwcgov.org
 - Por fax: 703-792-6461

Para ver la lista de identificaciones aceptables, visite: www.elections.virginia.gov/registration/voterid/index
O Escanee este codigo QR con su telefono:



Flip page for English

PROVISIONAL REMINDERS



Reasons why Provisionals were rejected that could have possibly been avoided by completing the paperwork correctly

2024 Presidential Election
Out of approx. **8,000** Provisional

-Voter Registration incomplete
(citizenship, felony, signature, address)

218

-Wrong Precinct

426

Same Day Registration (SDR)

Same Day Registration Provisional Ballot
Voter resides in this precinct but is not on this precinct's pollbook

SDR

Precinct # _____

Primary elections—Party ballot ☐ D ☐ R

Starred () items are required. If you do not complete all of the items that are marked with *, your application may be denied.*

1 ☐ Yes ☐ No I am a citizen of the United States of America

* Full social security number _____ ☐ SSN never issued

* Date of Birth (MM/DD/YYYY) ____/____/____

* Gender _____

2 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____

* First Name _____ * Middle Name _____ ☐ None

* Residence Address (May not be a P.O. Box) _____ Apt. _____

* City/Town _____ * ZIP Code _____

Email _____ Phone _____

3 ☐ Yes ☐ No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.
☐ Yes ☐ No If yes, has your right to vote been restored?

4 ☐ I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.
☐ I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.
☐ I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:
☐ An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
☐ Been granted a court issued protective order.
☐ In fear for personal safety from being threatened or stalked by another person.
☐ A participant in the Virginia Attorney General's Address Confidentiality Program.
☐ Been approved to be a foster parent.
☐ A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

My mailing address
(Complete only if you have checked a box in this section) _____

5 ☐ I am currently registered to vote in another state. **Name of state** _____

6 ☐ I am interested in being an officer of election (poll worker) on Election Day. Send me information.

7 * **AFFIRMATION:** I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election. I authorize the cancellation of my current registration and I hereby affirm that I have read the Privacy Act Notice and Warning. (See other side of envelope for Privacy Act Notice and Warning.)

► * Signature X Today's date ____/____/____
(MM/DD/YYYY)

☐ By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

Election Officer Use	Office/Electoral Board Use
<input type="checkbox"/> #1 Same Day Registration (not on pollbook) Time: _____ a.m. p.m. (circle one)	Voter ID # _____
<input type="checkbox"/> Yes <input type="checkbox"/> No Did voter show ID or complete ID Confirmation Statement?	Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count
Comments	Voter Identification
Election Officer Signature <u>X</u>	1. If the voter returns with the proper identification, check this box and sign <input type="checkbox"/> <u>X</u>
	2. Attach a copy of the identification document.

ELECT-653-English-07/2024



Section 1, 2, 3 Voter Information

Same Day Registration Provisional Ballot

Voter resides in this precinct but is not on this precinct's pollbook

SDR

Precinct # _____

Primary elections—Party ballot ☐ D ☐ R

Starred (*) items are required. If you do not complete all of the items that are marked with *, your application may be denied.

1 * ☐ Yes ☐ No I am a citizen of the United States of America
* Full social security number _____ ☐ SSN never issued
* Date of Birth (MM/DD/YYYY) ____ / ____ / ____
* Gender _____

2 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____
* First Name _____ * Middle Name _____ ☐ None
* Residence Address (May not be a P.O. Box) _____ Apt. _____
* City/Town _____ * ZIP Code _____
Email _____ Phone _____

3 * ☐ Yes ☐ No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.
☐ Yes ☐ No If yes, has your right to vote been restored?

4 ☐ I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.
☐ I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.
☐ I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:
☐ An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
☐ Been granted a court issued protective order.
☐ In fear for personal safety from being threatened or stalked by another person.
☐ A participant in the Virginia Attorney General's Address Confidentiality Program.
☐ Been approved to be a foster parent.
☐ A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

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* Signature **X**

Today's date ____ / ____ / ____
(MM/DD/YYYY)

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Election Officer Use

☐ #1 Same Day Registration (not on pollbook)
Time: _____ a.m. p.m. (circle one)
☐ Yes ☐ No Did voter show ID or
complete ID Confirmation Statement?

Comments _____

Office/Electoral Board Use

Voter ID # _____

Adjudication ☐ Count ☐ Do not count

Voter Identification _____



Section 1, 2, 3 Voter Information

Same Day Registration Provisional Ballot
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Precinct # _____

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☐ An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
☐ Been granted a court issued protective order.
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* Signature **X** _____ Today's date (MM/DD/YYYY) ____ / ____ / ____

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Comments _____	Voter Identification _____



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☐ Yes ☐ No If yes, has your right to vote been restored? _____

4 ☐ I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.
☐ I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.
☐ I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:
☐ An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
☐ Been granted a court issued protective order.
☐ In fear for personal safety from being threatened or stalked by another person.
☐ A participant in the Virginia Attorney General's Address Confidentiality Program.
☐ Been approved to be a foster parent.
☐ A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

My mailing address
(Complete only if you have checked a box in this section) _____

5 ☐ I am currently registered to vote in another state. Name of state _____

6 ☐ I am interested in being an officer of election (poll worker) on Election Day. Send me information.

7 * AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election. I authorize the cancellation of my current registration and I hereby affirm that I have read the Privacy Act Notice and Warning. (See other side of envelope for Privacy Act Notice and Warning.)

* Signature **X** _____ Today's date (MM/DD/YYYY) ____ / ____ / ____

☐ By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

Election Officer Use	Office/Electoral Board Use
<input type="checkbox"/> #1 Same Day Registration (not on pollbook) Time: _____ a.m. p.m. (circle one) <input type="checkbox"/> Yes <input type="checkbox"/> No Did voter show ID or complete ID Confirmation Statement? Comments _____	Voter ID # _____ Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count Voter Identification _____



Section 1, 2, 3 Voter Information



Section 4, 5, 6 (if applicable)

Same Day Registration Provisional Ballot
Voter resides in this precinct but is not on this precinct's pollbook

SDR Precinct # _____

Primary elections—Party ballot ☐ D ☐ R

1 * ☐ Yes ☐ No I am a citizen of the United States of America
* Full social security number _____ ☐ SSN never issued
* Date of Birth (MM/DD/YYYY) ____ / ____ / ____
* Gender _____

2 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____
* First Name _____ * Middle Name _____ ☐ None
* Residence Address (May not be a P.O. Box) _____ Apt. _____
* City/Town _____ * ZIP Code _____

3 * ☐ Yes ☐ No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.
☐ Yes ☐ No If yes, has your right to vote been restored?

4 ☐ I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.
☐ I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.
☐ I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:
☐ An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
☐ Been granted a court issued protective order.
☐ In fear for personal safety from being threatened or stalked by another person.
☐ A participant in the Virginia Attorney General's Address Confidentiality Program.
☐ Been approved to be a foster parent.
☐ A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

My mailing address
(Complete only if you have checked)

(Do not use a P.O. Box)

5 ☐ I am currently registered to vote in another state. **Name of state** _____

6 ☐ I am interested in being an officer of election (poll worker) on Election Day. Send me information.

7 * AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election. I authorize the cancellation of my current registration and I hereby affirm that I have read the Privacy Act Notice and Warning. (See other side of envelope for Privacy Act Notice and Warning.)

* Signature **X** _____ Today's date ____ / ____ / ____
(MM/DD/YYYY)

☐ By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

Election Officer Use	Office/Electoral Board Use
<input type="checkbox"/> #1 Same Day Registration (not on pollbook) Time: _____ a.m. p.m. (circle one) <input type="checkbox"/> Yes <input type="checkbox"/> No Did voter show ID or complete ID Confirmation Statement?	Voter ID # _____ Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count
Comments _____	Voter Identification _____



Section 1, 2, 3 Voter Information



Section 4, 5, 6 (if applicable)

Same Day Registration Provisional Ballot
Voter resides in this precinct but is not on this precinct's pollbook

Precinct # _____

SDR

Primary elections—Party ballot ☐ D ☐ R

1 * ☐ Yes ☐ No I am a citizen of the United States of America
* Full social security number _____ ☐ SSN never issued
* Date of Birth (MM/DD/YYYY) ____ / ____ / ____
* Gender _____

2 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____
* First Name _____ * Middle Name _____ ☐ None
* Residence Address (May not be a P.O. Box) _____ Apt. _____
* City/Town _____ * ZIP Code _____

3 * ☐ Yes ☐ No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.
☐ Yes ☐ No If yes, has your right to vote been restored?

4 ☐ I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.
☐ I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.
☐ I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:
☐ An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
☐ Been granted a court issued protective order.
☐ In fear for personal safety from being threatened or stalked by another person.
☐ A participant in the Virginia Attorney General's Address Confidentiality Program.
☐ Been approved to be a foster parent.
☐ A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

My mailing address
(Complete only if you have checked _____)

5 ☐ I am currently registered to vote in another state. Name of state _____

6 ☐ I am interested in being an officer of election (poll worker) on Election Day. Send me information.

7 * AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election. I authorize the cancellation of my current registration and I hereby affirm that I have read the Privacy Act Notice and Warning. (See other side of envelope for Privacy Act Notice and Warning.)

* Signature **X** _____ Today's date ____ / ____ / ____
(MM/DD/YYYY)

☐ By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

Election Officer Use	Office/Electoral Board Use
<input type="checkbox"/> #1 Same Day Registration (not on pollbook) Time: _____ a.m. p.m. (circle one) <input type="checkbox"/> Yes <input type="checkbox"/> No Did voter show ID or complete ID Confirmation Statement?	Voter ID # _____ Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count
Comments _____	Voter Identification _____



Section 1, 2, 3 Voter Information



Section 4, 5, 6 (if applicable)

Same Day Registration Provisional Ballot
Voter resides in this precinct but is not on this precinct's pollbook

Precinct # _____

SDR

Primary elections—Party ballot ☐ D ☐ R

1 * ☐ Yes ☐ No I am a citizen of the United States of America
* Full social security number _____ ☐ SSN never issued
* Date of Birth (MM/DD/YYYY) ____ / ____ / ____
* Gender _____

2 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____
* First Name _____ * Middle Name _____ ☐ None
* Residence Address (May not be a P.O. Box) _____ Apt. _____
* City/Town _____ * ZIP Code _____

3 * ☐ Yes ☐ No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.
☐ Yes ☐ No If yes, has your right to vote been restored?

4 ☐ I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.
☐ I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.
☐ I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:
☐ An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
☐ Been granted a court issued protective order.
☐ In fear for personal safety from being threatened or stalked by another person.
☐ A participant in the Virginia Attorney General's Address Confidentiality Program.
☐ Been approved to be a foster parent.
☐ A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

My mailing address
(Complete only if you have checked)

(Do not include apartment or suite number)

5 ☐ I am currently registered to vote in another state. Name of state _____

6 ☐ I am interested in being an officer of election (poll worker) on Election Day. Send me information.

7 * AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election. I authorize the cancellation of my current registration and I hereby affirm that I have read the Privacy Act Notice and Warning. (See other side of envelope for Privacy Act Notice and Warning.)

* Signature **X** _____ Today's date ____ / ____ / ____
(MM/DD/YYYY)

☐ By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

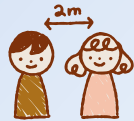
Election Officer Use	Office/Electoral Board Use
<input type="checkbox"/> #1 Same Day Registration (not on pollbook) Time: _____ a.m. p.m. (circle one) <input type="checkbox"/> Yes <input type="checkbox"/> No Did voter show ID or complete ID Confirmation Statement?	Voter ID # _____ Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count
Comments _____	Voter Identification _____



Section 1, 2, 3 Voter Information



Section 4, 5, 6 (if applicable)



Section 7 (Voter Signature and Date)

Same Day Registration Provisional Ballot
Voter resides in this precinct but is not on this precinct's pollbook

Precinct # _____

SDR

Primary elections—Party ballot ☐ D ☐ R

1 * ☐ Yes ☐ No I am a citizen of the United States of America
* Full social security number _____ ☐ SSN never issued
* Date of Birth (MM/DD/YYYY) ____ / ____ / ____
* Gender _____

2 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____
* First Name _____ * Middle Name _____ ☐ None
* Residence Address (May not be a P.O. Box) _____ Apt. _____
* City/Town _____ * ZIP Code _____

3 * ☐ Yes ☐ No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.
☐ Yes ☐ No If yes, has your right to vote been restored?

4 ☐ I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.
☐ I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.
☐ I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:
☐ An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
☐ Been granted a court issued protective order.
☐ In fear for personal safety from being threatened or stalked by another person.
☐ A participant in the Virginia Attorney General's Address Confidentiality Program.
☐ Been approved to be a foster parent.
☐ A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

My mailing address _____
(Complete only if you have checked _____)

5 ☐ I am currently registered to vote in another state. Name of state _____

6 ☐ I am interested in being an officer of election (poll worker) on Election Day. Send me information.

7 * **AFFIRMATION:** I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election. I authorize the cancellation of my current registration and I hereby affirm that I have read the Privacy Act Notice and Warning. (See other side of envelope for Privacy Act Notice and Warning.)

* Signature **X** _____ Today's date (MM/DD/YYYY) ____ / ____ / ____

☐ By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

Election Officer Use

☐ #1 Same Day Registration (not on pollbook)
Time: _____ a.m. p.m. (circle one)
☐ Yes ☐ No Did voter show ID or complete ID Confirmation Statement?
Comments _____

Office/Electoral Board Use

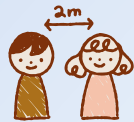
Voter ID # _____
Adjudication ☐ Count ☐ Do not count
Voter Identification _____



Section 1, 2, 3 Voter Information



Section 4, 5, 6 (if applicable)



Section 7 (Voter Signature and Date)



Election Officer Use – Fill out and Sign
Check over with another officer
and check again at end of day

Same Day Registration Provisional Ballot
Voter resides in this precinct but is not on this precinct's pollbook

SDR

Precinct # _____

Primary elections—Party ballot ☐ D ☐ R

1 * ☐ Yes ☐ No I am a citizen of the United States of America
* Full social security number _____ ☐ SSN never issued
* Date of Birth (MM/DD/YYYY) ____ / ____ / ____
* Gender _____

2 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____
* First Name _____ * Middle Name _____ ☐ None
* Residence Address (May not be a P.O. Box) _____ Apt. _____
* City/Town _____ * ZIP Code _____

3 * ☐ Yes ☐ No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.
☐ Yes ☐ No If yes, has your right to vote been restored?

4 ☐ I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.
☐ I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.
☐ I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:
☐ An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
☐ Been granted a court issued protective order.
☐ In fear for personal safety from being threatened or stalked by another person.
☐ A participant in the Virginia Attorney General's Address Confidentiality Program.
☐ Been approved to be a foster parent.
☐ A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

My mailing address
(Complete only if you have checked)

5 ☐ I am currently registered to vote in another state. Name of state _____

6 ☐ I am interested in being an officer of election (poll worker) on Election Day. Send me information.

7 * AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election. I authorize the cancellation of my current registration and I hereby affirm that I have read the Privacy Act Notice and Warning. (See other side of envelope for Privacy Act Notice and Warning.)

* Signature **X** _____ Today's date (MM/DD/YYYY) ____ / ____ / ____

☐ By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

Election Officer Use

☐ #1 Same Day Registration (not on pollbook)
Time: _____ a.m. p.m. (circle one)
☐ Yes ☐ No Did voter show ID or complete ID Confirmation Statement?
Comments _____

Office/Electoral Board Use

Voter ID # _____

Adjudication ☐ Count ☐ Do not count

Voter Identification


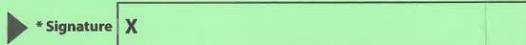
Provisional Envelope (Other side of Envelope)

28181		Time Completed: ____:____ am/pm	
Provisional Ballot - All other provisional reasons		Precinct # _____	
Voter is on this precinct's pollbook		Primary elections—Party ballot <input type="checkbox"/> D <input type="checkbox"/> R	
Starred (*) items are required. If you do not complete all of the items that are marked with *, your vote may not count.			
1	* Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____ * First Name _____ * Middle Name _____ <input type="checkbox"/> None		
2	* Date of Birth (MM/DD/YYYY) ____ / ____ / ____		
3	* Social Security Number _____ Last 4 digits required Providing your full Social Security number may help determine your eligibility to vote.		
4	* Residence Address (May not be a P.O. Box) _____ Apt. _____ * City/Town _____ * ZIP Code _____ If address is different than voter registration record, provide the date you moved (MM/DD/YYYY) ____ / ____ / ____		
5	Email _____ Phone _____		
6	Statement of Voter To the best of my knowledge, I am a registered voter of this locality, and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning. * Signature X Today's date ____ / ____ / ____ (MM/DD/YYYY)		
Privacy Act Notice: This form requires personal information, including information related to your Social Security number, for identification purposes and to prevent fraud. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted. Warning: Intentionally making a materially false statement on this form constitutes the crime of election fraud, punishable as a felony in Virginia. Violators may be sentenced up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.			
Election Officer Use		Staff/Electoral Board Use	
Select a Reason <input type="checkbox"/> #3 Voting after hours due to court order <input type="checkbox"/> #4 Vote by mail - no ballot to surrender <input type="checkbox"/> #5 Shown on pollbook as already voted <input type="checkbox"/> #6 Other _____ <input type="checkbox"/> #7 Voter does not have required ID and declined to complete the ID Confirmation Statement		Voter ID # _____ Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count	
Comments _____		Voter Identification 1. If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> _____	



Precinct # and Party Ballot - (D or R) (Only during Primary Elections)





Barcode		Time Completed:	
 28181		____:____ am/pm	
Provisional Ballot - All other provisional reasons <small>Voter is on this precinct's pollbook</small>		Precinct # _____ Primary elections—Party ballot <input type="checkbox"/> D <input type="checkbox"/> R	
Starred (*) items are required. If you do not complete all of the items that are marked with *, you			
1	* Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____ * First Name _____ * Middle Name _____ <input type="checkbox"/> None		
2	* Date of Birth (MM/DD/YYYY) ____ / ____ / ____		
3	* Social Security Number _____ Last 4 digits required <small>Providing your full Social Security number may help determine your eligibility to vote.</small>		
4	* Residence Address (May not be a P.O. Box) _____ Apt. _____ * City/Town _____ * ZIP Code _____ <small>If address is different than voter registration record, provide the date you moved (MM/DD/YYYY) ____ / ____ / ____</small>		
5	Email _____ Phone _____		
6	Statement of Voter To the best of my knowledge, I am a registered voter of this locality, and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning. * Signature  Today's date ____ / ____ / ____ <small>(MM/DD/YYYY)</small> Privacy Act Notice: This form requires personal information, including information related to your Social Security number, for identification purposes and to prevent fraud. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted. Warning: Intentionally making a materially false statement on this form constitutes the crime of election fraud, punishable as a felony in Virginia. Violators may be sentenced up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.		
Election Officer Use		Staff/Electoral Board Use	
Select a Reason <input type="checkbox"/> #3 Voting after hours due to court order <input type="checkbox"/> #4 Vote by mail - no ballot to surrender <input type="checkbox"/> #5 Shown on pollbook as already voted <input type="checkbox"/> #6 Other _____ <input type="checkbox"/> #7 Voter does not have required ID and declined to complete the ID Confirmation Statement Comments _____		Voter ID # _____ Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count Voter Identification 1. If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> _____	



Precinct # and Party Ballot - (D or R)



Voter Information 1, 2, 3, 4, 5



 28181		Time Completed: ____:____ am/pm	
Provisional Ballot - All other provisional reasons <small>Voter is on this precinct's pollbook</small>		Precinct # _____ Primary elections—Party ballot <input type="checkbox"/> D <input type="checkbox"/> R	
Starred (*) items are required. If you do not complete all of the items that are marked with *, you			
1 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____ * First Name _____ * Middle Name _____ <input type="checkbox"/> None			
2 * Date of Birth (MM/DD/YYYY) ____ / ____ / ____			
3 * Social Security Number _____ Last 4 digits required <small>Providing your full Social Security number may help determine your eligibility to vote.</small>			
4 * Residence Address (May not be a P.O. Box) _____ Apt. _____ * City/Town _____ * ZIP Code _____ <small>If address is different than voter registration record, provide the date you moved (MM/DD/YYYY) ____ / ____ / ____</small>			
5 Email _____ Phone _____			
6 Statement of Voter To the best of my knowledge, I am a registered voter of this locality, and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning. * Signature  Today's date (MM/DD/YYYY) ____ / ____ / ____ Privacy Act Notice: This form requires personal information, including information related to your Social Security number, for identification purposes and to prevent fraud. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted. Warning: Intentionally making a materially false statement on this form constitutes the crime of election fraud, punishable as a felony in Virginia. Violators may be sentenced up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.			
Election Officer Use Select a Reason <input type="checkbox"/> #3 Voting after hours due to court order <input type="checkbox"/> #4 Vote by mail - no ballot to surrender <input type="checkbox"/> #5 Shown on pollbook as already voted <input type="checkbox"/> #6 Other _____ <input type="checkbox"/> #7 Voter does not have required ID and declined to complete the ID Confirmation Statement Comments _____		Staff/Electoral Board Use Voter ID # _____ Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count Voter Identification 1. If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> _____	




Precinct # and Party Ballot - (D or R)



Voter Information 1, 2, 3, 4, 5

Barcode		Time Completed:	
 28181		____:____ am/pm	
Provisional Ballot - All other provisional reasons		Precinct # _____	
Primary elections - Party ballot <input type="checkbox"/> D <input type="checkbox"/> R			
Starred (*) items are required. If you do not complete all of the items that are marked with *, you			
1	* Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____ * First Name _____ * Middle Name _____ <input type="checkbox"/> None		
2	* Date of Birth (MM/DD/YYYY) ____ / ____ / ____		
3	* Social Security Number _____ Last 4 digits required Providing your full Social Security number may help determine your eligibility to vote.		
4	* Residence Address (May not be a P.O. Box) _____ Apt. _____ * City/Town _____ * ZIP Code _____ If address is different than voter registration record, provide the date you moved (MM/DD/YYYY) ____ / ____ / ____		
5	Email _____ Phone _____		
6 Statement of Voter To the best of my knowledge, I am a registered voter of this locality, and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning.			
* Signature 		Today's date (MM/DD/YYYY) ____ / ____ / ____	
Privacy Act Notice: This form requires personal information, including information related to your Social Security number, for identification purposes and to prevent fraud. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted.			
Warning: Intentionally making a materially false statement on this form constitutes the crime of election fraud, punishable as a felony in Virginia. Violators may be sentenced up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.			
Election Officer Use		Staff/Electoral Board Use	
Select a Reason <input type="checkbox"/> #3 Voting after hours due to court order <input type="checkbox"/> #4 Vote by mail - no ballot to surrender <input type="checkbox"/> #5 Shown on pollbook as already voted <input type="checkbox"/> #6 Other _____ <input type="checkbox"/> #7 Voter does not have required ID and declined to complete the ID Confirmation Statement		Voter ID # _____ Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count	
Comments _____		Voter Identification 1. If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> _____	





28181

Time Completed: _____ : _____ am/pm

Provisional Ballot - All other provisional reasons

Voter is on this precinct's pollbook

Starred (*) items are required. If you do not complete all of the items that are marked with *, you will not be able to vote.

- * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____

* First Name _____ * Middle Name _____ ☐ None
- * Date of Birth (MM/DD/YYYY) ____ / ____ / ____
- * Social Security Number _____

Last 4 digits required

Providing your full Social Security number may help determine your eligibility to vote.
- * Residence Address (May not be a P.O. Box) _____ Apt. _____

* City/Town _____ * ZIP Code _____

If address is different than voter registration record, provide the date you moved (MM/DD/YYYY) ____ / ____ / ____
- Email _____ Phone _____
- Statement of Voter**

To the best of my knowledge, I am a registered voter of this locality, and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning.

*** Signature** X

Today's date ____ / ____ / ____

(MM/DD/YYYY)

Privacy Act Notice: This form requires personal information, including information related to your Social Security number, for identification purposes and to prevent fraud. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted.

Warning: Intentionally making a materially false statement on this form constitutes the crime of election fraud, punishable as a felony in Virginia. Violators may be sentenced up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.

Precinct # _____

Primary elections—Party ballot ☐ ☐ R

Election Officer Use

Select a Reason

☐ #3 Voting after hours due to court order

☐ #4 Vote by mail - no ballot to surrender

☐ #5 Shown on pollbook as already voted

☐ #6 Other _____

☐ #7 Voter does not have required ID and declined to complete the ID Confirmation Statement

Comments

Staff/Electoral Board Use

Voter ID # _____

Adjudication ☐ Count ☐ Do not count

Voter Identification



1. If the voter returns with the proper identification, check this box and sign ☒ _____



Precinct # and Party Ballot - (D or R)



Voter Information 1, 2, 3, 4, 5



Barcode		Time Completed:	
 28181		____:____ am/pm	
Provisional Ballot - All other provisional reasons		Precinct # _____	
Voter is on this precinct's pollbook		Primary elections - Party ballot <input type="checkbox"/> D <input type="checkbox"/> R	
Starred (*) items are required. If you do not complete all of the items that are marked with *, you			
1	* Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____ * First Name _____ * Middle Name _____ <input type="checkbox"/> None		
2	* Date of Birth (MM/DD/YYYY) ____ / ____ / ____		
3	* Social Security Number _____ Last 4 digits required Providing your full Social Security number may help determine your eligibility to vote.		
4	* Residence Address (May not be a P.O. Box) _____ * City/Town _____ * ZIP Code _____ If address is different than voter registration record, provide the date you moved (MM/DD/YYYY) ____ / ____ / ____		
5	Email _____ Phone _____		
6 Statement of Voter			
To the best of my knowledge, I am a registered voter of this locality, and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning.			
* Signature 		Today's date (MM/DD/YYYY) ____ / ____ / ____	
Privacy Act Notice: This form requires personal information, including information related to your Social Security number, for identification purposes and to prevent fraud. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted.			
Warning: Intentionally making a materially false statement on this form constitutes the crime of election fraud, punishable as a felony in Virginia. Violators may be sentenced up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.			
Election Officer Use		Staff/Electoral Board Use	
Select a Reason		Voter ID # _____	
<input type="checkbox"/> #3 Voting after hours due to court order		Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count	
<input type="checkbox"/> #4 Vote by mail - no ballot to surrender		Voter Identification	
<input type="checkbox"/> #5 Shown on pollbook as already voted		1. If the voter returns with the proper identification,	
<input type="checkbox"/> #6 Other _____		check this box and sign <input checked="" type="checkbox"/> _____	
<input type="checkbox"/> #7 Voter does not have required ID and declined to complete the ID Confirmation Statement			
Comments _____			



Precinct # and Party Ballot - (D or R)



Voter Information 1, 2, 3, 4, 5

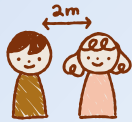
Barcode		Time Completed:	
 28181		____:____ am/pm	
Provisional Ballot - All other provisional reasons		Precinct # _____	
Voter is on this precinct's pollbook		Primary elections - Party ballot <input type="checkbox"/> D <input type="checkbox"/> R	
Starred (*) items are required. If you do not complete all of the items that are marked with *, you will not be able to vote.			
1	* Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____ * First Name _____ * Middle Name _____ <input type="checkbox"/> None		
2	* Date of Birth (MM/DD/YYYY) ____ / ____ / ____		
3	* Social Security Number _____ Last 4 digits required <small>Providing your full Social Security number may help determine your eligibility to vote.</small>		
4	* Residence Address (May not be a P.O. Box) _____ * City/Town _____ * ZIP Code _____ <small>If address is different than voter registration record, provide the date you moved (MM/DD/YYYY) ____ / ____ / ____</small>		
5	Email _____ Phone _____		
6	Statement of Voter To the best of my knowledge, I am a registered voter of this locality, and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning. * Signature  Today's date ____ / ____ / ____ (MM/DD/YYYY) Privacy Act Notice: This form requires personal information, including information related to your Social Security number, for identification purposes and to prevent fraud. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted. Warning: Intentionally making a materially false statement on this form constitutes the crime of election fraud, punishable as a felony in Virginia. Violators may be sentenced up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.		
Election Officer Use		Staff/Electoral Board Use	
Select a Reason <input type="checkbox"/> #3 Voting after hours due to court order <input type="checkbox"/> #4 Vote by mail - no ballot to surrender <input type="checkbox"/> #5 Shown on pollbook as already voted <input type="checkbox"/> #6 Other _____ <input type="checkbox"/> #7 Voter does not have required ID and declined to complete the ID Confirmation Statement		Voter ID # _____ Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count	
Comments _____		Voter Identification 1. If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> _____	



Precinct # and Party Ballot - (D or R)



Voter Information 1, 2, 3, 4, 5



Section 6
Voter Signature and Date

Barcode: 28181 Time Completed: ____:____ am/pm

Precinct # _____

Primary elections - Party ballot ☐ D ☐ R

Provisional Ballot - All other provisional reasons
Voter is on this precinct's pollbook

Starred (*) items are required. If you do not complete all of the items that are marked with *, your ballot will not be counted.

1 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____
* First Name _____ * Middle Name _____ ☐ None

2 * Date of Birth (MM/DD/YYYY) ____ / ____ / ____

3 * Social Security Number _____
Last 4 digits required
Providing your full Social Security number may help determine your eligibility to vote.

4 * Residence Address (May not be a P.O. Box) _____
* City/Town _____ * ZIP Code _____
If address is different than voter registration record, provide the date you moved (MM/DD/YYYY) ____ / ____ / ____

5 Email _____ Phone _____

6 **Statement of Voter**
To the best of my knowledge, I am a registered voter of this locality, and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning.

* Signature X Today's date ____ / ____ / ____ (MM/DD/YYYY)

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Election Officer Use

Select a Reason

☐ #3 Voting after hours due to court order

☐ #4 Vote by mail - no ballot to surrender

☐ #5 Shown on pollbook as already voted

☐ #6 Other _____

☐ #7 Voter does not have required ID and declined to complete the ID Confirmation Statement

Comments _____

Staff/Electoral Board Use

Voter ID # _____

Adjudication ☐ Count ☐ Do not count

Voter Identification

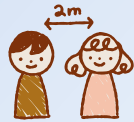
1. If the voter returns with the proper identification, check this box and sign ☒ _____



Precinct # and Party Ballot - (D or R)



Voter Information 1, 2, 3, 4, 5



Section 6
Voter Signature and Date



Election Officer Use - Fillout and Sign
Check over with another officer
and check again at end of day

Barcode: 28181

Time Completed: ____:____ am/pm

Precinct # _____

Primary elections - Party ballot ☐ D ☐ R

Provisional Ballot - All other provisional reasons
Voter is on this precinct's pollbook

Starred (*) items are required. If you do not complete all of the items that are marked with *, your ballot will not be counted.

1 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____
* First Name _____ * Middle Name _____ ☐ None

2 * Date of Birth (MM/DD/YYYY) ____ / ____ / ____

3 * Social Security Number _____
Last 4 digits required
Providing your full Social Security number may help determine your eligibility to vote.

4 * Residence Address (May not be a P.O. Box) _____
* City/Town _____ * ZIP Code _____
If address is different than voter registration record, provide the date you moved (MM/DD/YYYY) ____ / ____ / ____

5 Email _____ Phone _____

6 **Statement of Voter**
To the best of my knowledge, I am a registered voter of this locality, and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning.

* Signature **X** Today's date ____ / ____ / ____
(MM/DD/YYYY)

Privacy Act Notice: This form requires personal information, including information related to your Social Security number, for identification purposes and to prevent fraud. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted.

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Election Officer Use

Select a Reason

☐ #3 Voting after hours due to court order
☐ #4 Vote by mail - no ballot to surrender
☐ #5 Shown on pollbook as already voted
☐ #6 Other _____
☐ #7 Voter does not have required ID and declined to complete the ID Confirmation Statement

Comments _____

Staff/Electoral Board Use

Voter ID # _____


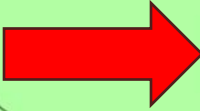

Adjudication ☐ Count ☐ Do not count

Voter Identification

1. If the voter returns with the proper identification, check this box and sign ☒ _____

NEW Provisional Envelope

Note: You will need
to enter the
numbers from the
barcode into
TallyPoint!

   Time Completed: _____m

Provisional Ballot - All other provisional reasons Precinct # _____
Voter is on this precinct's pollbook Primary elections—Party ballot ☐ D ☐ R

Starred (*) items are required. If you do not complete all of the items that are marked with *, your vote may not count.

1 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____
* First Name _____ * Middle Name _____ ☐ None

2 * Date of Birth (MM/DD/YYYY) ____ / ____ / ____

3 * Social Security Number ____ - ____ - ____
Last 4 digits required.
Providing your full Social Security number may help determine your eligibility to vote.

4 * Residence Address (May not be a P.O. Box) _____ Apt. _____
* City/Town _____ * ZIP Code _____
If address is different than voter registration record, provide the date you moved (MM/DD/YYYY): ____ / ____ / ____

5 Email _____ Phone _____ - _____ - _____

6 **Statement of Voter**
To the best of my knowledge, I am a registered voter of this locality, and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning.

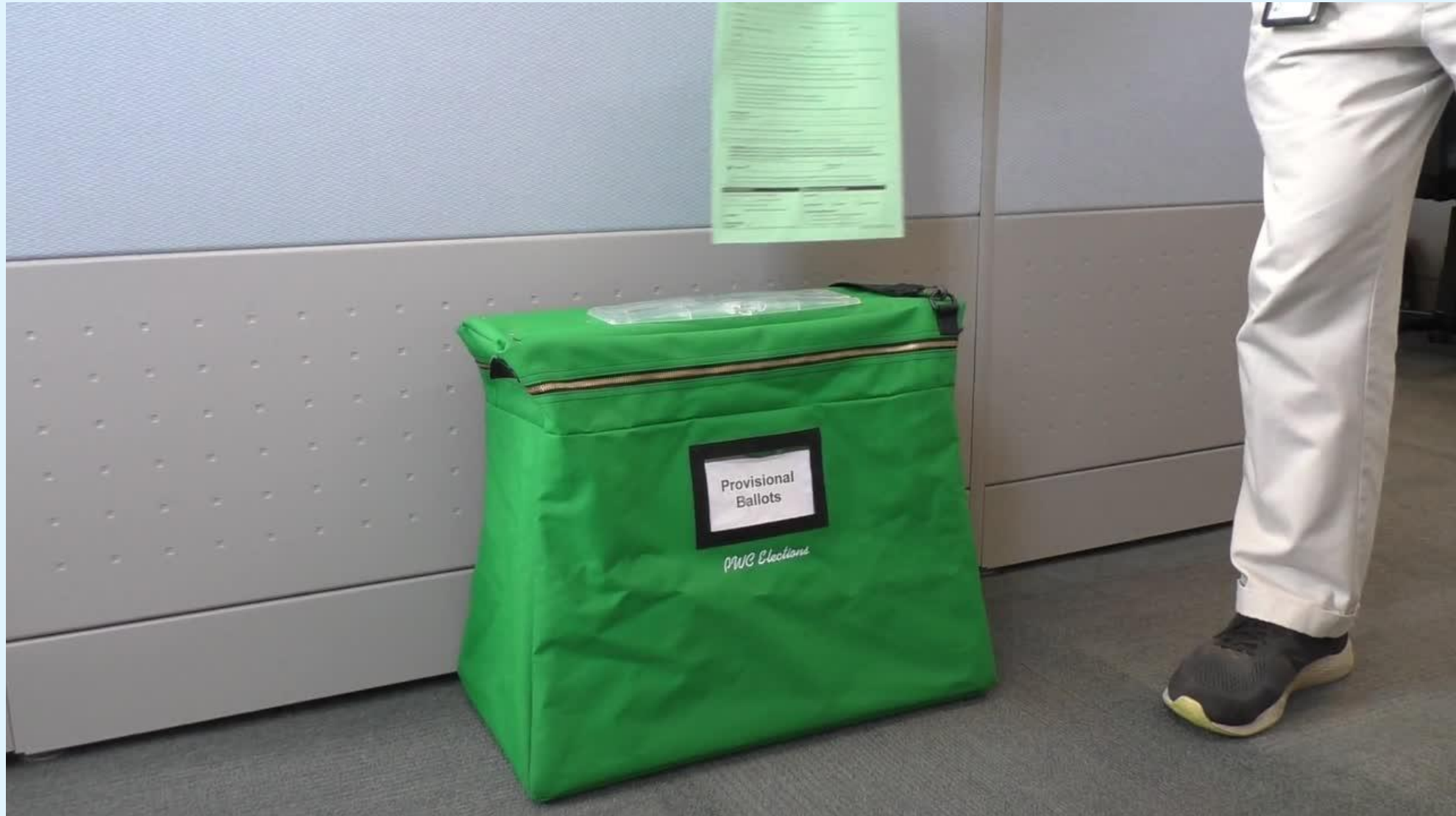
▶ * Signature X Today's date (MM/DD/YYYY) ____ / ____ / ____

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Election Officer Use	Staff/Electoral Board Use
Select a Reason <input type="checkbox"/> #3 Voting after hours due to court order <input type="checkbox"/> #4 Vote by mail - no ballot to surrender <input type="checkbox"/> #5 Shown on pollbook as already voted <input type="checkbox"/> #6 Other _____ <input type="checkbox"/> #7 Voter does not have required ID and declined to complete the ID Confirmation Statement Comments Election Officer Signature <u>X</u>	Voter ID # _____ Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count Voter Identification 1. If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> X _____ 2. Attach a copy of the identification document.

ELICT-653-English-07/2024



Same Day Registration Provisional Ballot
Voter resides in this precinct but is not on this precinct's pollbook

SDR Primary elections ☐ Party ballot ☐ ☐ ☐

Precinct # _____

Starred (*) items are required. If you do not complete all of the items that are marked with *, your application may be denied.

1 * ☐ Yes ☐ No I am a citizen of the United States of America
* Full social security number _____ ☐ SSN never issued
* Date of Birth (MM/DD/YYYY) ____/____/_____
* Gender _____

2 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____
* First Name _____ * Middle Name _____ ☐ None
* Residence Address (May not be a P.O. Box) _____ Apt. _____
* City/Town _____ * ZIP Code _____
Email _____

Same Day
Registration

Reminder: Fill out the form completely and have the voter or another officer doublecheck each envelope before moving forward!

3 * ☐ Yes ☐ No I have been convicted of a crime that makes me ineligible to vote.
☐ Yes ☐ No If yes, has your right to vote been restored? _____

4 ☐ I am an active-duty uniformed services member.
☐ I am providing a mailing address (below) for my ballot.
☐ I am providing a Virginia P.O. Box (below) for my ballot.
If yes, is/has:
☐ An active or retired law enforcement officer.
☐ Been granted a court issued protective order.
☐ In fear for personal safety from being harmed.
☐ A participant in the Virginia Attorney General's election integrity program.
☐ Been approved to be a foster parent.
☐ A current or former state or local government employee.

My mailing address
(Complete only if you have checked a box in this section)

5 ☐ I am currently registered to vote in another state. Name of state _____

6 ☐ I am interested in being an officer of election (poll worker) on Election Day. Send me information.

7 * **AFFIRMATION:** I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election. I authorize the cancellation of my current registration and I hereby affirm that I have read the Privacy Act Notice and Warning. (See other side of envelope for Privacy Act Notice and Warning.)

* Signature X Today's date ____/____/_____
(MM/DD/YYYY)

☐ By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

Election Officer Use
☐ #1 Same Day Registration (not on pollbook)
Time: _____ a.m. p.m. (circle one)
☐ Yes ☐ No Did voter show ID or complete ID Confirmation Statement?
Comments

Election Officer Signature X

Office/Electoral Board Use
Voter ID # _____
Adjudication ☐ Count ☐ Do not count
Voter Identification
1. If the voter returns with the proper identification, check this box and sign ☐ X
2. Attach a copy of the identification document.

Other reasons

Provisional Ballot - All other provisional reasons
Voter is on this precinct's pollbook ☐ Primary elections ☐ Party ballot ☐ ☐ ☐

Barcode: 11000

Time Completed: ____:____ am/pm

Precinct # _____

Starred (*) items are required. If you do not complete all of the items that are marked with *, your vote may not count.

1 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____
* First Name _____ * Middle Name _____ ☐ None

* Signature X Today's date ____/____/_____
(MM/DD/YYYY)

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Election Officer Use
Select a Reason
☐ #3 Voting after hours due to court order
☐ #4 Vote by mail - no ballot to surrender
☐ #5 Shown on pollbook as already voted
☐ #6 Other _____
☐ #7 Voter does not have required ID and declined to complete the ID Confirmation Statement
Comments

Election Officer Signature X

Staff/Electoral Board Use
Voter ID # _____
Adjudication ☐ Count ☐ Do not count
Voter Identification
1. If the voter returns with the proper identification, check this box and sign ☐ X
2. Attach a copy of the identification document.

ELECT-653-English-07/2024

SAME DAY REGISTRATION (SDR) Reminders



Voter is not listed in the Pollbook in your precinct.

Voter has moved into your precinct (check Move Rules).

Use Street File Lookup on Pollbook or the NEW Map Tool on iPad/iPhone.

ID rules are the same for all voters.

Provisional Ballot Process



Check reason on Provisional notice and have voter read the notice.

Mark D or R on upper right corner of the envelope- **IF** it is a Dual Primary.

Give voter a Provisional Ballot Envelope, Provisional Ballot, and a glue stick.

Use the Green Privacy Folder.

Send voter to private area to complete envelope, ballot, and then seal ballot in envelope.

Provisional Ballot Process Cont.



Take sealed envelope from voter.
Check and sign envelope.
Complete TallyPoint log on iPad
or iPhone.

Provisional Ballot Process Cont.



Have voter put envelope into
Green Provisional Ballot Bag.
Give voter the Voter Notice
and the I Voted sticker.

PROVISIONAL REMINDERS



Common Provisional Mistakes:

- Citizenship question at top MUST be marked
- The ID used at check-in is the same for Provisionals - Please check the “Did you check ID” Box
- Double check the felony question on the Green Provisional Envelope
- Don’t forget the EO “Signature” at bottom of envelope



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Provisional Voter Notice
§ 24.2-653, Code of Virginia

Dear voter,

You voted a **provisional ballot** today.

Your local Electoral Board decides which provisional ballots will be counted. They will meet at 12:00 pm (noon) on the Wednesday after Election Day at 9250 Lee Ave, Suite 1, Manassas, VA 20110.

Your provisional ballot will not be counted if the board cannot confirm that you are qualified and registered to vote in this precinct.

You can provide proof that you are qualified to vote in this precinct in person before the deadline, or you can attend the electoral board meeting to provide proof. (Most people do not need legal counsel, but you may bring a lawyer with you.) If you have questions, call your General Registrar's office at 703-792-6470.

After vote counting is completed, you can find out if your ballot was counted by calling the Department of Elections at 866-839-2556.

Reasons you received a provisional ballot

- ☐ Same Day Registration (or not on pollbook)
- ☐ Voting after hours due to court order
- ☐ Vote by mail - no ballot to surrender

☐ Shown on pollbook

☐ Other

If you registered at DMV or another government agency, you should have received your ID by mail. If you have not received your ID, you may not have been, call your General Registrar.

TO ID PROVISIONAL INFORMATION

To see list of acceptable identification please visit:
www.elections.virginia.gov/registration/voterid/index
Or Scan this QR code with your phone:



- Provide your ID is 12:00 pm (noon) on the Wednesday after the election. (Monday if Friday is a Holiday.)
- How and where to deliver your ID
 - In person or mail to our main office (address above)
 - By email: pwcvote@pwcgov.org
 - By fax: 703-792-6461

Provisional Voter Notice
ELECT-653B

Voltea la pagina para Español

Rev 8/2023



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Aviso Para Votante Provisional
§ 24.2-653, Code of Virginia

Querido Votante,

Usted voto una **papeleta provisional** hoy.

Su Junta Electoral local decide cuales boletas provisionales van a contar. La junta electoral se reunen a las 12:00 pm de la tarde el Miércoles después de la Elección el día 3 de Noviembre a las 12:00 pm de la tarde el Miércoles después de la Elección el día 3 de Noviembre, 1, Manassas, VA 20110.

La papeleta provisional no sera contada si la junta electoral no puede confirmar que usted es calificado y registrado para votar en este recinto.

Usted puede proporcionar evidencia que usted es calificado para votar en este recinto antes de la fecha limite, o usted puede asistir a la reunion de la junta electoral para proporcionar evidencia. (La mayoría de las personas no necesitan un abogado, pero usted puede traer un abogado con usted.) Si usted tiene preguntas, llame a la oficina del Registrador General al 703-792-6470.

Después de que se complete el conteo de votos, usted puede averiguar si su papeleta fue contada llamando al 866-839-2556.

¿Por qué recibió una papeleta provisional?

- ☐ Registro el mismo día (no apareció en el libro de votación)
- ☐ Votó después de las cerradas de elecciones por orden judicial
- ☐ Voto por correo: no hay papeleta para rendir

- ☐ Aparece en el libro de votación como ya aver votado
- ☐ Otra razon: _____
- ☐ El votante no tiene la identificación requerida y se negó a completar la Declaración de confirmación de identificación

Si se registro por el DMV o otra agencia del gobierno:

- Proporcione el nombre de la agencia, su ubicación, y la fecha que se registro.
- Muestre un recibo, si tiene uno, al funcionario electoral o al Registrador General.

Si se entero que tu registro fue cancelado, pero crees que no debería haber sido, contacte a su Registrador General.

INFORMACION PARA VOTANTES PROVISIONAL SIN IDENTIFICACION

Informacion

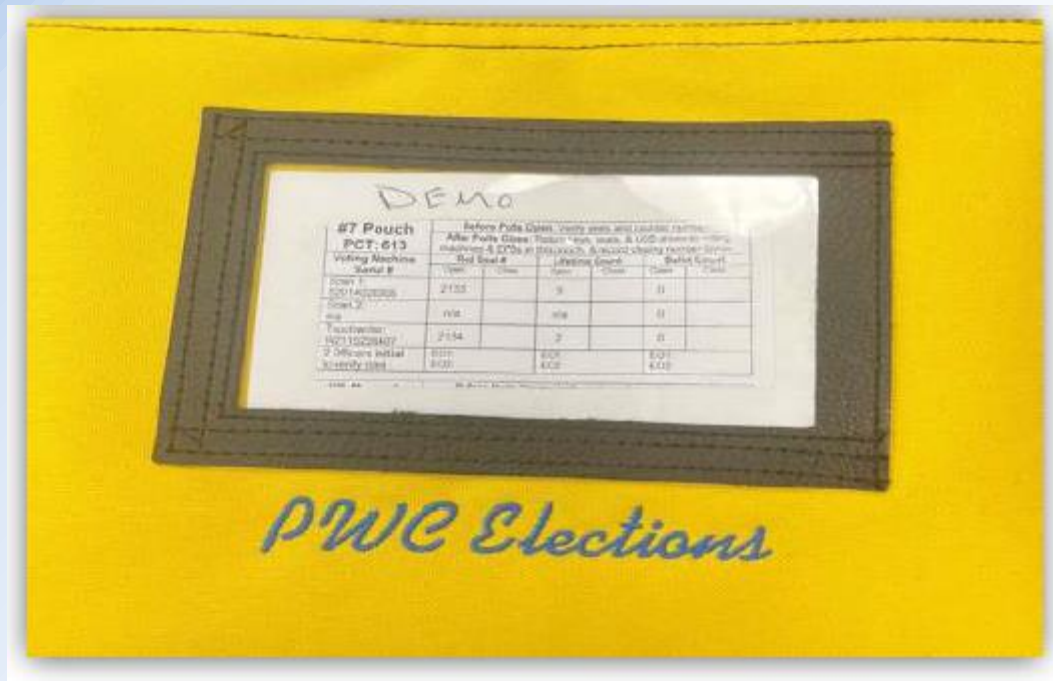
- Fecha limite de entregar identificación es 12:00 pm el Viernes después de la elección. (Lunes, si Viernes es feriado.)
- Como entregar identificación
 - En persona o por correo a nuestra oficina
 - Por correo electronico: pwcvote@pwcgov.org
 - Por fax: 703-792-6461

Para ver la lista de identificaciones aceptables, visite:
www.elections.virginia.gov/registration/voterid/index
O Escanee este codigo QR con su telefono:



Flip page for English

Provisional Tab Seals will now be located in the Yellow #7 Pouch with the rest of the seals!



POLLBOOK SETUP

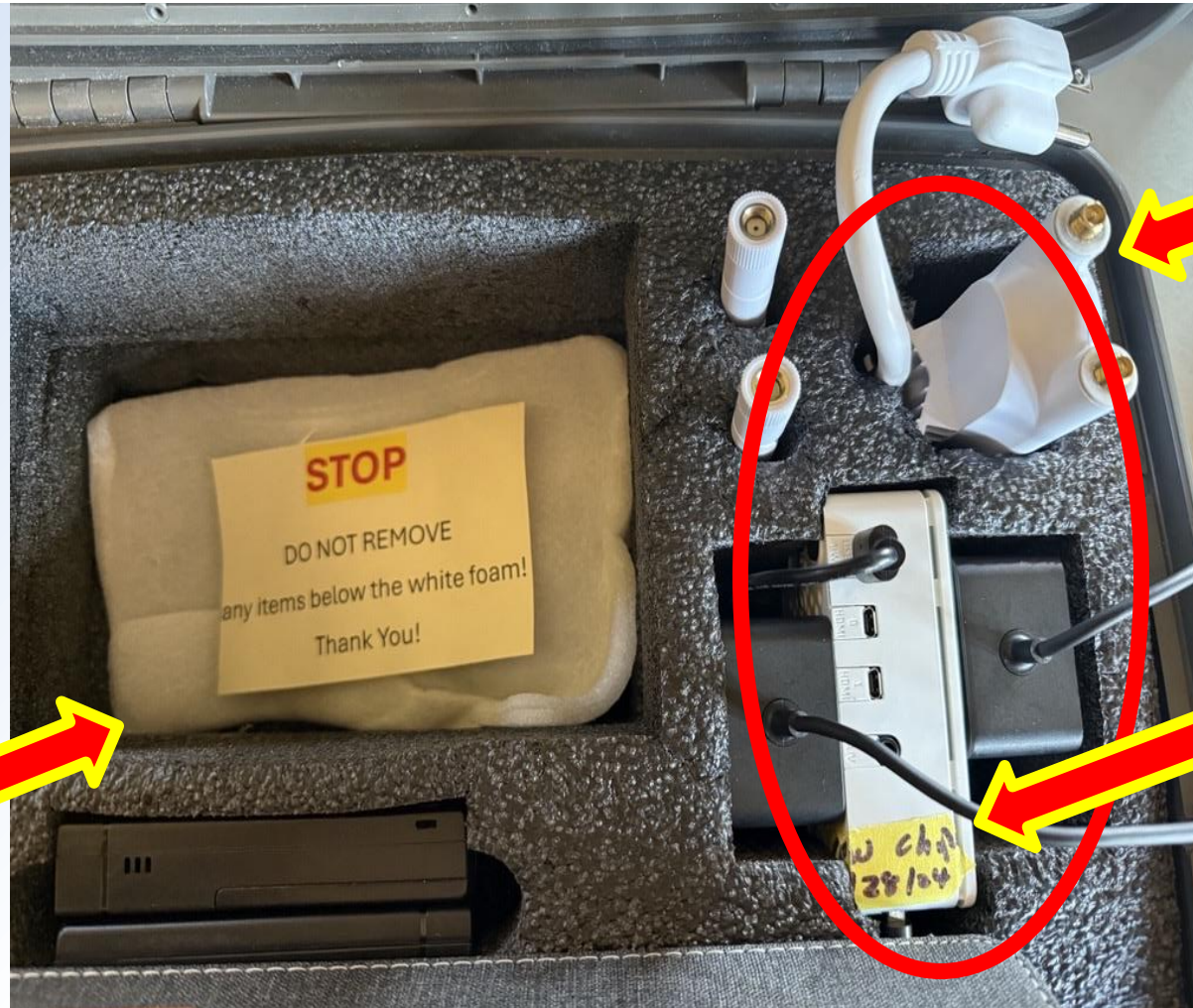


- Turn to page 56 in your manual.
- Complete Merlin and Pollbook setup.
- Locate passwords/codes in Chief Binder.
- Login, complete Pollbook Summary, and open polls on Pollbook.
- **When you are ready to check voters in return to table with, one Poll Book, one hand scanner, Poll Book Summary, and Chief Binder.**

POLLBOOK SETUP



Do not take
out items
below white
foam! See
the **STOP**
sign!



Do not remove
the white Merlin
Equipment!

Active Duty Military Voters not on Pollbook



Military Voters and their Dependents who are not on your pollbook and live inside the precinct boundary have two options.

1. They can vote provisionally in the precinct using SDR.
2. They can come to the Office of Elections in Manassas and vote on the machine.

Call the Main Office if you have any questions.

iPAD Action-LOOK FOR NEW MAP TOOL



Wake up the iPad and find NEW Map Tool



Translate

To translate for a voter.



TallyPoint

To use Tallypoint



Interactive Wha...

To use the Interactive "What If's."



PWCPrecincts...

Map tool - PWC Precincts

USING TALLYPOINT



- When your Pollbooks and Scanner(s) are Open, log into TallyPoint and click “This Precinct is Ready”**
- Enter the hourly vote count**
- Record provisional ballots on the Provisional Ballot Log**
- Send your precinct results to Chief HQ**

USING TALLYPOINT



TallyPoint
Prince William County, 2025 Training Election

Logout

Brentsville, Cedar Point

Precinct Ready ☒
[Messages](#)

Election closed, accepting results

[Update Turnout](#)

[Provisional Voter](#)

[Enter Results](#)

USING TALLYPOINT



TallyPoint Login

Username






Password

[Login](#)

[Request a demo](#)



Voter States and Tags

Voter State	Tag	Description
	Ready for Check-in	Proceed with check-in.
	ABU	AB Unmarked This voter returned an unmarked absentee ballot.
 CANNOT OVERRIDE	ABM	AB Marked - This voter returned a marked AB ballot.
	ABOM	AB On Machine - This voter already voted in person during the early voting period.
	ABPP	AB Pre-processed - This voter's ballot has already been processed by the Central Absentee Precinct.
	SDR	This voter is marked Same-Day Registration.
	ABF	AB FWAB - This voter submitted a federal write-in absentee ballot.
	Wrong Precinct	Voter is at the wrong precinct.
	V	This voter has voted. *This voter was checked in at your precinct.
	ABI	AB Issued - A ballot was mailed to this voter. If voter does not have ballot, they may only proceed provisionally.
	?	Inactive Voter or Address Confirmation If Voter <u>has not</u> moved, complete Affirmation of Eligibility form and voter may vote on machine. If voter <u>has</u> moved, follow move rules sheet.
		Suffix (Jr., Sr.) Tag Verify year of birth if voter has this tag.
	PID	<u>Only applicable for Federal Elections</u> Voter must present valid photo ID or copy of a current utility bill, bank statement, government paycheck, paycheck, or other government document containing the name and address of the voter. *An ID Confirmation Statement is <u>NOT</u> valid for PID voters.
	F	Federal Only (Infrequent) Call HQ if you have a voter with this tag for instructions on how to proceed.

- Green – Check voter in.
- Yellow, Red, and Orange – Send to Chief
- Jr., Sr. Check year of birth.
- PID (Only in Federal Years)
- F Federal (Only in Federal Years)

SCENARIOS



- During this section, you will be given different scenarios.
- You will look voters up on the Pollbook.
- You will use the street lookup feature of the pollbooks.
- If they are not ready to check in, you will conduct research and complete paperwork.
- You will also make Tallypoint entries.

Scenario #1 (Practice Hand Scanner)



Regular Check-in

- Name:
- **Elliott Estela**
- Address provided:
- **12048 Hooker Ln, Nokesville**

Conclusion

- Click Check in.
- NOTE: Dual Primary will require an additional step.
- Take note of the two check boxes for Outside Polls and Affidavit.
- Click Continue and Ok to complete check-in.
- Note: Do Not give ballot until voter is completely checked in

Scenario #1 (Practice Hand Scanner)



Regular Check-in

- Name:
- Elliott Estela
- Address provided:
- 12048 Hooker Ln, Nokesville

Check the time stamp!

Tallypoint Action



7 am: Update Turnout!

Scenario #2 (Next Slide for Example)



Special Situation

- Name:
- LeBron James (Blind Voter)
- Address provided:
- 11777 Gallop Ln, Bristow
- Voter requests assistance from Election Officer

Conclusion

- Complete Request for Assistance form, place in Envelope #8.



Virginia Request for Assistance – Inside the Polling Place

Authority: § 24.2-649 of the Code of Virginia

Fill out this form if you will need help completing your ballot in person.

Do you need help?	<ul style="list-style-type: none">• Yes, I will need help. – Complete this form and return it.• No, I do not need help. – This form is not needed. You do not need to return it.
-------------------	---

Voter (I will have help completing my ballot)

Voter's Name:	Last Name		First Name	
	Middle Name		Suffix	
Voter's Affirmation:	<ul style="list-style-type: none">• I require assistance completing my ballot because I am blind, have a disability, am unable to read or write, or I need the ballot translated into another language.• I want the person listed in Section B below to enter the voting booth to assist me or to vote my ballot according			
Voter Sign Here:	<div><div>X</div><div>Voter to complete</div></div>			
	Voter Signature (or mark)		Date	
What if I can't sign my name?	<p>*A blind voter is not required to sign or make a mark</p> <p><input type="checkbox"/> Check here if voter is unable to sign due to disability or inability to read or write</p>			

Assistant (the person who is helping the voter)

Assistant's Name:	Last Name		First Name	
	Middle Name		Suffix	
Assistant's Address:	<div><div>Residence Address</div><div>Assistant to complete</div></div>			
	City	State	Zip Code	
Assistant's Affirmation:	<ul style="list-style-type: none">• I will fill out this voter's ballot as the voter instructs.• I will not solicit or attempt to influence how the voter votes.• I will not disclose or indicate how the voter votes on any office or question.• I am not serving in this polling place today as an authorized representative of a political party or candidate or as a neutral observer authorized by the electoral board (See §§ 24.2-604.4 and 24.2-604.5).• I am not the voter's employer or an agent of that employer, or an officer or agent of the voter's union (Does not apply if voter is blind).			
Assistant Sign Here:	<div><div>X</div><div>Assistant to complete</div></div>			
	Assistant Signature		Date	

WARNING: Intentionally making a materially false statement or entry on this form constitutes the crime of election fraud, which is punishable under Virginia Law as a Class 5 felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.



Virginia Request for Assistance – Inside the Polling Place

Authority: § 24.2-649 of the Code of Virginia

If Voter Asks Officer of Elections to Translate Ballot (as Assistant)

See §§ 24.2-649 and 24.2-604(C). Any party or candidate interpreter must sign below before observing.

I hereby affirm, subject to penalty of law, that:

- I will not solicit or attempt to influence how the voter votes.
- I will not disclose or indicate how the voter votes on any office or question.

Signature	Printed Name	Representing
Signature	Printed Name	Representing
Signature	Printed Name	Representing
Signature	Printed Name	Representing

WARNING: Intentionally making a materially false statement or entry on this form constitutes the crime of election fraud, which is punishable under Virginia Law as a Class 5 felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.

Party Interpreter to complete so they can observe.



Scenario #3 (Next Slide for Example)



Inactive Voter/Address Confirmation



- Name:
- Jarred Watson II
- Address provided:
- 12909 Fleetwood Dr,
Nokesville

Conclusion

- Voter Completes Affirmation of Eligibility.
- Proceed with check in (will require CO/AO override – **adm0101a**).
- Check “Affidavit” box on confirmation screen.
- Give voter ballot, votes on machine.



COMMONWEALTH OF VIRGINIA
AFFIRMATION OF ELIGIBILITY
§§ 24.2-428.2, 24.2-643, 24.2-651, and 24.2-652 of the Code of Virginia

SECTION A – OFFICER OF ELECTION MUST COMPLETE

- ENTER PRECINCT NUMBER, _____ AND DATE, _____.
- CHECK BOX THAT APPLIES. _____ OFFICER OF ELECTION'S INITIALS: _____
- HAVE VOTER READ AFFIRMATION OF VOTER BELOW [OR READ AFFIRMATION TO VOTER].
- HAVE VOTER SIGN AND PRINT FULL NAME – BEFORE VOTING.
- PLACE FORM IN ENVELOPE #8.

PRECINCT NO./NAME: _____ CONG. DIST.: _____ DATE: _____

IF VOTER HAS NO I.D., AND REFUSES TO COMPLETE THE I.D. CONFIRMATION STATEMENT, THE VOTER MUST COMPLETE A PROVISIONAL BALLOT.

A. ☒ VOTER'S NAME MARKED WITH "X"?

B. ☐ VOTER'S NAME OMITTED FROM POLLBOOK?

IF VOTER'S NAME IS OMITTED FROM POLLBOOK, VOTER'S NAME ON POLLBOOK IS _____.

SIGNS STATEMENT BELOW

Statement of Challenger

"I do hereby state, subject to penalties pursuant to § 24.2-607, that I am a qualified voter of this Commonwealth. I am challenging the eligibility of _____ to vote in this election, and believe, _____ is not a qualified voter of this precinct by reason of (please check each of the following reasons that is applicable):

- ☐ 1. The named person is not a citizen of the United States;
- ☐ 2. The named person is not now 18 years of age or, in the case of a primary election or a special election held on a date other than a general election date, will not reach the age of 18 before the next general election;
- ☐ 3. The named person is not a resident of the Commonwealth (or, if he has not been a resident of the Commonwealth within the preceding 30 days, he is attempting to vote for an office or issue other than electors of President and Vice President of the United States);
- ☐ 4. The named person is not a resident of this precinct (or he has not been a resident of this precinct since the second preceding general federal election and has not continued to be a resident of this county or city and this congressional district);
- ☐ 5. The named person is not a resident of the town in the case of a town election;
- ☐ 6. The named person has been disqualified from voting by the Constitution and laws of the Commonwealth and this disqualification has not been removed by proper authority;
- ☐ 7. The named person is not the identical person he represents himself to be; or
- ☐ 8. The named person has voted in this election at this or another voting place (state when and where the named person previously voted in this election: _____).

❖ must cast a provisional ballot if pollbook indicates person already voted

Signature of Challenger: _____

Printed Name of Challenger: _____ Daytime Telephone Number: _____

Residence Address: _____

PRIVACY NOTICE: Section 24.2-651 of the Code of Virginia requires the person making a challenge to sign a statutory statement. Therefore, if you refuse to sign this statement, no challenge will be made. Your completed form may be provided to government officials and third parties for election-related purposes.



COMMONWEALTH OF VIRGINIA
AFFIRMATION OF ELIGIBILITY
§§ 24.2-428.2, 24.2-643, 24.2-651, and 24.2-652 of the Code of Virginia

SECTION B – AFFIRMATION OF VOTER IS REQUIRED

- VOTER MUST PROVIDE ALL THE INFORMATION BELOW AND SIGN.
- VOTER WHO REFUSES TO COMPLETE FORM AS REQUIRED, MAY NOT VOTE.

AFFIRMATION OF VOTER

"I DO HEREBY STATE, SUBJECT TO FELONY PENALTIES FOR MAKING FALSE STATEMENTS PURSUANT TO § 24.2-1016,

- THAT I AM A CITIZEN OF THE UNITED STATES,
- THAT I AM AT LEAST 18 YEARS OF AGE (OR WILL BE ON THE _____ DAY OF _____, _____),
- THAT I AM A RESIDENT OF THE COMMONWEALTH OF VIRGINIA
 - (OR THAT I HAVE BEEN A RESIDENT OF THIS COMMONWEALTH WITHIN THE PRECEDING 30 DAYS AND AM VOTING ONLY FOR ELECTORS OF PRESIDENT AND VICE PRESIDENT OF THE UNITED STATES),
- AND THAT ACCORDING TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, I AM NOT DISQUALIFIED FROM VOTING BY THE CONSTITUTION AND LAWS OF THIS COMMONWEALTH;
- THAT MY FULL NAME IS _____;
- THAT IN SUCH NAME I WAS DULY REGISTERED AS A VOTER OF THIS PRECINCT;
- THAT I AM NOW OR AT SOME TIME SINCE THE LAST NOVEMBER GENERAL ELECTION HAVE BEEN AN ACTUAL RESIDENT OF _____
 - OR THAT I HAVE BEEN AN ACTUAL RESIDENT OF _____ SINCE THE SECOND _____
- IF I AM VOTING AT _____, I AM NOT A RESIDENT OF THIS _____
- THAT I HAVE NOT VOTED IN THIS ELECTION AT THIS OR ANY VOTING PLACE AND WILL NOT VOTE IN THIS ELECTION AT ANY OTHER VOTING PLACE."

❖ must cast a provisional ballot if pollbook indicates person already voted

VOTER SIGNATURE: _____

PRINTED VOTER NAME: _____

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

CURRENT RESIDENCE ADDRESS: _____

CITY/TOWN/STATE/ZIP: _____

MAILING ADDRESS IF DIFFERENT: _____

MONTH/YEAR MOVED: _____

DAYTIME TELEPHONE NUMBER: _____

PRIVACY NOTICE: Section 24.2-651 of the Code of Virginia requires the person whose eligibility to vote is challenged to sign a statutory statement. If you do not complete this statement, you will not be allowed to vote in this election. Your completed form may be provided to government officials and third parties for election related purposes.

WARNING: MAKING A MATERIALLY FALSE STATEMENT ON THIS FORM CONSTITUTES THE CRIME OF ELECTION FRAUD, WHICH IS PUNISHABLE UNDER VIRGINIA LAW AS A FELONY. VIOLATORS MAY BE SENTENCED TO UP TO 10 YEARS IN PRISON, OR UP TO 12 MONTHS IN JAIL AND/OR FINED UP TO \$2,500.



Scenario #4 (Prov. Example & Log in Tallypoint)



Provisional Voter

- Name:
Selena Quintanilla
- Address provided:
13615 Carriage Ford Rd, Nokesville
- Voter has already voted in person

Conclusion

- Provisional Voter, give voter Provisional Notice.
- Take Provisional Envelope from Instructor.
- Make entry on Tallypoint Provisional Log (Reason other).



Scenario #5 (Fill Out SDR, 2x check, and cast)



Same Day Registration (SDR) & Inactive Voter



Wrong
Precinct
Inactive
Voter

- Name: Bruce Michael Wadsworth
- Address provided: 13009 Hazelwood Dr, Nokesville
- Address on Pollbook: 14111 Cove Landing Dr Apt 301, Woodbridge

Conclusion

- Use Street Lookup on the Pollbook or the New Map Tool on the iPad to find voter's new precinct (New address is within precinct)
- Complete Same Day Registration (SDR) Provisional Ballot

Tallypoint Action



8 am: Update Turnout!

Scenario #6 (Practice Override on Pollbook)



Regular Check in with AB Issued Status

- Name: Soto Julianne
 - Address provided: 11850 Meadow Green Court, Nokesville
- Has Absentee Ballot to exchange

Conclusion

- Spoil absentee ballot, place in envelope #4
- Check voter in (Pollbook will require CO/AO override **adm0101a**)
- Give voter a ballot, voter proceeds to vote on machine

Scenario #7 (VOTE WILL NOT COUNT)



Wrong Precinct

- Name: Jerhonda John Reed
- Address Provided: 14290
Northbrook Ln, Gainesville

Conclusion

- Send voter to the correct precinct

Scenario #8 (Next Slide for Example)



Regular Check in (No ID)

- Name: Charles Lincoln
- Address Provided: 11777 Gallop Ln, Bristow
- Voter appears in Pollbook but does not have ID

Conclusion

- Complete ID Confirmation Statement (place in Envelope 8)
- Check in & vote on machine

ID Confirmation Statement



ID Confirmation Statement

Declaración de confirmación de identificación

Place in
Envelope #8

A Officer of Election

Precinct No./Name

Date

O of E Initials

B Affirmation of Voter / *Afirmación del votante*

If you do not complete this statement or show acceptable ID, you will be required to vote a provisional ballot in this election.

Si no completa esta declaración o no muestra una identificación aceptable, se le pedirá que vote con una boleta provisional en esta elección.

Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be.

Sujeto a pena de ley, por la presente afirmo que soy la misma persona que represento ser.

Signature of voter

Date

Firma del votante

Fecha

Printed name of voter

Nombre impreso del votante

Birth Year (optional)

Año de nacimiento (opcional)

Last 4 digits of Social Security # (optional)

Últimos 4 dígitos del Número de Seguridad Social (opcional)

Voter
Fill-in

Election Officer
Fill-in

Tallypoint Action



7 PM: End of Night Results!

CLOSING



- Complete your pollbook summary report
- Close polls on Pollbook – **ADDENDUM**
- Tally Tape (Staff will give tally tapes)
- Enter results on TallyPoint
- Complete Statement of Results with tapes
- Complete the Yellow Printed Return sheet with tapes

Completing the SOR

- Election day precinct summary
- 2 copies (both must be completed)
- Attach one Zero Tape and one Tally Tape to each copy (Ballot Scanner Only)
- Arrives in CO Binder
- Return in Envelope #2
- Most common error(s)
 - Missing data
 - Tapes not attached

STATEMENT OF RESULTS 2

CIRCUIT COURT COPY

PLACE IN ENVELOPE 2

November 4, 2025, General Election
Prince William County, Virginia
712 Leesylvania

1. Voter Check in numbers from Rollbook Summary

Total Number of Voters Checked In	100
Outside Polls Voters	5

2. Ballots Cast numbers from tally tapes

Number of Votes Cast on Machine(s)			TOTAL BALLOTS CAST
Scan 1 Serial: S1500089506			
Scan 2 Serial:			
Scan 1		Scan 2	
	+		=
80		20	100
Number of ballots counted <u>by hand</u>			0
Total Number of Votes Cast			100
Add the number of votes cast on machine(s) and the number of counted by hand.			

Part 2b. Drop Box.

Total Number of Ballots Received in Drop Box	8
--	---

Part 3. Discrepancies.

Does the Total Number of Voters Checked In = the Total Number of Votes Cast in Precinct? ☒ Yes ☐ No
If "No," please explain all discrepancies on Part F Form.

Part 4. Certification.

We hereby certify that the two copies of the Statement of Results are a complete record of this election and that all of the information entered hereon is true and correct.

Signatures of Election Officials

1	(Chief) John Smith	8	
2	(Assistant Chief) Max Rogers	9	
3	Julie Thornton	10	
4	Marc Carter	11	
5	Eshal Archer	12	
6	Eryn Lopez	13	
7		14	

Tally Tape

John Smith
Max Rogers
Julie Thornton
Marc Carter
Eshal Archer
Eryn Lopez

Completing the Yellow Return Sheet

- Serves as a public inspection form
- Attach one Zero Tape and one Tally Tape (Ballot Scanner Only)
- Arrives in CO Binder
- Return in Envelope #2A
- Most common error(s)
 - Missing signatures

(RETURN IN ENVELOPE 2A)

COMMONWEALTH OF VIRGINIA

YELLOW PRINTED RETURN SHEET

November 4, 2025 – General Election
DATE OF ELECTION

COUNTY/CITY **PRINCE WILLIAM COUNTY**

PRECINCT: 101 Brentsville

THIS FORM MUST BE **SIGNED BY ALL OFFICERS** OF ELECTION AND PLACED IN ENVELOPE 2A.

THE CLERK OF THE CIRCUIT COURT MUST MAKE IT AVAILABLE FOR PUBLIC INSPECTION ON THE DAY FOLLOWING THE ELECTION AND FOR 60 DAYS THEREAFTER.

We hereby certify that the attached totals tapes are a true and correct copy of the election results printed out by the Verity Optical Scanner voting machine(s) used in this precinct.

Verity Scanner Serial #	Verity Scanner Serial #	Verity TW Serial #
S15009999999		W15009999999

1.	<i>John Smith</i>	Chief Officer of Election
2.	<i>Max Rogers</i>	Assistant Chief Officer of Election
3.	<i>Julie Thornton</i>	Officer of Election
4.	<i>Marc Carter</i>	Officer of Election
5.	<i>Eshal Archer</i>	Officer of Election
6.	<i>Eryn Lopez</i>	Officer of Election
7.		Officer of Election
8.		Officer of Election
9.		Officer of Election
10.		Officer of Election
11.		Officer of Election
12.		Officer of Election

SBE-558
1/20/17, Rev. 5/2/21

REV 5/09

Tally Tape



John Smith
Max Rogers
Julie Thornton
Marc Carter
Eshal Archer
Eryn Lopez

[illegible]

Statement Of Results Part F



De-Escalation

- Remain Calm
- Listen to Voter
- Explain the Issue if Possible
- Send Voter to the Chief

*** Pamphlet will be in Chief Bag**

COOL, CALM AND COUNTING

A Guide to Keeping Calm at the Polls



END OF NIGHT ENVELOPES





VOTING MACHINES



- Set up the Scanner and the Touch Writer (TW) tables- pp 32, 34
- Attach Printer to TW – Do Not Turn ON TW - pp 50
- Open Polls on Scanner - pp 51
- Close Polls on Scanner - pp 120
- Break down the Scanner - pp 121
- Breakdown the TW tables - pp 123
- Closing Scanner - pp 120

Once you have opened the polls on the Scanner let us know.

We will get the following from you:

- **From the Scanner:** Power on tape, open polls tape, zero tape, and tally tape
- **From the TW:** Nothing
- **From the Pollbooks:** Nothing

Machine Open House/Workshop (Drop-In)



**Buckhall Volunteer Fire Department
7190 Yates Ford Rd, Manassas**

October 17th, 24th, 27th from 12 PM to 8 PM



Thank You!

We really appreciate your commitment to the
election process in Prince William County

We could not do this without
YOU!