

# Election Officers Training

General Election

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November 7, 2023

# INTRODUCTIONS

- Welcome to EO Training.
- Today we will be talking about Election Officer duties and the November General Election.

# SUPPORT

Support

## BEFORE ELECTION DAY

**Main Office Line: 703-792-6470**

Officers with questions before Election Day should contact the Election Officer Team.

**Officer Email: [electionofficer@pwcgov.org](mailto:electionofficer@pwcgov.org)**

Officers can email questions and concerns to the officer email address. For immediate concerns, please call.

## ONLINE ACCESS

**Website: [www.pwcvotes.org/electionofficer](http://www.pwcvotes.org/electionofficer)**

Officers can view training materials and videos, link to the officer portal, and more.

# SUPPORT (cont.)

Support

## ON ELECTION DAY

Chief HQ: 703-792-8397 **Leadership Team Only**

Chiefs with questions on Election Day should contact Chief HQ for policy and procedure clarifications, technical support, emergencies, or facility access issues. **Reminder DO NOT share this number with the public!**

Main Office Line: 703-792-6470

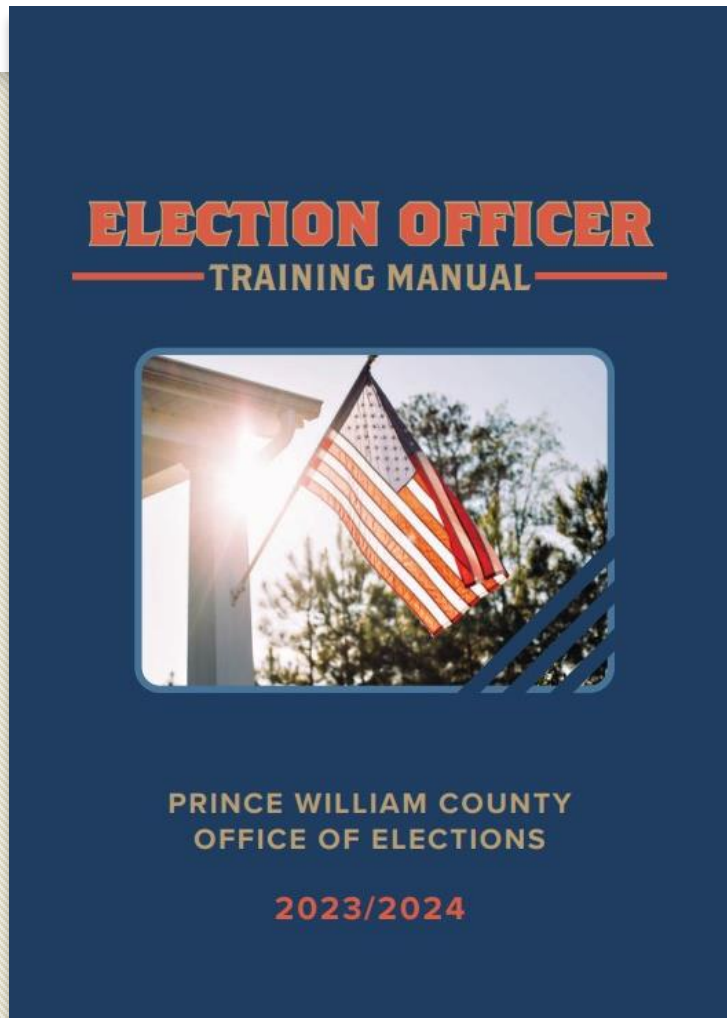
Officers with questions about voter registration should contact the Main Office for a voter lookup.

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# CHANGES

- The EES is now the Equipment & Provisional Specialist (EPS).
- The Provisional Ballot Envelope has changed.
- Drop Box ballots will be returned in an envelope.
- iPads and iPhones will contain:
  - TallyPoint for reporting results and completing the Provisional Ballot Log. You will have a paper Provisional Log AS A BACKUP ONLY.
  - Translate
  - Interactive What-Ifs

# There is a New Manual



Review the manual that was mailed to you, unless you are attending the Leadership Certification Training.

## Attire:

- Tee Shirt or Vest.
- If you work curbside voting, you are **required** to wear the vest. There will be three vests in the cage.
  - Don't mix the worn vests with the clean ones in bag.

# Reminders

- Vote Early.
- At 5 AM, get the Scanner(s) and Pollbook up and running FIRST.
- Pollbook Officers will send all voters with issues to the Chief.

## Reminders (cont.)

- A standard voter is one where the name comes up and you check them in.
  - Anything else is an issue.
- Call Chief HQ for help if needed.
- The Chief HQ number is not to be given to the public. **Only Chiefs should call HQ.**



# Basics

- Election Officers are non-partisan on Election Day.
- Minimize use of mobile devices.
- Bring any necessary items for the day.

# General Information

- **Election Day:** November 7, 2023
- **Type:** General
- **Work hours:** 5:00 am - ~ 8:30 pm
- **Voting Hours:** 6:00 am – 7:00 pm
- **Monday Setup:** Yes
- **Officer in Charge:** Chief Officer

# Who is allowed at the polling place?

- **Election Officers** – of course
- **Voters** - Obviously
- **Poll Watchers** – Must have signed authorization from a party. Can't disturb the process inside the 40-foot area.
- **Media** – Can't impact voter privacy, CANNOT interview people inside the 40-foot area.
- **Office Staff, Electoral Board Members, and Special Assistants.**
- **Others** – DOJ, International Observers, and others. We will tell you!

# What is not allowed at the polling place?

- **Voter Intimidation**
  - If you observe voter intimidation, notify your Chief.
  - If you observe a crime or fear for someone's safety, call 911.
- **Firearms are not permitted at or near polling locations in Virginia.**
  - Prohibited on school buildings and grounds.
  - Carrying/brandishing firearms that might cause reasonable fear to those arriving to vote.
  - Law Enforcement Officers are permitted to carry firearms in polling place.

# What's on the Ballot

The ballot is legal size  
(8.5 x 14)  
and double sided.

**Virginia:**

State Senate

House of Delegates

**PWC:**

Clerk of Court

Sheriff

Commonwealth Attorney

BOCS

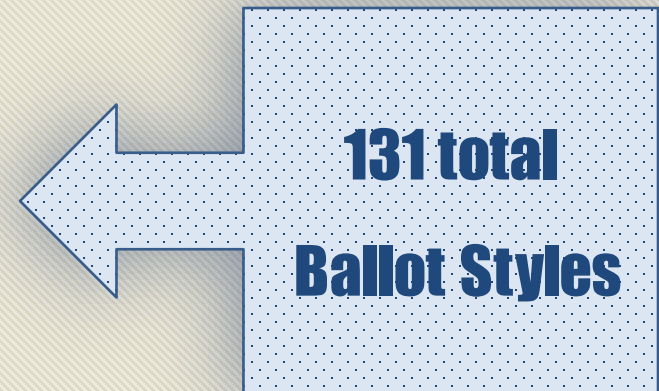
School Board

Soil and Water Directors

**Town Specials:**

Haymarket Town Council

Quantico Town Council



**131 total  
Ballot Styles**

# Officer Pay



## Election Day

- \$200 Election Officer
- \$225 Assistant Chief
- \$275 Chief

+ \$25 Extra for picking up supplies (1 person selected by CO)

+ \$25 Extra for dropping off supplies (2 people selected by CO)

# Supply Pickup - Chief

- **Pick Up:**
  - **Thu. 11/2** 12 pm – 7 pm
  - **Fri. 11/3** 9 am – 7 pm
  - **Sat. 11/4** 9 am – 12 pm
- **Location:** 13851 Telegraph Road, Suite E, Woodbridge, VA 22192
- **Operations Center Phone:** 703-792-8397
- Chief or Assistant Chief
- Bring ID with you.

# QUESTIONS



# The Polling Place

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# Be On Time

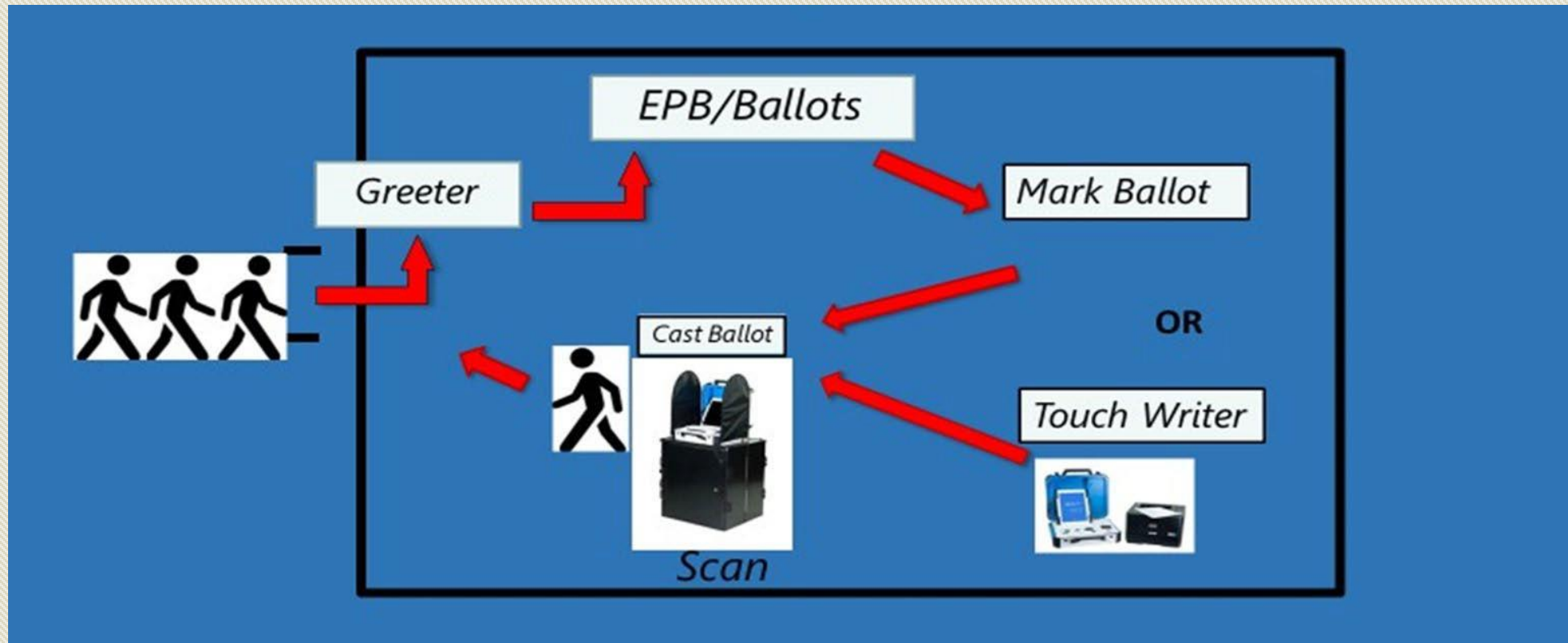


- Helps the Chief lead the Team.
  - The Chief will assign duties to team members.
  - There is plenty to accomplish in the first hour to open on time.

# Equipment Set Up

- Monday set up is allowed.
- Most polling places will have three pollbooks, some will have four.
- Most Polling places will have one Scanner, some will have two.
  - Call Chief Headquarters **before** opening the second scanner.

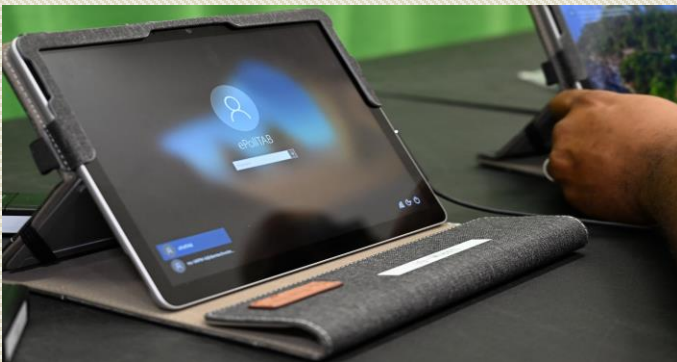
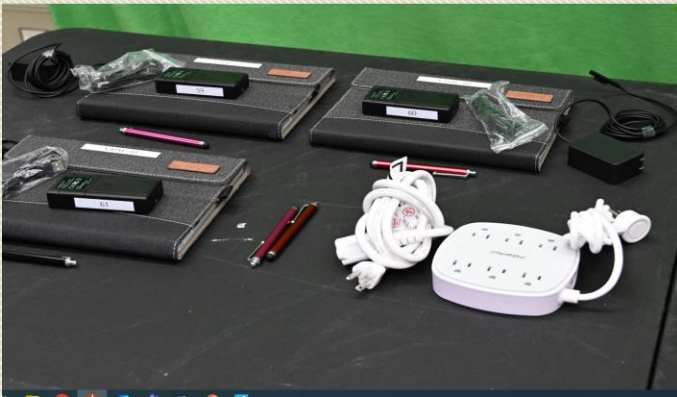
# Example of Polling Place Layout



# Opening the Polls

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# Check-In Station



Pollbooks

- **THIS IS A PRIORITY!!**
- The designated person (EPS) will set-up and open polls on the Pollbook.
- All polling places distribute ballots at the check-in station.
- Pollbooks must be ready to check-in voters **before 6:00 am.**

# Voting Machines

- All polling places will have 1 Scanner (THIS IS THE OTHER PRIORITY) and 1 Touch Writer.
  - Some will have 2 Scanners.
- The Scanner must be ready to scan ballots **before 6:00 am.**
- The designated person will setup the Scanner.

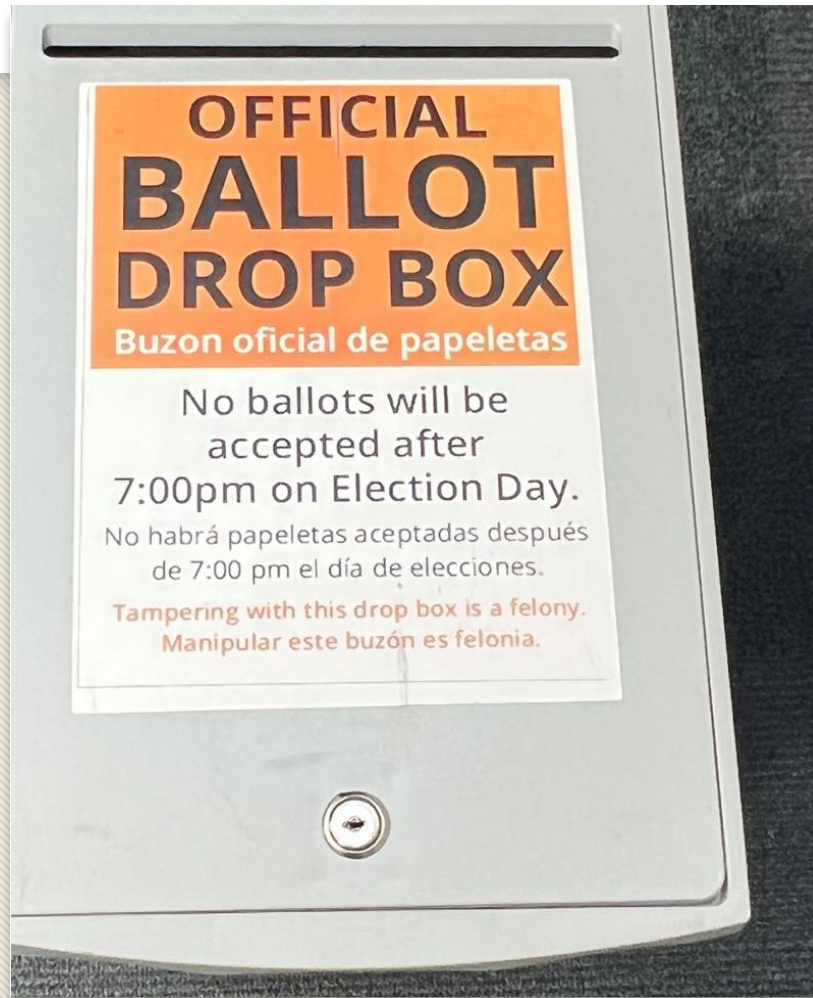


Scanner



Touch Writer

# Mail Ballot Drop Box



- Place Drop Box next to check-in station.
- Ensure Drop Box is locked.
- Drop Box voters do not have to wait in line.



# Voting Booths

Opening



Place three on 6-foot table



- Polling places are issued 12 tabletop marking stations.
- Stand-up voting booths are available at supply pick up.
- Make sure aisles are wide and free of debris

# Before Polls Open

Opening

**Ensure all this  
is done before  
6:00 am.**

- Polls open on Pollbook and Scanner. (**This is the priority at 5 am**)
- The Pollbook Summary Report
- The zero tapes from the Scanner and Touch Writer are taped to the wall.
- Ballots are ready to pass to voters at the Check-in station.
- The Oath.
- The Pink Comp Sheet.
- Mail Ballot Drop Box in place.

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# 40-foot Prohibited Area

Handled by Leadership Team

Opening

- Each polling place must establish a 40-foot boundary outside the polling place entrance.
- This is defined as the exterior entrance of the building, not the voting room if it is inside a building.
- Certain activity is prohibited inside that line including:
  - Electioneering
  - Media interviews

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# Questions

# Frequently Used Election Forms

These forms will be handled by the Leadership Team.

# Request for Assistance Form

This form is required if a voter needs help completing their ballot.

 **VIRGINIA**  
DEPARTMENT of ELECTIONS

Commonwealth of Virginia  
ASISTENCIA PARA VOTAR  
§ 24.2-649 del Código de Virginia

Warning: Intentionally making a materially false statement or entry on this form shall constitute 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 \$2500.

**OFFICER OF ELECTION** Precinct/Name: 401 Evergreen Date: 2-2-23

**A. REQUEST OF VOTER**

I hereby affirm, subject to penalty of law, that I require assistance to vote my ballot by reason of either blindness, physical disability, or inability to read or write, or I need the ballot translated into another language.

I request that the person signing the agreement below in Section B enter the voting booth or voting machine enclosure to assist me or to vote my ballot in accordance with my instructions.

Signature of voter: Blind Voter Printed name: Tomothy Sample  
Required

**B. AGREEMENT OF ASSISTANT**

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

- I will vote 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 for additional information.)
- I am not the voter's employer or agent of that employer, or an officer or agent of the voter's union. (This provision does NOT apply, if the voter is blind.)

Signature of assistant: B. Mulligan Printed name: Brittany Mulligan  
Required Required

Residence address: 9250 Lee Avenue, Suite City/state: Manassas, VA zip: 20110  
Required Required Required

**C. IF VOTER ASKS OFFICER TO TRANSLATE BALLOT (AS ASSISTANT)**

See § 24.2-649(C) for additional information. Any party or candidate interpreter must sign below before observing. (Attach additional forms if necessary.)

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: \_\_\_\_\_

**INSTRUCTIONS IF VOTER IS UNABLE TO SIGN OR MAKE THEIR MARK:**

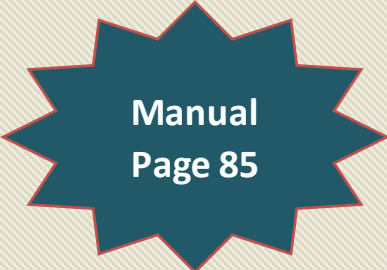
For a voter who is blind, the Officer of Election must:

- Write on the Signature of Voter line (Section A), "Blind voter". (A blind voter is NOT required to sign or make their mark)
- Print the voter's name on the line below the Signature line (Section A) and
- Have the assistant sign and complete Section B.


For a voter who is otherwise unable to sign, the assistant must:

- Write on the Signature of Voter line (Section A), "Voter unable to sign".
- Print the voter's name on the line below the Signature line (Section A) and
- Sign and complete Section B.

ELECT-449 Rev. 06/2016



# Affirmation of Eligibility

 \* VIRGINIA \*  
DEPARTMENT of ELECTIONS

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, NAME 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 HIS/HER 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 "2" ON POLLBOOK . . . AND VOTER'S NAME OR ADDRESS HAS NOT CHANGED.  
B.  VOTER'S NAME OMITTED FROM POLLBOOK IN ERROR; REGISTRAR AUTHORIZES OFFICER TO ADD NAME.  
C.  VOTER'S NAME ON POLLBOOK . . . BUT VOTER IS CHALLENGED BY ANOTHER VOTER OR AN OFFICER WHO COMPLETES AND SIGNS STATEMENT BELOW

**Statement of Challenger**  
"I do hereby state, subject to penalties for hindering, intimidating, or interfering with a qualified voter pursuant to § 24.2-607, that I am a qualified voter of this Commonwealth or an officer of election and that, to the best of my knowledge, information, and belief, \_\_\_\_\_ 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.

- This form will be completed if the voter is listed as “inactive” or as “address confirmation.”
- Form will also be completed if a voters right to vote is challenged.

# Voter Registration Application (VRA)

**Virginia Voter Registration Application** Use blue or black ink

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

1.  YES  NO  
 \* I am a citizen of the United States of America. \* Full social security number  No SSN was ever issued. \* Date of birth  /  /  \* Gender

2. \* Last name  Jr. Sr. II III IV (Circle if applicable)  
 \* First name  \* Middle name   None  
 \* Residence address (May not be a P.O. Box)  Apt #   
 \* City/Town  \* ZIP   
 E-mail  Phone  -  -

3. \* Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote? .....  YES  NO If YES, has your right to vote been restored? .....  YES  NO

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 is not serviced by the U.S. Postal Service or I am homeless.  
 I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because:  
 I am an active or retired law enforcement officer, judge, U.S. or Virginia Attorney General attorney  
 I have a court issued protective order for my benefit  
 I have evidence of filing a complaint with law enforcement that either I or a household member is in fear for personal safety from another person who has threatened or stalked either me or a household member  
 I am a participant in the Virginia Attorney General's Address Confidentiality Program  
 I have been approved to be a foster parent

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

5.  I am currently registered to vote in another state: \_\_\_\_\_ (Indicate state of previous registration)

6.  I am interested in being an Officer of Election (poll worker) on Election Day. Please 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. I authorize the cancellation of my current registration and I have read the Privacy Act Notice.**

\* Signature  Today's date:  /  /

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.

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**\* Virginia Voter Registration Application Receipt**

The application collector must submit your completed application within 10 days or by the deadline to register for the next election, whichever comes first. You can check your voter registration status online at [www.elections.virginia.gov/register](http://www.elections.virginia.gov/register). If you do not receive confirmation of your voter registration status within 30 days, contact your local voter registrar or the Virginia Department of Elections.

/  /   
Date application received

Name, phone and e-mail of office, group or individual receiving application

Thank you for applying to vote in Virginia!

VA-NVA-10719

- Used to register voters and to update voter information.
- Note: We no longer use the green VRA form.



# ID Confirmation

Commonwealth of Virginia

Place in Envelope #8

## ID Confirmation Statement/Declaración de Confirmación de Identificación - § 24.2-643 of the Code of Virginia

### A Officer of Election:

Precinct No./Name: 401 Evergreen Date: 2/2/23 O of E Initials: Bm

### 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 papeleta 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 sanción legal, por la presente afirmo que soy la misma persona que represento ser.**

Signature of voter/Firma del votante: Bill Sample Date/Fecha: 2/2/23

Printed name of voter/Nombre del votante: Bill Sample

Birth Year (optional) 1999 Last 4 digits of Social Security # (optional) 0123  
 Año de nacimiento (opcional) últimos cuatro dígitos de seguro social (opcional)

**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 and/or fined up to \$2,500. §24.2-1016

**ADVERTENCIA:** Hacer una declaración materialmente falsa en este formulario constituye un delito de fraude electoral, que es punible según la ley de Virginia como un delito grave. Los infractores pueden recibir sentencias de hasta 10 años de prisión y/o multas de hasta \$2,500. §24.2-1016

ELECT-643ID (ENG/SPA) 8/2020

If voter does not offer a valid ID, once this form is completed, it becomes a valid form of ID.

# Provisional Ballot Changes

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All Provisional Ballots and Same Day Registration will be handled by the Leadership Team

# Provisional Envelope

Same Day Reg

Non-Same Day

Provisional

**Virginia Provisional Vote and Same Day Registration Application** Precinct # \_\_\_\_\_  
Only for voters not registered in this precinct. Use blue or black ink.

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

**1** \* I am a citizen of the United States of America  YES  NO  
 \* Full Social Security Number \_\_\_\_\_  No SSN was ever 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** \* Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote?  YES  NO  
 IF YES, has your right to vote been restored?  YES  NO

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

**5**  I am currently registered to vote in another state: \_\_\_\_ (Indicate state of previous registration)

**6**  I am interested in being an Officer of Election (poll worker) on Election Day. Please send me information.

**7** **AFIRMATION:** 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 back for Privacy Act Notice and Warning.)  
 \* Signature \_\_\_\_\_ Today's date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 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.

<p><b>ELECTION OFFICER</b></p> <p>YOU MUST SELECT THIS REASON CODE.</p> <input type="checkbox"/> #1: Same Day Registration (or not on pollbook) Did voter show ID or complete ID Confirmation Statement? <input type="checkbox"/> YES <input type="checkbox"/> NO Comments: Election Officer: <input checked="" type="checkbox"/> _____ <small>Sign Here</small>	<p><b>OFFICE/ELECTORAL BOARD USE ONLY</b></p> <p>Voter ID # _____</p> <p>Adjudication: <input type="checkbox"/> COUNT <input type="checkbox"/> DO NOT COUNT</p> <p><b>Voter Identification</b></p> <p>1. If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> _____</p> <p>2. Attach a copy of the identification document.</p>
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ELECT-653 - 7/2023

**Virginia Provisional Vote (Non-Same Day Registration)** Precinct # \_\_\_\_\_  
If Same Day Registration, complete only the other side. Use blue or black ink.

**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 \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**3** \* Social Security Number \_\_\_\_\_  
 Last 4 digits REQUIRED  
Providing your full Social Security number, though not required, may prove helpful in determination of 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Your address information will be used to update your voter registration record.

**5** Phone \_\_\_\_\_ Email \_\_\_\_\_

**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.  
 Voter:  \_\_\_\_\_ Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
\*Sign Here

**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.

<p><b>ELECTION OFFICER</b></p> <p>You Must Select a Reason Code.</p> <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 ID Confirmation Statement Comments: Election Officer: <input checked="" type="checkbox"/> _____ <small>Sign Here</small>	<p><b>OFFICE/ELECTORAL BOARD USE ONLY</b></p> <p>Voter ID # _____</p> <p>Adjudication: <input type="checkbox"/> COUNT <input type="checkbox"/> DO NOT COUNT</p> <p><b>Voter Identification</b></p> <p>1. If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> _____</p> <p>2. Attach a copy of the identification document.</p>
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ELECT-653 - 7/2023



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.

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 as already voted

Other: \_\_\_\_\_

Voter does not have required ID & declined to complete ID Confirmation Statement

If you registered at DMV or other government agency:

- Provide the name of the agency, its location, and date you registered.
- Show a receipt, if you have one, either to the precinct election officer or General Registrar.

If you learned that your registration was cancelled,

but you think it should not have been, call your General Registrar.

**NO ID PROVISIONAL INFORMATION**

**ID Delivery Deadline**

- The deadline to provide your ID is 12:00 pm (noon) on the Friday 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](mailto:pwcvote@pwcgov.org)
  - By fax: 703-792-6461

To see list of acceptable identification please visit:

[www.elections.virginia.gov/registration/voterid/index](http://www.elections.virginia.gov/registration/voterid/index)

Or Scan this QR code with your phone:



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.

Usted puede proporcionar pruebas de que es calificado para votar en este recinto en persona antes de la fecha limite, o usted puede atender la reunion de la junta electoral para proporcionar pruebas. (La mayoría de las personas no necesitan asesoría legal, pero puedes traer un abogado contigo.) Si tiene preguntas, llame a la oficina de su Registrador General - 703-792-6470.

Despues de finalizar la cuenta de votos, usted puede averiguar si su papeleta fue contada llamando al Departamento de Elecciones - 866-839-2556.

**Razones por las que recibí una papeleta provisional**

Registro el mismo día (no aparecio en el libro de votacion)

Voto despues de las cerradas de elecciones por orden judicial

Voto por correo: no hay papeleta para rendir

Aparece en el libro de votacion 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 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 deberia 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 despues de la eleccion. (Lunes, si Viernes es feriado.)
- Como entregar identificación
  - En persona o por correo a nuestra oficina
  - Por correo electronico: [pwcvote@pwcgov.org](mailto:pwcvote@pwcgov.org)
  - Por fax: 703-792-6461

Para ver la lista de identificaciones aceptables, visite:

[www.elections.virginia.gov/registration/voterid/index](http://www.elections.virginia.gov/registration/voterid/index)

O Escanee este codigo QR con su telefono:



# The Provisional Ballot Bag has Changed

Provisional

The New Provisional Bag



# **Provisional Ballots and Same Day Registration (SDR)**

# Basic Information on Same Day Registration


Provisional >

SDR

- Same Day Registration (SDR) is a process where a Voter can register to vote and vote provisionally on Election Day. It will only be handled by the Leadership Team in a precinct.
- SDR voters MUST cast a Provisional Ballot, they are not checked in on the Pollbooks and CANNOT vote on the Scanner.

**Manual**  
**Page 101**

# Provisional Voters

 \* 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.  
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	
<input type="checkbox"/> Same Day Registration (or not on pollbook)	<input type="checkbox"/> Shown on pollbook as already voted
<input type="checkbox"/> Voting after hours due to court order	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Vote by mail - no ballot to surrender	<input type="checkbox"/> Voter does not have required ID & declined to complete ID Confirmation Statement

**If you registered at DMV or other government agency:**

- Provide the name of the agency, its location, and date you registered.
- Show a receipt, if you have one, either to the precinct election officer or General Registrar.


**If you learned that your registration was cancelled,** but you think it should not have been, call your General Registrar.

**NO ID PROVISIONAL INFORMATION**

**ID Delivery Deadline**

- The deadline to provide your ID is 12:00 pm (noon) on the Friday 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@pwgov.org](mailto:pwcvote@pwgov.org)
  - By fax: 703-792-6461

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



Provisional Voter Notice  
ELECT-653B

**Voltea la pagina para Español**

Rev 8/2023

- When does a voter become a provisional voter?
- All provisional paperwork is green
- Give voter a Provisional Voter Notice with reason checked.
- Flip page for Spanish



# Provisional Voters

**Virginia Provisional Vote and Same Day Registration Application** Precinct # \_\_\_\_\_  
*Only for voters not registered in this precinct.* Use blue or black ink

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

**1** \* I am a citizen of the United States of America  YES  NO  
\* Full Social Security Number \_\_\_\_\_  No SSN was ever 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** \* Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote?  YES  NO  
If YES, has your right to vote been restored?  YES  NO

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

**5**  I am currently registered to vote in another state: \_\_\_\_\_ (Indicate state of previous registration)

**6**  I am interested in being an Officer of Election (poll worker) on Election Day. Please 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 back for Privacy Act Notice and Warning.)**  
\* Signature \_\_\_\_\_ Today's date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 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.

<b>ELECTION OFFICER</b> YOU MUST SELECT THIS REASON CODE. <input type="checkbox"/> #1: Same Day Registration (or not on pollbook) Did voter show ID or complete ID Confirmation Statement? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Comments:</b> Election Officer: <input checked="" type="checkbox"/> Sign Here	<b>OFFICE/ELECTORAL BOARD USE ONLY</b> Voter ID # _____ Adjudication: <input type="checkbox"/> COUNT <input type="checkbox"/> DO NOT COUNT <b>Voter Identification</b> 1. If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> _____ 2. Attach a copy of the identification document.
--	--

ELECT-653 - 7/2023

- Write Precinct # on Envelope.
- Give voter a Provisional Ballot Envelope to complete and sign.
- Ensure voter completes required fields on envelope.
- Voter inserts Ballot into Envelope.
- Voter seals envelope and gives to EO.
- Remember SDR and Non-SDR side
- Ensure envelope is correct.
- Be sure to sign envelope.

# Provisional Voters (cont.)

The screenshot shows the TallyPoint interface for a precinct. At the top, it says "TallyPoint" and "Prince William County, 2023 November General Training" on the left, and "Logout" on the right. Below this, the precinct name "Gainesville, Ben Lomond" is displayed on the left, and "Precinct Ready" with a blue checkmark and a link to "Messages" is on the right. A green vertical bar indicates the status "Election closed, accepting results". Below this, there are four buttons: "Update Turnout", "Provisional Voter", "Curbside Voter", and "Enter Results".

- Complete Provisional Ballot Log on Tallypoint.
- Give voter provisional notice and sticker.

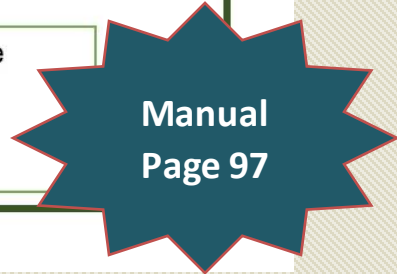
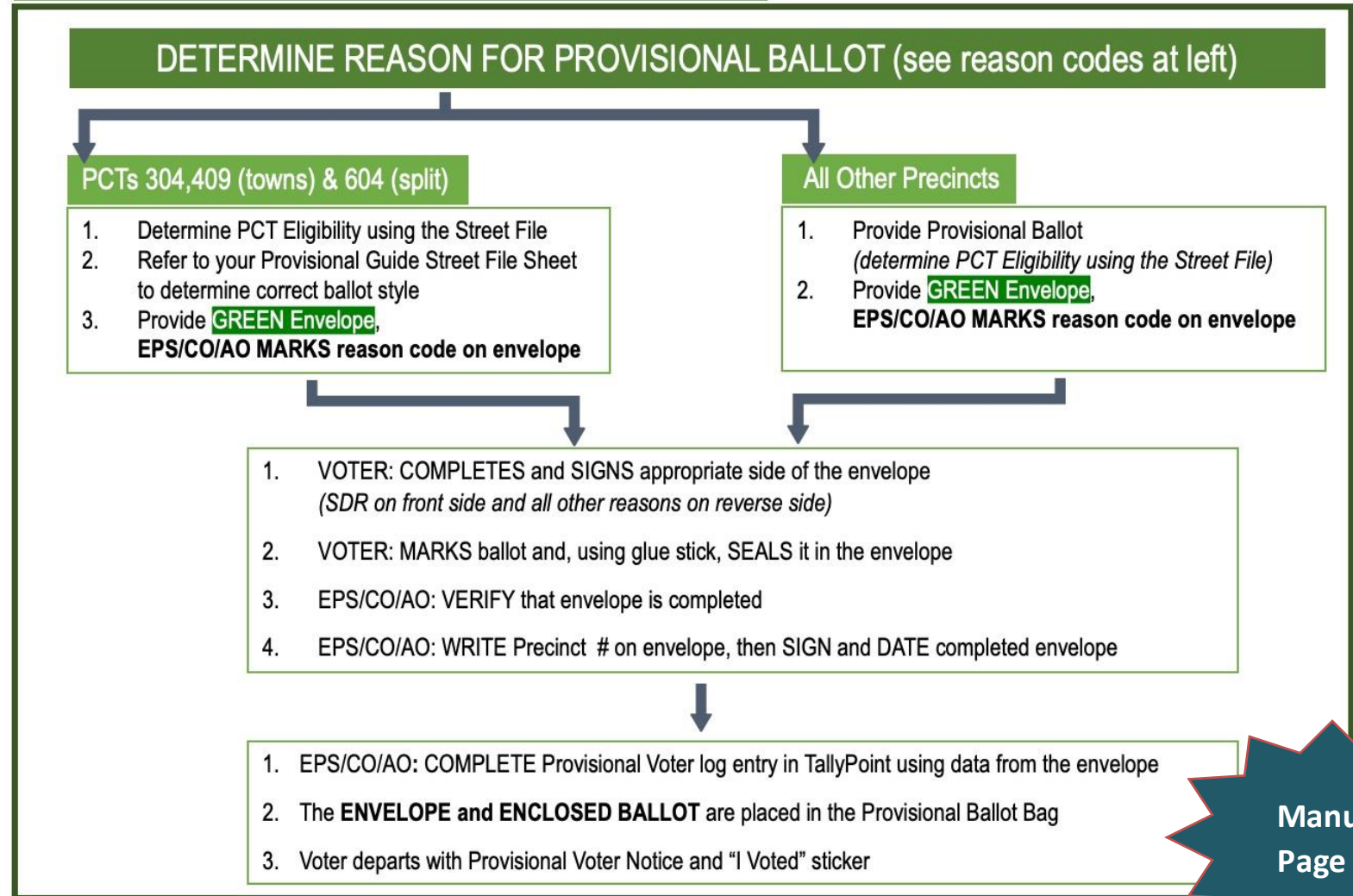
# Reason Codes

## GREEN ENVELOPE:

Reasons Codes 1 thru 7  
*(there is no Reason Code 2)*

1. Same Day Registration  
(or not on pollbook)
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 ID Confirmation Statement

# Provisional Ballot Workflow



# Same Day Registration

Provisional > SDR

- Second year for Same Day Registration (SDR).
- Voter is not listed in the pollbook in your precinct.
- Voter has moved into your precinct (Moving Conditions).
- Use Street File Lookup on pollbook.
- ID rules are the same for all voters.

# Questions

# Officers

46

# Officer Positions

This is your job assignment.

Officers

## Chief Officer (Chief)

Responsible for the overall management of and all materials and equipment (ballots, electronic devices, etc.) provided to the precinct. The Chief contacts Chief HQ when a procedure is uncertain and for clarification on Virginia law and procedures, then makes the final determination. The Chief is the primary contact for the media, authorized observers, and electioneers.

## Assistant Chief

Responsible for assisting the Chief in all tasks and overseeing other Officers.

## Election Officers (Officers)

Assist voters with the check-in process and casting their ballot.

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# Officer Positions (cont.)

## Equipment and Provisional Specialist (EPS)

At least one officer at each precinct is designated as the Equipment and Provisional Specialist.

## Language Officer

Officers who speak a foreign language fluently should contact the Office of Elections to inquire about bonus pay to fill this role. These officers are placed in locations with identified language translation needs. We currently need Spanish speakers only.



# Officer Roles

These are the jobs you will do on Election Day.

## OFFICER ROLES

The Chief assigns officers to roles to perform the core functions of the polling place. Chiefs will generally rotate officers through several roles during the day depending on their skills and comfort level.

**Pollbook Officers** - These Officers check voters in on the pollbooks, issue ballots to qualified voters, and provide basic instructions on how to mark a ballot. They ensure voters are qualified by checking identification and verifying information on the pollbook.

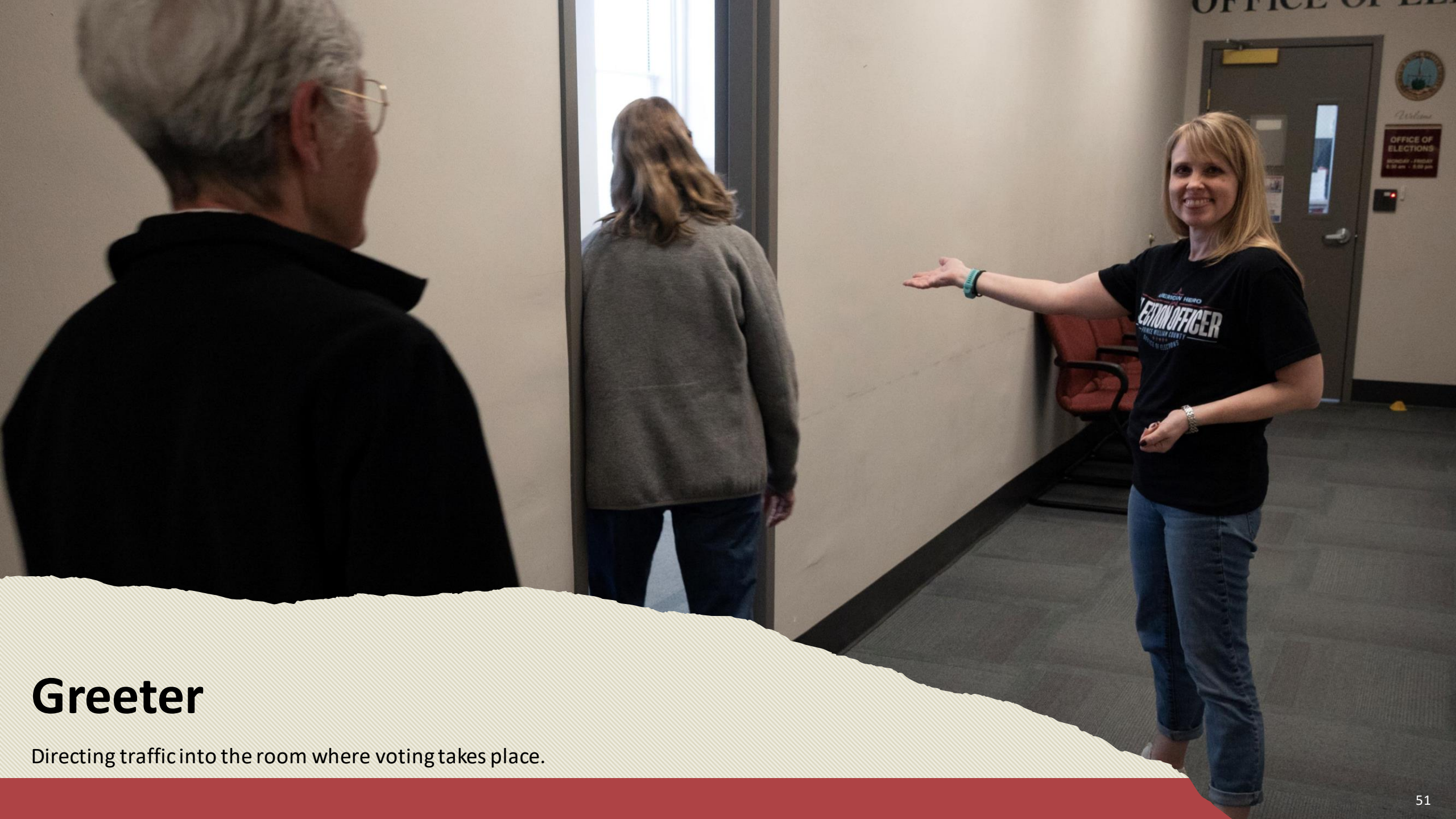
**Voting Booth Officers** - These Officers are responsible for traffic flow once voters have their ballots. They direct voters to available marking stations, answer basic questions on how to mark a ballot, rescue runaway pens, and ensure the voting booths are free of campaign literature and other things voters may leave behind. This role requires long periods of standing.

# Officer Roles (cont.)

**Scanner Officers** - These Officers provide basic instructions to voters preparing to feed their ballot into the Scanner, assist voters if the ballot is rejected, ensure the scanner is not tampered with, and distribute “I Voted” stickers.

**Provisional Officers** - The provisional officer is generally the Chief, Assistant, or Equipment and Provisional Specialist. They assist voters with the provisional ballots and Same-Day Registrations.

**Greeters** - Officers and Pages (high school students) can serve as Greeters, the first point of contact for voters. They remind voters to have IDs ready, manage the line, and direct voters who might be in the wrong polling place to the Chief. (Pages can only perform these tasks and hand out “I Voted” stickers. **Pages cannot handle ballots or election equipment.**)



# Greeter

Directing traffic into the room where voting takes place.

# Greeter Duties

- Greet voters as they arrive at the polls.
- Remind voters to have ID ready.
- Ensure voters who are bringing mail ballots to the Drop Box don't wait in check-in line.
- Direct voters to the check-in station.
- Assist voters as requested.
- If alerted to anything unusual outside, tell the Chief.



# Pollbook Officer

Handing voter a ballot.

# Pollbook Officer Duties

- Check voters in on the Pollbook.
- Distribute ballots to voters.
- Refer special issues to the Chief.

# PROCESS TO CHECK IN A VOTER

Check-In

1. **Ask voter for identification and verify it is an acceptable type of identification.** *If voter does not have acceptable identification, they can complete the ID Confirmation Statement instead.*
2. **Look up voter on the pollbook** using manual entry or the hand scanner (for licenses or voter registration cards).
3. **Select the correct voter on the pollbook.**
4. **Ask the voter for full legal name and current residence.** (Voter can confirm it matches the identification instead of stating out loud.)
5. **Verify the information on the pollbook is correct.** If address does not match the pollbook or the voter is flagged, send them to the Chief/provisional station.
6. **State aloud the name of the voter only.** Do not state the address aloud.
7. **Click the "Check In Voter" button in the pollbook.**
8. **Click the "Continue" button.**
9. **Give the voter a ballot in a privacy folder.**

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# PROCESS TO CHECK IN A VOTER (cont.)

Voter Check In >  
Process

The screenshot displays a web-based voter check-in interface. At the top, there is a search bar with the placeholder text "Tap here to Search". To the right of the search bar, there is a "Search Type" dropdown menu set to "Last Name, First Name, Year of Birth" and a "Search All" checkbox. A yellow "Advanced Search" button is located in the top right corner. Below the search bar is a table with the following columns: Last Name, First Name, Middle Name, Suffix, Year of Birth, and Voter ID. The table body is currently empty. At the bottom of the interface, there is a dark blue status bar containing the following information: the date and time "2023/10/06 11:19:35 AM", the label "Total Voters" with a value of "564", the label "Check In" with a value of "0", a "Print Status" button, a "Print" button, a "Close" button, and a "Help" icon.



# PROCESS TO CHECK IN A VOTER (cont.)

Voter Check In >  
Process

The screenshot shows a software interface for voter check-in. At the top, there is a search bar containing the text 'fis'. To the right of the search bar, there is a 'Search Type' dropdown menu set to 'Last Name, First Name, Year of Birth' and a 'Search All' checkbox. Below the search bar is a table with the following columns: Last Name, First Name, Middle Name, Suffix, Year of Birth, and Voter ID. The table contains four rows of data. The first two rows have an orange warning icon with a question mark, and the last two rows have a green checkmark icon. Below the table is a large grey rectangular area. At the bottom of the interface, there is a status bar with the following information: Date and Time (2023/10/06 11:01:59 AM), Total Voters (564), Check In count (0), Precinct ID (0401 Ing0401a), and Poll Status (Open).

	Last Name	First Name	Middle Name	Suffix	Year of Birth	Voter ID
	FISCHER	DANIEL	JOHN		1962	918064589
	FISCHER	Habibullah	THOMAS		1966	918090825
	FISHER	JULIE	F		1937	072018681
	FISHER	MARTHA	JOSEPH		1992	753678340

2023/10/06 11:01:59 AM Total Voters 564 Check In 0 0401 Ing0401a Poll Status Open 0/0%

# PROCESS TO CHECK IN A VOTER (cont.)

The screenshot displays a web interface for voter information. At the top, a blue header reads "VOTER INFORMATION". Below this, the following details are listed:

- NAME:** FISHER, JULIE F
- Suffix:** (blank)
- Year of Birth:** 1937
- Address:** 3504 Delashmutt Dr, City: Haymarket
- Voter ID:** 072018681
- Absentee:** (blank)
- Status:** Active
- Mailing Address:** (blank)
- Mailing City:** (blank)
- Precinct:** 401 - EVERGREEN
- Congress:** 10
- Town:** (blank)
- Senate:** 030
- House:** 021

On the right side of the form, there are three yellow buttons: "Add Voter Note", "Edit Voter", and "Voter History". Below the form, a green checkmark icon is next to the text "Ready to Check In.". To the right of this is a grey button labeled "Print Directions". At the bottom left of the form area is a green button labeled "Check Voter In". At the bottom right is a yellow button labeled "Return to Search".

The footer of the interface contains the following information:

- Date and Time: 2023/10/06 11:42:51 AM
- Total Voters: 564
- Check In: 0
- Ballot Box ID: 0401
- Ballot Status: Inq0401a
- Print Status: Open
- Progress: 0
- Percentage: 96%
- Menu icon

# PROCESS TO CHECK IN A VOTER (cont.)

Voter Check In >  
Process

The screenshot displays a web-based voter check-in interface. At the top, a blue header reads "VOTER INFORMATION". Below this, the following details are shown:

- NAME:** FISHER, JULIE F
- Suffix:** (blank)
- Year of Birth:** 1937
- Address:** 3504 Delawarrut Dr
- City:** Hay
- Voter ID:** 072018681
- Absentee:** (blank)
- Status:** Active
- Mailing Address:** (blank)
- Mailing City:** (blank)

A white modal dialog box is centered on the screen, containing the text "Please give Voter Ballot 401" and two checked checkboxes: "OutsidePoll" and "Affidavit". Below the checkboxes are "Continue" and "Cancel" buttons.

On the right side of the interface, there are several buttons: "Add Voter Note", "Edit Voter", "Voter History", "Print Directions", and "Return to Search".

At the bottom left, a green checkmark icon is next to the text "Ready to Check In". Below this is a green button labeled "Check Voter In".

The bottom status bar shows the date and time "10/23/10/06 11:48:47 AM", "Total Voters 544", "Check In 0", and a user profile for "0401 log2481a" with "Print Issues Open" and a battery level of "87%".

# PROCESS TO CHECK IN A VOTER (cont.)

The screenshot displays a web application interface for voter check-in. A central white modal window with a blue border contains the text: "Success" at the top, followed by "Voter has been checked-in and is to be given a ballot." and an "OK" button at the bottom. The background interface is dimmed and shows a "VOTER INFORMATION" section with the following details: NAME: FISHER, JULIE F; Suffix: (blank); Year of Birth: 1937; Address: 3504 Delashmutt; City: Haymarket; and House: 021. Below the information are buttons for "Add Voter Note", "Edit Voter", "Voter History", and "Print Directions". At the bottom of the interface, there is a "Ready to Check-In" status with a green checkmark, a "Check Voter In" button, and a "Return to Search" button. A footer bar at the very bottom shows the date and time as 10/23/10 06:11:45 AM, a "Total Voters" count of 564, a "Check In" count of 0, and system information including "0401 Eng0811a", "Prod Status Open", and a battery level of 87%.

# PROCESS TO CHECK IN A VOTER (cont.)

Voter Check In >  
Process

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
	FISCHER	DANIEL	JOHN		1962	918064589
	FISCHER	Habibullah	THOMAS		1966	918090825
	FISHER	JULIE	F.		1937	072018681
	FISHER	MARTHA	JOSEPH		1992	753678340

2023/10/06 11:45:55 AM Total Voters: 564 Check In: 1 6401 Inq0481a Print Status: Open 0 87%

# PROCESS TO CHECK IN A VOTER (cont.)

Voter Check In >  
Process

The screenshot displays a web-based voter check-in interface. At the top, there is a search bar with the placeholder text "Type Search or Scan ID". To the right of the search bar, there is a "Search Type" dropdown menu set to "Last Name, First Name, Year of Birth", a "Search All" checkbox which is checked, and a yellow "Advanced Search" button. Below the search bar is a table with the following columns: Last Name, First Name, Middle Name, Suffix, Year of Birth, and Voter ID. The table body is currently empty. At the bottom of the interface, there is a dark blue status bar containing the following information: the date and time "2023/10/06 11:47:19 AM", "Total Voters 564", "Check In 1", a "6401" status indicator, "Post Status: Open", a "0" count, "87%", and a menu icon.

# PROCESS TO CHECK IN A VOTER (cont.)

Voter Check In >  
Process

Search: fis,hi 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
	FISCHER	Habibullah	THOMAS		1966	918090825
	FISCHER	HORACIO	AMELIA		1944	306051825
	FISHER	HALIMA	QUINLAN		1953	608009755

2023/10/06 11:48:13 AM Total Voters 564 Check In 1 6401 Inq04874 Print Status Open 0 80%

# PROCESS TO CHECK IN A VOTER (cont.)

**VOTER INFORMATION**

**NAME: FISCHER, HORACIO AMELIA**

<b>Suffix:</b>	<b>Voter ID: 306051825</b>
<b>Year of Birth: 1944</b>	<b>Absentee:</b>
	<b>Status: Active</b>
	<b>Mailing Address:</b>
	<b>Mailing City:</b>
<b>Address: 5618 SOLHEIM CUP DR</b>	<b>Precinct: 413 - REAGAN</b>
<b>City: Haymarket</b>	<b>Congress: 10</b>
	<b>Senate: 030</b>
	<b>House: 021</b>
	<b>Town:</b>


[Add Voter Note](#)

[Edit Voter](#)

[Voter History](#)

[Print Directions](#)

[Return to Search](#)

 Voter is in the wrong precinct.

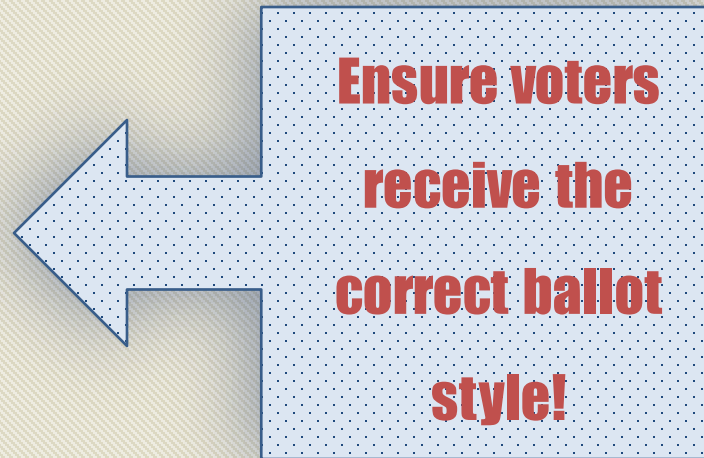
2023/10/06 11:50:02 AM Total Voters 564 Check In 1 0401 1mg0481a Poll Status Open 0 80%



# Questions

# Ballot Distribution

- Voters receive ballots at the check-in table.
- 1 ballot style at most per polling places.
  - 3 splits will have 2 ballot styles.
    - 304 Quantico
    - 409 Tyler
    - 604 Gar-field
- Give voter correct ballot in privacy folder.



# Voter ID

## 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 school of higher education located in Virginia	Yes
Valid student ID, containing a photograph, issued by a public or private school of higher education located in the U.S.	Yes
Valid student ID issued by a public or private high school in Virginia	Yes
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
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. 10/2022

- **Note 1:** Only 2 IDs are required to have a photo:
  - an employer issued ID and
  - a 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.

# Notes on Acceptable ID



## TIPS

- Voter does not have acceptable ID and will not sign ID Statement.
  - Send voter to Chief. Voter must vote a provisional ballot.
- Name does not have to match exactly.
  - Similar name: Terry (Terrence) = OK
  - Initials: TJ (Tim Jack) = OK
  - Maiden Name = OK
- Address on ID does not have to match Pollbooks.
  - Voter will state current address when the address written on the ID does not match Pollbooks. They must be able to tell you the address that is on the pollbook.
- We accept various spelling of names.
- Voter should complete a Voter Registration Application (VRA) when the name on the ID does not match the pollbook.
- Have voter VRA when Pollbook address does not match ID address.

# THIS ID IS NOT VALID








The things to look for are:

1. In the front top right if it says, “FEDERAL LIMITS APPLY,” AND
  2. Front bottom middle has a number “9” under “Restrictions,” AND
  3. On the back under “Restrictions” it says “Limited Duration”
- If **all 3 conditions** are on the ID, that card is not valid for voting.
  - You will ask for another form of ID.

# Voter States & Tags

**Election Day November 2023 Voter States & Tags**

Voter State	Tag	Description
	Ready for Check-in	Proceed with check-in.
	ABU	AB Unmarked This voter returned an unmarked absentee ballot.
 DO NOT OVERRIDE	ABM	AB Marked - This voter returned a marked AB ballot.
	ABOM	AB On Machine - This voter's ballot has already been processed by the Central Absentee Precinct.
	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 be processed provisionally.
	Inactive Voter or Address Confirmation	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., III, etc.)	Verify year of birth if voter has this tag.

Voters with GREEN State can vote on machine.

Voters with YELLOW or RED States can only vote a Provisional Ballot, send to CO.

Voters in ORANGE, send to Chief.

Check Birthdate

# Election Day – Send to Chief

- Inactive Voters
  - Absentee Issued (if they don't have ballot)
- Wrong Polling Place (and cannot find on Countywide Lookup)
  - Overseas
  - Voted



**Send Voter to Chief**

# Questions

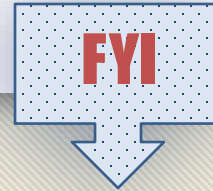


# Spoiled Ballots

Handled by Leadership Team

Voter Check In >

Spoiled Ballots



## How to spoil a ballot:

1. Have voter mark all candidate boxes.
2. Write big S for “Spoiled” on ballot.
3. Draw line through Top Left Bar Code.
4. Place in #4 Envelope.

When a voter brings an unopened Absentee Ballot, open the envelope, and follow the procedure to spoil the ballot.

Put the ballot back into the AB envelope before you place it into #4 Envelope.

**ALL SPOILED BALLOTS WILL HAVE A LINE DRAWN THROUGH THE TOP LEFT BAR CODE.**

# Example Spoiled Ballot

Test Ballot

Sample County General Election  
October 6, 2021  
Sample County

Precinct 301  
Page 1 of 2

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 of the United States**  
Vote for One  
 Abraham Lincoln  
 Darth Vader  
 Write in

**U.S. Representative, District 2**  
Vote for One  
 Jim Thorpe  
 Hester Prynne  
 Write in

**Mayor of Sampleville**  
Vote for One  
 John Muir  
 Homer Simpson  
 Write in

**Sampleville School Board, At Large**  
Vote for no more than Three  
 Ansel Adams  
 Paul Ryan  
 George Washington Carver  
 Sam Spade  
 Frank Lloyd Wright  
 Marie Curie  
 Write in  
*Joan of Arc*  
 Write in  
*Anne Boleyn*  
 Write in

**Proposition 1**  
Vote YES or NO  
Shall there be an amendment to the Constitution to limit the maximum amount of any ad valorem tax on real property such that it shall not exceed one percent (1%) of the full cash value of such property?  
 YES  
 NO

44413 14  
09-13-2019-11:56:58 C:\COMPS4-00\1010000420

Read Both Sides of the Ballot

Be sure to draw line through the top left bar code!

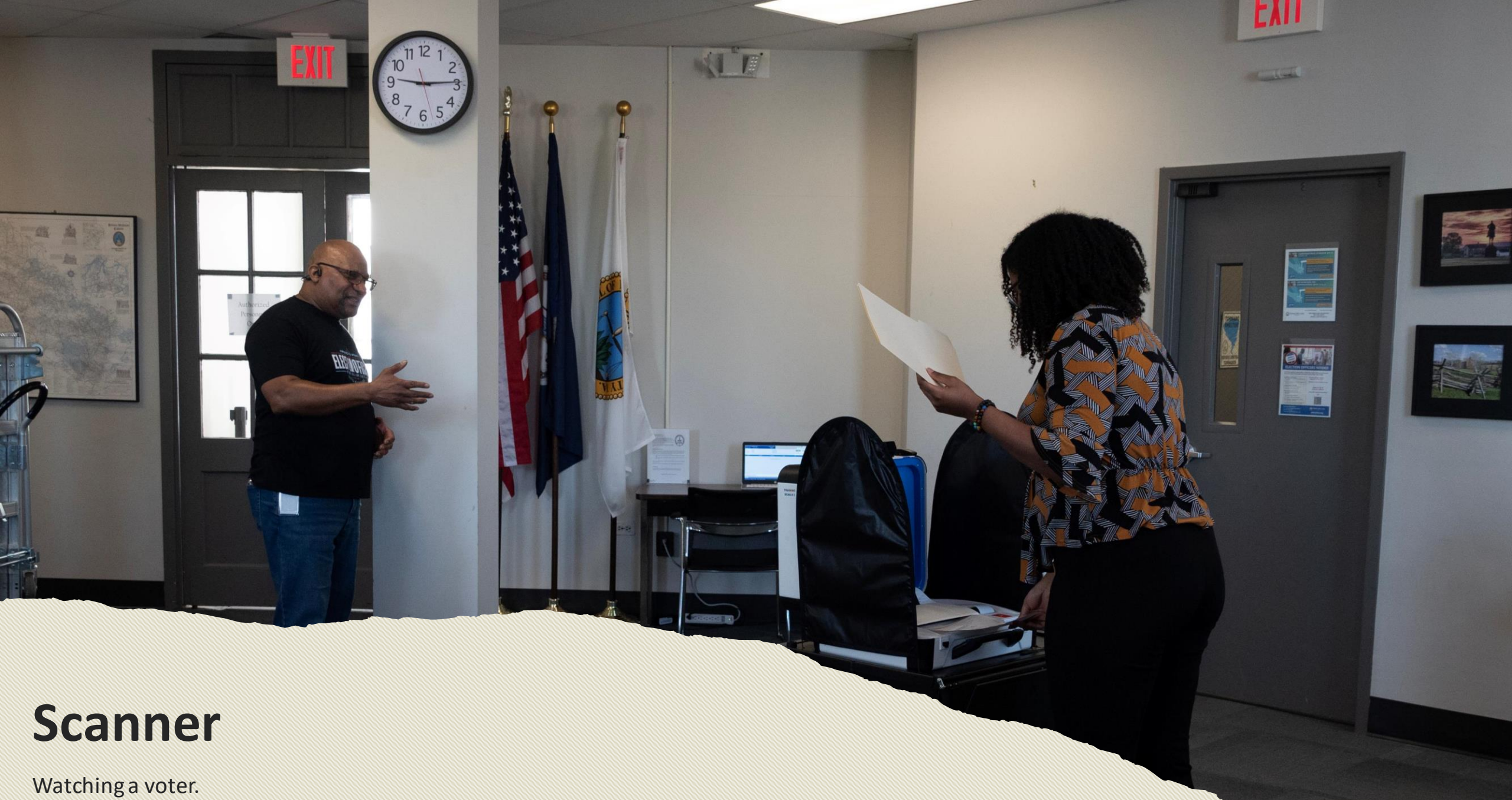


# Voting Booth Officer

Monitoring the Ballot Marking Area

# Voting Booth Officer Duties

- Control voters in the ballot marking area.
  - One voter per booth, no talking.  
*Exception – If Request for Assistance is filled out.*
- Ensure marking stations remain clear of papers and personal items.
- Assist voters as requested.
- Maintain distance for privacy.



# Scanner

Watching a voter.

# Scanner Officer Duties

## Remain

Near the Scanner  
keeping a safe  
distance for privacy.

## Assist

Voters having  
difficulties.

## Keep

“I Voted” stickers  
near exit.

## Return

Privacy folders to  
the check-in  
station.

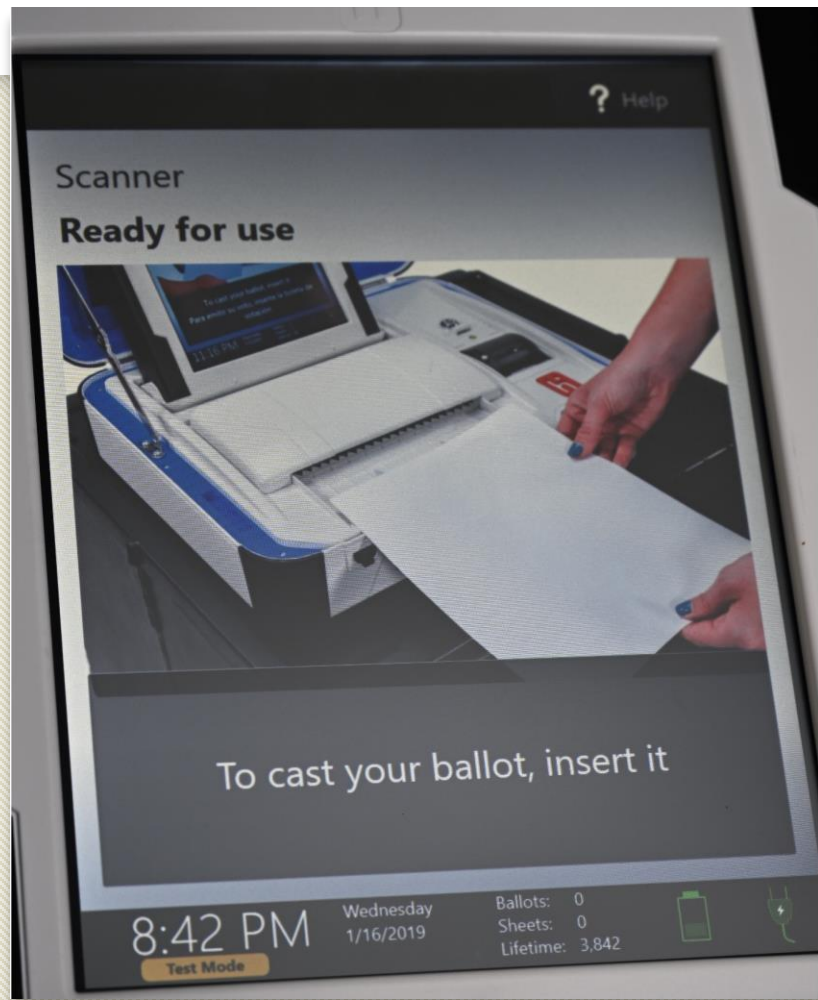
# Back of Scanner



- You need to be behind the Scanner while voters are scanning ballots.
- You should be able to see the “blue light.”
  - The blue light starts flashing when a voter scans a ballot.
  - If the blue light is still flashing after 30 seconds, the ballot may have a problem.
- If a ballot gets rejected, you need to engage with the voter to determine the issue.

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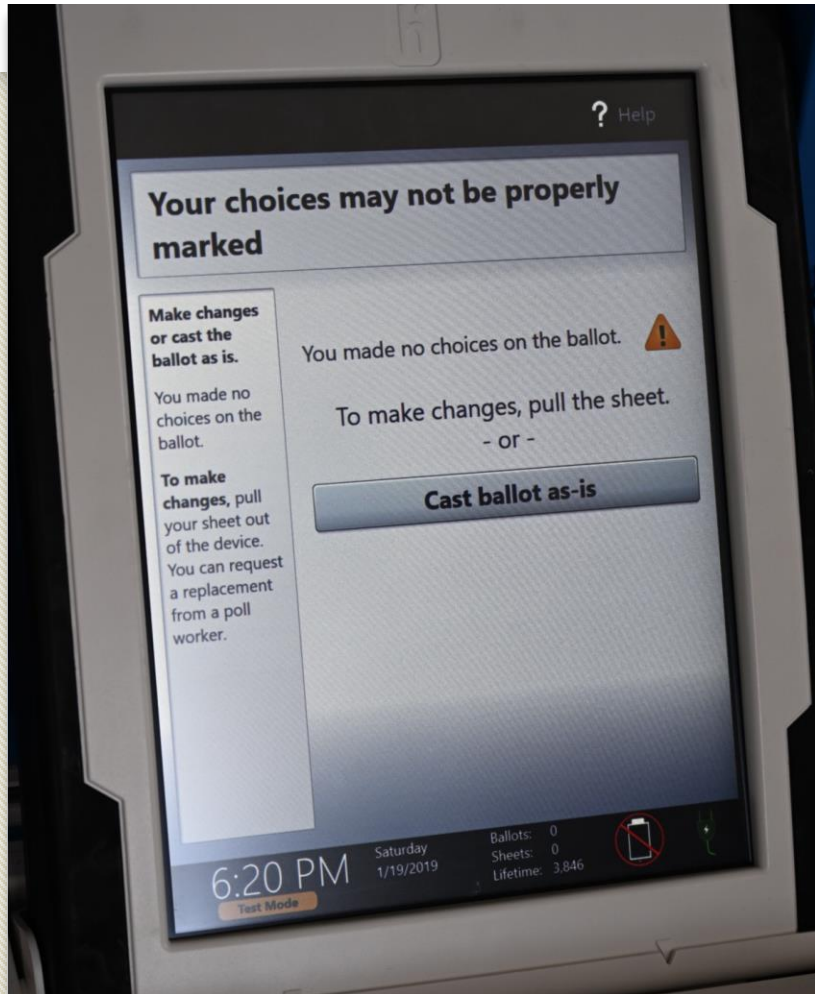
# “Ready for use” screen



This is when a voter will scan their ballot.

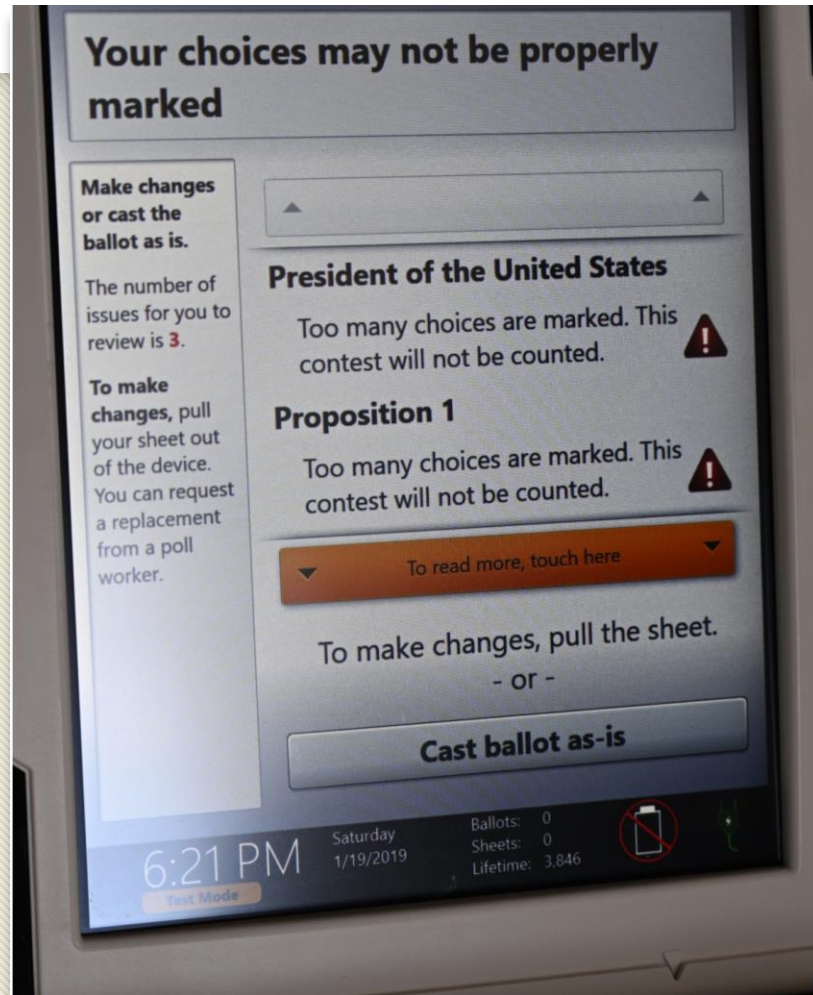


# Ballot Rejected Reason #1 | Blank Ballot



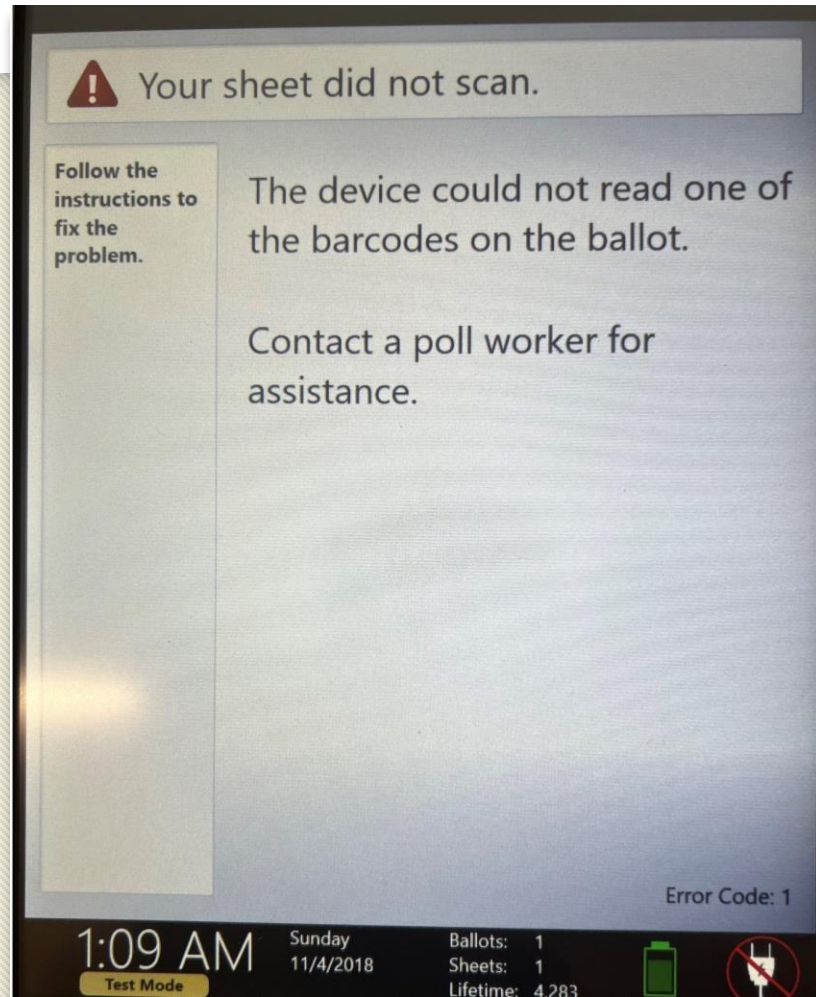
- Ask voter to read the screen to you.
  - If the voter takes the ballot, the screen will change to “Ready For Use.”
- Give voter the option of taking the ballot and marking it or pressing the “Cast ballot as-is” button.

## Ballot Rejected Reason #2 | Overvote



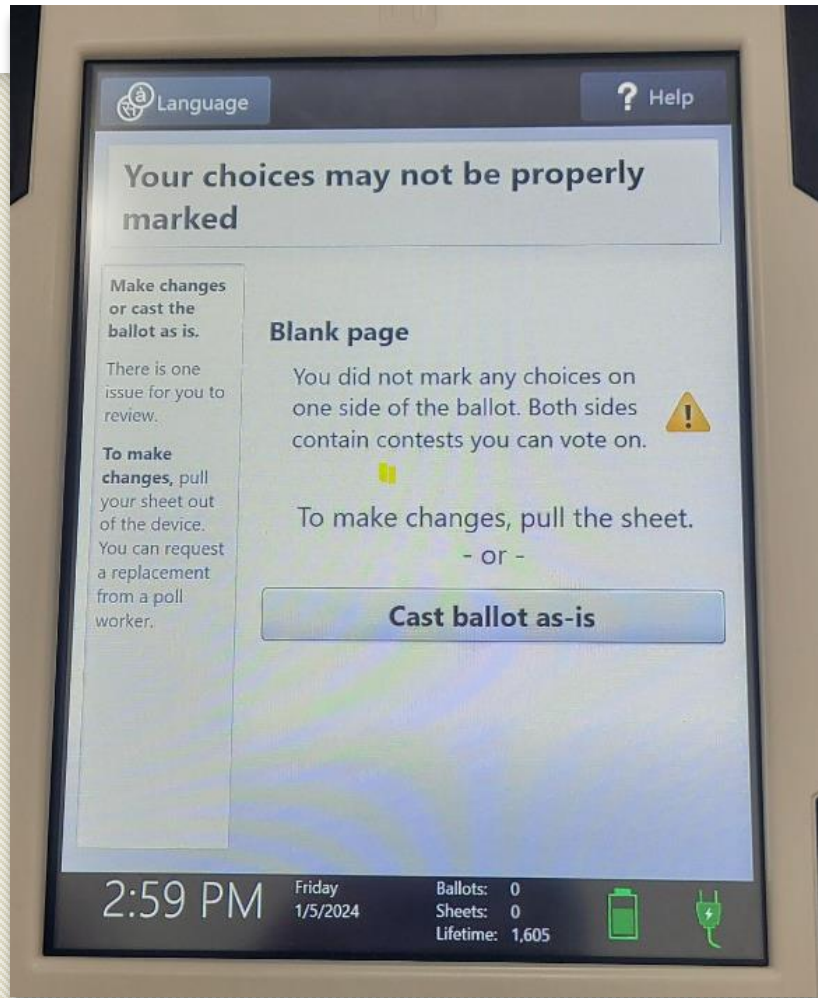
- Ask voter to read the screen to you.
  - If the voter takes the ballot, the screen will change to “Ready For Use.”
- Give voter the option of taking the ballot to the Chief and getting a new one or pressing the “Cast ballot as-is” button.

## Ballot Rejected Reason #3 | Ballot Error/Misfeed



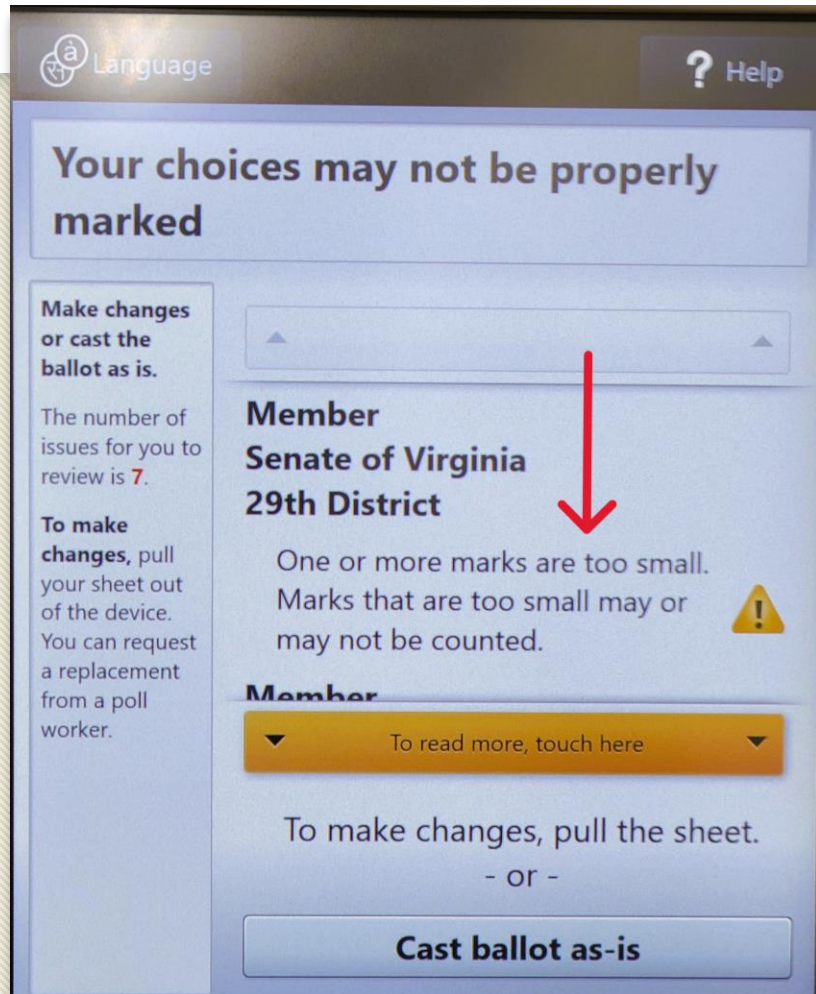
- Ask voter to read the screen to you.
  - If the voter takes the ballot, the screen will change to “Ready For Use.”
- Have voter attempt to rescan ballot.
- Otherwise send the voter to the Chief to receive a new ballot.

# Ballot Rejected Reason # 4 | Blank Page



- Ask voter to read the screen to you.
  - If the voter takes the ballot, the screen will change to “Ready For Use.”
- Give voter the option of taking the ballot and marking it or pressing the “Cast ballot as-is” button.

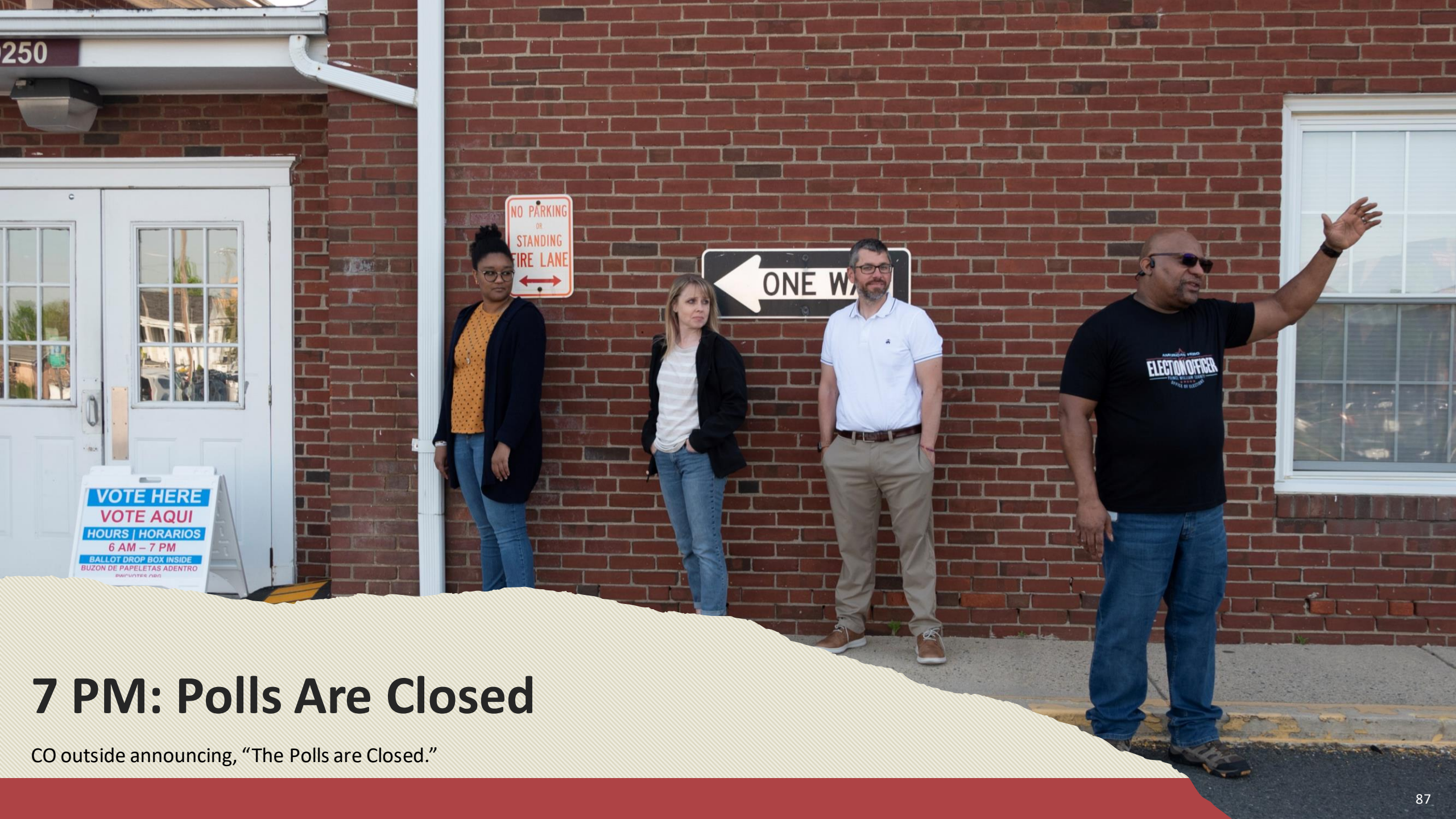
# Ballot Rejected Reason #5 | Marginal Mark



- Ask voter to read the screen to you.
  - If the voter takes the ballot, the screen will change to “Ready For Use.”
- Send the voter to the Chief to receive a new ballot.



# Questions



# 7 PM: Polls Are Closed

CO outside announcing, "The Polls are Closed."

# Just Before Closing

Closing

- At 6:45pm, an election officer must go outside and announce “Polls Close in 15 minutes”.
- Anyone in line by 7:00 pm can vote. If you have a line, place an Election Officer at the end and announce “Polls are closed.”

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# Closing the Scanner



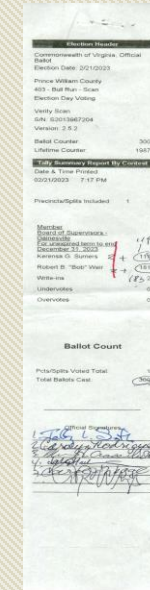
Make sure no ballots are in the emergency bin!



Press Blue Button



Follow Screen Prompts



Print 3 Copies Tally Tape

## In closing the scanner, the EPS will:

- Close Polls and print three Tally Tapes.  
(1st tape a priority. Bring to Chief IMMEDIATELY)
- Press the red button to turn the Scanner off AFTER printing all tapes
- Remove the scanner vDrive

# Shut Down and Power Off



# Before Packing Up the Pollbook


## Part A: Turnout

Obtain these numbers from the **Pollbook Summary**, *not the tape*

1. Total number of voters checked in	
2. Of the total number above, provide the number that voted outside the polls.	

Prior to closing polls on Pollbooks, EPS must:

- Complete Pollbook Summary Report (**priority**).
- Record the total number of check ins and voters from outside the polls.
- Shutdown pollbook by holding down the power button
  - You will be directed to slide a cursor down.



### Pollbook Summary Report

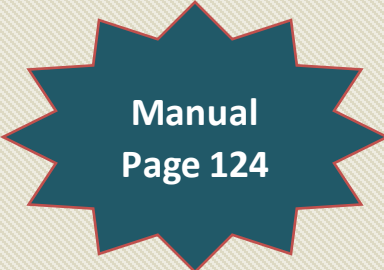
Precinct: 101

Election: 2023 General & Special Elections      Date: November 7, 2023

Return all copies  
in Envelope 2

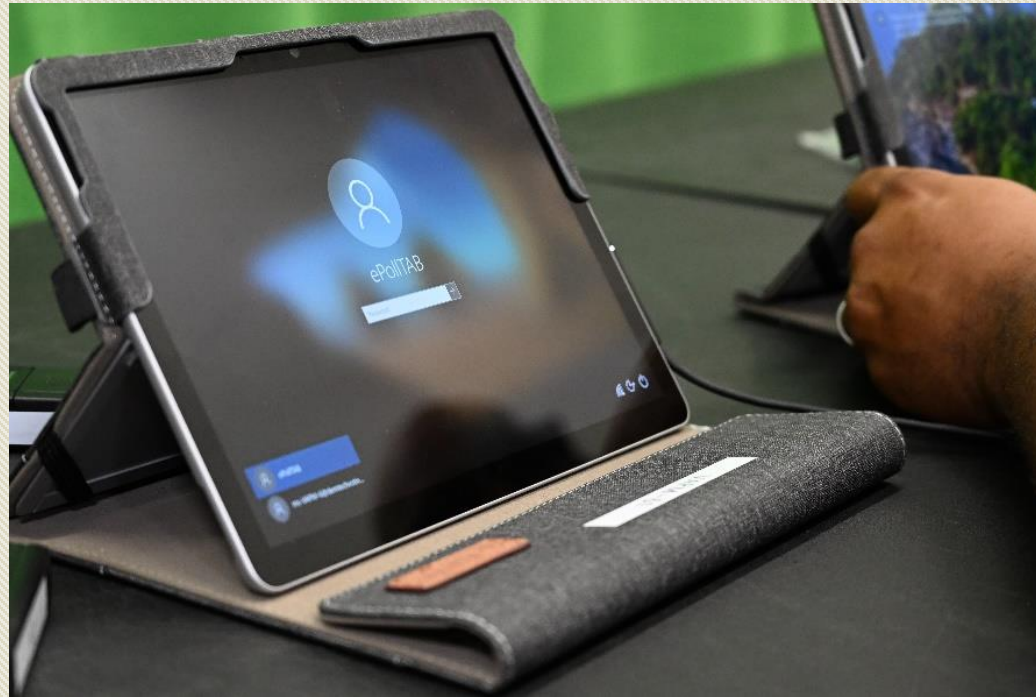
Refer to the Election Officer Manual for steps on accessing Pollbook Summary in Pollbooks.

	EPB Serial #: 59		EPB Serial #: 60		EPB Serial #: 61		EPB Serial #: N/A	
	Open	Close	Open	Close	Open	Close	Open	Close
Voter Count								
Checked in Count <small>(Required on the SOR)</small>								
%Turnout								
<b>ABSENTEE COUNT</b>	FWAB							
	Marked							
	In Person							
	Preprocessed							
	Unmarked							
Issued								
Outside Polls								
Affidavit <small>(Affirmation of Eligibility)</small>								



# Packing the Pollbook

Closing The Polls



# Call In Results

Handled by Leadership Team

Closing The Polls

- Your polling place should submit the results via TallyPoint as soon as possible.
- Don't wait to complete the Statement of Results first.
- **You'll need:**
  - Pollbook Summary Report
  - Results Tape from Scanner

# TallyPoint

Handled by Leadership Team

Closing The Polls

You will use the Tally Point tablet to:

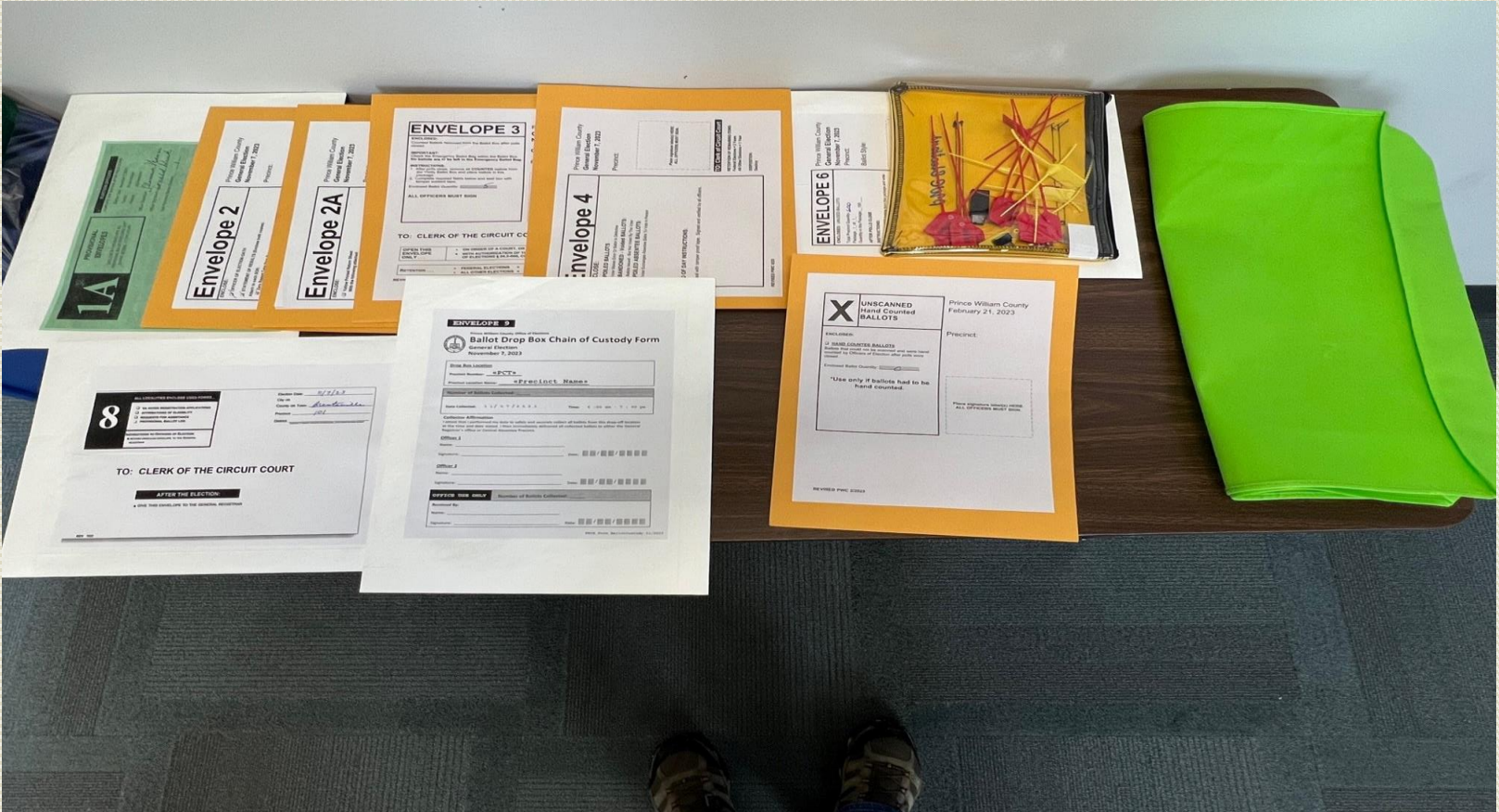
- Enter the hourly vote count
- Translate for a voter
- Record provisional ballots on the Provisional Ballot Log, and
- Send your precinct results to Chief HQ.
- You will also have an [“Interactive What-Ifs”](#) link available to help on Election Day.

# Closing

- Pollbook summary (priority)
- Tally Tape (priority)
- Enter number of votes on TallyPoint
- Statement of Results (SOR)



# END OF NIGHT ENVELOPES



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# Questions

# After I read the Oath - say “I will”

I do solemnly swear (or affirm) that I will support the  
Constitution of the United States, and the  
Constitution of the Commonwealth of Virginia, and that I will faithfully and impartially  
discharge all the duties incumbent upon me as an  
Officer of Election of Prince William County according to the best of my ability.

# OATH AND QUIZ

Posted to chat