



ELECTION OFFICE
TRAINING MANUAL



PRINCE WILLIAM COUNTY
OFFICE OF ELECTIONS

Welcome to Recertification Training



Recertification Training

Welcome

- **This training will be approximately 2 hours and will include hands-on training**

Manual

- **Please have your manual available. Manual and slides available on website under Training**

Housekeeping

- **There will be a break halfway through class**
- **Ask questions**





Highlights

Congratulations Prince William County – Election Officers

- Top in the state for elections voter satisfaction for efficiency and customer service
- 2.4% Improvement in Provisional ballot acceptance
- August 2026 Primary – 2 out of 48 Provisional ballots rejected! 4% - Super Job!

Excellence Prince William County – Department of Elections

- Multi awards achieved by PWC in one year! (That's by you!) Can't do this without you!

Headquarters Go Team!

- Introductions to your support staff
- Everyone's experiences and knowledge – Priceless!



Prince William County Electoral Board



Heidi Stirrup
(Chair)



Yolanda D. Montgomery
(Vice-Chair)



Keith Scarborough
(Secretary)



Election Day Information

Election Day: November 3, 2026

Type: General Election - Federal

Work Hours: 5:00 AM ~ 8:30 PM

Voting Hours: 6:00 AM – 7:00 PM



Please don't talk politics or wear political clothing
Sample ballots are on our websites- **pwcvotes.org**

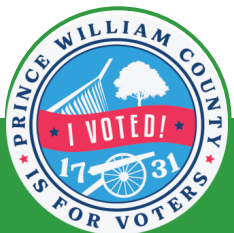
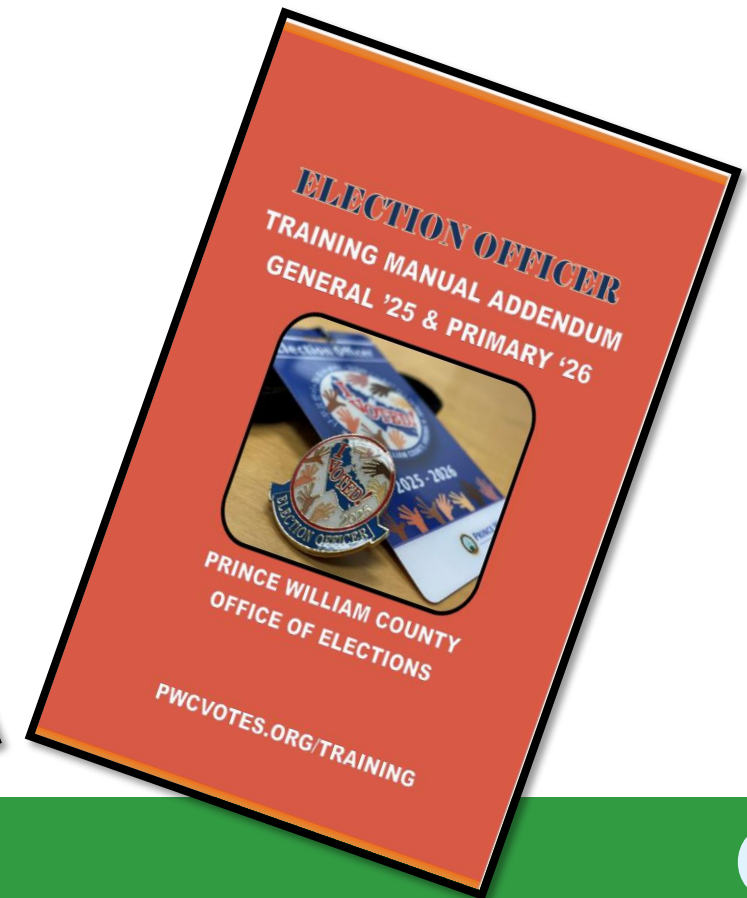
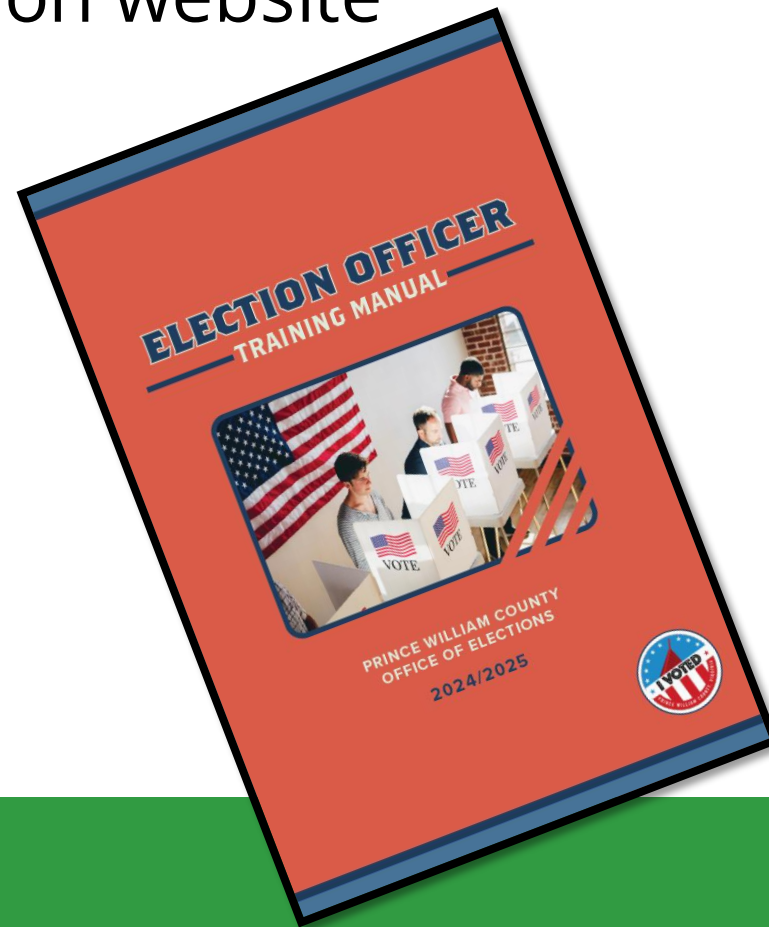


Vote Early !



Election Officer Training Manual

- Please see the NEW Addendum for additional information
- Both are located on website





Announcement

Lanyards and pins:

- **Your main identification in the precinct**
- **Lanyards will be distributed from Chief Bag @ 5:00 AM Election Day**



What to wear & officer guidelines



- **Business casual**
- **No exercise outfits**
- **No ripped jeans**



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Pre-Election & Monday Early Set-up Checklists

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Pre-Election Chief Checklist

Basics

- ☐ **Complete Training**
Training requirements and instructions for registering for training will be in your assignment letter that you receive via email prior to the election. Call 703-792-6470 or email electionofficer@pwcgov.org for support or assistance.
- ☐ **Communicate with your Election Officers**
Send an introductory email to your officers roughly 5-6 weeks before the election. Confirm they will be working and encourage them to sign up for training.
- ☐ **Contact the Election Officer Team for Assistance**
Contact the office at 703-792-6470 or by email at electionofficer@pwcgov.org if you have any questions.
- ☐ **Visit your Precinct in Advance**
Review your layout, parking, and entry door, find out if you will have access prior to Election Day, and confirm who will open the building for you. Report any issues to 703-792-8397 or electionofficer@pwcgov.org.
- ☐ **Communicate with your Election Officers ... Again**
After the precinct visit, send an email to your officers. Tell them what to expect on Election Day such as parking, entry door, etc. This is also an opportunity to make sure your officers' intent to serve has not changed.
- ☐ **Vote Early**
Vote at one of the early voting locations or by mail.
- ☐ **Pick up Chief Supplies**
Dates and hours for pickup will be provided at training and reminders will be sent via email. Make sure to inventory the contents of your Chief bag before Election Day.
- ☐ **Read the Friday Night Letter**
The Office of Elections will email a letter the Friday before the election. Read it for any key updates or notices.

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Monday Setup

If available, please go to Monday setup to assist your election officer team with the following activities.

MONDAY SETUP CHECKLIST

Setup & Open

- ☐ Set up tables and chairs in voting room.
- ☐ Hang all indoor signs in voting room and hallways.
- ☐ Place electrical cables in position and tape down.
- ☐ Set up the voting booths.
- ☐ Set up the ballot box (do not open the ballot scanner).
- ☐ Set up the TW printer (do not open the Touch Writer).
- ☐ Chief: Inventory the contents of the Cage and contact Chief HQ at 703-792-8397 if anything is missing.
- ☐ Chief: Review evacuation checklist and select a meeting point in case of an emergency.
- ☐ Chief: Lock the Cage with election equipment, pollbooks, and ballots inside.
- ☐ Secure the room before leaving on Monday.

PRINCE WILLIAM COUNTY, VA

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Don't forget to find out where your cage is going to be stored!



Precinct Opening and Closing Checklists

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PRECINCT OPENING CHECKLIST

The following tasks need to be completed by the officers. The Chief will assign officers to different tasks. If the Chief and/or facility person admitting the team is not present by 5:15 am (at the latest), please call Chief HQ at 703-792-8397.

Complete **PRIORITY** tasks by 5:30 am so you can get technical support from Chief HQ if you have any issues.

- ☐ Complete unfinished setup from Monday (p. 29).
- ☐ **PRIORITY: Open the Ballot Scanner.**
 - Print **three** ballot scanner Zero Reports.
 - Post one copy on the wall near the scanner and place the other two copies into Envelope #2.
- ☐ **PRIORITY: Open the pollbooks.**
 - Complete the Pollbook Summary Report.
- ☐ **PRIORITY: Open the Touch Writer.**
 - Print **one** Touch Writer Zero Report.
 - Post it on the wall near the Touch Writer.
- ☐ Log in to TallyPoint and click "This Precinct is Ready" when all priority equipment is open and ready.
- ☐ Setup outdoor signs and mark the 40' prohibited area.
- ☐ Make sure the polling place is accessible for voters.
 - Establish the curbside voting space.
 - Assemble the bell, plug in the receiver, and test it.
 - Make sure paths and walkways are clear.
- ☐ Place the Ballot Drop Box in a secure location.
- ☐ Verify the information on the #7 pouch index card.
- ☐ Open the doors at 6:00 am (even if not fully ready).

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SETUP & OPEN

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Closing Checklist

COMPLETE ALL THESE TASKS AFTER VOTERS LEAVE

- ☐ Close the doors to the polling place
- ☐ Check emergency ballot bag (scan ballots)
- ☐ Complete the Pollbook Summary
- ☐ Close Polls on the ballot scanner (p. 120)
- ☐ **PRIORITY: Chief: Report results in Tallypoint**
Double check all work for accuracy. Complete by 7:45.
- ☐ Close the pollbooks (p. 124)
- ☐ Remove ballots from ballot scanner and pack Box #3
- ☐ Pack the Scanner (p. 121) and Ballot Box (p. 122)
- ☐ Breakdown and pack the Touch Writer/printer (p. 123)
- ☐ Chief completes the SOR (p. 125)
- ☐ Pack unused ballots in Box #6
- ☐ Empty Ballot Drop Box into (new) Envelope #9 (p. 125)

CHECK YOUR WORK

- ☐ Clean up the polling place (p. 126)
- ☐ Complete polling place closing paperwork (p. 128)
- ☐ Make sure officers sign **ALL** tapes and required forms
- ☐ Pack and seal all the envelopes properly (p. 128)
- ☐ Double-check you have all drop off items (p. 130)
- ☐ Two officers must return ballots and key items (p. 130)

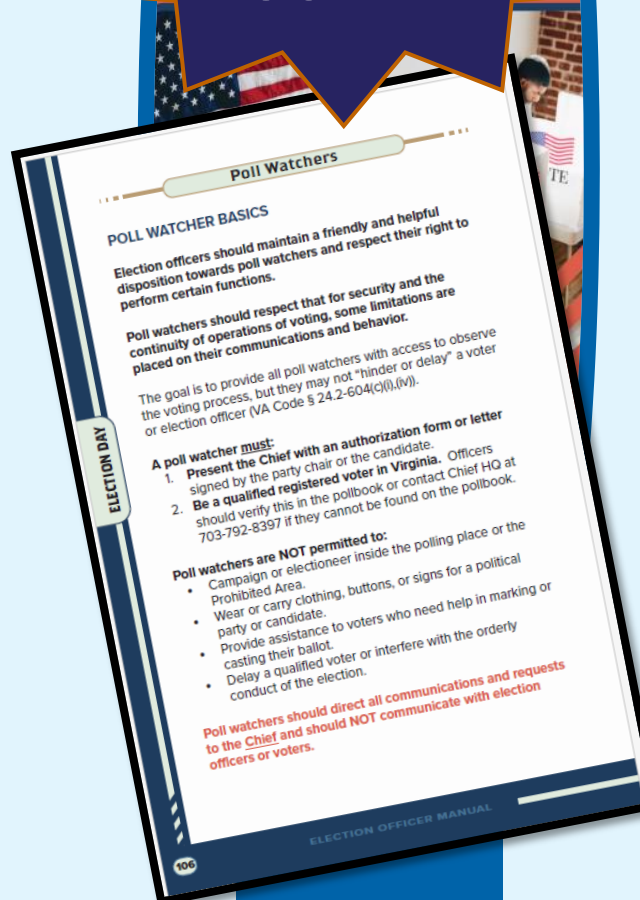
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Poll Watcher - Basics

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Special Assistants



They are YOUR support staff

They will review SA Checklist with you

Checklist found in Chief Binder – Review it

ALL backup supplies provided by SA

Any additional questions – call HQ



Chief Election Day – Opening Checklist

Prioritize
Set up –
Pollbooks,
Scanners
& Tallypoint



... **TUESDAY OPENING** ...

CHIEF OPENING CHECKLIST

The following tasks need to be completed by the Chief (or the Assistant Chief if delegated) prior to the opening of the polling place at 6:00 am.

SETUP & OPEN

- ☐ **Admit Poll Watchers.**
Allow one authorized representative of each party/ candidate present at 5:00 am to observe opening. At 6:00 am, allow up to three representatives for each party.
- ☐ **Complete the Election Officer Oath.**
 - Chief administers the oath and reads "Ballots Cast" to all officers.
 - All officers must sign the Oath.
 - Chief signs/dates Oath twice; place in Env. #8.
 - Pages (if present) sign Oath.
- ☐ **Complete the Pink Compensation Form**
 - Have all officers verify their information.
 - If you are concerned you have not received the form by 5:30 am, call Chief HQ at 703-792-8399.
 - Print "No Show" for missing officers at 6:00 am.
 - Place the signed form in Env. #8.
- ☐ **Verify that the Provisional Ballot Bag is empty.**
Close the zipper and seal the bag with the provided seal (*right*).
- ☐ **Assign officers to the tasks listed on the next page.**
- ☐ **Verify all tasks on this page and the next page are complete.**

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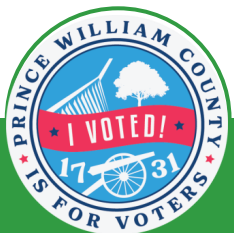
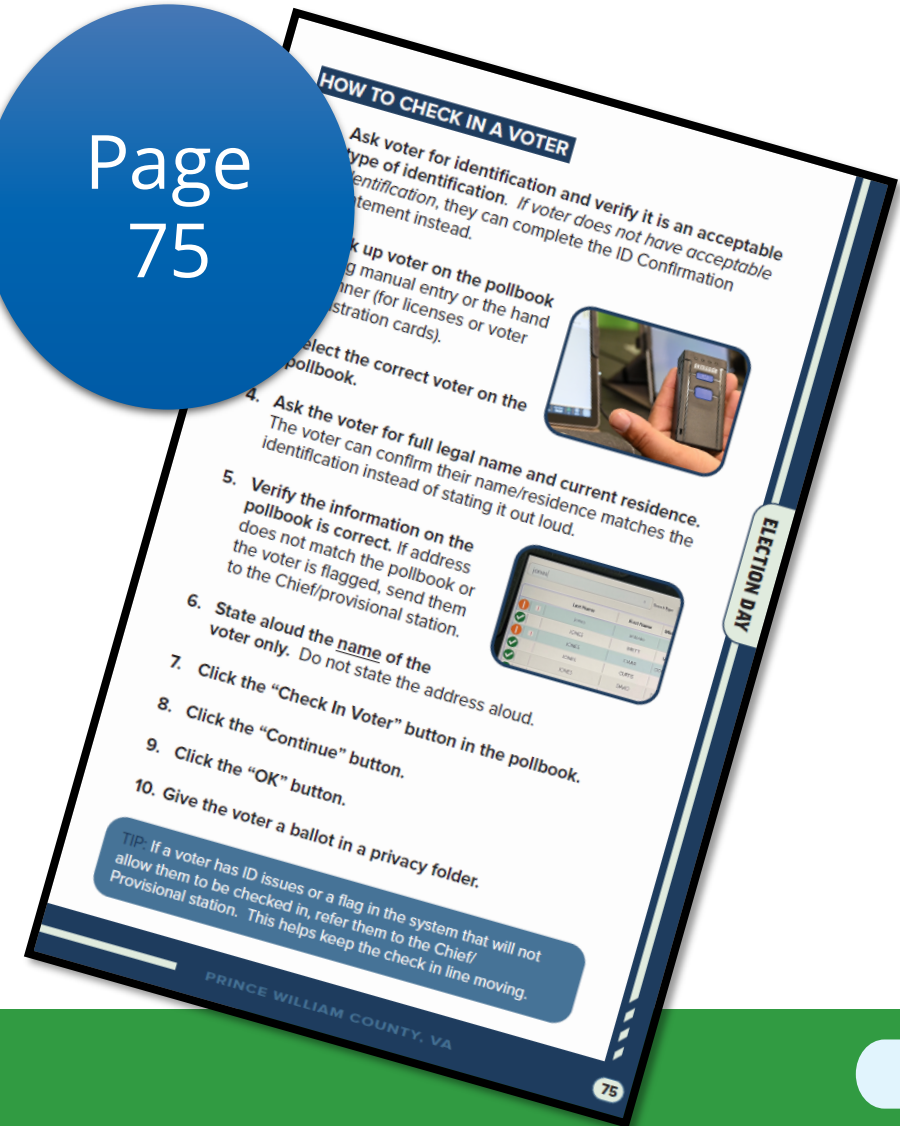


Pollbooks – How to check in a voter

Please read and study
BEFORE election day

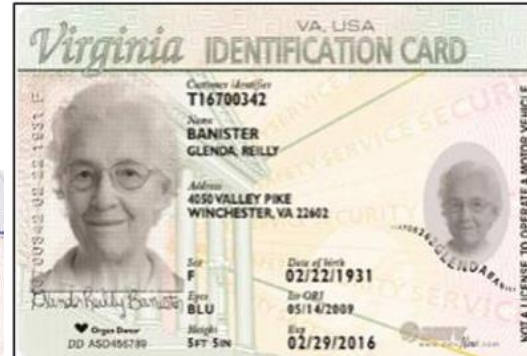
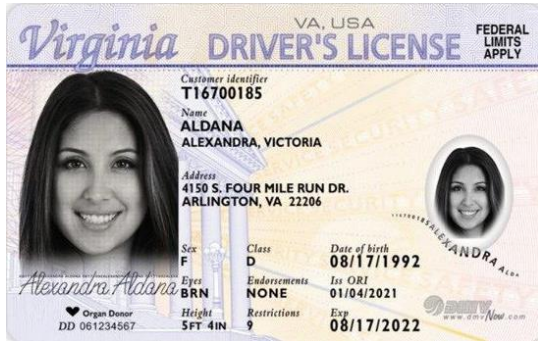
Must request name and
address and recite name
only back to voter!

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How to Ask for Voter Information



- Please hand me your Identification
- Please state your full name and address, (orally or in writing)
- As the voter states information, your eyes are on the Pollbook to confirm what is said
- Hand back ID stating Voter's full name



Reminder – Only accept VA drivers' license

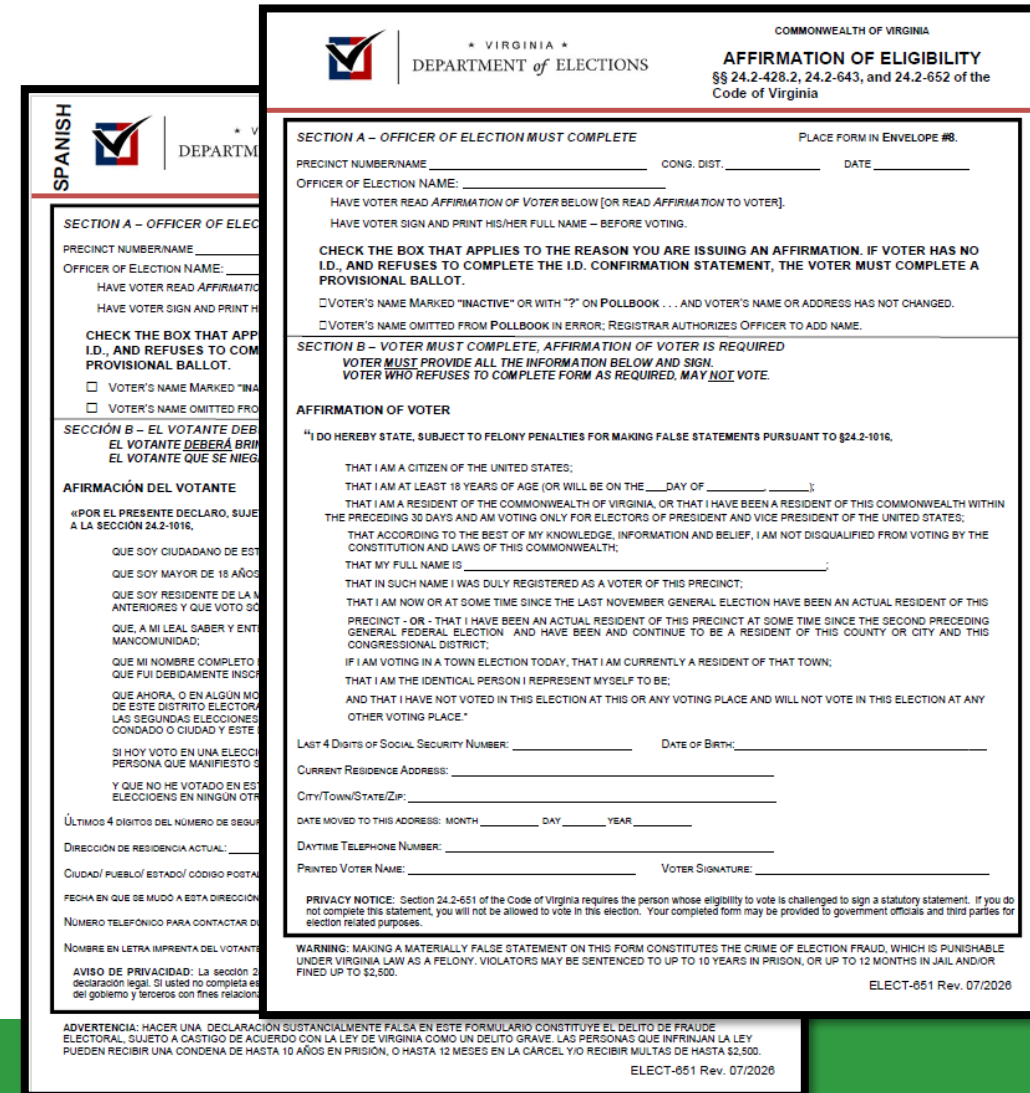


Affirmation of Eligibility Form change

- One-sided now
- Spanish on back

Voter/Citizen to Voter
Challenge has been
removed

This form will ONLY be used
for Inactive Voters and
address confirmation

ENGLISH VERSION:

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

SECTION A – OFFICER OF ELECTION MUST COMPLETE PLACE FORM IN ENVELOPE #8.

PRECINCT NUMBER/NAME _____ CONG. DIST. _____ DATE _____
OFFICER OF ELECTION NAME: _____
HAVE VOTER READ AFFIRMATION OF VOTER BELOW [OR READ AFFIRMATION TO VOTER].
HAVE VOTER SIGN AND PRINT HIS/HER FULL NAME – BEFORE VOTING.

CHECK THE BOX THAT APPLIES TO THE REASON YOU ARE ISSUING AN AFFIRMATION. IF VOTER HAS NO I.D., AND REFUSES TO COMPLETE THE I.D. CONFIRMATION STATEMENT, THE VOTER MUST COMPLETE A PROVISIONAL BALLOT.

☐ VOTER'S NAME MARKED "INACTIVE" OR WITH "P" ON POLLBOOK... AND VOTER'S NAME OR ADDRESS HAS NOT CHANGED.
☐ VOTER'S NAME OMITTED FROM POLLBOOK IN ERROR; REGISTRAR AUTHORIZES OFFICER TO ADD NAME.

SECTION B – VOTER MUST COMPLETE, 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;
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 THIS PRECINCT - OR - THAT I HAVE BEEN AN ACTUAL RESIDENT OF THIS PRECINCT AT SOME TIME SINCE THE SECOND PRECEDING GENERAL FEDERAL ELECTION AND HAVE BEEN AND CONTINUE TO BE A RESIDENT OF THIS COUNTY OR CITY AND THIS CONGRESSIONAL DISTRICT;
IF I AM VOTING IN A TOWN ELECTION TODAY, THAT I AM CURRENTLY A RESIDENT OF THAT TOWN;
THAT I AM THE IDENTICAL PERSON I REPRESENT MYSELF TO BE;
AND 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."

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____
CURRENT RESIDENCE ADDRESS: _____
CITY/TOWN/STATE/ZIP: _____
DATE MOVED TO THIS ADDRESS: MONTH _____ DAY _____ YEAR _____
DAYTIME TELEPHONE NUMBER: _____
PRINTED VOTER NAME: _____ VOTER SIGNATURE: _____

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.

ELECT-651 Rev. 07/2026

SPANISH VERSION:

SECTION A – OFICER OF ELEC
PRECINCT NUMBER/NAME _____
OFFICER OF ELECTION NAME: _____
HAVE VOTER READ AFFIRMATION
HAVE VOTER SIGN AND PRINT HIS/HER FULL NAME – BEFORE VOTING.

CHECK THE BOX THAT APPLIES TO THE REASON YOU ARE ISSUING AN AFFIRMATION. IF VOTER HAS NO I.D., AND REFUSES TO COMPLETE THE I.D. CONFIRMATION STATEMENT, THE VOTER MUST COMPLETE A PROVISIONAL BALLOT.

☐ VOTER'S NAME MARKED "INACTIVE" OR WITH "P" ON POLLBOOK... AND VOTER'S NAME OR ADDRESS HAS NOT CHANGED.
☐ VOTER'S NAME OMITTED FROM POLLBOOK IN ERROR; REGISTRAR AUTHORIZES OFFICER TO ADD NAME.

SECCIÓN B – EL VOTANTE DEBE COMPLETAR LA SECCIÓN B Y DEBE FIRMAR.
EL VOTANTE QUE SE NEGUE A COMPLETAR EL FORMULARIO COMO SE REQUIERE, NO DEBE VOTAR.

AFIRMACIÓN DEL VOTANTE
«POR EL PRESENTE DECLARO, SUJETO A LAS PENALIDADES POR HACER ENUNCIACIONES FALSAS SEGUN EL ARTICULO 24.2-1016,

QUE SOY CIUDADANO DE ESTADOS UNIDOS;
QUE SOY MAYOR DE 18 AÑOS (O SERE EN EL ____ DIA DE _____);
QUE SOY RESIDENTE DE LA COMUNIDAD DE VIRGENIA, O QUE HE SIDO RESIDENTE DE ESTA COMUNIDAD DENTRO DE LOS 30 DIAS ANTERIORES Y QUE SOLO VOY A VOTAR POR ELECTORES DE PRESIDENTE Y VICE PRESIDENTE DE LOS ESTADOS UNIDOS;
QUE, A MI LEAL SABER Y EN BASE A MI CONOCIMIENTO, INFORMACION Y CREENCIA, NO ESTO DISCALIFICADO PARA VOTAR POR LA CONSTITUCION Y LEYES DE ESTA COMUNIDAD;
QUE MI NOMBRE COMPLETO ES _____;
QUE FUI DEBIDAMENTE REGISTRADO COMO VOTANTE DE ESTE PRECINCTO;
QUE AHORA, O EN ALGUN MOMENTO DESDE LAS ELECCIONES GENERALES FEDERALES DE NOVIEMBRE ULTIMO, HE SIDO RESIDENTE ACTUAL DE ESTE PRECINCTO - O - QUE HE SIDO RESIDENTE ACTUAL DE ESTE PRECINCTO EN ALGUN MOMENTO DESDE LAS SEGUNIDAS ELECCIONES GENERALES FEDERALES Y HE SIDO Y CONTINUARE SIENDO RESIDENTE DE ESTE CONDADO O CIUDAD Y ESTE DISTRITO CONGRESIONAL;
SI HOY VOY A VOTAR EN UNA ELECCION DE HOY, QUE SOY RESIDENTE ACTUAL DE ESTA TOWN;
Y QUE NO HE VOTADO EN ESTA ELECCION EN NINGUN LUGAR DE VOTACION, Y QUE NO VOY A VOTAR EN NINGUN LUGAR DE VOTACION EN ESTA ELECCION EN NINGUN LUGAR DE VOTACION.

ÚLTIMOS 4 DÍGITOS DEL NÚMERO DE SEGURIDAD SOCIAL: _____ FECHA DE NACIMIENTO: _____
DIRECCIÓN DE RESIDENCIA ACTUAL: _____
CIUDAD/ PUEBLO/ ESTADO/ CÓDIGO POSTAL: _____
FECHA EN QUE SE MUDE A ESTA DIRECCIÓN: MES _____ DÍA _____ AÑO _____
NÚMERO TELEFÓNICO PARA CONTACTAR AL VOTANTE: _____
NOMBRE EN LETRA IMPRINTA DEL VOTANTE: _____

AVISO DE PRIVACIDAD: La sección 24.2-651 del Código de Virginia requiere que la persona cuya elegibilidad para votar es cuestionada firme una declaración legal. Si usted no completa esta declaración legal, no podrá votar en esta elección. Su formulario completado puede ser proporcionado a funcionarios gubernamentales y terceros para fines relacionados con la elección.

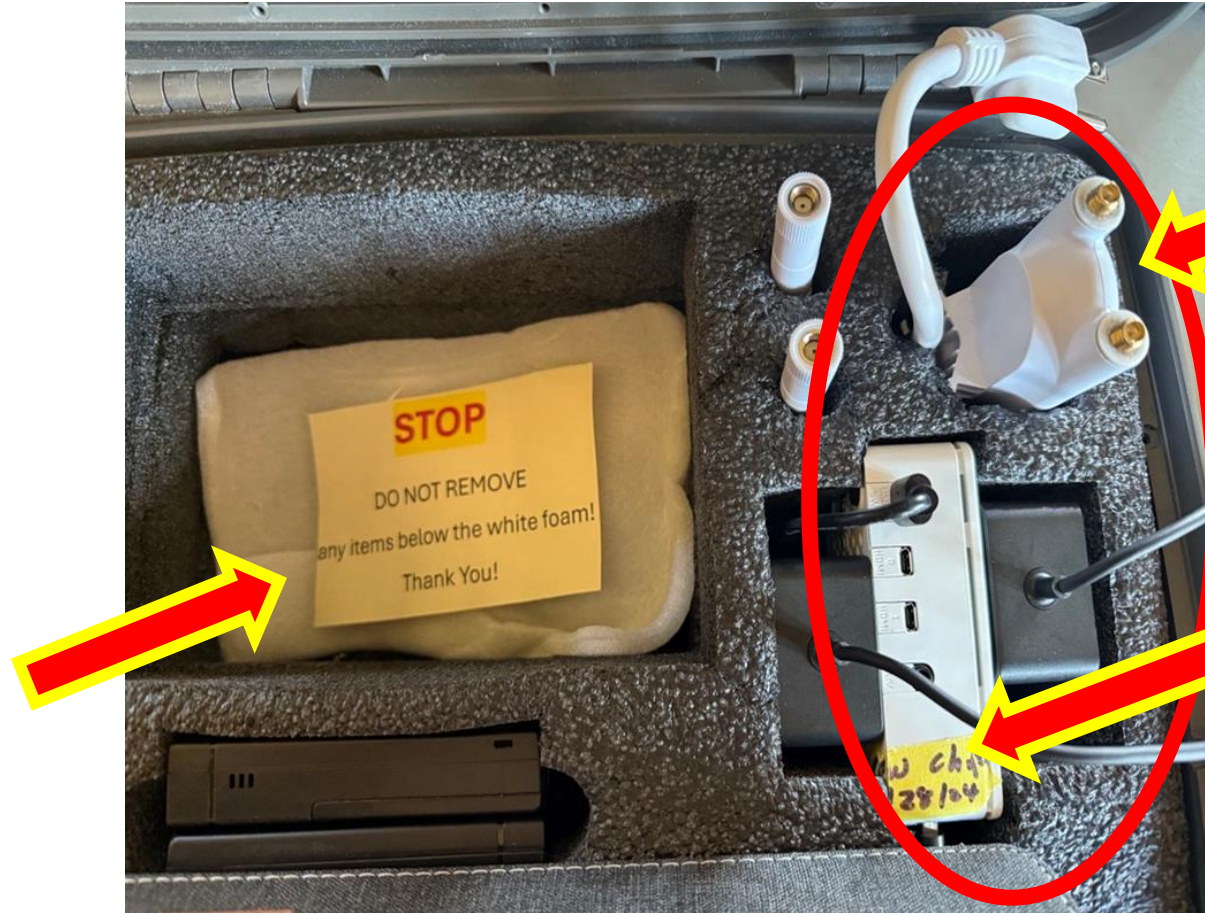
ADVERTENCIA: HACER UNA DECLARACIÓN SUSTANCIALMENTE FALSA EN ESTE FORMULARIO CONSTITUYE EL DELITO DE FRAUDE ELECTORAL, SUJETO A CASTIGO DE ACUERDO CON LA LEY DE VIRGINIA COMO UN DELITO GRAVE. LAS PERSONAS QUE INFRINGAN LA LEY PUEDEN RECIBIR UNA CONDENA DE HASTA 10 AÑOS EN PRISIÓN, O HASTA 12 MESES EN LA CARCEL Y/O RECIBIR MULTAS DE HASTA \$2,500.

ELECT-651 Rev. 07/2026



Pollbook – Setup

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

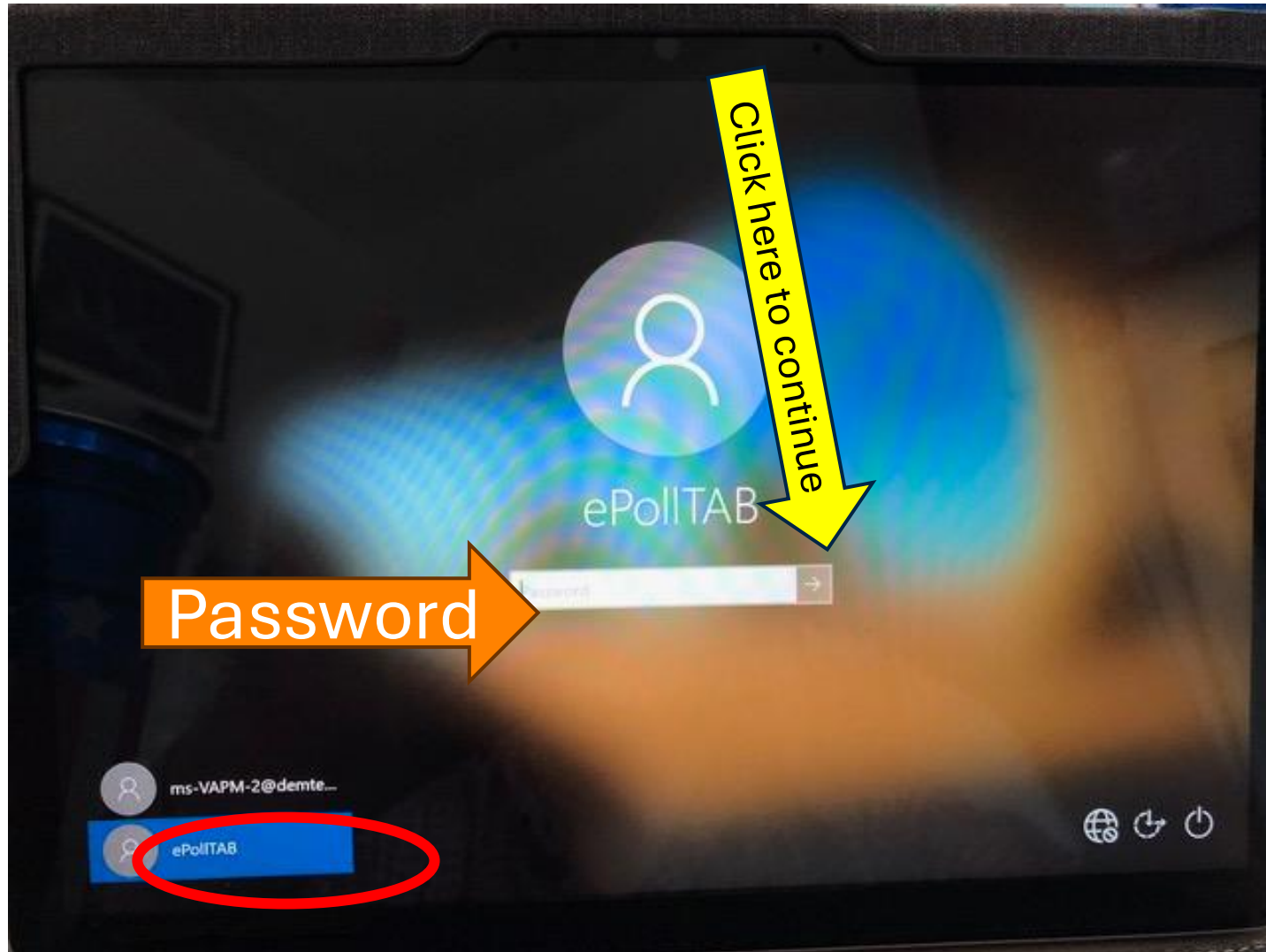


- Do not remove the white Merlin Equipment



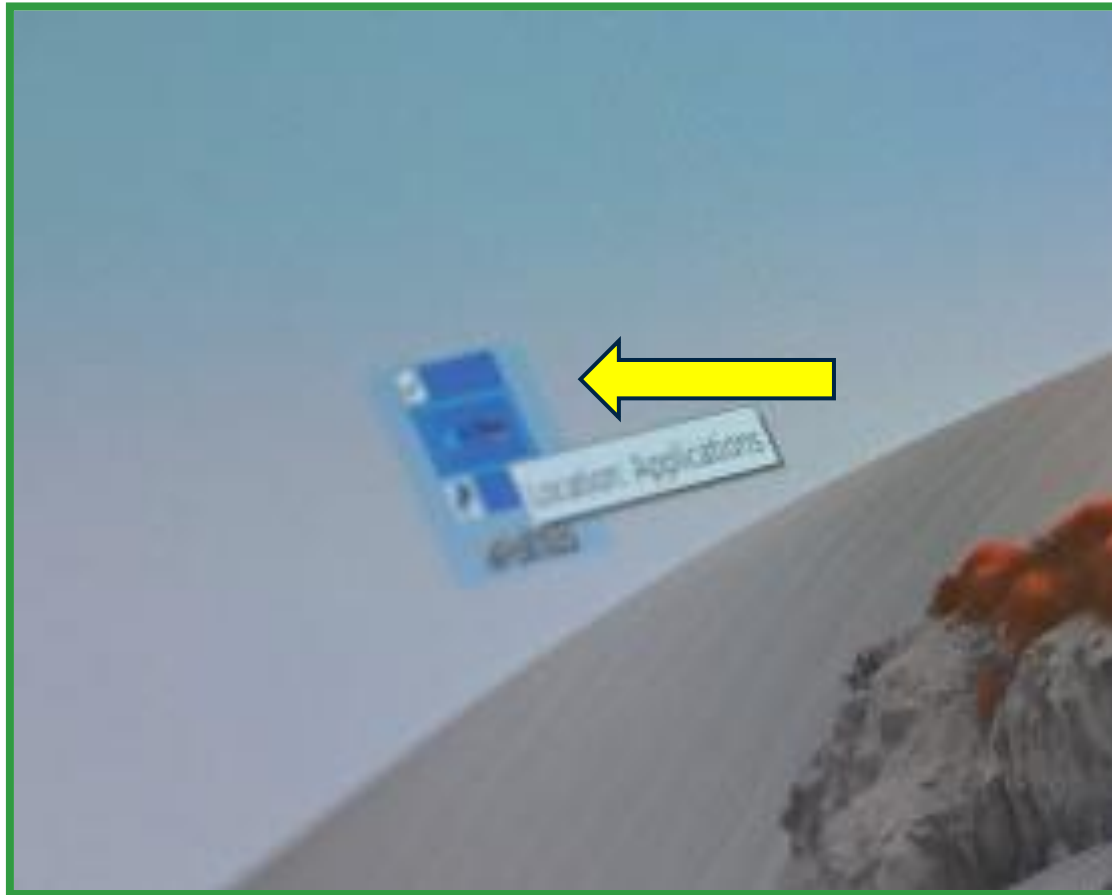


Pollbook – Startup





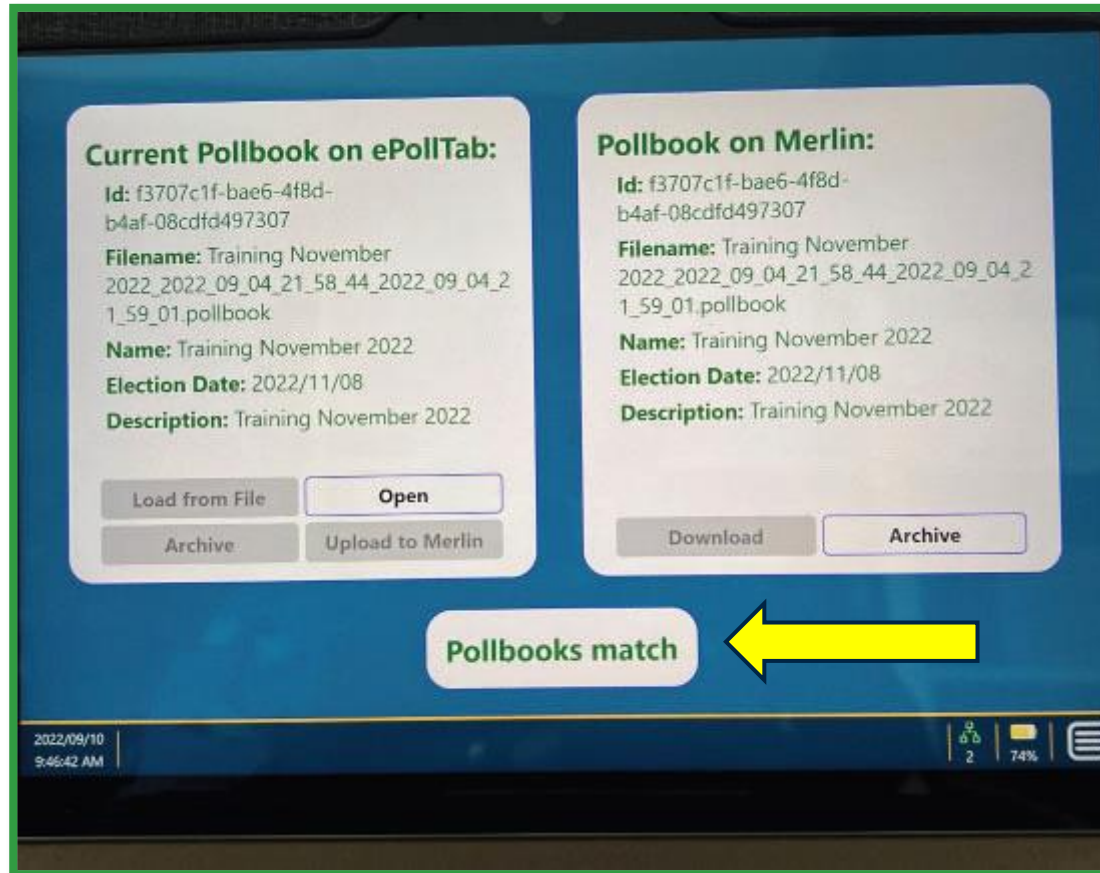
Pollbook – Startup



DOUBLE-CLICK ON
THE EPOLLTAB
ICON ON THE
SCREEN TO
LAUNCH THE
APPLICATION.



Pollbook – Startup

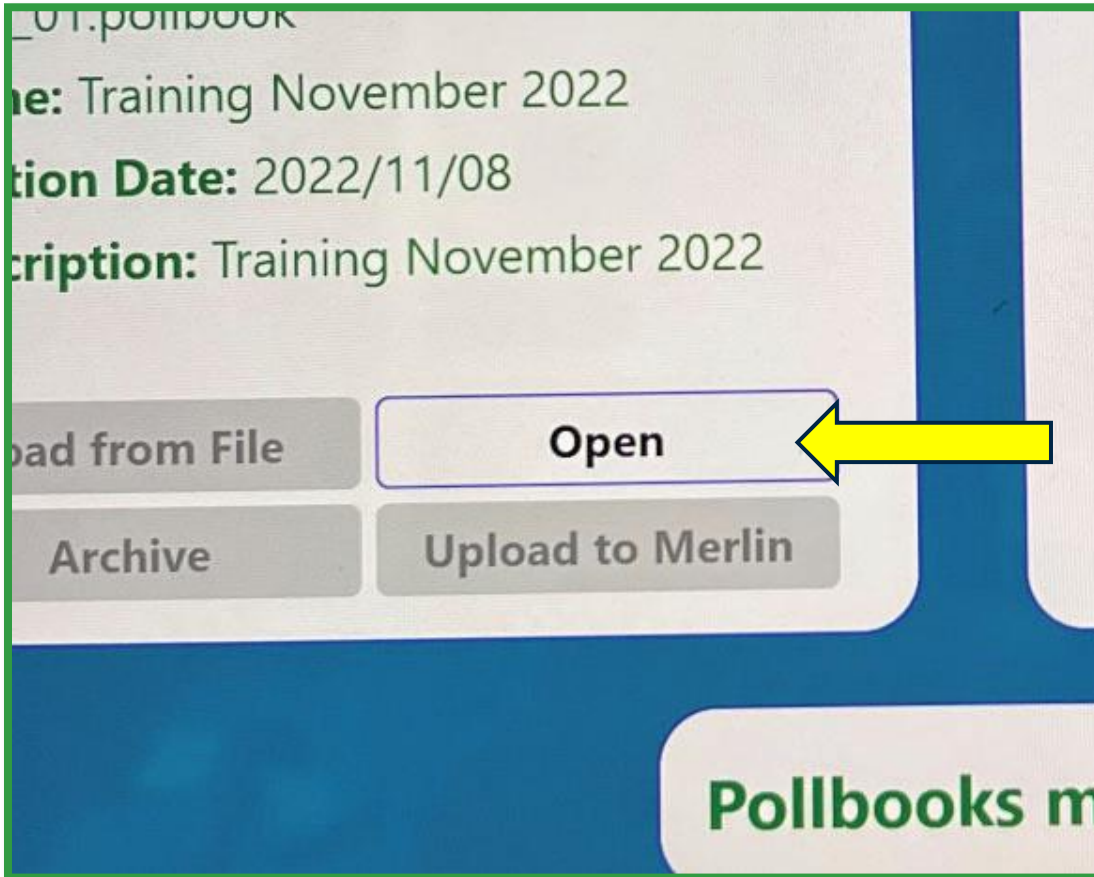


Once ePollTab is open, you will see 2 boxes and an indicator that says “POLLBOOKS MATCH”.





Pollbook – Startup

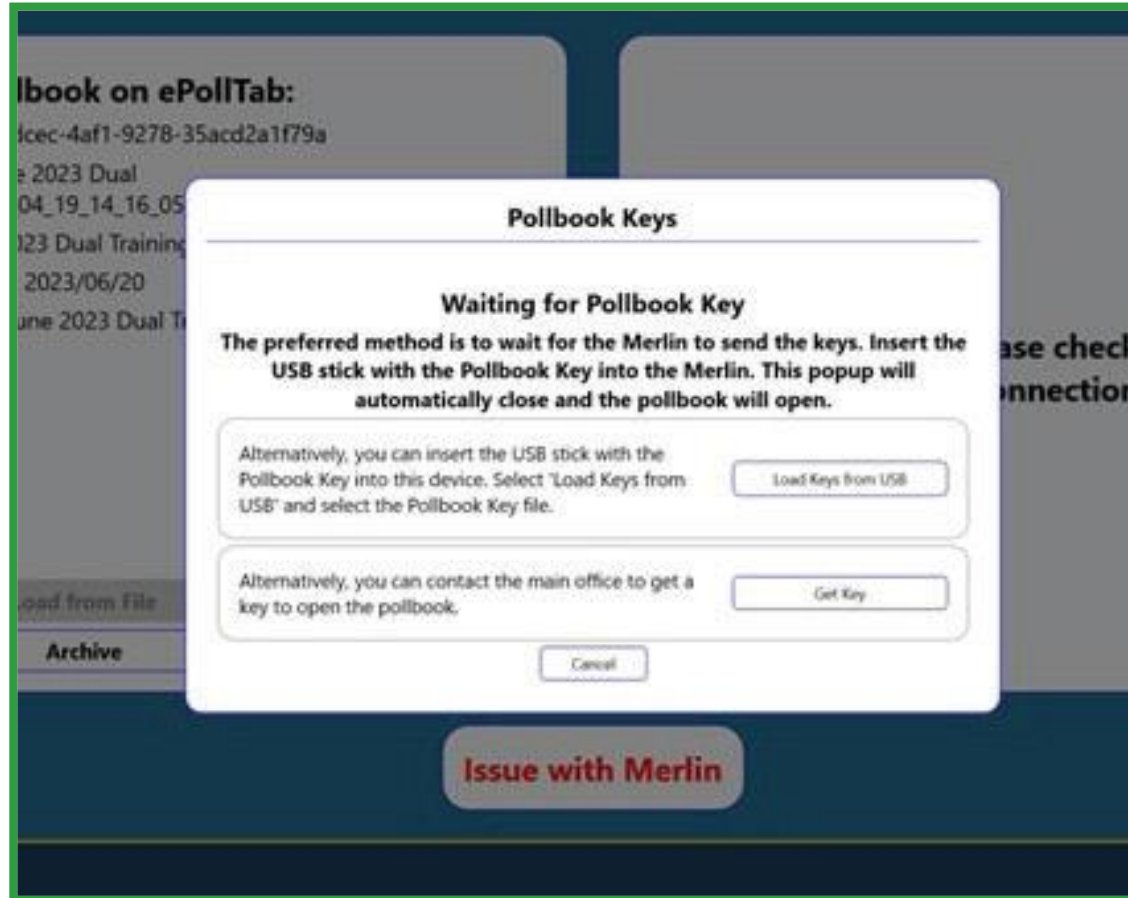


The TEXT in the boxes will be green. Select “OPEN” on EACH tablet.





Pollbook – Startup

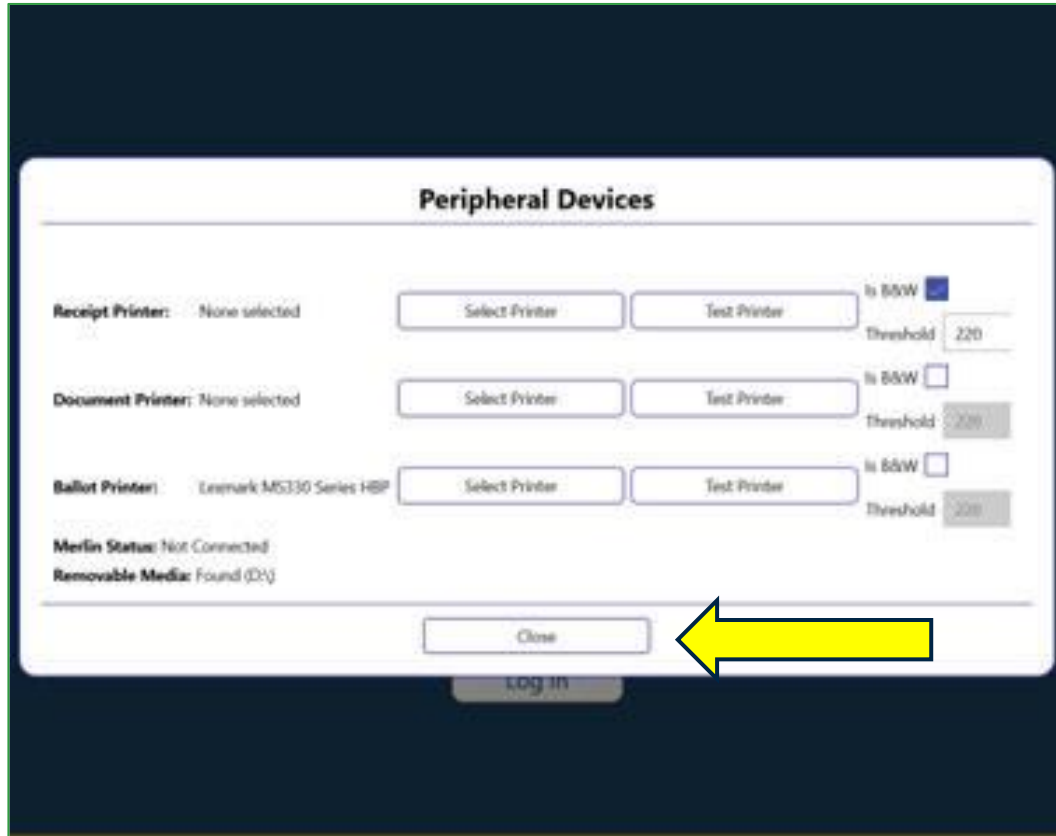


You will be prompted for a key. Give the pollbooks a couple of seconds to find the key. If still waiting take top chip out of Merlin for 10 seconds and reinsert. It should begin to connect.





Pollbook – Startup



Peripheral Devices

Receipt Printer: None selected Select Printer Test Printer Is B&W ☒ Threshold: 220

Document Printer: None selected Select Printer Test Printer Is B&W ☐ Threshold: 200

Ballot Printer: Epson M330 Series HSP Select Printer Test Printer Is B&W ☐ Threshold: 200

Merlin Status: Not Connected
Removable Media: Found (D:)

Close Log In

When you see the peripheral devices box, click the “CLOSE” button on each tablet.





Pollbook – Startup



Primary User

username

password

Log In

On the ePollTab login, enter the unique username and password for **EACH** pollbook (in chief binder) and hit “LOG IN”.





Pollbook – Startup

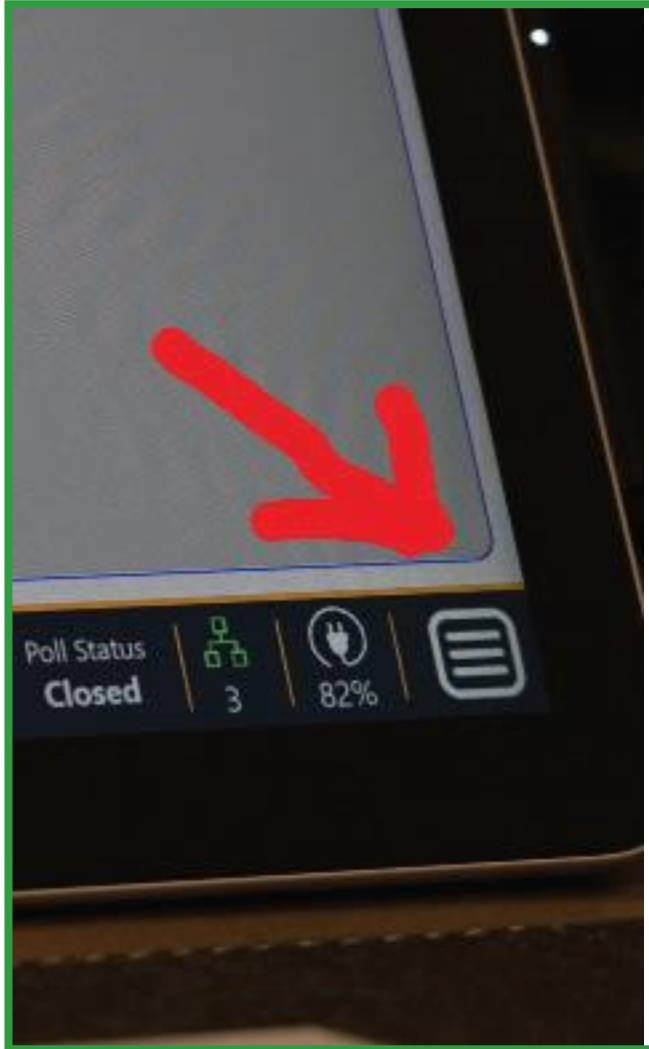


The next screen says “Polls not open”. The polls need to be opened before checking voters in. Click “OK”.





Pollbook – Startup



Click “hamburger” menu icon in the bottom right and select “pollbook summary” on EACH tablet. Complete pollbook summary form and select “continue”.





Pollbook – System Operations

Tap here to Search

Search TypeLast Name, First Name, Year of BirthSearch All

Advanced Search

Last Name

Year of Birth

Voter ID

System

Log Out of PollbookPeripheral DevicesImport AuditsExport AuditsImport Live BackupAuto Issue LogsSync Status

Polls

Open PollsSuspend PollsClose PollsComplete Election

Summary

Pollbook SummaryLocation SummaryAdd Location Note

Utilities

Street Look-upPolling LocationsPrint BallotAdd VoterDevice Voter Activity

Close

Open Polls

Pollbook Summary

Street Look-up

2025/10/07 8:57:00 AM

Total Voters 351

Check In 0

0101 usr0101a

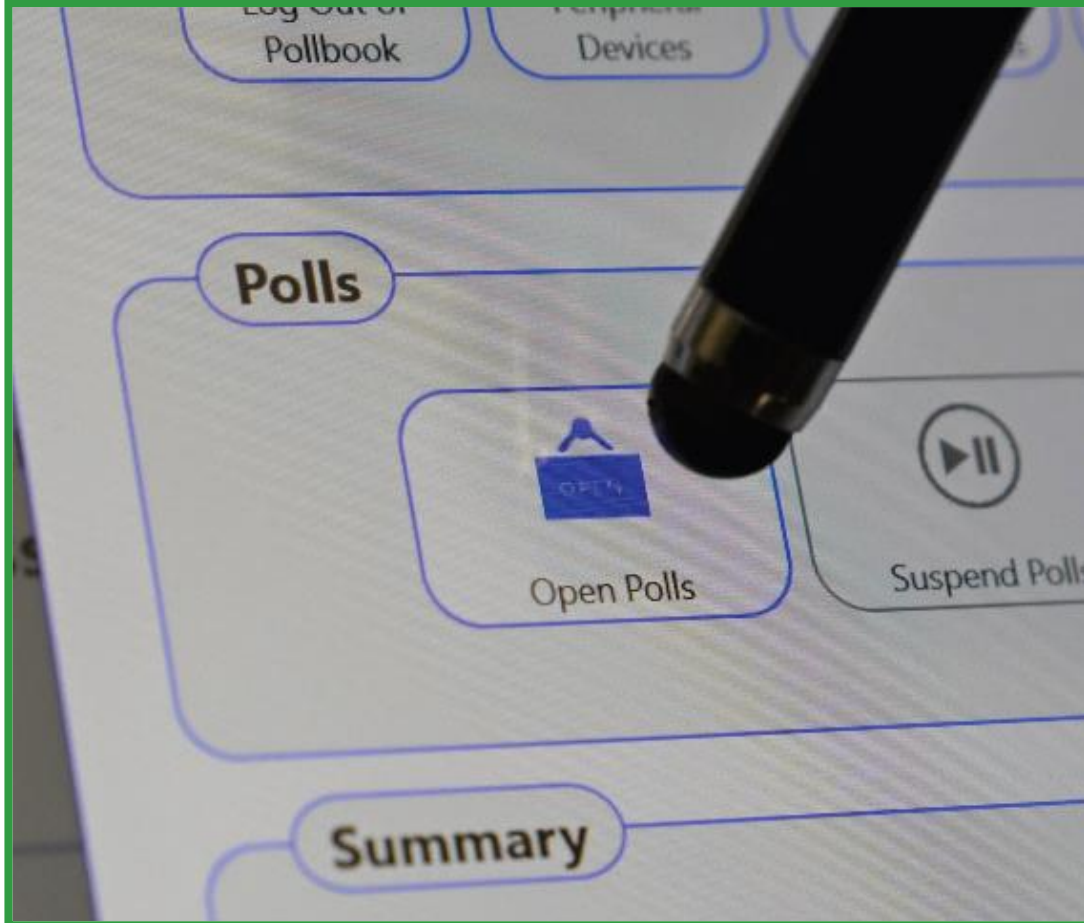
Poll Status Closed

0

45%



Pollbook – Startup



To open the polls, touch the hamburger Menu icon and select the “Open Polls” icon on only **ONE** of the tablets. Both pollbooks should show open. You are ready!





Pollbook – System Operations

Tap here to Search

Search Type Last Name, First Name, Year of Birth Search All

Advanced Search

Last Name	Year of Birth	Voter ID
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Pollbook Summary - 1st

Pollbook Summary

Close Polls

Close Polls

System

Log Out of Pollbook Peripheral Devices Import Audits Export Audits Import Live Backup Auto Issue Logs Sync Status

Polls

Open Polls Suspend Polls Close Polls Complete Election

Summary

Pollbook Summary Location Summary Add Location Note

Utilities

Street Look-up Polling Locations Print Ballot Add Voter Device Voter Activity

Close

2025/10/07 8:57:00 AM

Total Voters 351

Check In 0

0101 usr0101a

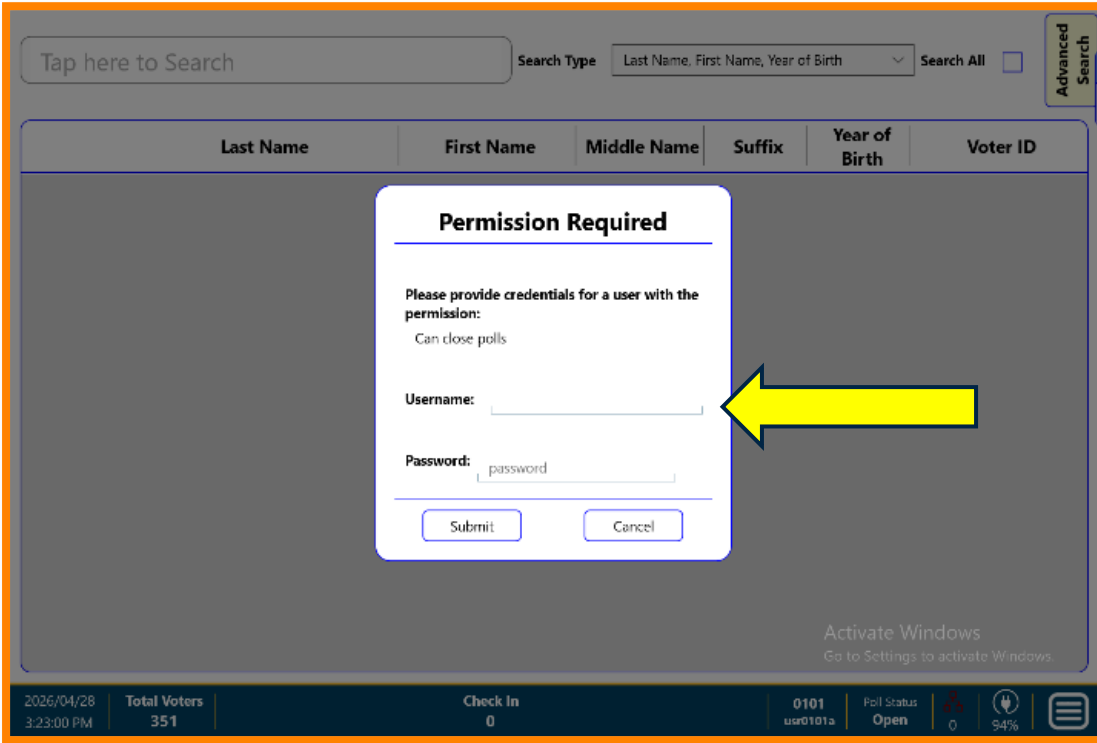
Poll Status Closed

0

45%



Pollbook – Shut down (See Addendum pages 4 -5)



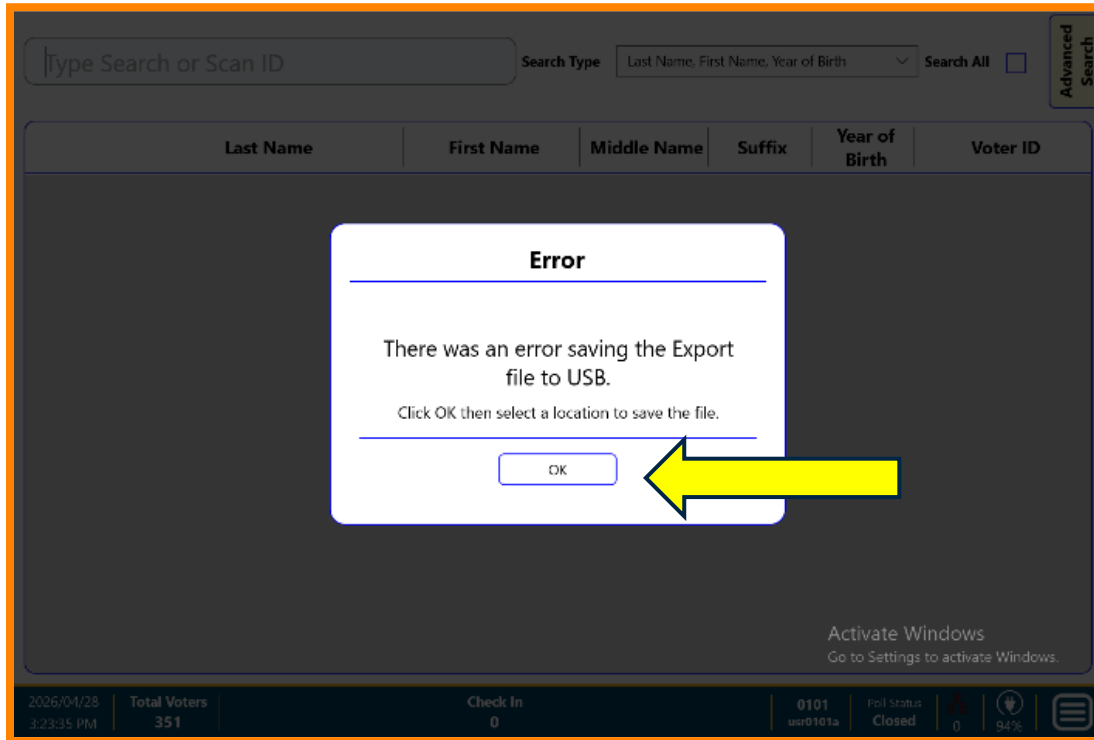
The screenshot shows the Pollbook application interface. At the top, there is a search bar with the text 'Tap here to Search' and a 'Search Type' dropdown menu set to 'Last Name, First Name, Year of Birth'. To the right of the search bar is a 'Search All' checkbox and an 'Advanced Search' link. Below the search bar is a table with columns: 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Year of Birth', and 'Voter ID'. A 'Permission Required' dialog box is centered on the screen, asking for credentials for a user with the permission 'Can close polls'. The dialog box contains fields for 'Username:' and 'Password:' (with a placeholder 'password'). Below these fields are 'Submit' and 'Cancel' buttons. A yellow arrow points to the 'Username' field. At the bottom of the screen, there is a status bar with the date '2026/04/28', time '3:23:00 PM', 'Total Voters 351', 'Check In 0', '0101 us0101s', 'Poll Status Open', and a progress indicator showing '0' and '94%'. An 'Activate Windows' watermark is visible in the bottom right corner of the application window.

Use the ADMIN
username and
password to close





Pollbook – Shut down

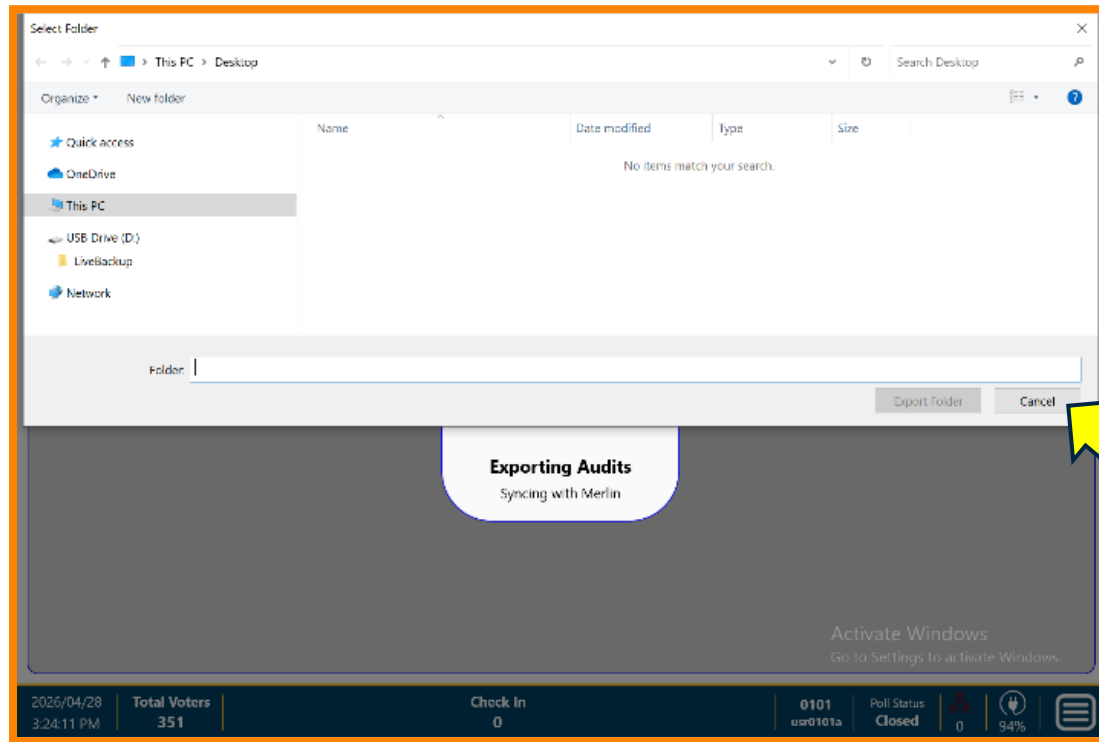


Click “OK” to proceed

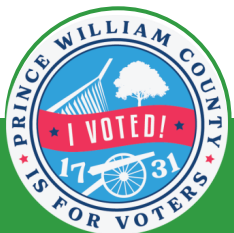




Pollbook – Shut down

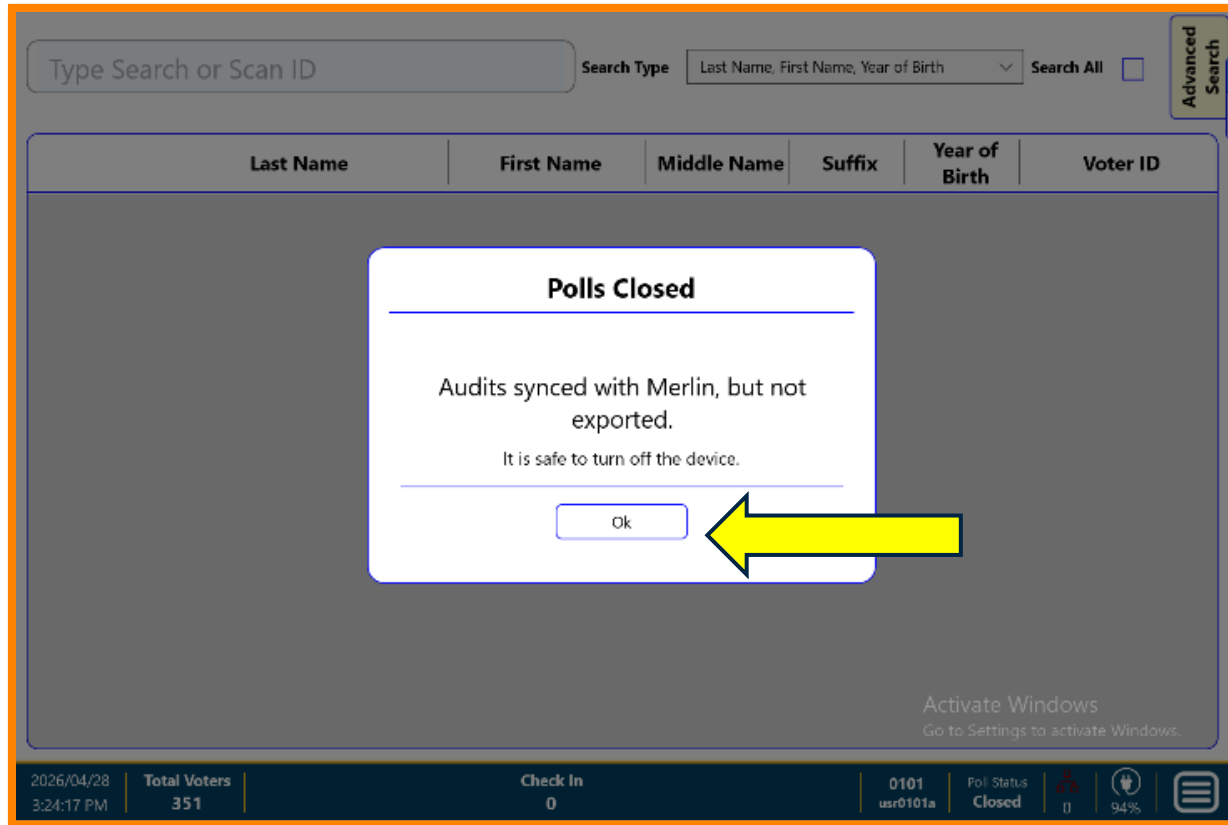


Select “Cancel” to
continue





Pollbook – Shut down



The screenshot shows the Pollbook application interface. At the top, there is a search bar with the text 'Type Search or Scan ID' and a 'Search Type' dropdown menu set to 'Last Name, First Name, Year of Birth'. To the right of the search bar is a 'Search All' checkbox and an 'Advanced Search' button. Below the search bar is a table with columns: 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Year of Birth', and 'Voter ID'. In the center of the screen, a white dialog box titled 'Polls Closed' is displayed. The dialog box contains the text: 'Audits synced with Merlin, but not exported.' and 'It is safe to turn off the device.' Below this text is an 'Ok' button, which is highlighted by a large yellow arrow pointing to it from the right. At the bottom of the screen, there is a status bar with the following information: '2026/04/28 3:24:17 PM', 'Total Voters 351', 'Check In 0', '0101 usr0101a', 'Poll Status Closed', '94%', and a menu icon.

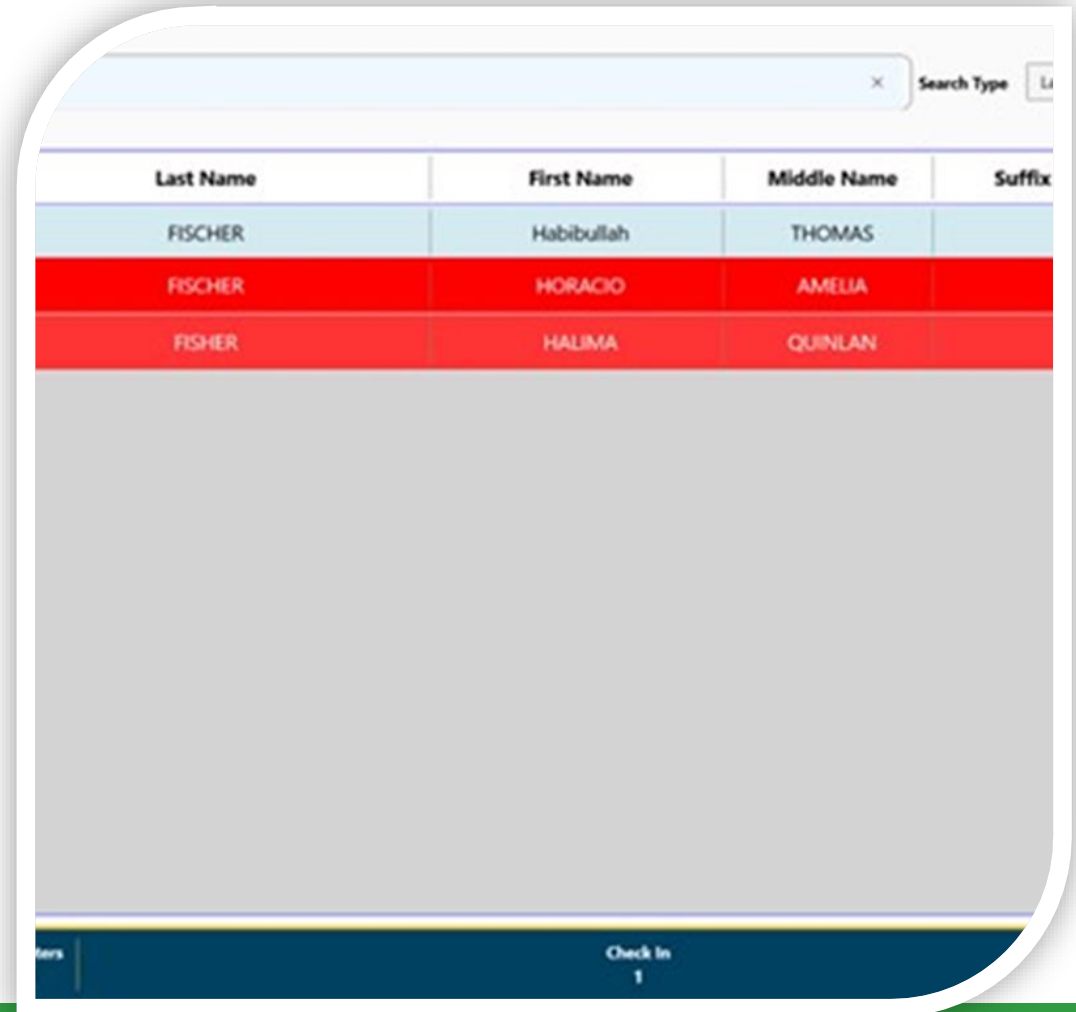
Click “OK” to
continue





Pollbook Reminders

- Three letters of last name, then a comma, then three letters of first name (add comma and “year of birth” if needed)
- Remember there is an Advanced Search – See Leadership for assistance



Last Name	First Name	Middle Name	Suffix
FISCHER	Habibullah	THOMAS	
FISCHER	HORACIO	AMELIA	
FISHER	HALIMA	QUINLAN	



Voter Information Screen

VOTER INFORMATION

First Name: Albert
Middle Name: NMN
Last Name: Smith
Suffix:
Year of Birth: 2000
Address: 11777 Gallop Ln
City: Bristow
Check In Info:

Voter ID: 111111111
Absentee:
Status: Active

Precinct: 101 - BRENTSVILLE
Congress: 10
Town:
Senate: 029
House: 022

Add Voter Note

 Ready to Check-In.

Check Voter In

Return to Search

2025/10/07
8:59:00 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

0
46%





Check the Red Text Information

VOTER INFORMATION

First Name: Albert
Middle Name: NMN
Last Name: Smith
Suffix:
Year of Birth: 2000
Address: 11777 Gallop Ln
City: Bristow
Check In Info:

Voter ID: 111111111
Absentee:
Status: Active

Precinct: 101 - BRENTSVILLE
Congress: 10
Town:
Senate: 029
House: 022

Add Voter Note

Ready to Check-In.

Check Voter In**Return to Search**

2025/10/07
8:59:00 AM

Total Voters
351

Check In
0

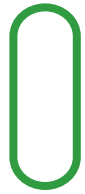
0101
usr0101a

Poll Status
Open

0

46%





Check Voter In

VOTER INFORMATION

First Name: Albert

Middle Name: NMN

Last Name: Smith

Suffix:

Year of Birth: 2000

Address: 11777 Gallop Ln

City: Bristow

Check In Info:

Voter ID: 111111111

Absentee:

Status: Active

Precinct: 101 - BRENTSVILLE

Congress: 10

Senate: 029

House: 022

Town:

Add Voter Note



Ready to Check-In.

Check Voter In

Return to Search



2025/10/07
8:59:00 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

0

46%



Check Voter In – Additional Questions

VOTER INFORMATION

First Name: Albert
Middle Name: NMN
Last Name: Smith
Suffix:
Year of Birth: 2000
Address: 11777 Gallen Ln
City: Brist

Voter ID: 111111111
Absentee:
Status: Active

Check In Info:

Please give Voter Ballot
Ballot Style 1

☐ OutsidePolls
☐ Affidavit

Continue

Cancel

Add Voter Note

✓ Ready to Check-In.

Check Voter In

Return to Search

2025/10/07
9:00:54 AM

Total Voters
351

Check In
0

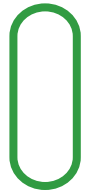
0101
usr0101a

Poll Status
Open

0

48%





Check Voter In – Last Question

VOTER INFORMATION

First Name: Albert

Middle Name: NMN

Last Name: Smith

Suffix:

Year of Birth: 2000

Address: 11777 Gallop Ln

City: Bristow

Check In Info:

Success

Voter has been checked-in and is to be given a ballot.

Ok

House: 022

Add Voter Note

Ready to Check-In.

Check Voter In

Return to Search

2025/10/07
9:01:35 AM

Total Voters
351

Check In
0

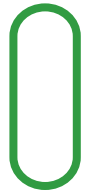
0101
usr0101a

Poll Status
Open

0

49%





Check Voter In – Completed

Type Search or Scan ID

Search Type

Last Name, First Name, Year of Birth

▼

Search All

☐

Advanced Search

		Last Name	First Name	Middle Name	Suffix	Year of Birth	Voter ID
		Smith	Albert	NMN		2000	11111111
		Smith	Brian	NMN		2000	11111112
		Smith	Charles	NMN		2000	11111113
		Smith	Dexter	NMN		2000	11111114
		Smith	Elizabeth	NMN		2000	11111115
		Smith	Frederick	NMN		2000	11111116
		Smith	George	NMN		2000	11111117
		Smith	Hanah	NMN		2000	11111118
		Smith	Igor	NMN		2000	11111119
		Smith	Jimmy	NMN		2000	11111120

2025/10/07
9:02:05 AM

Total Voters
351

Check In
1

0101
usr0101a

Poll Status
Open

 0

 49%





Time Stamp (Double Check)

VOTER INFORMATION

First Name: Albert
Middle Name: NMN
Last Name: Smith
Suffix:
Year of Birth: 2000
Address: 11777 Gallop Ln
City: Bristow

Voter ID: 111111111
Absentee:
Status: Active

Precinct: 101 - BRENTSVILLE
Congress: 10 Senate: 029 House: 022
Town:

Check In Info:

NEW – Check In Info

will be blank prior to checking in a voter

VOTER INFORMATION

First Name: Albert
Middle Name: NMN
Last Name: Smith
Suffix:
Year of Birth: 2000
Address: 11777 Gallop Ln
City: Bristow

Voter ID: 111111111
Absentee:
Status: Active

Precinct: 101 - BRENTSVILLE
Congress: 10 Senate: 029 House: 022
Town:

Check In Info:
2025-10-07 09:01:57 AM
usr0101a

Check In Time & User/Device

will display if voter info screen
is reopened





Pollbook – Default Screen

Search Type

Last Name, First Name, Year of Birth

Search All

Advanced Search

Last Name	First Name	Middle Name	Suffix	Year of Birth	Voter ID
-----------	------------	-------------	--------	---------------	----------

Voters in PCT

Counter

Statuses

User

Poll

Sync

Power

2025/10/07
9:12:28 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

0

59%





Pollbook – Default Screen

Search Type Last Name, First Name, Year of Birth Search All ☐

Advanced Search

Last Name	First Name	Middle Name	Suffix	Year of Birth	Voter ID
-----------	------------	-------------	--------	---------------	----------

Menu
“Hamburger Icon”



2025/10/07
9:12:28 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

 0

 59%







Pollbook – System Operations

Tap here to Search

Search TypeLast Name, First Name, Year of BirthSearch All

Advanced Search

Last Name

Year of Birth

Voter ID

System

Log Out of PollbookPeripheral DevicesImport AuditsExport AuditsImport Live BackupAuto Issue LogsSync Status

Polls

Open PollsSuspend PollsClose PollsComplete Election

Summary

Pollbook SummaryLocation SummaryAdd Location Note

Utilities

Street Look-upPolling LocationsPrint BallotAdd VoterDevice Voter Activity

Close

Open Polls

Pollbook Summary

Street Look-up

2025/10/07 8:57:00 AM

Total Voters 351

Check In 0

0101 usr0101a

Poll Status Closed

0

45%





Pollbook – System Operations

Tap here to Search

Search Type Last Name, First Name, Year of Birth Search All

Advanced Search

Last Name

Year of Birth

Voter ID

System

Log Out of Pollbook Peripheral Devices Import Audits Export Audits Import Live Backup Auto Issue Logs Sync Status

Polls

Open Polls Suspend Polls Close Polls Complete Election

Summary

Pollbook Summary Location Summary Add Location Note

Utilities

Street Look-up Polling Locations Print Ballot Add Voter Device Voter Activity

Close

Pollbook Summary - 1st

Close Polls

2025/10/07 8:57:00 AM

Total Voters 351

Check In 0

0101 usr0101a

Poll Status Closed

0

45%





Quick - FYI

- **Voter must always be in possession of ballot**
- **Once checked-in Voter can not leave precinct**





Ballot Scanner and Touchwriter Set Up

- Process takes 10 to 20 minutes
- Have equipment officer working on pollbooks at the same time YOU are working on this equipment



Manual
Pg 43-53





QR Codes - 2 Minute “Set-Up” Videos





iPad – Tallypoint



TallyPoint

Wake up iPad and find Tallypoint

Tallypoint asks if you are ready to open

If Scanner and Pollbook good, click READY



iPad – Tallypoint Operations – New Look



PRINCE WILLIAM
Office of Elections



TallyPoint

Election Results Platform

Sign in to your account

Access your election results dashboard

Username

Password

Sign in

[Request a demo](#)

[About TallyPoint](#)

[+ Install TallyPoint](#)

Powered by





iPad – Tallypoint

Reminders:

Hourly Turnout is ALWAYS the Total – not the difference from the last number logged



TallyPoint

Delegate the hourly turnout TallyPoint number submission to an EO – they will remind you and you can input the data



iPad – Other Applications



Translate

To translate for a voter.



Interactive Wha...

To use the Interactive “What If’s.”



PWCPrecincts...

Map tool – PWC Precincts





Acceptable Voter IDs

- **Note 1:** Only 2 IDs are required to have a photo:
 - Employer issued ID
 - School ID issued by a school outside Virginia
- **Note 2:** Never turn a voter away for lack of valid ID - Always offer the option to sign the ID Confirmation Statement



★ VIRGINIA ★ DEPARTMENT of ELECTIONS

Voter Identification

All voters casting a ballot in-person will be asked to show one form of identification. Any voter who does not present acceptable identification may instead sign a statement, subject to felony penalties, that they are the named registered voter who they claim to be. Any voter who does **not** present acceptable identification or sign this statement **must** vote a provisional ballot.

Identification	Is Accepted?
Virginia driver's license	Yes, may be current or expired.
Virginia DMV-issued ID card	Yes, may be current or expired.
Valid employee ID card, containing a photograph, issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID	Yes
Valid student ID issued by a public or private high school or institution of higher education located in Virginia	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid U.S. passport or passport card	Yes
Government-issued ID card from a federal, Virginia, or local political subdivision	Yes
Voter ID card issued by the Department of Elections	Yes
Voter confirmation documents	Yes
Valid tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by Virginia.**
Nursing home resident ID	Yes, if issued by a government facility.
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes. The document cannot be more than 12 months old. Acceptable in physical or electronic form.
Any other current government document containing the name and address of the voter	Yes. Acceptable in physical or electronic form.
Signed ID Confirmation Statement	Yes
Out-of-state driver's license	No
Student ID from a high school located outside of Virginia	No
Membership card from private organization displaying a photograph	No
Credit card displaying a photograph	No
Virginia Driver Privilege card (limited-duration license, permit or special identification card)	No. Nearly identical in appearance to driver's license or DMV-issued ID card. Front of card will display "9" under restrictions; back will state that the restriction is "Limited duration."

*"Valid" means the document is genuine and is not expired for more than twelve months, except for a Virginia driver's license or DMV-issued ID card, for which the expiration date should not be considered when determining its validity.

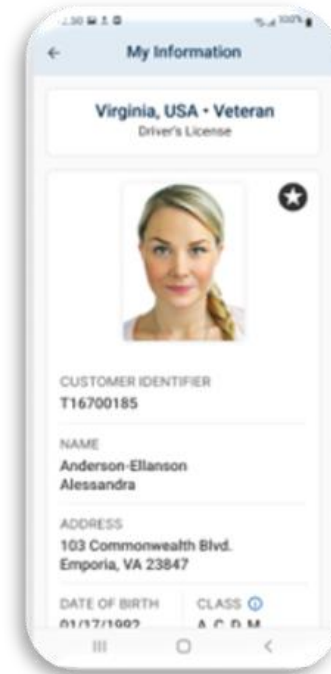
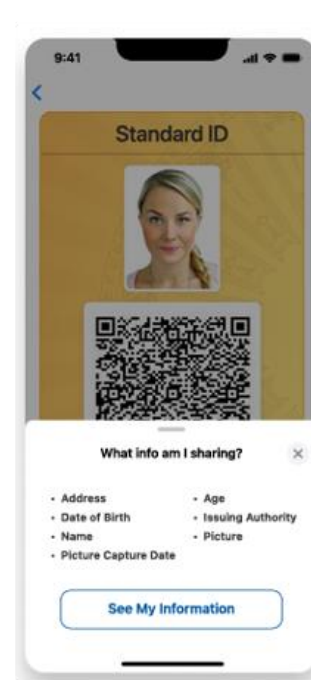
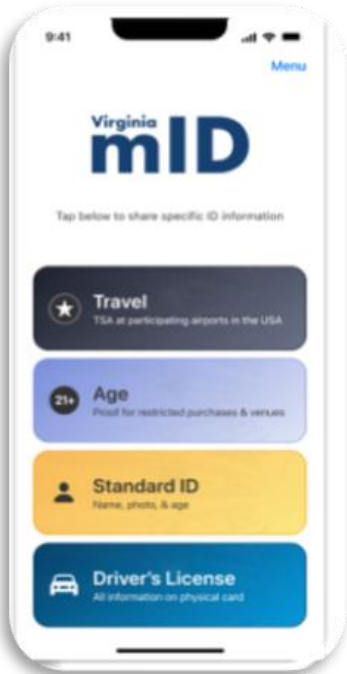
**The eleven recognized tribes are: Cherokee (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patowomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)

Virginia Code § 24.2-643(B)

Rev. 8/2023



How is the Virginia Mobile ID app presented?



The user selects the yellow "Standard ID" tab

The user taps "What info am I sharing?"

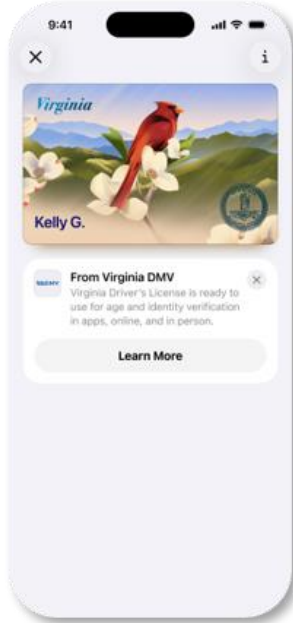
The user taps "See My Information"

The "See My Information" screen displays all information needed to verify voter registration eligibility





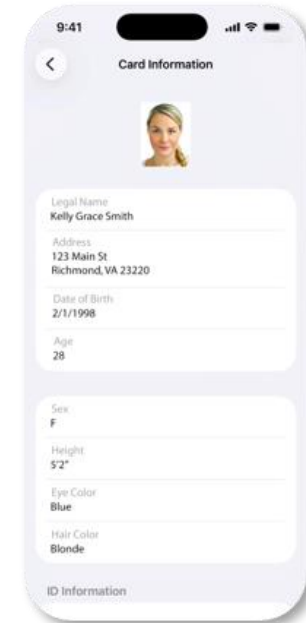
How is the ID in Apple Wallet presented?



The user selects their Virginia ID in Apple Wallet and then selects the “i” in the top right corner



The user selects “Card information”

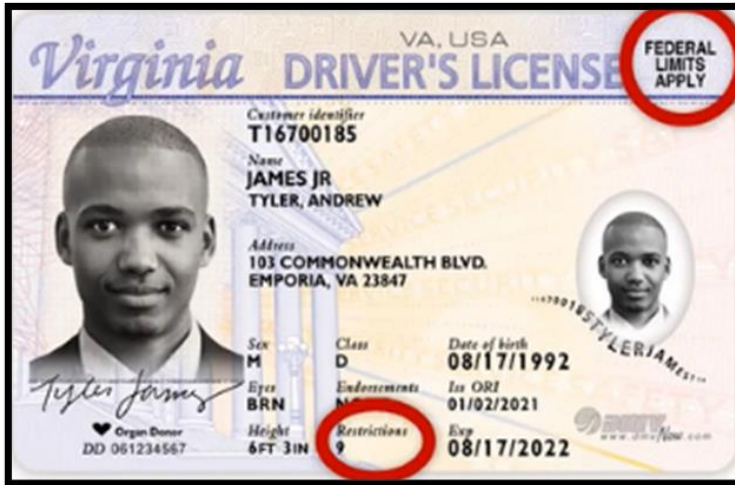


The “Card information” screen displays all information needed to verify voter registration eligibility



Pollbooks - Driver's Privilege

Page
79



NOTE: If all three requirements are met – This ID is not acceptable.

If the restriction code is a 9, please notify the Chief. The restriction code does not necessarily mean that the voter is not a citizen. Other restrictions could include medical, physical, etc.

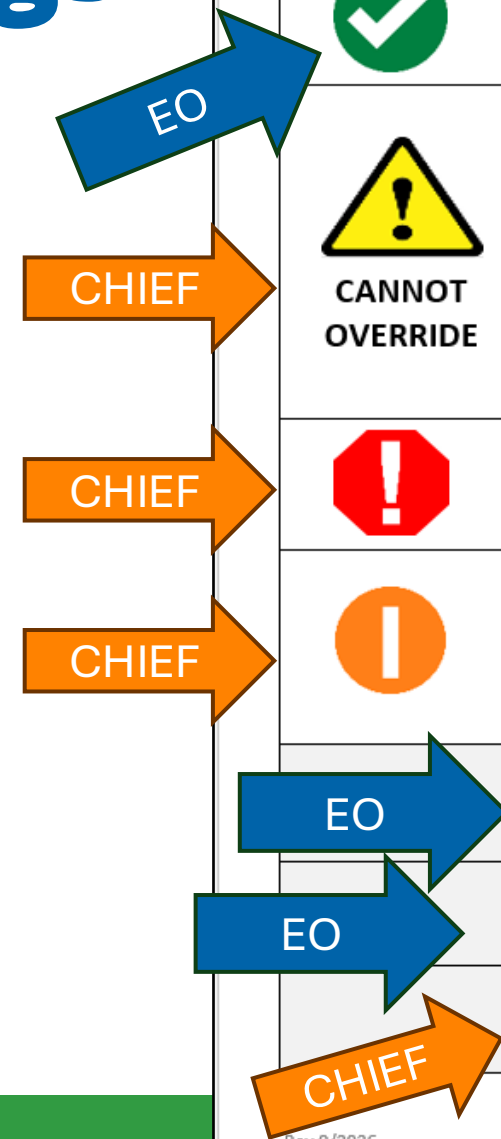


Always call HQ if unsure



Pollbook "Flags"

Have working knowledge of pollbook Flags!



November 2026 Voter Flags (Election Day)

Symbol	Flag	Description
	Ready for Check-in	Proceed with check-in.
	ABU	AB Unmarked This voter returned an unmarked absentee ballot.
	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. The voter must exchange AB ballot to vote or vote 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 Moving Conditions Chart.
	Suffix (Jr., Sr.) Tag	Verify year of birth if voter has this tag.
	PID	<u>Only applicable for Federal Elections</u> An ID Confirmation Statement is NOT valid for PID voters.
	FED ONLY	<u>Only applicable for Federal Elections</u> Issue a Federal Only ballot from Touch Writer.

Rev 9/2026



Pollbook “Flags”

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.
------------	--

Please read carefully! No ID Confirmation Statement allowed

?	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 the Move Rules Chart.
----------	--

Inactive? Have not moved? Update status will remove the “?” Flag





When to Send Voter to the Chief

- **Inactive/Address Confirmation Voters**
- **Absentee Issued**
- **Wrong Polling Place (or cannot find on Countywide Lookup)**
- **Overseas**
- **Already Voted**





PRINCE WILLIAM
Office of Elections

Welcome to

PRINCE WILLIAM
Office of Elections

ADDRESS CHANGES

MOVE RULES

Question #1: Where did you move?

Question #2: When did you move?

How far 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
When did voter move? ↓				
On or After November 5, 2025	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) OR SDR at precinct where they live.	Voter can vote on machine at precinct where registered (optional: complete white Voter Registration Application) OR SDR at precinct where they live.	Voter is no longer eligible to vote in Virginia.
From November 9, 2022 through November 4, 2025		Voter can vote on machine after completing Affirmation of Eligibility OR SDR at precinct where they live.	SDR Voter must vote using SDR in precinct where they now live.	
On or Before November 8, 2022		SDR Voter must vote using SDR in precinct where they now live.	SDR Voter must vote using SDR in precinct where they now live.	

What-Ifs/Move Rules (Rev. 12/2025)

PRINCE WILLIAM COUNTY OFFICE OF ELECTIONS LIST OF PRECINCTS AND POLLING PLACES						
	PCT	Precinct Name	Polling Place Name	Polling Place Address	CD	SD HD
GAINESVILLE	PCT1					
	408	101	Brentsville	Brentsville District High School	12109 Ardway Road	10 29 22
	409	102	Cedar Point	Cedar Point Elementary School	12601 Braemar Parkway	10 30 22
	410	103	Glenkirch	Glenkirch Elementary School	8584 Sedge Wren Drive	10 30 22
	411	104	Nokesville	Patriot High School	10504 Kettle Run Road	10 29 22
	412	105	Piney Branch	Piney Branch Elementary School	8301 Linton Hall Road	10 30 22
	413	106	Unity Reed	Unity Reed High School	8820 Roxley Lane	10 30 21
	414	107	Marsteller	Marsteller Middle School	14000 Sudley Manor Drive	10 30 22
	501	108	Victory	Victory Elementary School	12001 Tygart Lake Drive	10 30 22
	502	109	Chris Yung	Chris Yung Elementary School	12612 Fog Light Way	10 30 22
OCCOQUAN	503	110	Buckland Mills	Buckland Mills Elementary School	10511 Wharfside Place	10 30 21
	504	111	Limestone	Gainesville Middle School	8001 Limestone Drive	10 30 22
	505	112	Burke-Nickens	Haymarket Elementary School	15500 Learning Lane	10 30 21
	506	113	Lakes	Victory Lakes Clubhouse	12600 Victory Lakes Loop	10 30 22
	507	201	Hylton	Hylton High School	8990 Worthington Drive	10 30 22
	508	202	West Gate	West Gate Elementary School	14051 Spriggs Road	7 29 24
	509	203	Bennett	Bennett Elementary School	8031 Urbanna Road	10 30 21
	510	204	Ellis	Ellis Elementary School	8800 Old Dominion Drive	10 29 22
	511	205	Buckhall	Buckhall United Methodist Church	10400 Kim Graham Lane	10 30 20
	512	206	Coles	Coles Elementary School	10251 Moore Drive	10 29 22
COLES	513	207	Spriggs	Heritage Baptist Church	7405 Hoadly Road	10 29 22
	514	208	Colgan	Colgan High School	14510 Spriggs Road	7 29 24
	515	209	Independent Hill	Kelly Leadership Center	13833 Dumfries Rd	7 10 29 24
	516	210	Yates Ford	Buckhall Fire Station	14715 Bristow Road	10 29 22
	601	211	Signal Hill	Signal Hill Elementary School	7190 Yates Ford Road	10 29 22
	602	212	Yorkshire	Yorkshire Elementary School	9553 Birmingham Drive	10 29 20
	603	213	Parkside	Parkside Middle School	7610 Old Centerville Road	10 30 20
	604	214	Lucasville	Lake Jackson Fire Station	8602 Mathis Ave	10 30 20
	605	215	Rosa Parks	Rosa Parks Elementary School	11310 Coles Drive	10 29 22
	606	301	Dumfries	Dumfries Community Center	13446 Princesdale Drive	7 29 24
NEABSCO	607	302	Potomac	Potomac High School	17755 Main Street	7 29 23
	608	303	Graham Park	Graham Park Middle School	3401 Panther Pride Drive	7 33 23
	609	304	Quantico	Lillian Carden Community Center	3613 Graham Park Road	7 29 23
	610	305	Forest Park	Forest Park High School	222 3RD Avenue	7 29 23
	611	306	Four Seasons	First Mount Zion Baptist Church	15721 Forest Park Drive	7 29 24
	612	307	Henderson	Henderson Elementary School	16622 Dumfries Road	7 29 24
	613	308	Montclair	Montclair Elementary School	3799 Watney Drive	7 29 24
	614	309	Ashland	Ashland Elementary School	4920 Tallowood Drive	7 29 24
	615	310	PW Forest Park	First Mount Zion Bpst Church	15300 Bowman's Folly Drive	7 29 24
	616	311	Swans Creek	Swans Creek Elementary School	16622 Dumfries Road	7 29 23
WOODBRIDGE	701	312	Triangle	Triangle Elementary School	17700 Wayside Drive	7 29 23
	702	313	Cardinal	Neabasco Baptist Church	3615 Lions Field Road	7 29 23
	703	314	Cabin Branch	Forest Park High School	15545 Cardinal Drive	7 29 24
	704	315	Williams	Williams Elementary School	15721 Forest Park Drive	7 29 24
	705	316	Potomac Shores	Potomac Shores Middle School	3100 Panther Pride Drive	7 29 23
	706	401	Evergreen	Evergreen Fire Station	17851 Woods View Drive	7 29 23
	707	402	Gravelly	Gravelly Elementary School	3510 James Madison Highway	10 30 21
	708	403	Bull Run	Bull Run Middle School	4670 Waverly Farm Drive	10 30 21
	709	404	Unity Braxton	Unity Braxton Middle School	6308 Catharpin Road	10 30 21
	710	405	Ben Lomond	Pat White Center	10100 Lomond Drive	10 30 21
GAINESVILLE	711	406	Alvey	Alvey Elementary School	10501 Copeland Drive	10 30 21
	712	407	Heritage Hunt	Clubhouse of Heritage Hunt	5300 Waverly Farm Drive	10 30 21
				6901 Arthur Hills Drive	10 30 21	

Page 1 of 2



Move Rules – Example



Clear Results

Search Results < Back

Premise Addresses (1 record located)

Premise Address:
13009 HAZELWOOD DR
NOKESVILLE, VA 20181
Type: Single Family Detached
Status: Permanent
Parcel GPIN: 7491-49-3466
[Driving Directions](#)

[Less Info.](#)

Elementary School: Nokesville K-8
Middle School: Nokesville K-8
High School: Brentsville District High
Jurisdiction: Prince William County
Precinct: 101 - Brentsville
Magisterial District: Brentsville
Congressional District: 10th
VA Senate District: 29th
VA House District: 22nd
Voting Place:
Brentsville District High School
12109 Aden Road
NOKESVILLE, VA 20181

Private Septic: YES
LOMA Information: Not applicable
Parent Parcel: ORIGINAL PARCEL
Child Parcel: No CHILDREN

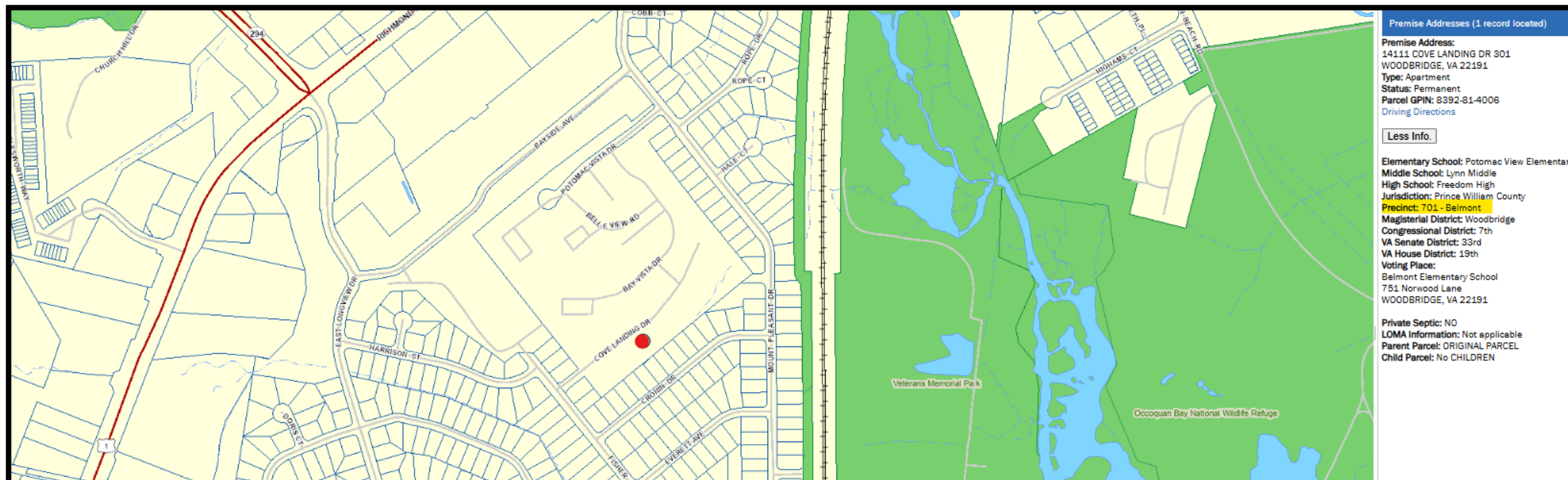
Address provided: **1309 Hazelwood Drive, Nokesville**

Precinct 101 - Congressional District 10





Move Rules - Example



Address on Pollbook: **14111 Cove Landing Dr Apt 301, Woodbridge**

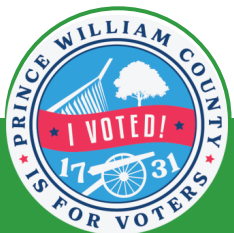
Precinct 701 - Congressional District 7





Marking Station Reminders

- No Talking While in the Marking Station
- Cell Phone research is allowed



Ballot Scanner

- Ballots can be scanned on either side
- Stand behind scanner when in use
- See the blue light
- Rejected ballot, engage with voter to determine issue



Manual
Page 92

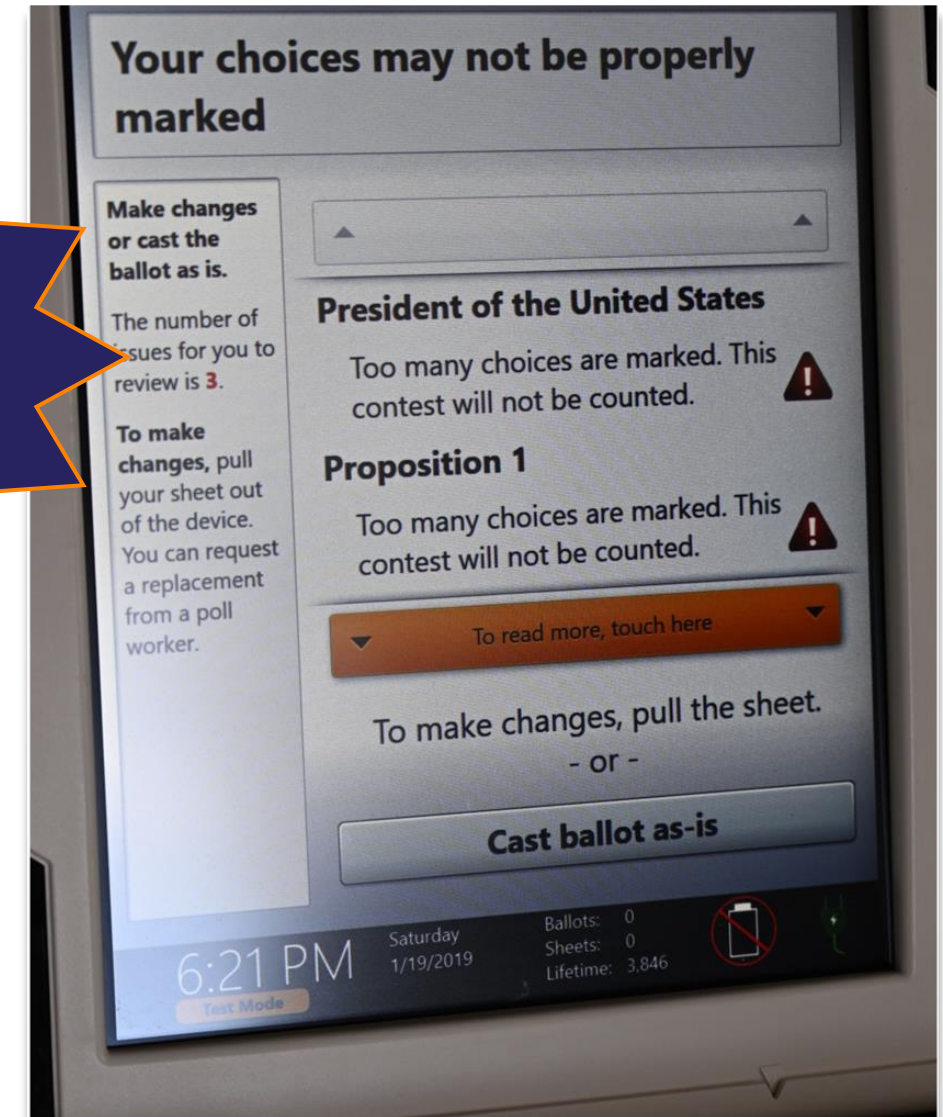




Rejected Ballots

Manual
Page 93-
95

- Overvote
- Blank Ballot
- Ballot Error / Misfeed

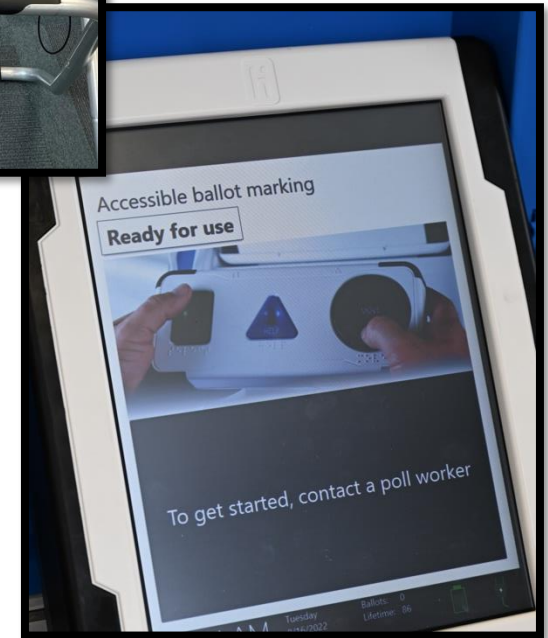


Touch Writer - ADA

- **ADA marking device**
- **For voters who have difficulties marking a ballot**
- **The CO, AO, or EPS will assist those voters**



**Manual
Page 87**

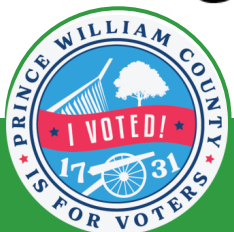


Provisionals / Same Day Registration (Common Mistakes)

- Double check PRECINCT (most common)
 - Verify precinct on CO Pollbook
- ID will be verified at Chief Table
- Citizenship question MUST be marked
- Felony question
- Check the “Did you check ID” box
- EO “signature” at bottom of envelope

TallyPoint

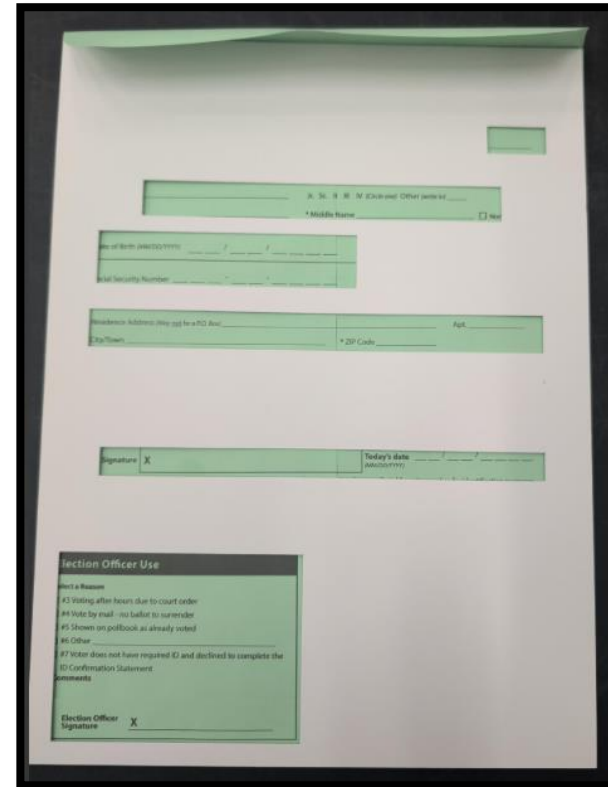
The image shows two forms from the Prince William Office of Elections. The top form is a 'Same Day Registration Provisional Ballot' and the bottom form is a 'Manual' form. An orange arrow points from the 'TallyPoint' text to the 'Same Day Registration Provisional Ballot' form. A blue starburst graphic with the text 'Manual 96 - 101' is overlaid on the bottom right of the forms.



Provisionals / Same Day Registration

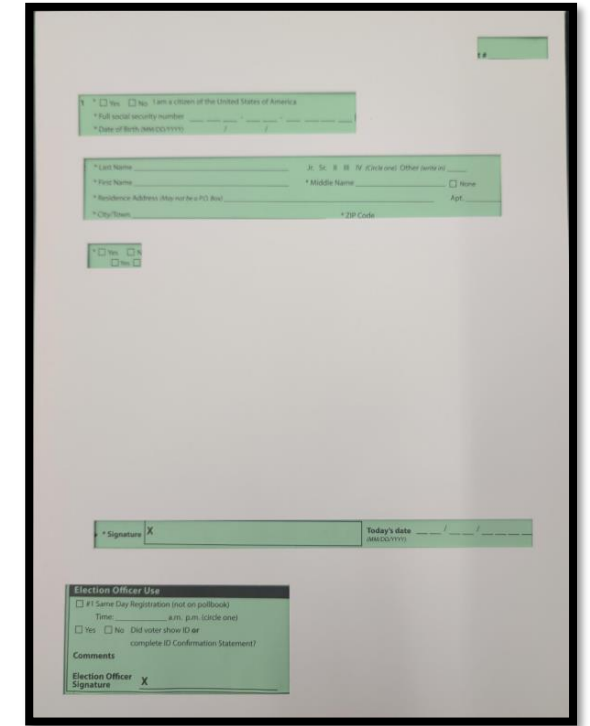
**Overlays will be
provided to assist
in your accuracy**

PLEASE USE THEM



This is a form for provisional registration. It includes fields for: Last Name, First Name, Middle Name, Date of Birth, Full Social Security Number, Residence Address, City/Town, ZIP Code, Signature, and Today's date. At the bottom, there is a section for "Election Officer Use" with checkboxes for various reasons (e.g., "I3 Voting after hours due to court order", "I4 Vote by mail - no ballot to surrender", "I5 Shown on pollbook as already voted", "I6 Other", "I7 Voter does not have required ID and declined to complete the ID Confirmation Statement") and a line for the Election Officer's signature.

Provisional Envelope
Overlay



This is a form for Same Day Registration. It includes fields for: Last Name, First Name, Middle Name, Date of Birth, Full Social Security Number, Residence Address, City/Town, ZIP Code, Signature, and Today's date. At the bottom, there is a section for "Election Officer Use" with checkboxes for "I3 Same Day Registration (not on pollbook)" and "I4 Did voter show ID or complete ID Confirmation Statement?", a line for comments, and a line for the Election Officer's signature.

SDR Envelope
Overlay

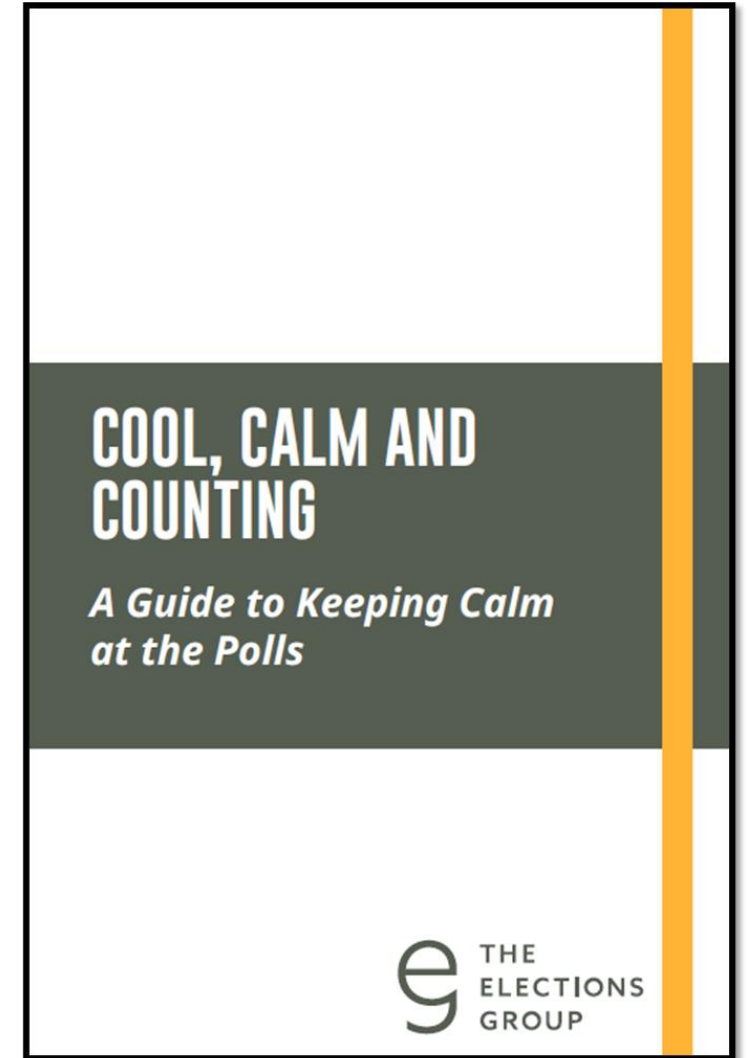




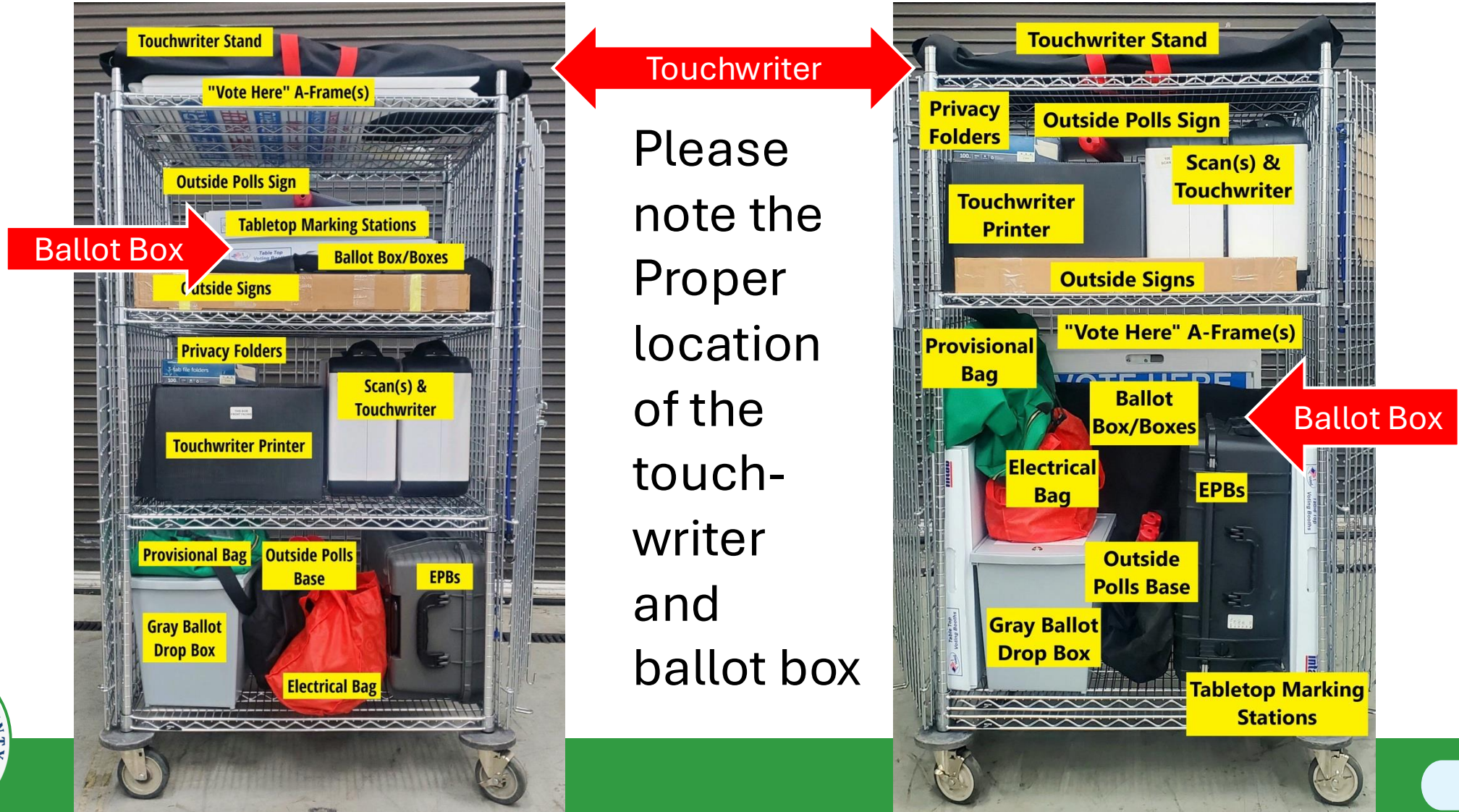
De-Escalation

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

✳ **Pamphlet will be in Chief Bag**



Cage Return - Inspection





Completing the Statement of Results

- 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 Pollbook 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 by hand			0
Total Number of Votes Cast Add the number of votes cast on machine(s) and the number of counted by hand.			100

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 Statement of Results

- 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 # S15009999999 Verity Scanner Serial # Verity TW Serial # W15009999998

1. *John Smith* Chief Officer of Election

2. *Max* Assistant Chief Officer of Election

3. *Rogers* Officer of Election

4. *lie Thornton* Officer of Election

5. *Eshal* Officer of Election

6. *Archer* 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

\$BE-658

11/11/21 Rev 03/21

REV 9/09

Tally Tape

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



Quick - FYI

All Closing Paperwork

If in doubt – fill it out!

**(EXCEPT envelope 8,
envelope 1B, and
envelope X)**



Take a sec, double check ... leave no blank behind!





Envelope Guide – in Chief Binder

Assistant Chief
AKA
Accountability Officer

PLEASE

Double check all
Provisionals and paperwork!





PRINCE WILLIAM
Office of Elections

ENVELOPE 1A

ELECTION OFFICERS
COMPLETE THIS SECTION AFTER POLLS CLOSE

Election Date: November 5, 2024
County: Prince William
Precinct: _____

Total Provisional Ballots Enclosed: _____

Election Officer Signatures	
1	8
2	9
3	10
4	11
5	12
6	13
7	14

PROVISIONAL ENVELOPES
ENCLOSE IN THIS ENVELOPE ALL PROVISIONAL BALLOT ENVELOPES CAST DURING NORMAL VOTING HOURS

1A

TO: CLERK OF THE CIRCUIT COURT

ON THE DAY AFTER THE ELECTION:
☒ GIVE THIS ENVELOPE TO THE ELECTIONAL BOARD.
☒ THEY WILL RETURN IT TO YOU RESEALED.

RETENTION: TWO YEARS - (FEDERAL ELECTIONS)
ONE YEAR - (ALL OTHER ELECTIONS)
DISPOSITION: DESTROY

REV 7/24

CONTENTS

Same Day Registration Provisional Ballot **SDR** Precinct # _____
Voter resides in this precinct but is not on this precinct's pollbook

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 as I am homeless.
☐ I am providing a mailing address (below) to protect my residence address from public disclosure because I or a household member is/are:
☐ 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 _____ 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 1, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

Election Officer Use

☐ I am 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 _____

Office/Electional 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 ☒ _____

2. Attach a copy of the identification document.

ELEC 1-633-English-07/2024

PLACE ALL CONTENTS IN ENVELOPE, SIGN ENVELOPE, AND SEAL WITH TAMPER TAPE

Provisional Ballot Envelopes (9.5"x12.5")

Take a Sec...Double Check! Leave No Blank Behind!



Supply Return Form

**Form found
on back of
Chief Binder**



SUPPLY RETURN FORM

Presidential General | November 5, 2024

Bring this completed form with you to Supply Return in the White Bag.
Please stay in your vehicle when returning supplies.

PCT # _____

Hand to Elections Staff		Trunk or Backseat
EO Check	Staff Check White Bag and this form (filled out) with	EO Check Staff Check Chief Bag with
☐	☐ Cellphone, Tablet, and Chargers powered off	☐ ☐ #3 Tamper Tape
☐	☐ #9 Envelope With Ballots Enclosed Tamper Tape With completed Chain Of Custody Form & Quantity (even if zero)	☐ ☐ #6 (Including unused provisionals) Tamper Tape
☐	☐ #1A Envelope Tamper Tape Ballot Quantity _____	☐ ☐ Chief Bag Items Binder, Law Book, etc.
☐	☐ #1B Envelope Ballot Quantity _____	
☐	☐ #2 Envelope Tamper Tape	
☐	☐ #2A Envelope Tamper Tape	
☐	☐ #4 Envelope Tamper Tape	
☐	☐ #7 Yellow Pouch Containing: vDrive(s) (Verity Drives) EPB Flash Drive(s) Keys Seals	
☐	☐ #8 Envelope Do NOT Seal	
☐	☐ X Envelope Seal with Tamper Tape only if used	

EOs Returning:

Print Name: _____

Phone: _____

Print Name: _____

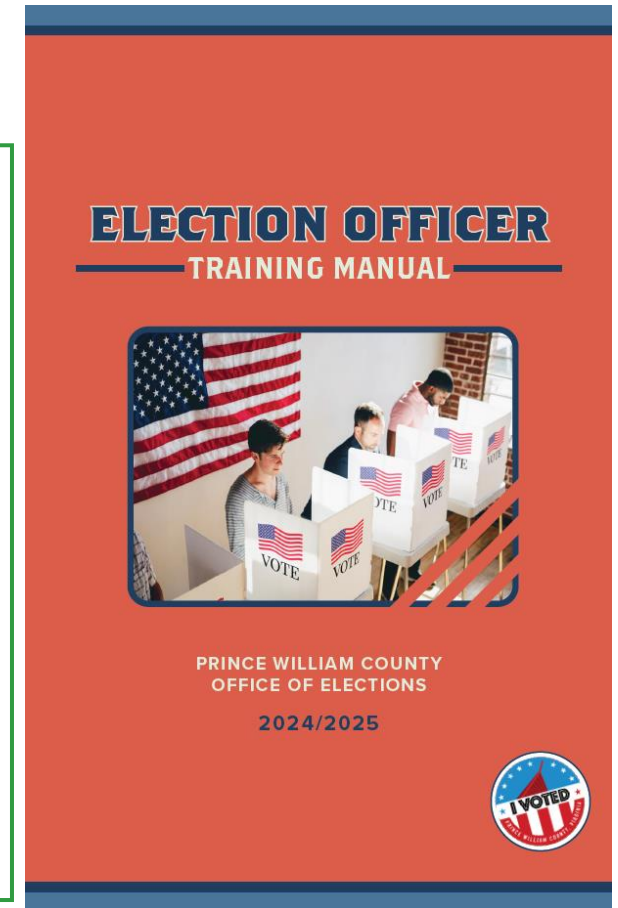
Phone: _____

Office Use Only

 **PRINCE WILLIAM**
Office of Elections

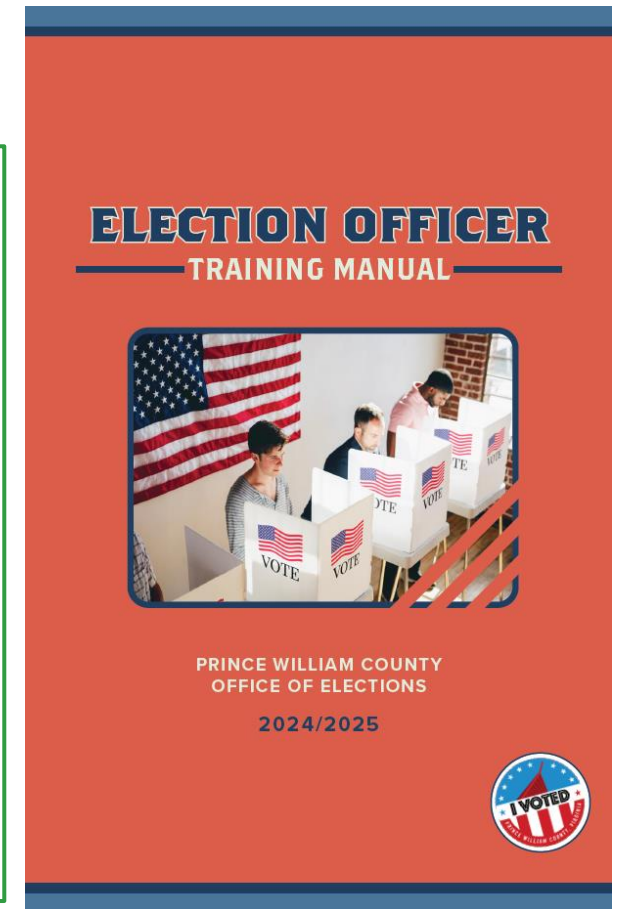
Training Manual Review

- Pg. 20 – Request for Assistance
- Pg. 23 – Service Animals
- Pg. 25 – Removal of election officers
- Pg. 71 – Ballot Drop Box
- Pg. 72 & 73 – Outside Polls Voter



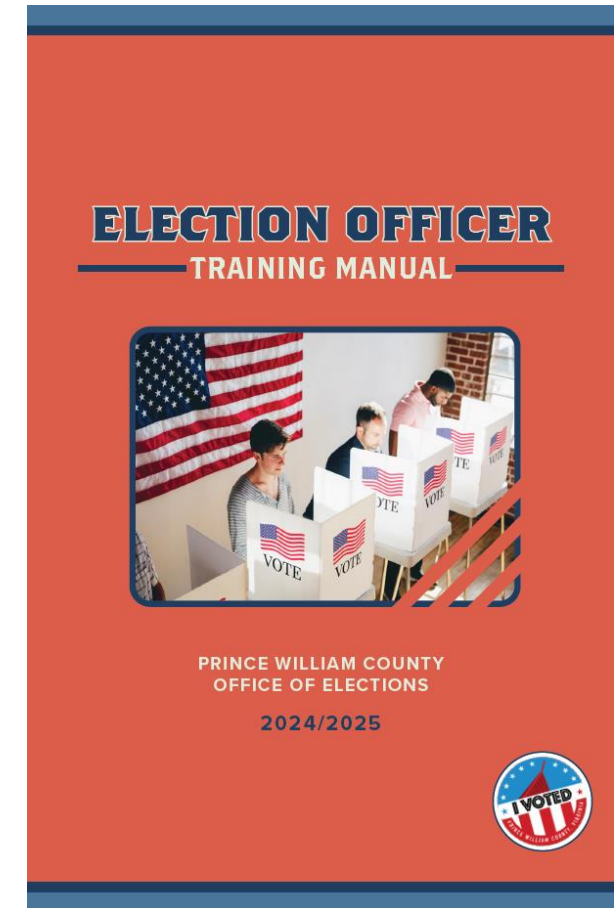
Training Manual Review

- Pg. 80 – Absentee Ballot Situations
- Pg. 82 – Paper Pollbook (in the cage)
- Pg. 86 – TouchWriter for ADA voters
- Pg. 102 – 40 ft Prohibited Area
- Pg. 103– Firearms

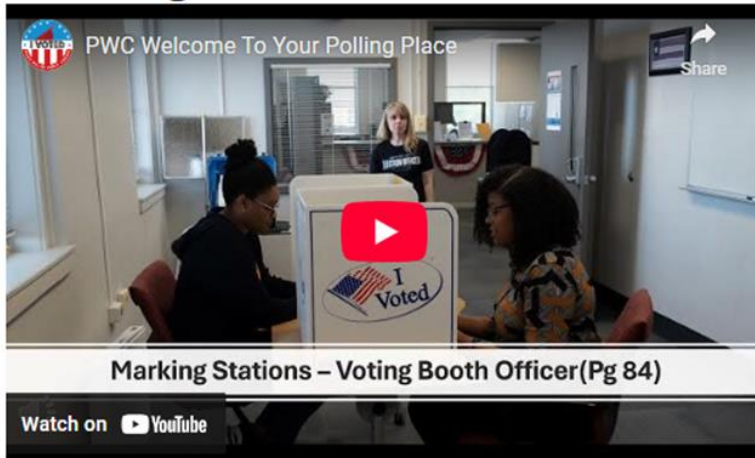


Training Manual Review

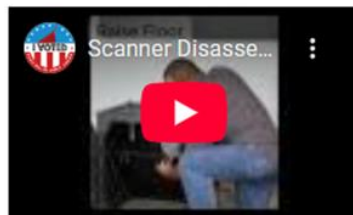
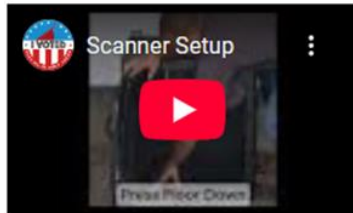
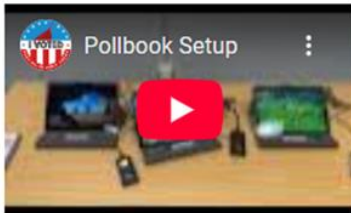
- Pg. 105 – Media Guidelines
- Pg. 114 – Voter challenges and military voters
- Pg. 127 – Signature reminders
- Pg. 128 – Closing paperwork envelope checklist



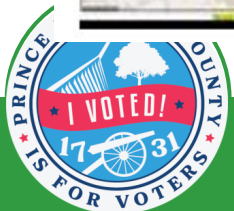
Training Videos



pwcvotes.org/training



- 10+ Videos
- Training Slides & Videos
- Manual

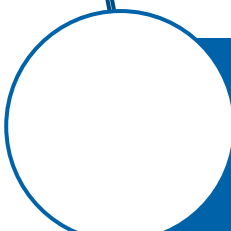




Final Notes



**If you have a change in your banking info
Call office for assistance**



**Contact your team with Election Day Information and
possible Monday set-up details**



**If you have not heard from your officers 2 WEEKS BEFORE the
election, send an email to electionofficer@pwcgov.org or call
the Staffing Department at 703.792.6485**





Final Notes: Take a sec ... Double Check!

Please remember that your paperwork is audited in the CANVASS process conducted immediately after the election, before certification and you may be asked to come into the main office to complete paperwork. Please take your time and double check!





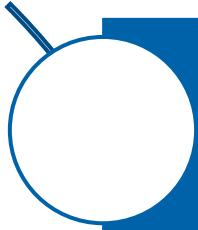
Final Notes



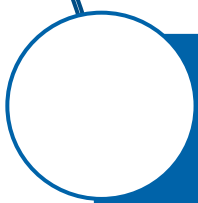
U.S. Department of
JUSTICE



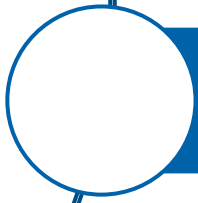
PRINCE WILLIAM
Office of Elections



Please note the U.S. Department of Justice may have staffers come to the precinct during a General Election



Please get a copy of their authorization letter and answer their questions



Reminder: The title "LO" on your roster refers the Language Officer



PWC must meet a certain requirement for Language Officers in specific precincts based on the last Census Report



The background of the image shows a blurred scene of people at voting stations. An American flag is visible in the upper center. On the left, a person is partially visible behind a station that has a small American flag and the word 'VOTE' on it. On the right, another person is partially visible behind a similar station. The overall scene is dimly lit, with the primary focus being the text overlay in the center.

Workshops

Old Manassas Court House

October 16th 11:30 AM – 8 PM

October 17th 12 PM – 5 PM



Thank You!

**We appreciate your commitment
to the election process in PWC!**

We cannot do this without you!