

Chief Team Training

Dual Primary Election

June 20, 2023

Introductions

2

electionofficer@pwcgov.org

www.pwcvotes.org/eo-training

Basics

- Election Officers are non-partisan on Election Day.
- Minimize use of mobile devices.
- Dress is casual or business casual.
- Bring necessary items for the day.
- Wearing Masks is **OPTIONAL**.

Announcements

- **Masks/Face Covering** - We cannot require voters to remove masks or face covering.
- **Paper Pollbooks** - Good job in November using the paper Pollbooks.
- **The Merlin** - Don't pull wires from the Merlin. Don't try to take everything out of the case.
- **Pollbook** - When checking in a voter after the screen goes back to the voter **RED** means ready to vote.
- **Dual Primary** - **ALL** voters **MUST** state which primary ballot they want.

Officer Pay

Basics



Election Day

- \$175 Election Officer
- \$200 Assistance Chief
- \$225 Chief

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

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

General Information

- **Election Day:** June 20, 2023
- **Type:** Dual Primary
- **Work hours:** 5:00 am - ~ 8:30 pm
- **Voting Hours:** 6:00 am - 7:00 pm
- **Monday Setup:** Unavailable because of holiday
- **Officer in Charge:** Chief Officer

On the Ballot

Basics

Democratic Ballot

- **State Senate:** 29th, 33rd
- **House of Delegates:** 19th
- **PWC Board of Supervisors:**
Chairman
- **PWC County BOCS:**
Neabsco and Potomac Districts

Republican Ballot

- **State Senate:** 29th, 30th
- **House of Delegates:** 21st
- **PWC Board of Supervisors:**
Chairman

Supply Pickup

- Thursday – Friday, 6/15 – 16, 9am – 7pm;
Saturday 6/17, 9am – 2pm
- Warehouse Location: 13851 Telegraph Road, Suite E, Woodbridge, VA 22192
- Operations Center Phone: 703-792-8397
- Chief or Assistant Chief
- Bring ID to verify identity



Supply Drop Off at Main Office

9250 Lee Avenue, Suite 1, Manassas, VA 20110

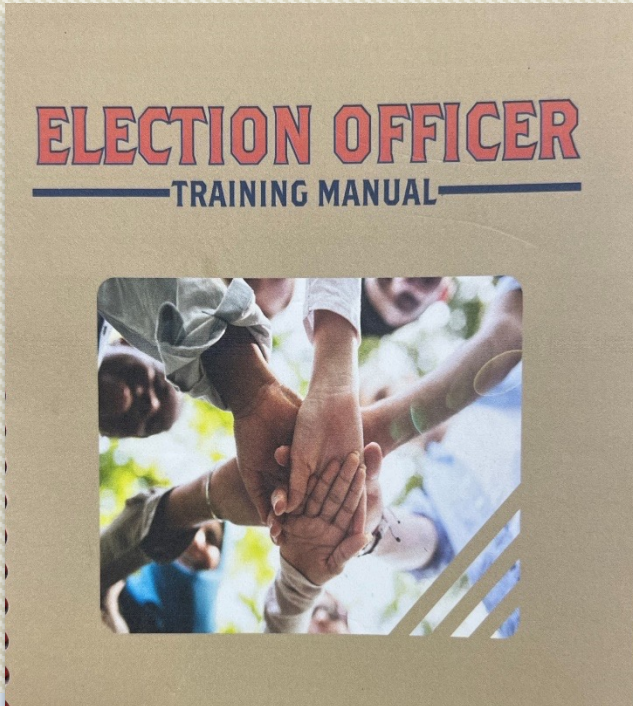


Supply Drop Off at Warehouse

13851 Telegraph Road, Suite E, Woodbridge, VA 22192

Reminders

There are some changes



Review the list of [changes to the manual](#).

Attire:

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

Equipment Set Up

Reminders

All polling places will have three Pollbooks.

Some polling places will have two Scanners. You decide how many to set up.

Polling Place Set Up

Reminders

- Place the locked Drop Box near the check-in station.
- Remember the 40' prohibited area sign.
- Place three yellow seals on the ballot box and one seal on your Provisional Ballot Bag.

Before Polls Open

Reminders

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

- Polls open on Pollbook and Scanner.
- 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.



QUESTIONS

Today's Training



New Stuff
Dual Primary



Forms

Frequently Used
Forms
Provisional Ballots
and SDR



The Polling Place
Scenarios Practice

Closing the Polls
Questions?



Voting Machine
Exercise

Dual Primary

New Stuff

**In a Dual Primary,
there are two
elections being
conducted at the
same time.**

There will be TWO different sets of paperwork; one for Democrats and one for Republicans.

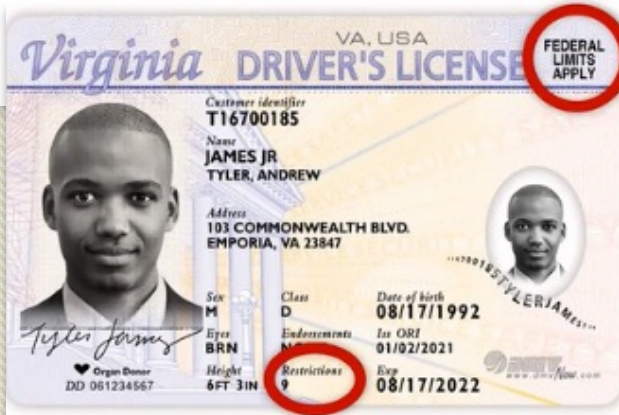
You will have Democratic ballots and Republican ballots. They will be kept separate everywhere, except in the ballot box after they are scanned, and at the end of the night in Box #3.

New Stuff

- Driver Privilege Card (pic)
- USB adapter for each tablet (pic)
- New Quick Guides
- If something is locked, and we give you a key **you need to keep it LOCKED!**
- Green accordion exclusively for provisional materials
- Blue document accordion returning for all other forms.

Driver Privilege Card

New Stuff



- Driver Privilege Card are expressly excluded from the list of acceptable forms of identification.
- 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 will say "Limited Duration" that card is not valid for voting.
- If **all 3 things** are on the ID, you will ask for another form of ID.

Spoiled Ballots

New Stuff



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 above procedure.

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

New Stuff

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 Bunyan

George Washington Carver

Sam Spade

Frank Lloyd Wright

Marie Curie

Write in

Write in *Joan B. Krc*

Write in *Anne Polyan*

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

091-bqpw-hbrsk (r-covers-top-99000004.0)


44413 14

Read Both Sides of the Ballot

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

Frequently Used Election Forms

Request for Assistance Form

 **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: Tammy Sample
Required 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 1 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 impersonator must sign 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 witness 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.

ELBCT-60 Rev. 05/2016

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 "P" 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 24.2-431 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.

- Why do we use it?
Not for SDR

- If it is completed, the voter **WILL** vote on the machine.



SECTION A – OFFICER OF ELECTION MUST COMPLETE

- ENTER PRECINCT NUMBER, NAME AND DATE.
 - CHECK BOX THAT APPLIES. OFFICER OF ELECTION'S INITIALS: Bm
 - 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: 401 Evergreen CONG. DIST.: _____ DATE: 2/8/23

IF VOTER HAS NO I.D., VOTER MUST COMPLETE A PROVISIONAL BALLOT.

- A. VOTER'S NAME MARKED WITH "7" 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.



SECTION B – AFFIRMATION OF VOTER IS REQUIRED

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

AFFIRMATION OF VOTER

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

- THAT I AM A CITIZEN OF THE UNITED STATES,
- THAT I AM AT LEAST 18 YEARS OF AGE (OR WILL BE ON THE _____ DAY OF _____, _____),
- THAT I AM A RESIDENT OF THE COMMONWEALTH OF VIRGINIA
 - (OR THAT I HAVE BEEN A RESIDENT OF THIS COMMONWEALTH WITHIN THE PRECEDING 30 DAYS AND AM VOTING ONLY FOR ELECTORS OF PRESIDENT AND VICE PRESIDENT OF THE UNITED STATES),
- AND THAT ACCORDING TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, I AM NOT DISQUALIFIED FROM VOTING BY THE CONSTITUTION AND LAWS OF THIS COMMONWEALTH;
- THAT MY FULL NAME IS Leonard Michael Sample;
- 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."
* must cast a provisional ballot if pollbook indicates person already voted

VOTER SIGNATURE: L Sample
PRINTED VOTER NAME: Leonard Michael Sample
LAST 4 DIGITS OF SOCIAL SECURITY NUMBER: 0456
DATE OF BIRTH: 01/01/1987
CURRENT RESIDENCE ADDRESS: 4170 Misty Ridge Drive
CITY/TOWN/STATE/ZIP: Haymarket, VA 20169
MAILING ADDRESS IF DIFFERENT: N/A
MONTH/YEAR MOVED: Nov. 2019
DAYTIME TELEPHONE NUMBER: 703-798-6470

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 AND/OR FINED UP TO \$2,500.

Voter Registration Application (VRA)

Virginia Voter Registration Application

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: [][][]-[][][]-[][][][][] * Date of birth: [][][]/[][][]/[][][][][] * Gender: _____
 No SSN was ever issued

2. * Last name _____ Jr. Sr. II III IV (Check appropriate)
 * 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 see me by mail.

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.

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.state.va.us. 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.

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

Thank you for applying to vote in Virginia!

VA-NVA-10719

- Used for new voters, voting SDR, or voters updating their address.
 - Comes in 2 colors:
 - Green - SDR voters only*
 - White - Address updates
 - ***Same-Day Registration** - Voter not on Pollbook in your precinct. Voter has moved into your precinct.
- If unsure, call the Office at 703.792.6470.**

Same Day Registration (SDR)

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 or a household member is/has:
 An active or retired law enforcement officer, judge, 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. 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.

* Virginia Voter Registration Application Receipt

The application collector must submit your completed application within 15 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.state.virginia.gov. 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.

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

_____ Date application received

Thank you for applying to vote in Virginia!

VA-WM-1-07-2020

Provisional Ballot Log

Place in Envelope 8

GR/Satellite Office: _____
 Election Date: _____ Log Date(s): _____
 Election Type: _____
 Locality: _____

What to do at the end of the day
 Enter the total number of Provisional Vote envelopes for each reason code.

Voter's name IS NOT on pollbook.	1	Is a resident of the precinct, or has been since the November general election last year	Totals
Voter:	2	has been a resident of the precinct for the last 2 federal elections, is now a resident of the county or city, and current residence is in the same congressional district as the precinct	
Voter's name IS on the pollbook, and voter:	3	is voting after normal poll closing time due to court order	
	4	applied for an absentee ballot, but does not have the ballot	
	5	is shown in the pollbook as already having voted	
	6	Other (any reason not captured in the other codes, including Same Day registration)	
No ID		voter did not show required ID	

What to do during the day
 Copy information from the Provisional Vote envelopes below

Voter name		SSN last 4	Reason code
Last name _____ Middle _____		Notes _____	1 2 3 4 5 6 No ID
First name _____ Suffix _____			
1. Address _____			
City/Town _____, State _____ Zip code [] [] - [] [] [] []		Registrar use only	
Birth year only _____ Phone number [] [] - [] [] [] [] [] []		Was this vote counted? YES NO	
Date: _____			
Voter name		SSN last 4	Reason code
Last name _____ Middle _____		Notes _____	1 2 3 4 5 6 No ID
First name _____ Suffix _____			
2. Address _____			
City/Town _____, State _____ Zip code [] [] - [] [] [] []		Registrar use only	
Birth year only _____ Phone number [] [] - [] [] [] [] [] []		Was this vote counted? YES NO	
Date: _____			
Voter name		SSN last 4	Reason code
Last name _____ Middle _____		Notes _____	1 2 3 4 5 6 No ID
First name _____ Suffix _____			
3. Address _____			
City/Town _____, State _____ Zip code [] [] - [] [] [] []		Registrar use only	
Birth year only _____ Phone number [] [] - [] [] [] [] [] []		Was this vote counted? YES NO	
Date: _____			

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



QUESTIONS

Provisional Ballots and Same Day Registration (SDR)

Basic Information on Same Day Registration

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


Basic Thought

Provisional

- ALL SDR voters are Provisional Voters. Not all Provisional Voters are SDR voters.
- The CO hands the SDR voter to the Officer who will help the voter with the provisional process. The Officer will follow the procedures for PB voters.

Provisional Voters

Provisional >
Paperwork

 * 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"/> Your name was not on the poll book	<input type="checkbox"/> You applied for an absentee ballot, but you do not have the ballot
<input type="checkbox"/> You voted after the polls closed due to court order	<input type="checkbox"/> Our records show that you have already voted
<input type="checkbox"/> You did not show proper ID or sign ID Confirmation	<input checked="" type="checkbox"/> Other: <u>SDR</u>
<input type="checkbox"/> You voted after registering to vote on the same day.	

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.
- How and where to deliver your ID
 - in person or mail to our main office (address above)
 - By email: pwcvote@pwcv.gov
 - By fax: 703-792-6461

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



Provisional Voter Notice
ELECT-653B

Rev 8/2022

Voltee la pagina para Español

- When does a voter become a provisional voter
- All provisional paperwork is green
- Flip page for Spanish
- Give voter a Provisional Voter Notice with reason checked. For SDR check "other" and write SDR.

Provisional Voters

Provisional >
Paperwork

Provisional Vote **D** Precinct **401**

Voter: Fill in your information on this side.

1 Voter name

Last name **BORSEY** Middle _____
First name **JACK** Suffix _____

2 Birthdate **10.21.1981**

3 Address

Address **123 Some Ave** Apt. number _____
City/Town **Anytown** State **VA** Zip Code **2110111**

4 Phone **1.234.567.890**

5 Social Security number
(last 4 digits required) **1.2.3.4.5.6.7.8.9.0**

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. Your address information will be used to update your voter registration record.

Voter: sign here

6 X **Jack**

Election officer: sign here

X **Allen Jones**

Today's date **10.6.2012.3.01**

Place voted ballot in this envelope.

Privacy Act Notice: This form requires personal information, including the last four (4) digits of your Social Security number, for identification purposes and to prevent fraud. Providing your full Social Security number, though not required, may prove helpful in the determination of your eligibility to vote. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article I, §2, Title 24, 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 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. 44C-433 REV 5/12

Provisional Vote **R** Precinct **401**

Voter: Fill in your information on this side.

1 Voter name

Last name **BORSEY** Middle _____
First name **JACK** Suffix _____

2 Birthdate **10.21.1981**

3 Address

Address **123 Some Ave** Apt. number _____
City/Town **Anytown** State **VA** Zip Code **2110111**

4 Phone **1.234.567.890**

5 Social Security number
(last 4 digits required) **1.2.3.4.5.6.7.8.9.0**

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. Your address information will be used to update your voter registration record.

Voter: sign here

6 X **Jack**

Election officer: sign here

X **Allen Jones**

Today's date **10.6.2012.3.01**

Place voted ballot in this envelope.

Privacy Act Notice: This form requires personal information, including the last four (4) digits of your Social Security number, for identification purposes and to prevent fraud. Providing your full Social Security number, though not required, may prove helpful in the determination of your eligibility to vote. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article I, §2, Title 24, 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 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. 44C-433 REV 5/12

- Write Precinct # and "D" or "R" 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

Provisional Voters

Provisional Ballot Log

GR/Satellite Office:

Election Date: _____ Log Date(s): _____

Election Type: _____

Locality: _____

Place in Envelope 8

What to do at the end of the day

Enter the total number of Provisional Vote envelopes for each reason code.

			Totals
Voter's name is NOT on pollbook:	1	is a resident of the precinct, or has been since the November general election last year	
Voter:	2	has been a resident of the precinct for the last 2 federal elections, is now a resident of the county or city, and current residence is in the same congressional district as this precinct	
Voter's name is on the pollbook, and voter:	3	is voting after normal poll closing time due to court order	
	4	applied for an absentee ballot, but does not have the ballot	
	5	is shown in the pollbook as already having voted	
	6	Other (any reason not captured in the other codes, including Same Day Registration)	
No ID		voter did not show required ID	

What to do during the day

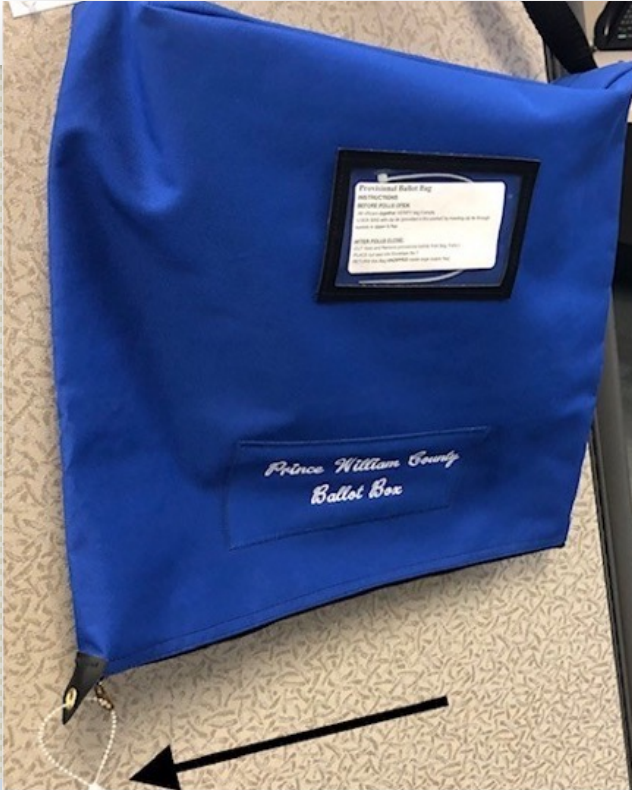
Copy information from the Provisional Vote envelopes below

1	Voter name Last name _____ Middle _____ First name _____ Suffix _____	SSN last 4 _____ Reason code _____ 1 2 3 4 5 6 No ID
	Address City/Town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____
	Voter name Last name _____ Middle _____ First name _____ Suffix _____	SSN last 4 _____ Reason code _____ 1 2 3 4 5 6 No ID
	Address City/Town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____
2	Voter name Last name _____ Middle _____ First name _____ Suffix _____	SSN last 4 _____ Reason code _____ 1 2 3 4 5 6 No ID
	Address City/Town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____
	Voter name Last name _____ Middle _____ First name _____ Suffix _____	SSN last 4 _____ Reason code _____ 1 2 3 4 5 6 No ID
	Address City/Town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____
3	Voter name Last name _____ Middle _____ First name _____ Suffix _____	SSN last 4 _____ Reason code _____ 1 2 3 4 5 6 No ID
	Address City/Town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____
	Voter name Last name _____ Middle _____ First name _____ Suffix _____	SSN last 4 _____ Reason code _____ 1 2 3 4 5 6 No ID
	Address City/Town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____

- Ensure envelope is correct.
- Be sure to sign envelope.
- Complete Provisional Ballot Log.

Provisional Bag

Provisional



- Have voter insert envelope containing ballot in the provisional bag.

Working with the Pollbooks

Page 52 in the Election Officer Manual



Required Dual Primary Options

Voter ID: 332620682

Select Party

Which Primary are you voting in today?

Select party from the dropdown list below

OutsidePolls
 Affidavit

Select

Submit

Cancel

Voter ID: 332620682

Select Party

Which Primary are you voting in today?

Select party from the dropdown list below

OutsidePolls
 Affidavit

Select

Democratic






Republican

Cancel

➡ Required question for every voter before they can be given a ballot!

Voter States & Tags

February 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.
	?	Address Confirmation - Voter is marked for address confirmation. If address matches pollbook, proceed with regular check-in. If it doesn't match, refer to move rules chart.
 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 proceed provisionally (reason 4).
	?	Inactive Voter - This voter is inactive. * If Voter has not moved, complete Affirmation of Eligibility form and voter may vote on machine. If voter has moved, follow move rules sheet.
	Suffix (Jr., Sr.) Tag	Verify year of birth if voter has this tag.

Voters with GREEN will vote on machine.

Voters with YELLOW or RED can only vote a Provisional Ballot, see CO

Voters in ORANGE, see CO
Check Birthdate

PolItab Walkthrough

Current Pollbook on ePollTab:

Id: 6692aa64-

dcec-4af1-9278-35acd2a1f79a

Filename: June 2023 Dual

Training_2023_04_19_14_16_05_2023_04_19_14_16_11.pollbook

Name: June 2023 Dual Training

Election Date: 2023/06/20

Description: June 2023 Dual Training

Load from File

Open

Archive

Upload to Merlin

Pollbook on Merlin:

Id: 6692aa64-

dcec-4af1-9278-35acd2a1f79a

Filename: June 2023 Dual

Training_2023_04_19_14_16_05_2023_04_19_14_16_11.pollbook

Name: June 2023 Dual Training

Election Date: 2023/06/20

Description: June 2023 Dual Training

Download

Archive

Pollbooks match

Current Pollbook on ePollTab:

Id: 6692
dcec-4a

Filename:
Training
9_14_16

Name: .
Election

Description:

Load

Al

Pollbook on Merlin:

Pollbook Keys

Waiting for Pollbook Key

The preferred method is to wait for the Merlin to send the keys. Insert the USB stick with the Pollbook Key into the Merlin. This popup will automatically close and the pollbook will open.

Alternatively, you can insert the USB stick with the Pollbook Key into this device. Select 'Load Keys from USB' and select the Pollbook Key file.

Load Keys from USB

Alternatively, you can contact the main office to get a key to open the pollbook.

Get Key

Cancel

Primary User

Log In

Polls not Open

**The polls need to be
opened before
checking voters in.**

OK

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

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



a



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
		ADAMS	JULIANNA			1966	989571318
		ADAMSON	RAYMOND	ALEXANDER		1981	460236629
		ADHIKARI	TERESA	JOY		2002	741496589
	?	ALBERTSON	ANNA	BONNY		1995	064770879
		ALCANTARA	DANESHA	LYNN		1978	919813975
		ALCANTARA	GWENDOLYNE	JOHN		1968	919194695
		AMRANI	DANESHI	ANNETTE		1960	000217040
		ANDERSON	JULIANNE	ALYSSA		1981	919070450
		ANDERSON	RAYMOND	ALLEN		1994	011345585
	?	anderson	TERESA	marie		1963	981453118

2023/05/15
1:04:11 PMTotal Voters
564Check In
00401
tng0401aPoll Status
Closed

0

100%



VOTER INFORMATION

NAME: ADAMS, JULIANNA

Suffix:

Voter ID: 989571318

Year of Birth: 1966

Absentee:

Status: Active

Mailing Address:

Mailing City:

Address: 2406 Little River Rd

City: Haymarket

Precinct: 401 - EVERGREEN

Congress: 10

Senate: 030

House: 021

Town:

[Add Voter Note](#)

[Edit Voter](#)

[Voter History](#)

[Print Directions](#)

[Return to Search](#)



Ready to Check-In.



VOTER INFORMATION

NAME: ADAMS, JULIA

Suffix:

Year of Birth: 1966

Address: 2406 Little River

City: Haymarket

House: 021

System

- Log Out of Pollbook
- Peripheral Devices
- Import Audits
- Export Audits
- Import Live Backup
- 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

Add Voter Note


Edit Voter

Voter History

Print Directions

Return to Search

Close

 Ready to Check-In.

VOTER INFORMATION

NAME: ADAMS, JULIANNA

Suffix:

Voter ID: 989571318

Year of Birth: 1966

Absentee:

Status: Active

Mailing Address:

Mailing City:

Address: 2406 Little River Rd

City: Haymarket

Precinct: 401 - EVERGREEN

Congress: 10

Senate: 030

House: 021

Town:

[Add Voter Note](#)

[Edit Voter](#)

[Voter History](#)

[Print Directions](#)

[Return to Search](#)



Ready to Check-In.

[Check Voter In](#)

VOTER INFORMATION

NAME: ADA

Suffix

Year of Birth:

Address: 240

City: Hay

Select Party

**Which Primary are
you voting in today?**

**Select party from the
dropdown list below**

OutsidePolls

Affidavit

Select

Democratic

Republican

Cancel

Add Voter Note

Edit Voter

Voter History

Print Directions

Return to Search

Ready to Check-In.

Check Voter In

2023/05/15
1:07:30 PM

Total Voters
564

Check In
0

0401
tng0401a

Poll Status
Open

0

100%



VOTER INFORMATION

NAME: ADA

Suffix

Year of Birth:

Address: 240

City: Hay

Select Party

**Which Primary are
you voting in today?**

**Select party from the
dropdown list below**

OutsidePolls

Affidavit

Select

Democratic

Submit

Cancel

Add Voter Note

Edit Voter

Voter History

Print Directions

Return to Search

Ready to Check-In.

Check Voter In



VOTER INFORMATION

NAME: ADAMS, JULIANNA

Suffix:

Voter ID: 989571318

Year of Birth: 1966

Absentee:

Status: Active

Mailing Address:

Mailing City:

Address: 2406 Little River Rd

City: Hay

Please give Voter Ballot

No Ballot

OutsidePolls

Affidavit

Continue

Cancel

Add Voter Note

Edit Voter

Voter History

Print Directions

Check Voter In

Return to Search

2023/05/15
1:08:00 PM

Total Voters
564

Check In
0

0401
tng0401a

Poll Status
Open

0

100%



VOTER INFORMATION

NAME: ADAMS, JULIAN

Suffix:

Year of Birth: 1966

**Address: 2406 Little River
City: Haymarket**

House: 021

Success

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

Ok

Add Voter Note

Edit Voter

Voter History

Print Directions

Return to Search

 Ready to Check-In.

Check Voter In

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
 	ADAMS	JULIANNA			1966	989571318
	ADAMSON	RAYMOND	ALEXANDER		1981	460236629
	ADHIKARI	TERESA	JOY		2002	741496589
 	ALBERTSON	ANNA	BONNY		1995	064770879
	ALCANTARA	DANESHA	LYNN		1978	919813975
	ALCANTARA	GWENDOLYNE	JOHN		1968	919194695
	AMRANI	DANESHI	ANNETTE		1960	000217040
	ANDERSON	JULIANNE	ALYSSA		1981	919070450
	ANDERSON	RAYMOND	ALLEN		1994	011345585
 	anderson	TERESA	marie		1963	981453118



beach



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



beach



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



BEACH

NICHOLE

MICHAEL

2001

518292162



BEACH

JOHN

RILEY

2000

152818292



BEACH

STEPHANIE

CARTER

1949

920123766



BEACH

KAINE

CAROL

1961

918408344



BEACH

THOMAS

MICHELLE

1991

485053986



BEACH

RODNEY

LYNN

1970

405000479



BEACH

MICHAEL

DAVID

Jr.

1971

917546972



BEACH

DENNIS

SMITH

1977

695973450



BEACHY

TYLER

LYNN

1968

903014271

2023/05/19
11:54:00 AM

Total Voters
564

Check In
4

0401
tng0401a

Poll Status
Open

0

98%



VOTER INFORMATION

NAME: BEACH, JOHN RILEY

Suffix:

Voter ID: 152818292

Year of Birth: 2000

Absentee:

Status: Active

Mailing Address:

Mailing City:

Address: 12926 Vixen Ct

City: Bristow

Precinct: 114 - BRISTOW RUN

Congress: 10

Senate: 030

House: 022

Town:

[Add Voter Note](#)

[Edit Voter](#)

[Voter History](#)

[Print Directions](#)

[Return to Search](#)



Voter is in the wrong precinct.

VOTER INFORMATION

NAME: BEACH, JOHN

Suffix:

Year of Birth: 2000

Address: 12926 Vixen Ct

City: Bristow

House: 022

System

Log Out of Pollbook Peripheral Devices Import Audits Export Audits Import Live Backup 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

Add Voter Note

Edit Voter

Voter History

Print Directions

Return to Search



Voter is in the wrong precinct.



VOTER INFORMATION

NAME: BEACH, JAMES

Suffix:

Year of Birth: 2001

Address: 12926 VANDERBILT

City: Bristow

Street Look-Up

Street Number:

401 - EVERGREEN (L153-P0401)

Pre-Direction:

Street Name:

Street Type:

Post-Direction:

City:

State:

Zip:

Search

Add Voter

Print

Address

City, State Zip

Polling Place

4120 to 4335 PADGETT DR

20169

401 - EVERGREEN (L153-P0401)

Close

Add Voter Note

Edit Voter

Voter History

Print Directions

Return to Search

: 022



Voter is in the wrong precinct.



VOTER INFORMATION

NAME: DEL RIO YBARRA, ANNA RAUL

Suffix:

Voter ID: 917014310

Year of Birth: 1967

Absentee: ISSUED

Status: Active

Mailing Address:

Mailing City:

Address: 4508 Jennifer Ln

City: Haymarket

Precinct: 401 - EVERGREEN

Congress: 10

Senate: 030

House: 021

Town:

Add Voter Note

Edit Voter

Voter History

Print Directions

Override

Return to Search



This voter requires the Chief's attention to vote.

ABI

A ballot was mailed to this voter and must be returned in order to vote.



CLOSING PAPERWORK

63

End of Night 1

Use Pollbook to Complete Pollbook Summary Report



Pollbook Summary Report

Precinct: _____

Return all copies
in Envelope 2

Election: Dual Primary

Date: June 20, 2023

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

		EPB Serial #:		EPB Serial #:		EPB Serial #:	
		Open	Close	Open	Close	Open	Close
COUNT ABSENTEE	Voter Count						
	Checked in Count <i>(Required on the SOR)</i>						
	Democratic Party Check ins:						
	Republican Party Check ins:						
	FWAB						
	Marked						
	In Person						
	PreProcessing						
	Unmarked						
	Issued						
	Outside Polls						
	Affidavit <i>(Affirmation of Eligibility)</i>						

End of Night 2

Complete TallyPoint using Pollbook Summary and Tally Tape

** Chiefs will be given an iPhone for TallyPoint entries.

Tally Point Screen #1

Tally Point

TallyPoint - Tallypoint

TallyPoint
Prince William County, 2023 February Special



Logout

Gainesville, Evergreen

Precinct Ready

[Messages](#)

 Election Closed

This election has now closed. No more results can be entered.

Tally Point Screen #2

Tally Point

TallyPoint - Tallypoint

TallyPoint
Prince William County, 2023 February Special



Logout

Gainesville, Evergreen

Precinct Ready

[Messages](#)

Election is running

Once your precinct is ready, you will be able to update the results for this election.

This precinct is ready >

Tally Point Screen #3

Tally Point

Gainesville, Evergreen

Precinct Ready
[Messages](#)

Election is running

[Update Turnout](#)

[Provisional Voter](#)

[Curbside Voter](#)

Tally Point Screen #6

Tally Point

■ Election closed, accepting results

[Update Turnout](#)

[Provisional Voter](#)

[Curbside Voter](#)

[Enter Results](#)

Tally Point Screen #7

Tally Point

Gainesville District Member Board of Supervisors

0 votes, 0% of the precinct turnout

Party	Candidate	Votes	[cancel]
	Kerensa G. Summers	<input type="text" value="0"/>	
	Robert B. "Bob" Weir	<input type="text" value="0"/>	
	Write In	<input type="text" value="0"/>	
	Under Votes	<input type="text" value="0"/>	
	Over Votes	<input type="text" value="0"/>	

End of Night 3

Complete Statement of Results (SOR)

Dual Primary SOR

STATEMENT OF RESULTS 1

CIRCUIT COURT COPY

PLACE IN ENVELOPE 2

June 20, 2023, Primaries
 Prince William County, Virginia
 101, Brentville

Democratic Party Primary

Part 1a. Turnout.

Obtain these numbers from the pollbook(s).

Total Number of Voters Checked In (Democratic Party Primary ONLY)	
--	--

Of the total number above, provide the number that voted Outside Polls (OP)	
---	--

Part 2a. Votes Cast.

Number of Votes Cast on Machines) (Democratic Party Primary ONLY)	TOTAL VOTES CAST IN PRECINCT
--	---------------------------------

SCAN 1 <small>(Total Number)</small>	+	SCAN 2 <small>(Total Number)</small>	=	
---	---	---	---	--

Number of ballots counted by hand (Democratic Party Primary ONLY)	
--	--

Total Number of Votes Cast Add the number of votes cast on machines and the number of votes cast by hand. (Democratic Party Primary ONLY)	
--	--

Republican Party Primary

Part 1a. Turnout.

Obtain these numbers from the pollbook(s).

Total Number of Voters Checked In (Republican Party Primary ONLY)	
--	--

Of the total number above, provide the number that voted Outside Polls (OP)	
---	--

Part 2a. Votes Cast.

Number of Votes Cast on Machines) (Republican Party Primary ONLY)	TOTAL VOTES CAST IN PRECINCT
--	---------------------------------

SCAN 1 <small>(Total Number)</small>	+	SCAN 2 <small>(Total Number)</small>	=	
---	---	---	---	--

Number of ballots counted by hand (Republican Party Primary ONLY)	
--	--

Total Number of Votes Cast Add the number of votes cast on machines and the number of votes cast by hand. (Republican Party Primary ONLY)	
--	--

Part 2b. Drop Box.

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

↑
 Staple ZERO tape and
 TALLY results tape
 here

Beginning of day:

1. Print zero tape(s).
2. All Officers sign zero tape(s).
3. Staple zero tape here.

End of day:

1. Print tally results tape(s).
2. All Officers sign tally tape(s).
3. Staple tally tape on top of zero tape.
4. Fill out the SOR.
5. Report any discrepancies in Part F of the SOR.
6. All Officers MUST sign SOR.

(CONTINUED ON BACK)

STATEMENT OF RESULTS (continued from front)

June 20, 2023, Primaries
 Prince William County, Virginia
 901, Dale

Part 3. Discrepancies.

Does the Total Number of Voters Checked In = the Total Number of Votes Cast in Precinct? Yes No
 If "No," please provide an explanation below.

1. Print zero tape(s).
2. All Officers sign zero tape(s).
3. Staple tally tape on top of zero tape.
4. Fill out the SOR.
5. Report any discrepancies in Part F of the SOR.
6. All Officers MUST sign SOR.

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 herein is true and correct.

Signature of Election Official

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____
 9. _____
 10. _____

End of Night 4

End-of-Night Envelopes



ENVELOPE #2

Prince William County
Special Election
February 21, 2023

Precinct:

TO: Clerk of Circuit Court

ON THE DAY AFTER THE ELECTION:
Give this Envelope to the Prince William County Electors Board.

AFTER THE EXPIRATION OF THE RECOUNT OR CONTEST PERIOD, WITH NEITHER PENDING, DELIVER TO THE GENERAL REGISTRAR:
-Oath Forms (All copies)
-Pollbook Summary Reports (All Copies)

RETENTION OF REMAINING ITEMS:
All Elections = 2 Years

DISPOSITION:
Destroy

Verify Scan Voting Equipment

ENCLOSE:

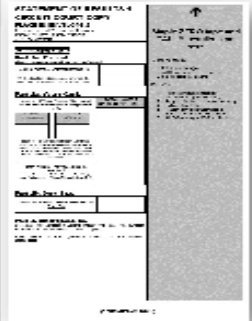
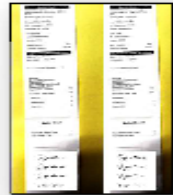

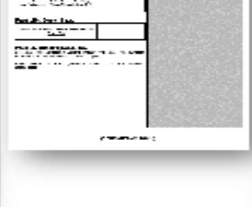

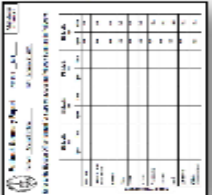



- OFFICER OF ELECTION OATH
- STATEMENT OF RESULTS (Enclose both copies)
Attach to each SOR:
 - Zero Report - Tape from Scan - All OFFICERS must sign
 - Tally Tape from Scan - All OFFICERS must sign.
 - All OFFICERS must sign both SORs
- Pollbook Summary Report
- Ballot Receipt
- Part F

INSTRUCTIONS:

1. TWO OFFICERS verify all contents before sealing.
2. Seal with signature label. Signed and dated by all officers.

2

PLACE ALL CONTENTS INSIDE ENVELOPE AND SEAL WITH SIGNATURE LABEL

CONTENTS		
		
2 Tally Tapes per ballot scanner	2 Zero Tapes per ballot scanner	
		
2 SORs	Ballot Receipt	Pollbook Summary
		
Part F(s)	Election Day Oath	2 Part X - Hand Count Tally Sheets (If used)



Prince William County
Special Election
February 21, 2023

Precinct:

<p>YELLOW PRINTED RETURN SHEET Verity Scan Voting Equipment</p>	<p>ENCLOSE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yellow Primed Return Sheet with the following attached: <input type="checkbox"/> Zero Report Tape from Scan – all corners near up. <input type="checkbox"/> Tally Tape from Scan – all corners near top. <p>INSTRUCTIONS:</p> <ol style="list-style-type: none"> 1. ALL OFFICERS MUST SIGN the Yellow-Primed Return Sheet, the Tally Tape, and Zero Tape. 2. TWO OFFICERS verify all contents before sealing. 3. Seal with signature label. Signed and dated by all officers.
	<h1>2A</h1>

TO: Clerk of Circuit Court

ON THE DAY AFTER THE ELECTION:
Take this document and attached tapes available for public inspection for 60 days.

RETENTION:
All Elections = 2 Years

DISPOSITION:
Destroy

PLACE ALL CONTENTS INSIDE ENVELOPE AND SEAL WITH SIGNATURE LABEL

ENVELOPE # 2A

CONTENTS

YELLOW PRINTED RETURN SHEET
February 21, 2023
Prince William County

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.

SEE INSTRUCTIONS ON THE BACK OF THIS FORM AND THE SIGNATURE LABELS. SIGN AND DATE ALL CORNERS OF THE SIGNATURE LABELS PROVIDED BY THE COUNTY CLERK OF THE CIRCUIT COURT AND THE COUNTY CLERK OF THE CIRCUIT COURT.

1	Scan (Near)
2	Scan (Far)
3	Scan (Near)
4	Scan (Far)
5	Scan (Near)
6	Scan (Far)
7	Scan (Near)
8	Scan (Far)
9	Scan (Near)
10	Scan (Far)
11	Scan (Near)
12	Scan (Far)
13	Scan (Near)
14	Scan (Far)
15	Scan (Near)
16	Scan (Far)

Scan Staple

ZERO TAPE

and

RESULTS TAPE from Scan

Write Scan Serial Number: _____

WRITE-IN TAPE (if a Write-In Election)

NEED Staple (2023) on bottom RIGHT of all tapes. (2022) on bottom LEFT of all tapes on this page.

Yellow Printed Return Sheet



1 Zero Tape per Ballot Scanner




1 Tally Tape per Ballot Scanner



ENVELOPE (BOX) #3

<h1>3</h1>	COUNTED BALLOTS Verity Scan Voting Equipment	<p>Prince William County Special Election February 21, 2023</p> <p>COUNTED BALLOTS Precinct:</p> <p>_____</p> <p>Place signature label(s) HERE.</p>
	<p>PRECEDENCE: Counted Ballots removed from the Verity Ballot Box after polls closed.</p> <p>IMPORTANT: Check the Emergency Ballot Bag within the Verity Ballot Box. No ballots are to be left in the Emergency Ballot Bag.</p> <p>INSTRUCTIONS: 1. After polls close, remove all COUNTED ballots from the Verity Ballot Box and place inside in this package. 2. Complete required fields below and seal box with tamper evident tape.</p> <p>Ballot Quantity _____</p> <p>ALL OFFICERS MUST SIGN and date signature label for sealed Envelopes 3.</p>	
TO: CLERK OF THE CIRCUIT COURT		
<p>OPEN THIS ENVELOPE ONLY . . .</p> <hr/> <p>RETENTION . . .</p>	<p>• ON ORDER OF A COURT, OR</p> <p>• WITH AUTHORIZATION OF THE VIRGINIA DEPARTMENT OF ELECTIONS § 24.2-660, CODE OF VIRGINIA</p> <hr/> <p>• FEDERAL ELECTIONS - Two (2) Years</p> <p>• ALL OTHER ELECTIONS - ONE (1) YEAR</p>	

PLACE ALL BALLOTS INSIDE ENVELOPE, OR BOX, ATTACH SIGNATURE LABEL AND SEAL WITH TAMPER TAPE

CONTENTS	
	<p>Seal with Tamper Tape</p>
<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">Page 1 of 2</p> <p>Search County Council Election District 1, 2023 Poll Address of _____</p> <p>Display list of Ballot Marking Equipment (BME) units for this election. You can search by name, location, or type.</p> <p>President of the United States</p> <p>Vote for (1)</p> <p><input type="checkbox"/> Markers Check</p> <p><input checked="" type="checkbox"/> Earth Voter</p> <p><input type="checkbox"/> Other</p> <p>U.S. Representative District _____</p> <p>Vote for (1)</p> <p><input type="checkbox"/> Senjane Franklin</p> <p><input checked="" type="checkbox"/> Barbara Clark</p> <p><input type="checkbox"/> Other</p> <p>Mayor of Alexandria</p> <p>Vote for (1)</p> <p><input type="checkbox"/> John Nash</p> <p><input checked="" type="checkbox"/> Bruce DeGregorio</p> <p><input type="checkbox"/> Other</p> <p>At-Large Board of Supervisors, Arlington</p> <p>Vote for (1)</p> <p><input type="checkbox"/> Robert M. Williams</p> <p><input checked="" type="checkbox"/> David A. Williams</p> <p><input type="checkbox"/> Other</p> <p>Proposition 1</p> <p>Vote for (1)</p> <p><input type="checkbox"/> YES</p> <p><input checked="" type="checkbox"/> NO</p> </div>	<p>Counted Ballots From Scanner(s)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>INSTRUCTIONS: 1. After polls close, remove all COUNTED ballots from the Verity Ballot Box and place ballots in this package. 2. Complete required fields below and seal box with tamper evident tape.</p> <p>Ballot Quantity _____</p> </div> <p style="text-align: center; margin-top: 10px;">Write Ballot Quantity on Label</p>



PRINCE WILLIAM
Office of Elections

Prince William County
Special Election
February 21, 2023

Precinct:

Place signature label(s) HERE.

4 SPOILED, ABANDONED, AND
SPOILED ABSENTEE BALLOTS

ENCLOSE:

- SPOILED BALLOTS
- ABANDONED - Voting BALLOTS
- SPOILED ABSENTEE BALLOTS

*Please wrap, reseal, unopened ABSSENTEE ballot and exchanges (for an Election Day ballot) in this envelope.

INSTRUCTIONS:

1. After polls close, ensure all Spoiled and Abandoned (Picked) ballots are in this envelope.
2. Seal with tamper tape and place signature label on designated area.

TO: CLERK OF THE CIRCUIT COURT

- ON ORDER OF A COURT, OR
- WITH AUTHORIZATION OF THE VIRGINIA DEPARTMENT OF ELECTIONS § 42.2-666, CODE OF VIRGINIA

OPEN THIS ENVELOPE
ONLY . . .

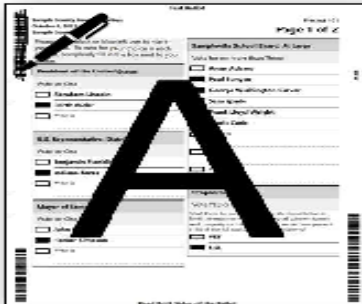
- FEDERAL ELECTIONS - TWO (2) YEARS
- ALL OTHER ELECTIONS - ONE (1) YEAR

RETENTION . . .

PLACE ALL CONTENTS IN ENVELOPE, ATTACH SIGNATURE LABEL, AND SEAL WITH TAMPER TAPE

ENVELOPE #4

CONTENTS



SPOILED AB BALLOT



Seal with Tamper Tape

**SPOILED AND ABANDONED
BALLOTS**



<h1>6</h1>	<p>UNUSED BALLOTS Verify Scan Voting Equipment</p> <p>ENCLOSURE: UNUSED BALLOTS Total Pencil Quantity: <u>2500</u> Package: 1 of 4 Quantity in this Package: 000</p> <p>AFTER POLLS CLOSE INSTRUCTIONS:</p> <ol style="list-style-type: none"> Count UNUSED ballots in this package and write quantity in field below. Seal package with tamper evident tape. <p>UNUSED Ballot Quantity: _____</p> <p>ALL OFFICERS MUST SIGN and date signature label for sealed Box #6.</p>	<p>Prince William County Special Election February 21, 2023</p> <p>Precinct: 409</p> <p>Ballot Style: 409 Tyler</p> <p>Place signature label(s) HERE.</p>
	<p>TO: CLERK OF THE CIRCUIT COURT</p> <p>OPEN THIS BOX ONLY</p> <ul style="list-style-type: none"> ON ORDER OF A COURT OR BY A QUALIFIED ELECTION OFFICER UNDER SUPERVISORIAL CONTROL OF A VOTING MACHINE <p>AFTER EXPIRATION OF CONTEST/RECOUNT PERIOD WITH NEITHER PENDING:</p> <ul style="list-style-type: none"> DESTROY 	

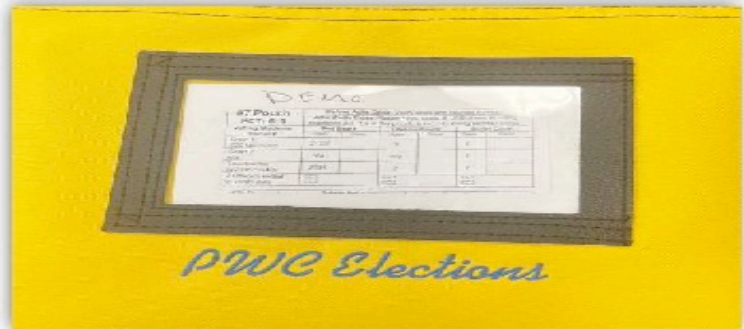
PLACE ALL UNUSED BALLOTS INSIDE ENVELOPE, ATTACH SIGNATURE LABEL, AND SEAL WITH TAMPER TAPE

ENVELOPE (BOX) #6

CONTENTS	
<p>Ballots</p>	<p>Ballot Stubs</p>
<p>1. Count UNUSED ballots in this package and write quantity in field below.</p> <p>UNUSED Ballot Quantity: _____</p> <p>2. Seal package with tamper evident tape.</p>	
<p>Write Ballot Package Quantity on Label</p>	<p>Seal with Tamper Tape</p>



PRINCE WILLIAM
Office of Elections



PLACE ALL CONTENTS INSIDE POUCH

POUCH #7

CONTENTS



USB Drives from Scanner and Merlin



Precinct Keys



Used and Unused Red and Yellow Seals



Election Date _____
City or _____
County or Town _____
Precinct _____
District _____

BY THE DIRECTOR OF ELECTIONS, THE BOARD OF SUPERVISORS

ALL LOCALITIES ENCLOSED FORMS:

- VA VOTER REGISTRATION APPLICATIONS
- AFFIRMATIONS OF ELIGIBILITY
- REQUESTS FOR ASSISTANCE
- PROVISIONAL BALLOT LOG

INSTRUCTIONS TO OFFICERS OF ELECTIONS
FIRST TIME REGISTRATIONS TO THE GENERAL REGISTER

8

REV. 1/22




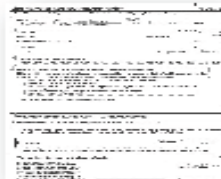





TO: CLERK OF THE CIRCUIT COURT

AFTER THE ELECTION:

• GIVE THIS ENVELOPE TO THE GENERAL REGISTRAR

ENVELOPE #8

CONTENTS

		
Request for Assistance	Affirmation of Eligibility	ID Confirmation Statment
		
Voter Registrations	Voter Registrations (SDR)	Provisional Log
		
Pink Compensation Form	Authorized Rep Letter	Extra Machine Tapes

PLACE ALL CONTENTS INSIDE ENVELOPE DO NOT SEAL

Remember: If you're unsure where to return a form(s), please return in this envelope

The Oath

All will complete the Annual Election Officer oath for the term NOW.

RECITE the below OATH on THREE

Appointment
Oath

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 (so help me God).

Election Day Oath

Election Day
Oath

I do solemnly swear (or affirm) that I will perform the duties for this election according to law and the best of my ability, and that I will studiously endeavor to prevent fraud, deceit, and abuse in conducting this election, so help me God.

Email

85

electionofficer@pwcgov.org

www.pwcvotes.org/eo-training

Thank You!

