



ELECTION OFFICE
TRAINING MANUAL



PRINCE WILLIAM COUNTY
OFFICE OF ELECTIONS

Welcome to Certification Training



Certification Training

Welcome

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

Manual

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

Housekeeping

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





Highlights

Congratulations Prince William County – Election Officers

- Top in the state for elections voter satisfaction for efficiency and customer service
- 2.3% Improvement in Provisional ballot acceptance
- August 2026 Primary – 2 out of 48 Provisional ballots rejected! 4% - Super Job!

Excellence Prince William County – Department of Elections

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

Headquarters Go Team!

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



Prince William County Electoral Board



Heidi Stirrup
(Chair)



Yolanda D. Montgomery
(Vice-Chair)



Keith Scarborough
(Secretary)



Election Day Information

Election Day: November 3, 2026

Type: General Election - Federal

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

Voting Hours: 6:00 AM – 7:00 PM



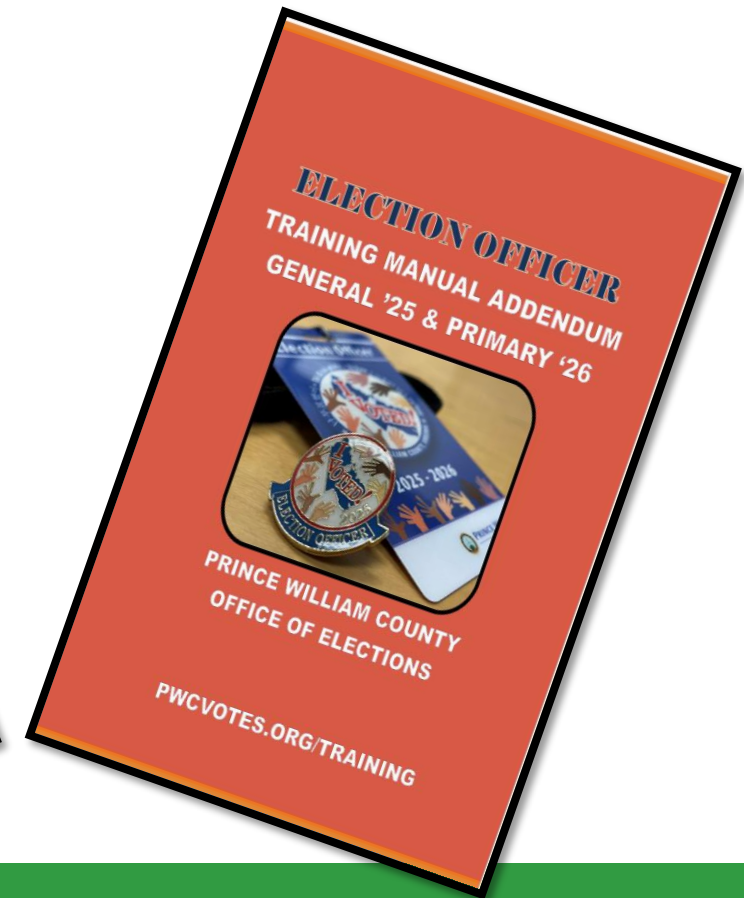
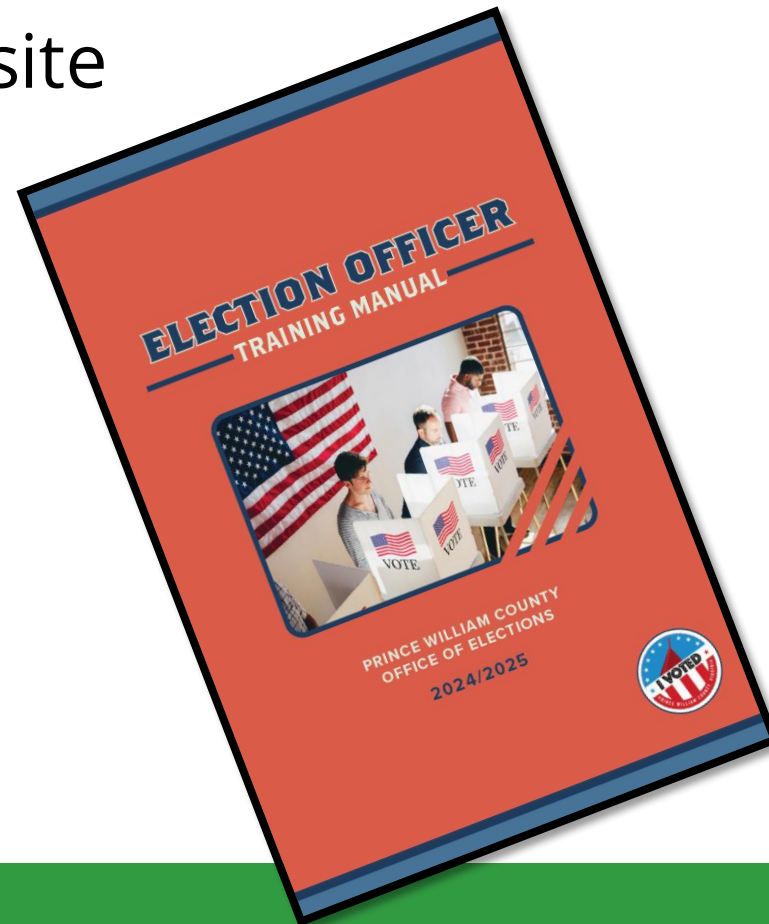
Please don't talk politics or wear political clothing
Sample ballots are on our websites- **pwcvotes.org**





Election Officer Training Manual

- Please review – familiarize yourself with different sections
- *located on website





Announcement

Lanyards and pins:

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



What to wear & officer guidelines



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



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List of Forms – in Chief Binder



PRINCE WILLIAM
Office of Elections

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

Election Day Forms - Overview

Voter Forms (Returned in Envelope 8)

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

Provisional Forms (Returned in Envelope 1A)

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

PHONE: (703) 792-6470 FAX: (703) 792-6461 E-MAIL: PWCVOTES@PWCgov.ORG



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Office of Elections

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WWW.PWCVOTES.ORG

Chief Forms:

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

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Pre-Election & Monday Early Set-up Checklists

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Pre-Election Chief Checklist

Basics

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

PRINCE WILLIAM COUNTY, VA

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Monday Setup

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

MONDAY SETUP CHECKLIST

Setup & Open

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

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



Monday Night Set-up Reminders



- ▶ This is voluntary – please invite your entire team
- ▶ NOTE: Schools may not be available for Monday – Inquire EARLY
- ▶ Bring your Chief Bag in your home on Monday night
- ▶ DO NOT remove ANY electronics from cage
- ▶ Create a plan for which officer (usually the Asst. Chief) will be driving ballots back to warehouse/main office on election night
- ▶ Assign duties to your team for a successful set-up on Election Day morning

Precinct Opening and Closing Checklists

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PRECINCT OPENING CHECKLIST

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

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

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

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Closing Checklist

COMPLETE ALL THESE TASKS AFTER VOTERS LEAVE

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

CHECK YOUR WORK

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

PRINCE WILLIAM COUNTY, VA

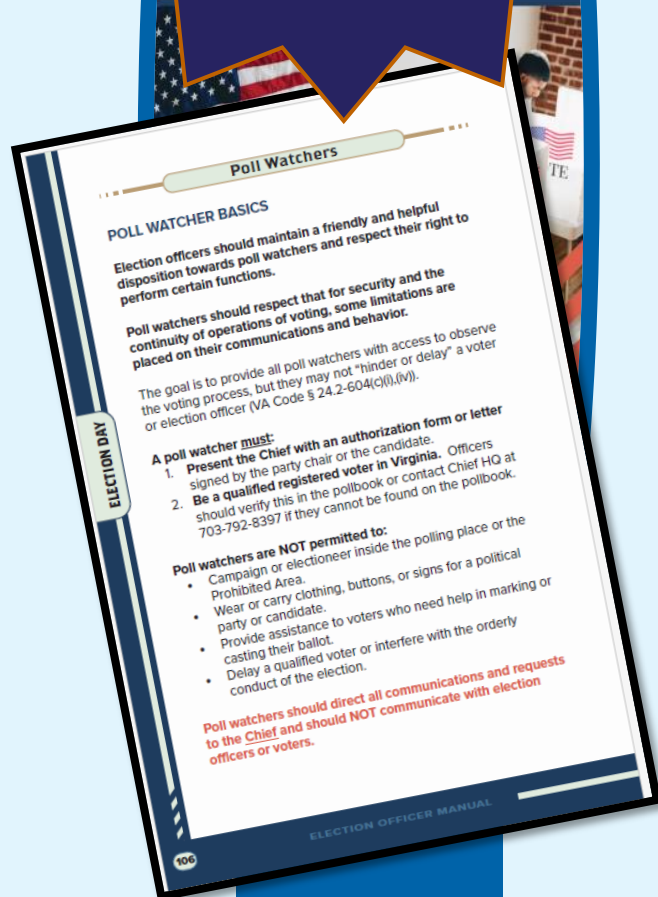
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Poll Watcher - Basics

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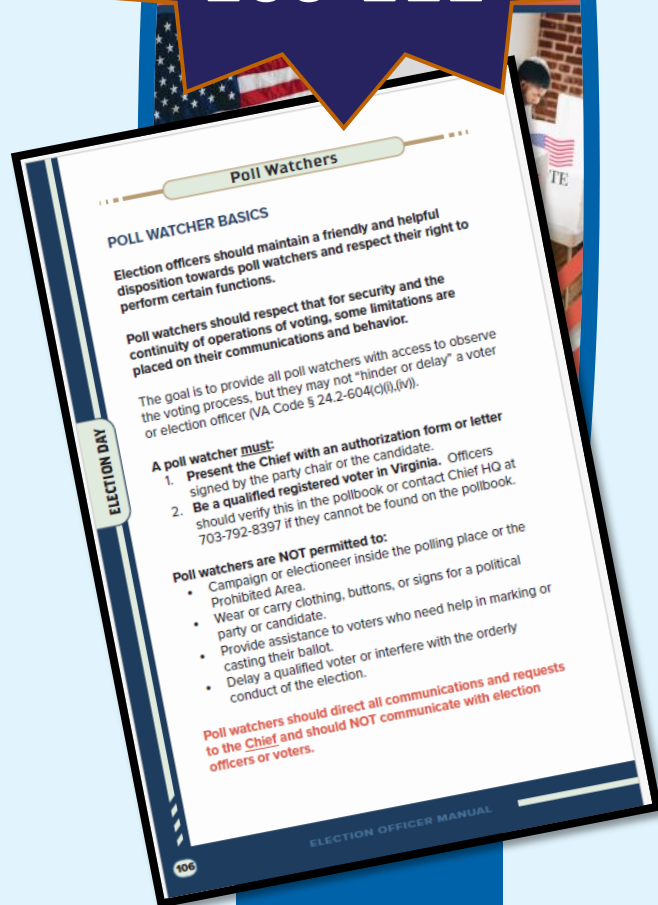
- **Before 6 AM (set-up)–
one poll watcher per party**
- **After 6 AM –
up to three poll watchers per party**
- **They MUST present a signed
authorization from PWC or Virginia**
- **We CANNOT accept an authorization
form from another county in VA**
- **They MUST be a registered voter in VA –
if you can not find them on the
pollbook – CALL HQ**



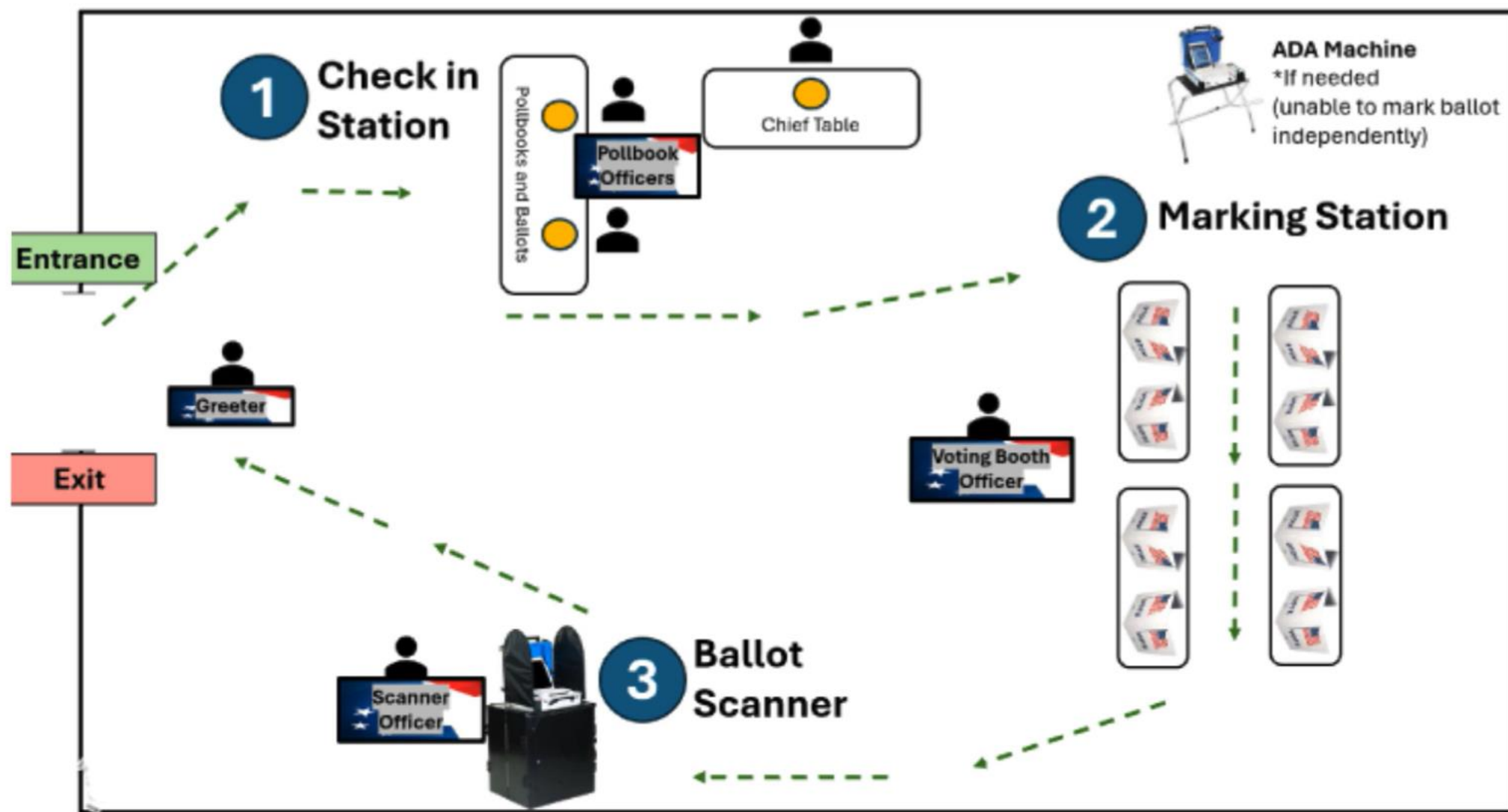
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Poll Watcher - Basics

- They **CANNOT** assist/interfere with voters in any process
- They **CANNOT** wear political clothing
- They **ARE** allowed to see and hear activity on the Pollbook at the check-in station
- They **CANNOT** violate any voter's privacy
- Poll Watcher guidelines in Blue Accordion



Welcome To Your Precinct





PRINCE WILLIAM
Office of Elections

Special Assistants



- They are YOUR support staff

- They will review SA Checklist with you

- Checklist found in Chief Binder – Review it

- ALL backup supplies provided by SA

- Any additional questions – call HQ



Chief Election Day – Opening Checklist

3 most important tasks to complete

1st:

set up –
Pollbooks, Scanners
& Tallypoint



... — TUESDAY OPENING — ...

CHIEF OPENING CHECKLIST

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

SETUP & OPEN

- ☐ **Admit Poll Watchers.**
Allow one authorized representative of each party/candidate present at 5:00 am to observe opening. At 6:00 am, allow up to three representatives for each party.
- ☐ **Complete the Election Officer Oath.**
 - Chief administers the oath and reads "Ballots Cast" to all officers.
 - All officers must sign the Oath.
 - Chief signs/dates Oath twice; place in Env. #8.
 - Pages (if present) sign Oath.
- ☐ **Complete the Pink Compensation Form.**
 - Have all officers verify their information.
 - If you are concerned you have to call Chief HQ by 5:30 am, call Chief HQ at 703-792-8399.
 - Print "No Show" for missing officers at 6:00 am.
 - Place the signed form in Env. #8.
- ☐ **Verify that the Provisional Ballot Bag is empty.**
Close the zipper and seal the bag with the provided seal (*right*). 
- ☐ **Assign officers to the tasks listed on the next page.**
- ☐ **Verify all tasks on this page and the next page are complete.**

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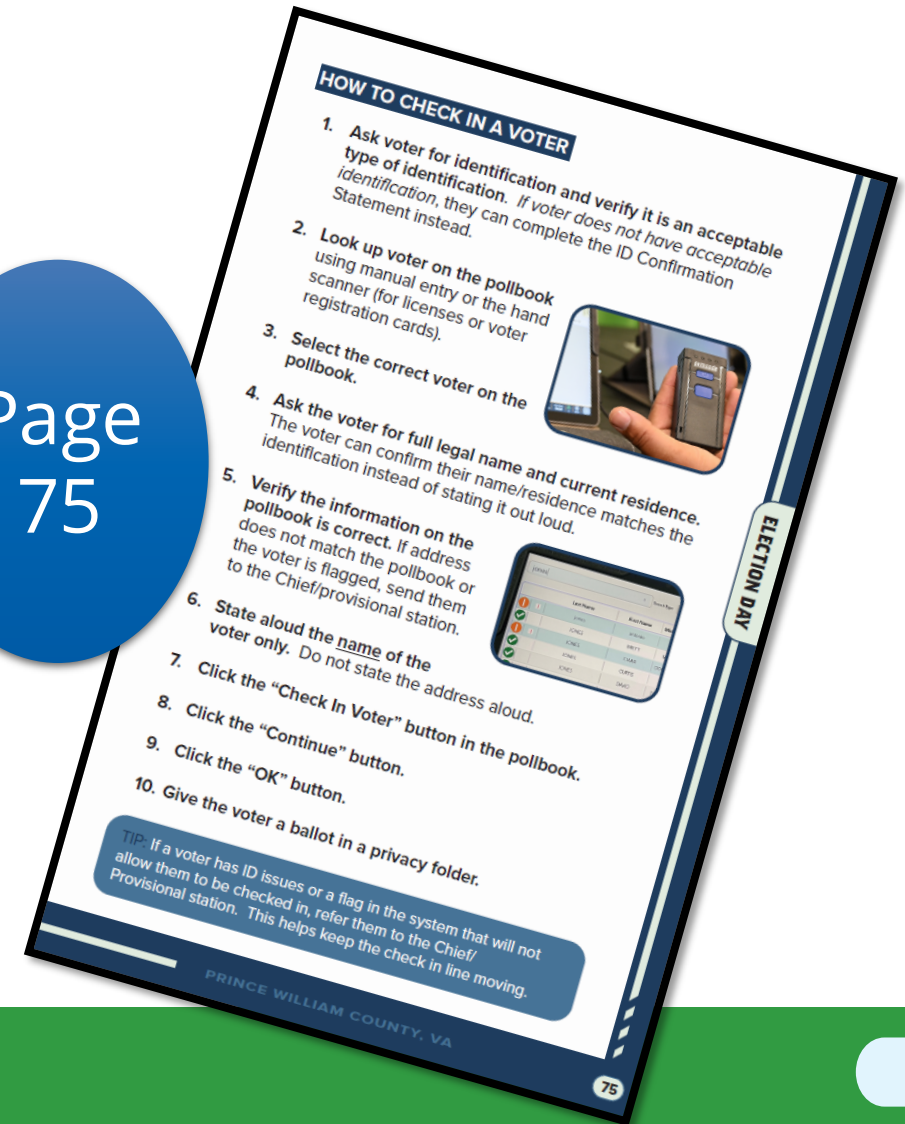
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Pollbooks – How to check in a voter

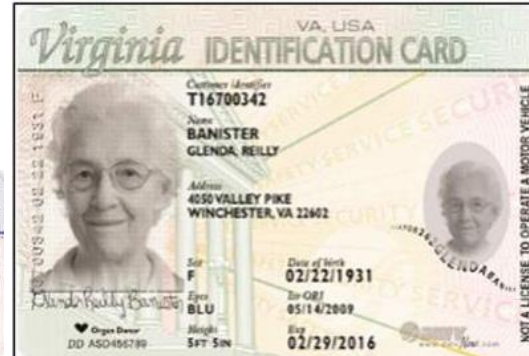
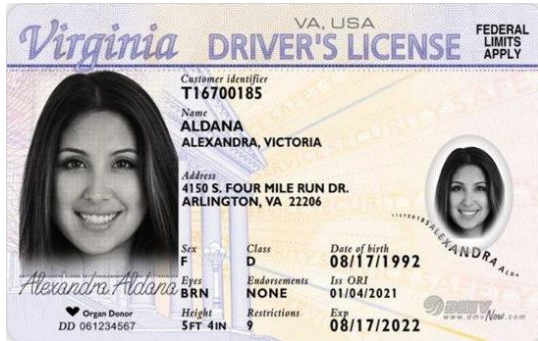
Please read
and study
BEFORE
election day

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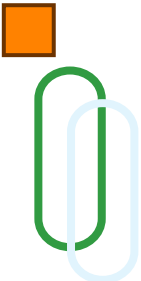
How to Ask for Voter Information



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



Reminder – Only accept VA drivers' license



ID Confirmation Statement

**Election Officer
Fill-in**

ID Confirmation Statement
Declaración de confirmación de identificación

Place in
Envelope #8

A Officer of Election
Precinct No./Name Date O of E Initials

B Affirmation of Voter / Afirmación del votante
If you do not complete this statement or show acceptable ID, you will be required to vote a provisional ballot in this election.
Si no completa esta declaración o no muestra una identificación aceptable, se le pedirá que vote con una boleta provisional en esta elección.

Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be.
Sujeto a pena de ley, por la presente afirmo que soy la misma persona que represento ser.

Signature of voter Date
Firma del votante Fecha

Printed name of voter
Nombre impreso del votante

Birth Year (optional)
Año de nacimiento (opcional)

Last 4 digits of Social Security # (optional)
Últimos 4 dígitos del Número de Seguridad Social (opcional)

**Voter
Fill-in**





Request for Assistance



Virginia Request for Assistance – Inside the Polling Place

Authority: § 24.2-649 of the Code of Virginia

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

Do you need help?

- Yes, I will need help. – Complete this form and return it.
- No, I do not need help. – This form is not needed. You do not need to return it.

Voter (I will have help completing my ballot)

Voter's Name:

Last Name

First Name

Middle Name

Suffix

Voter's Affirmation:

- I require assistance completing my ballot because I am blind, have a disability, am unable to read or write, or I need the ballot translated into another language.
- I want the person listed in Section B below to enter the voting booth to assist me or to vote my ballot according to my instructions.

Voter Sign Here:

X

Voter Signature (or mark)

Date

What if I can't sign my name?

*A blind voter is not required to sign or make a mark

☐ Check here if voter is unable to sign due to disability or inability to read or write

Assistant (the person who is helping the voter)

Assistant's Name:

Last Name

First Name

Middle Name

Suffix

Assistant's Address:

Residence Address

City

State

Zip Code

Assistant's Affirmation:

- I will fill out this voter's ballot as the voter instructs.
- I will not solicit or attempt to influence how the voter votes.
- I will not disclose or indicate how the voter votes on any office or question.
- I am not serving in this polling place today as an authorized representative of a political party or candidate or as a neutral observer authorized by the electoral board (See §§ 24.2-604.4 and 24.2-604.5).
- I am not the voter's employer or an agent of that employer, or an officer or agent of the voter's union (Does not apply if voter is blind).

Assistant Sign Here:

X

Assistant Signature

Date

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

ELECT-649 rev. 7/2024

FOR OFFICIAL USE: Precinct #/Name

Virginia Request for Assistance – Inside the Polling Place

Authority: § 24.2-649 of the Code of Virginia

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

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

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

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

Signature

Printed Name

Representing

Signature

Printed Name

Representing

Signature

Printed Name

Representing

Signature

Printed Name

Representing

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

Party Interpreter to complete so they can observe.

ELECT-649 rev. 7/2024

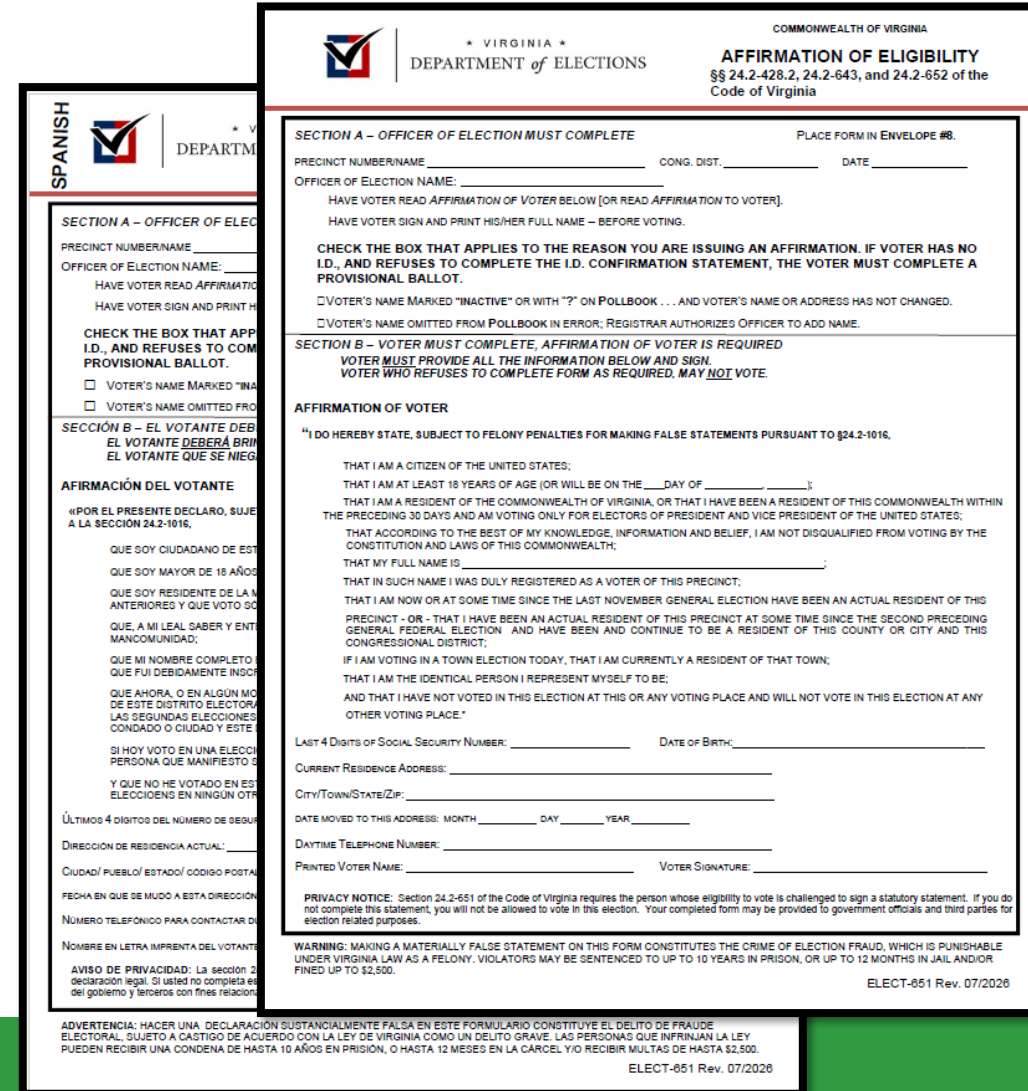


Affirmation of Eligibility Form change

- One-sided now
- Spanish on back

Voter/Citizen to Voter
Challenge has been
removed

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

ENGLISH VERSION:

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

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

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

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

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

SECTION B – VOTER MUST COMPLETE, AFFIRMATION OF VOTER IS REQUIRED
VOTER MUST PROVIDE ALL THE INFORMATION BELOW AND SIGN.
VOTER WHO REFUSES TO COMPLETE FORM AS REQUIRED, MAY NOT VOTE.

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

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

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

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

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

ELECT-651 Rev. 07/2026

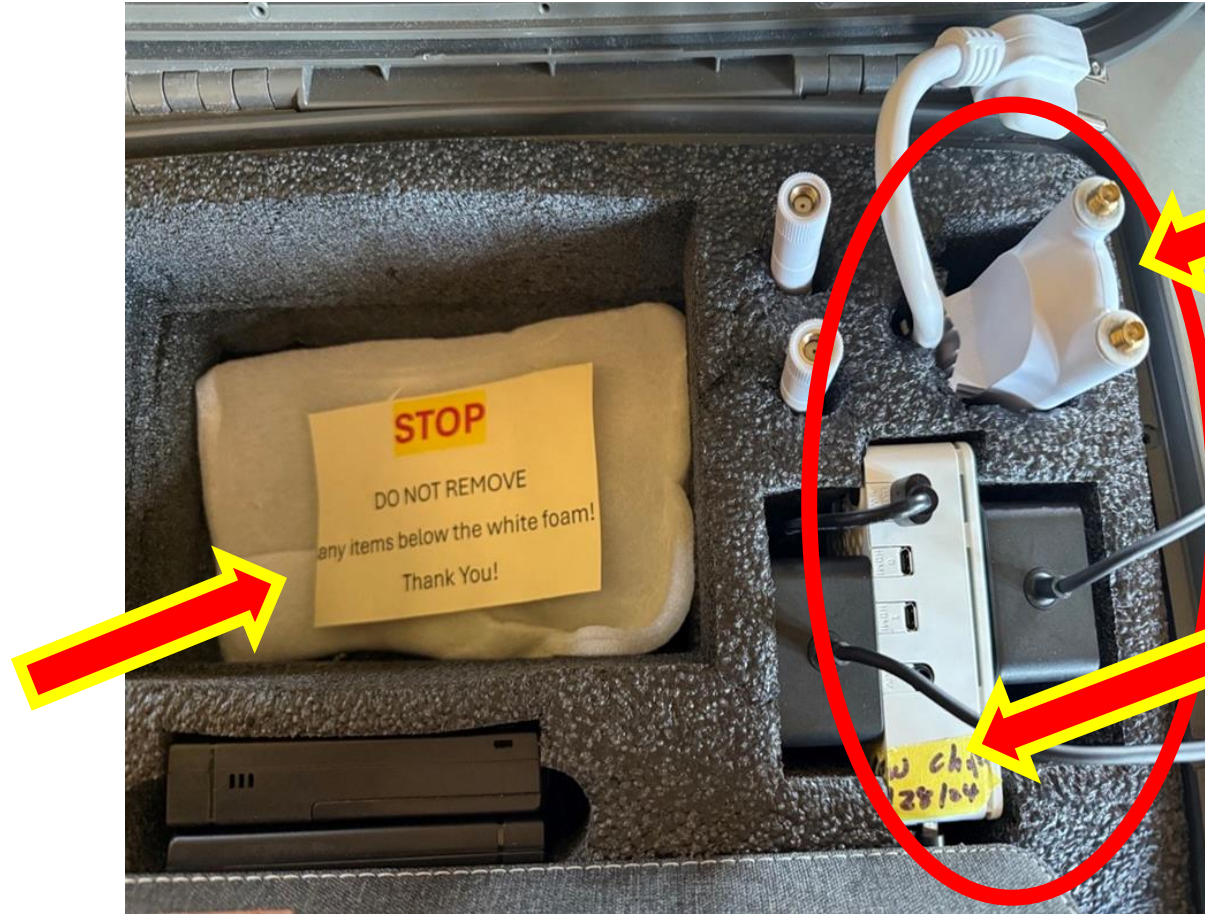
SPANISH VERSION:

SECTION A – OFICER OF ELEC
PRECINCT NUMBER/NAME
OFFICER OF ELECTION NAME:
HAVE VOTER READ AFFIRMATION
HAVE VOTER SIGN AND PRINT H
CHECK THE BOX THAT APP
I.D., AND REFUSES TO COM
PROVISIONAL BALLOT.
☐ VOTER'S NAME MARKED "INA
☐ VOTER'S NAME OMITTED FRO
SECCIÓN B – EL VOTANTE DEB
EL VOTANTE DEBERÁ BRIN
EL VOTANTE QUE SE NIEG
AFIRMACIÓN DEL VOTANTE
«POR EL PRESENTE DECLARO, SUJE
A LA SECCIÓN 24.2-1016,
QUE SOY CIUDADANO DE EST
QUE SOY MAYOR DE 18 AÑOS
QUE SOY RESIDENTE DE LA M
ANTERIORES Y QUE VOTO SO
QUE, A MI LEAL SABER Y ENT
MANCOMUNIDAD;
QUE MI NOMBRE COMPLETO
QUE FUI DEBIDAMENTE INSC
QUE AHORA, O EN ALGÚN MO
DE ESTE DISTRITO ELECTORA
LAS SEGUNDAS ELECCIONES
CONDADO O CIUDAD Y ESTE
SI HOY VOTO EN UNA ELECCI
PERSONA QUE MANIFIESTO
Y QUE NO HE VOTADO EN EST
ELECCIONES EN NINGÚN OT
ÚLTIMOS 4 DÍGITOS DEL NÚMERO DE SEGU
DIRECCIÓN DE RESIDENCIA ACTUAL:
CIUDAD/ PUEBLO/ ESTADO/ CÓDIGO POSTAL
FECHA EN QUE SE MUDE A ESTA DIRECCIÓN:
NÚMERO TELEFÓNICO PARA CONTACTAR D
NOMBRE EN LETRA IMPRINTA DEL VOTANTE
AVISO DE PRIVACIDAD: La sección 2
declaración legal. Si usted no completa es
del gobierno y terceros con fines relacion



Pollbook – Setup

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

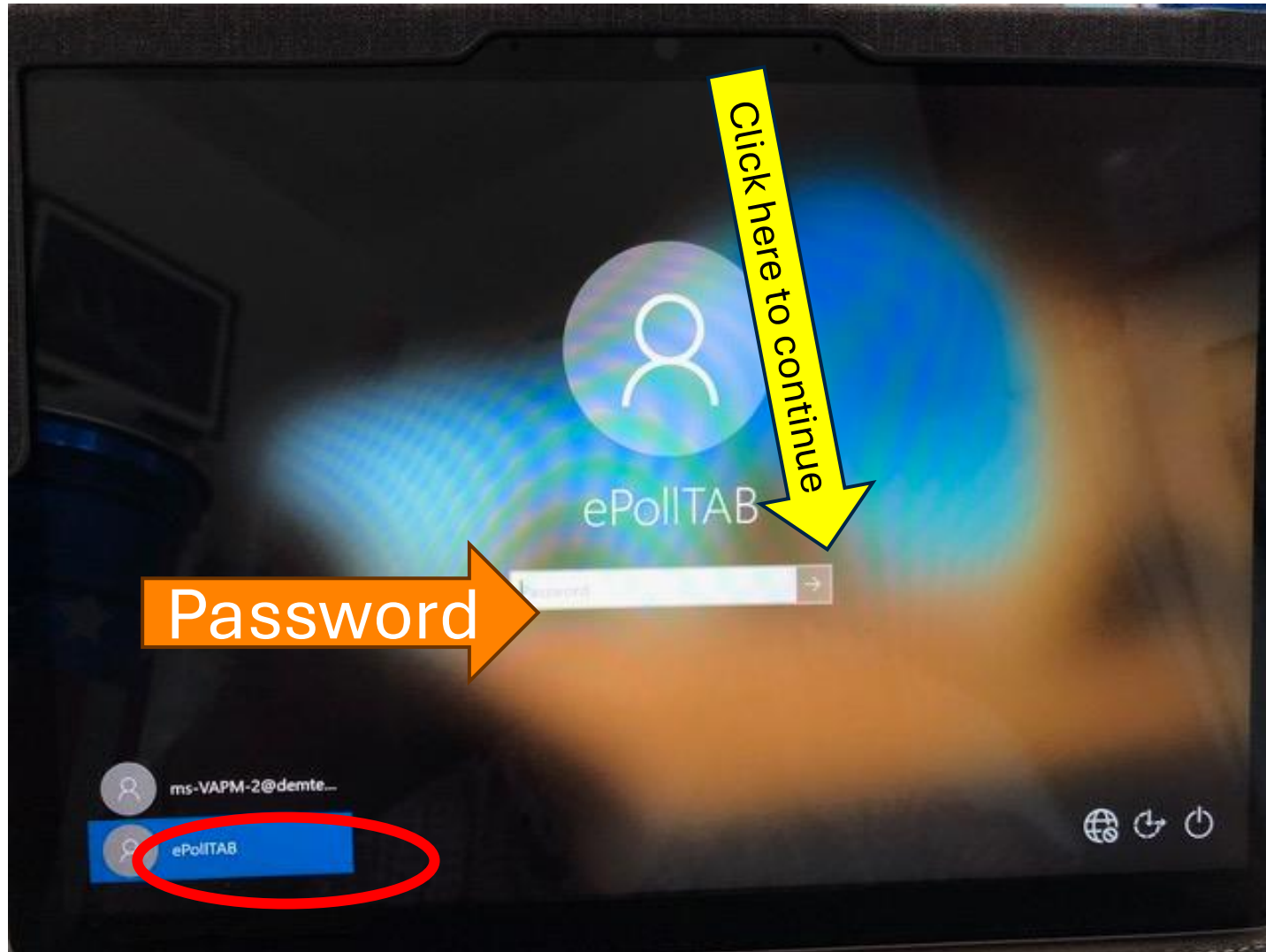


- Do not remove the white Merlin Equipment



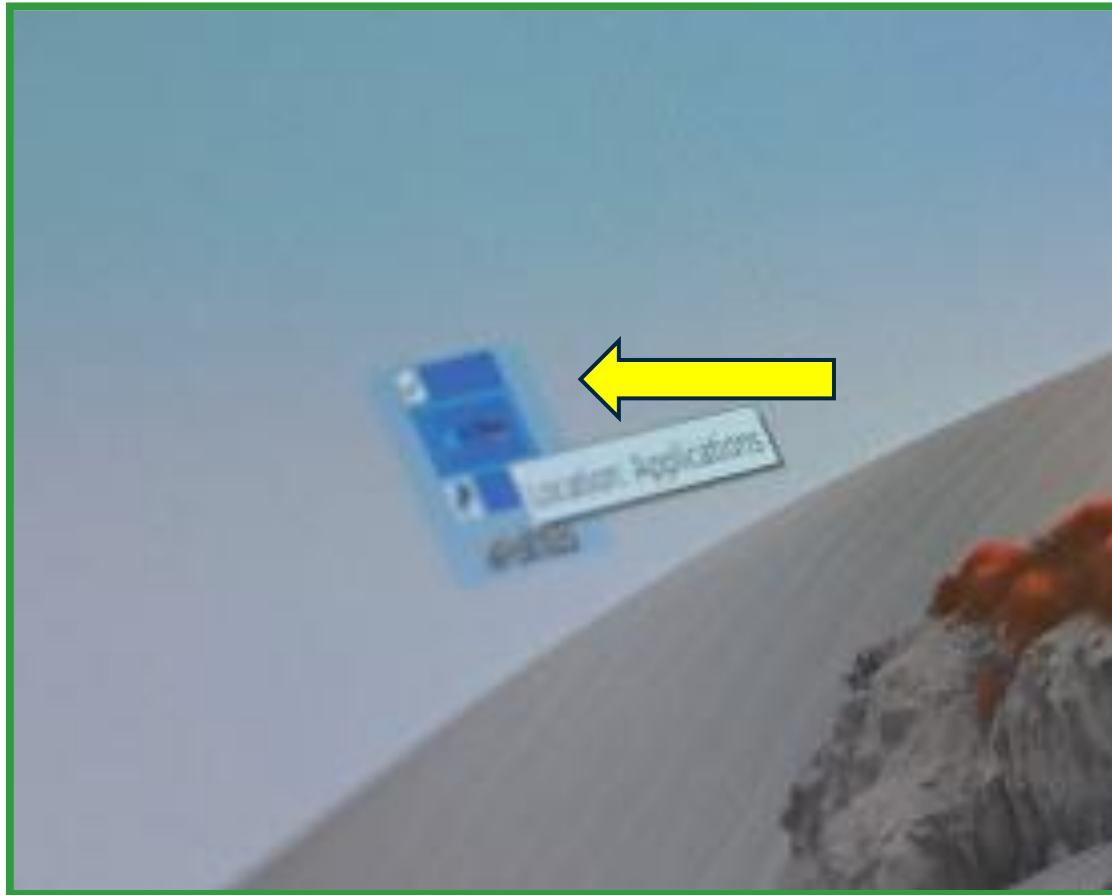


Pollbook – Startup





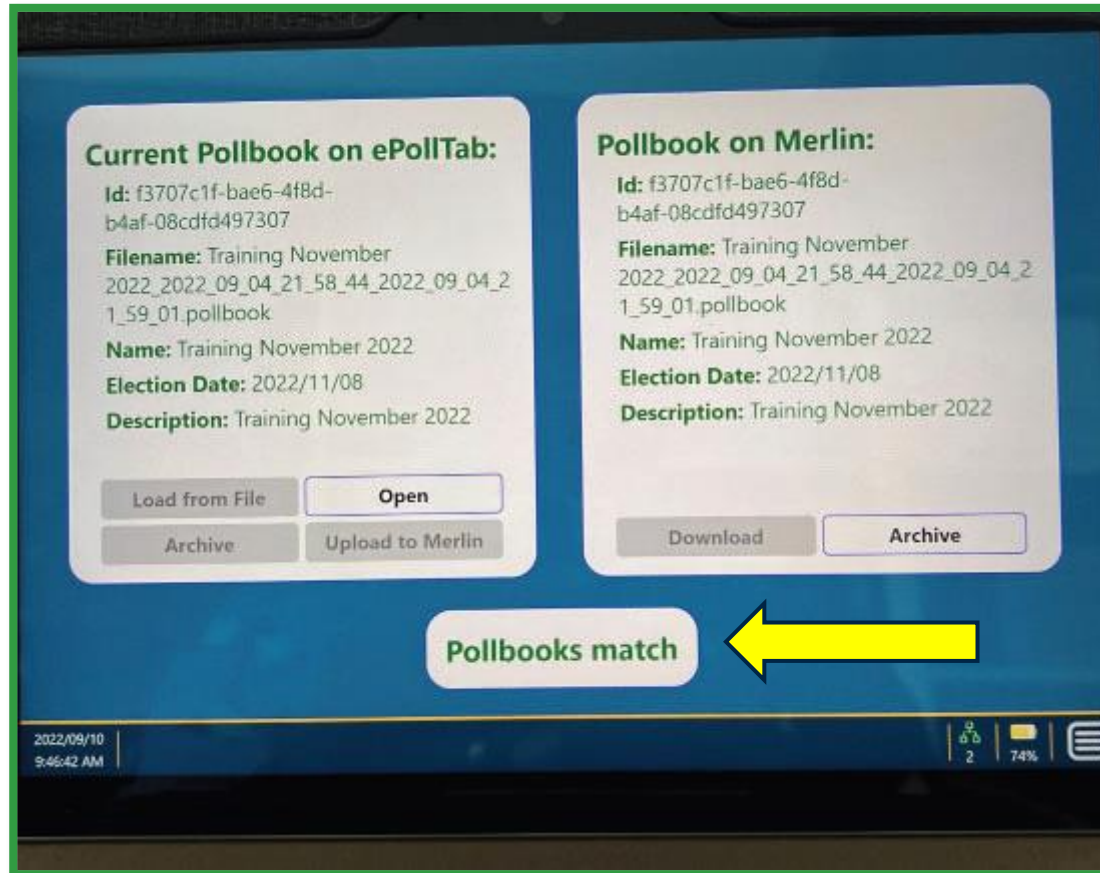
Pollbook – Startup



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



Pollbook – Startup

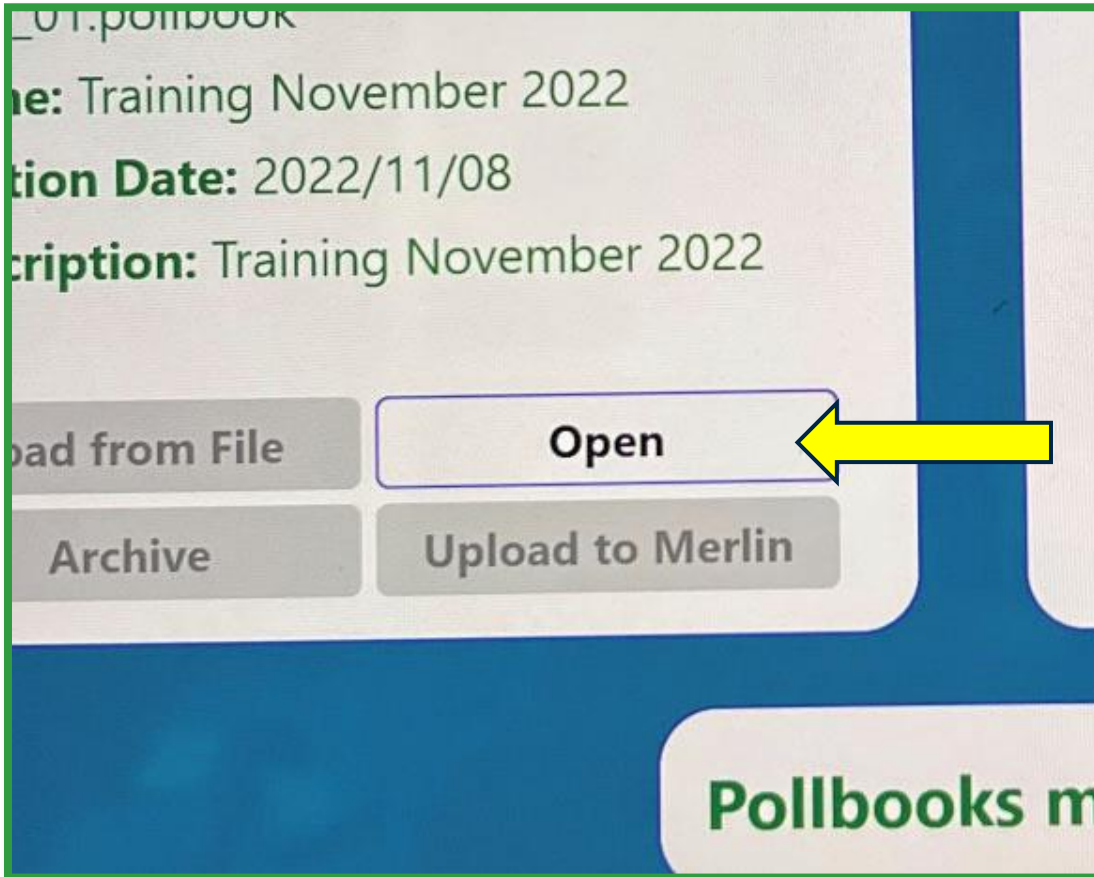


Once ePollTab is open, you will see 2 boxes and an indicator that says “POLLBOOKS MATCH”.





Pollbook – Startup

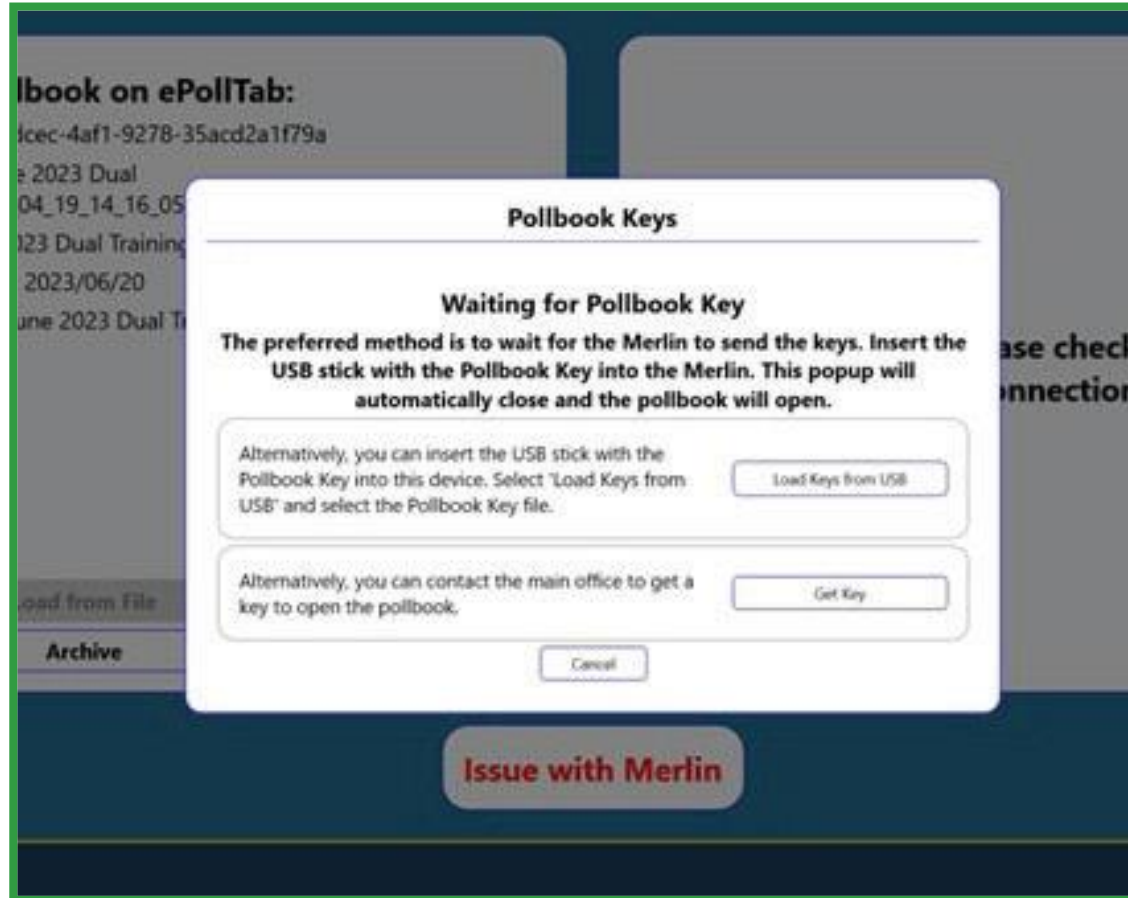


The TEXT in the boxes will be green. Select “OPEN” on **EACH** tablet.





Pollbook – Startup

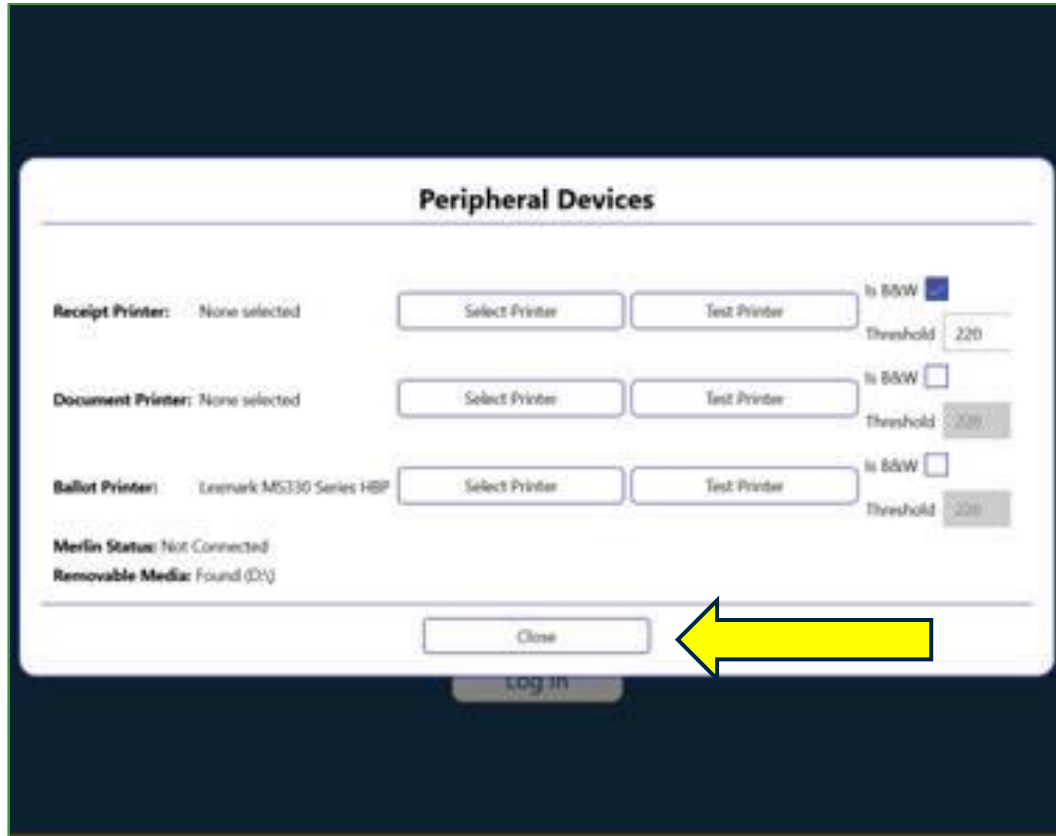


You will be prompted for a key. Give the pollbooks a couple of seconds to find the key. If still waiting take top chip out of Merlin for 10 seconds and reinsert. It should begin to connect.





Pollbook – Startup



Peripheral Devices

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

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

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

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

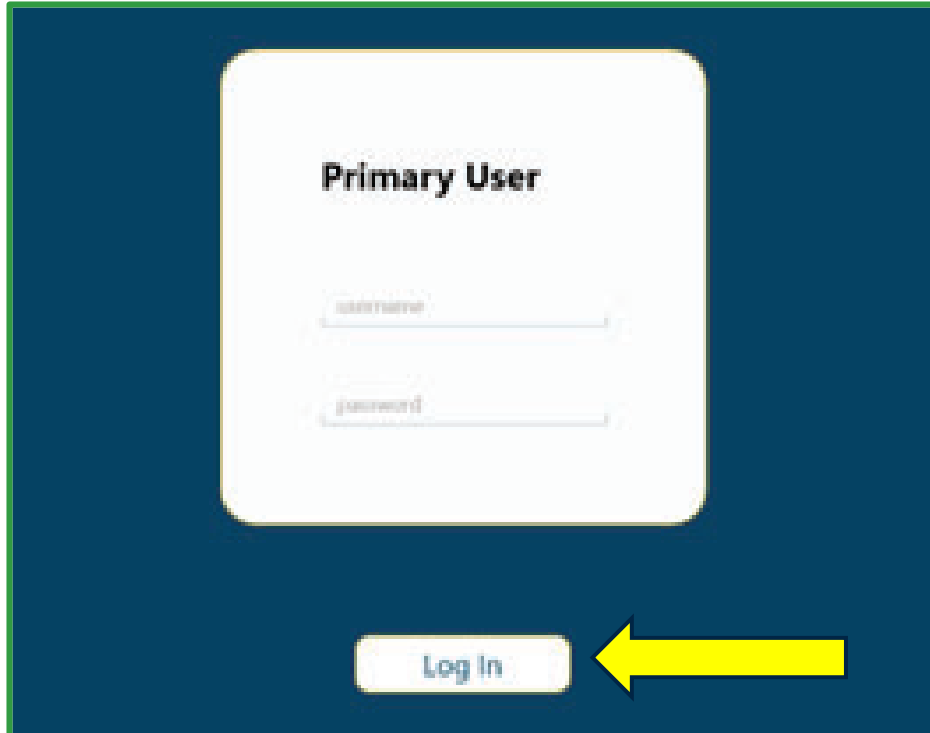
Close Log In

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





Pollbook – Startup



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





Pollbook – Startup

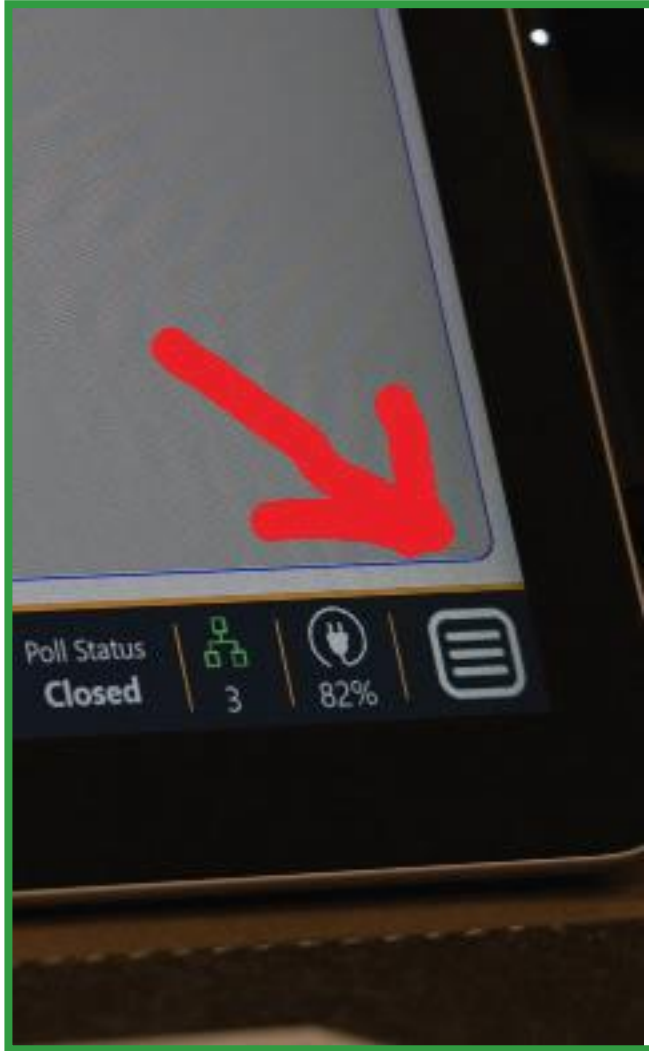


The next screen says “Polls not open”. The polls need to be opened before checking voters in. Click “OK”.





Pollbook – Startup



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





Pollbook – System Operations

Tap here to Search

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

Advanced Search

Last Name	Year of Birth	Voter ID
-----------	---------------	----------

System

Log Out of Pollbook

Peripheral Devices

Import Audits

Export Audits

Import Live Backup

Auto Issue Logs

Sync Status

Polls

Open Polls

Suspend Polls

Close Polls

Complete Election

Summary

Pollbook Summary

Location Summary

Add Location Note

Utilities

Street Look-up

Polling Locations

Print Ballot

Add Voter

Device Voter Activity

Close

Open Polls

Pollbook Summary

Street Look-up

2025/10/07 8:57:00 AM

Total Voters 351

Check In 0

0101 usr0101a

Poll Status Closed

0

45%



Pollbook – Startup

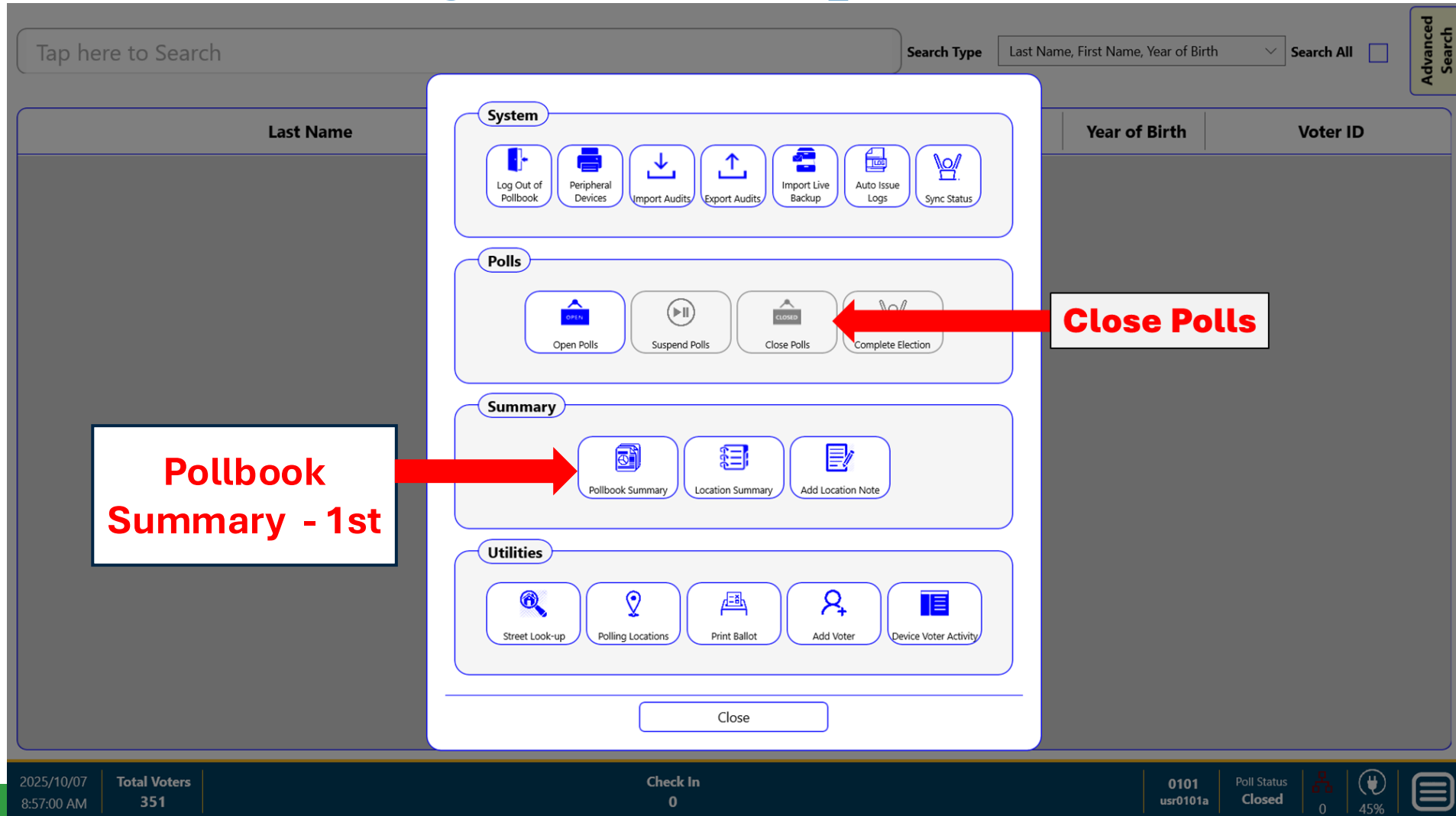


To open the polls, touch the hamburger Menu icon and select the “Open Polls” icon on only **ONE** of the tablets. Both pollbooks should show open. You are ready!





Pollbook – System Operations



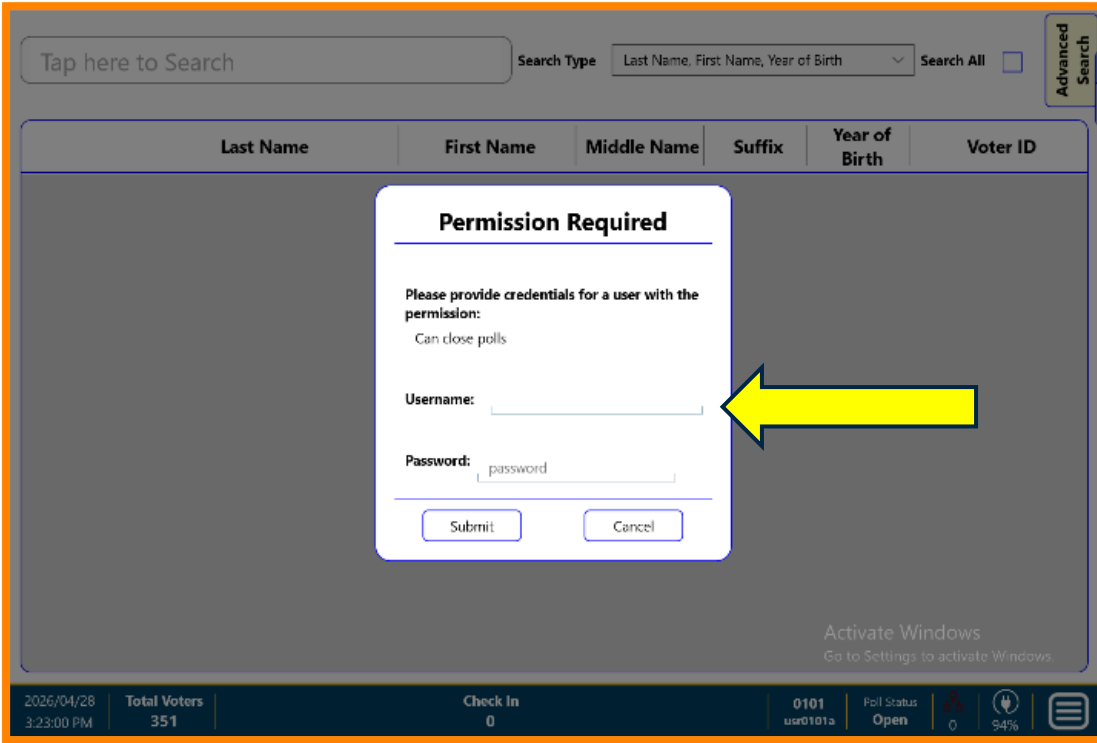
The screenshot displays the Pollbook System Operations interface. At the top, there is a search bar with the placeholder text "Tap here to Search" and a "Search Type" dropdown menu set to "Last Name, First Name, Year of Birth". A "Search All" checkbox is also present. On the right side, there is an "Advanced Search" button. The main content area is divided into four sections: "System", "Polls", "Summary", and "Utilities".

- System**: Contains icons for Log Out of Pollbook, Peripheral Devices, Import Audits, Export Audits, Import Live Backup, Auto Issue Logs, and Sync Status.
- Polls**: Contains icons for Open Polls, Suspend Polls, Close Polls, and Complete Election. A red arrow points from a text box labeled "Close Polls" to the "Close Polls" icon.
- Summary**: Contains icons for Pollbook Summary, Location Summary, and Add Location Note. A red arrow points from a text box labeled "Pollbook Summary - 1st" to the "Pollbook Summary" icon.
- Utilities**: Contains icons for Street Look-up, Polling Locations, Print Ballot, Add Voter, and Device Voter Activity.

A "Close" button is located at the bottom of the central menu. The bottom status bar displays the date and time (2025/10/07 8:57:00 AM), the total number of voters (351), the check-in status (0), and the poll status (Closed). There are also icons for a printer, a power button, and a menu.



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



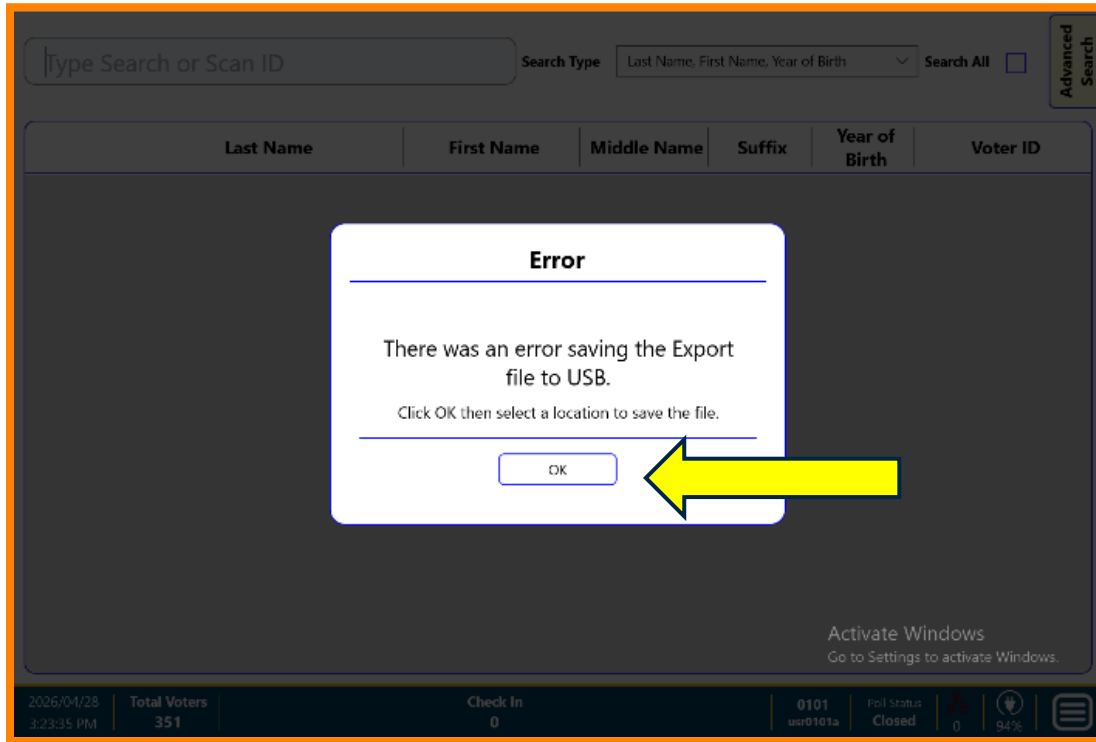
The screenshot shows the Pollbook application interface. At the top, there is a search bar with the text 'Tap here to Search' and a 'Search Type' dropdown menu set to 'Last Name, First Name, Year of Birth'. To the right of the search bar is a 'Search All' checkbox and an 'Advanced Search' link. Below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

Use the ADMIN
username and
password to close





Pollbook – Shut down

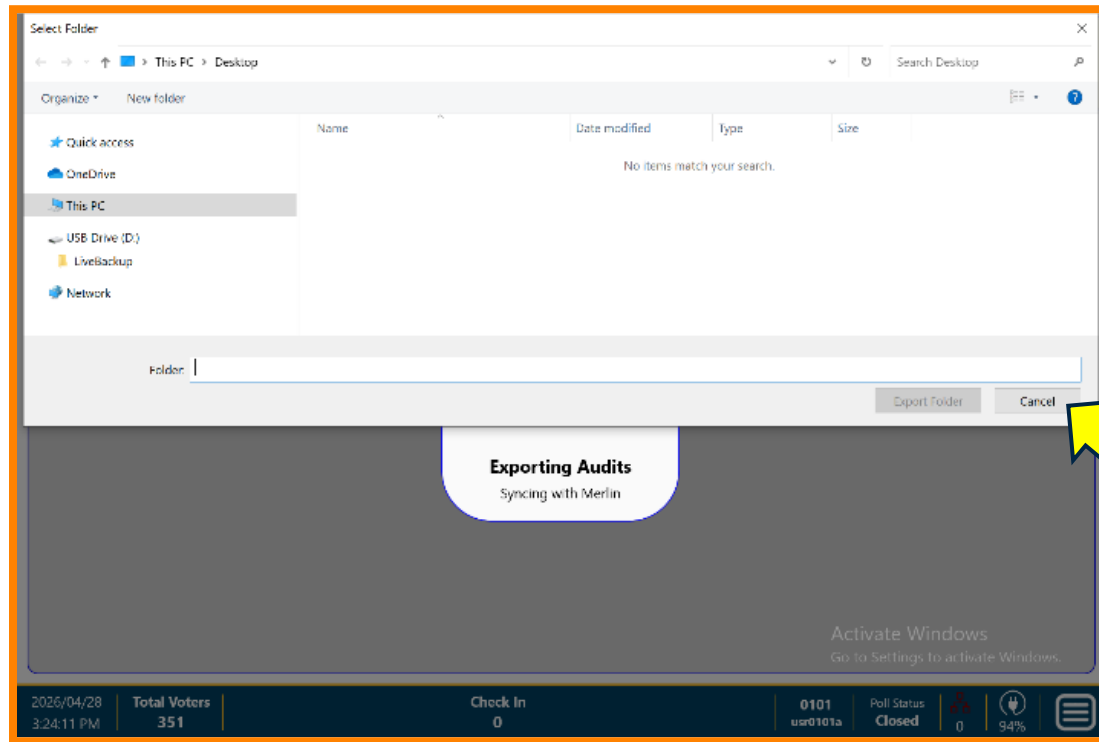


Click “OK” to proceed





Pollbook – Shut down

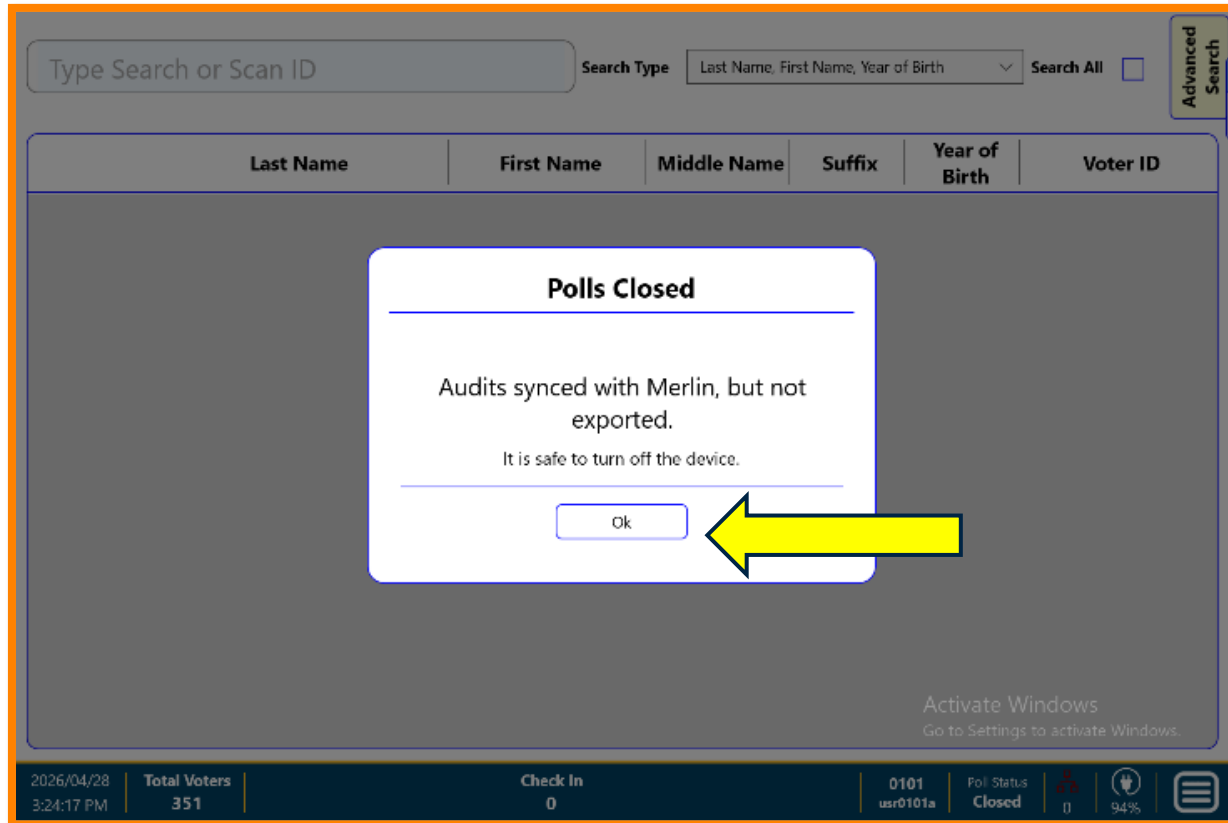


Select “Cancel” to continue





Pollbook – Shut down



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

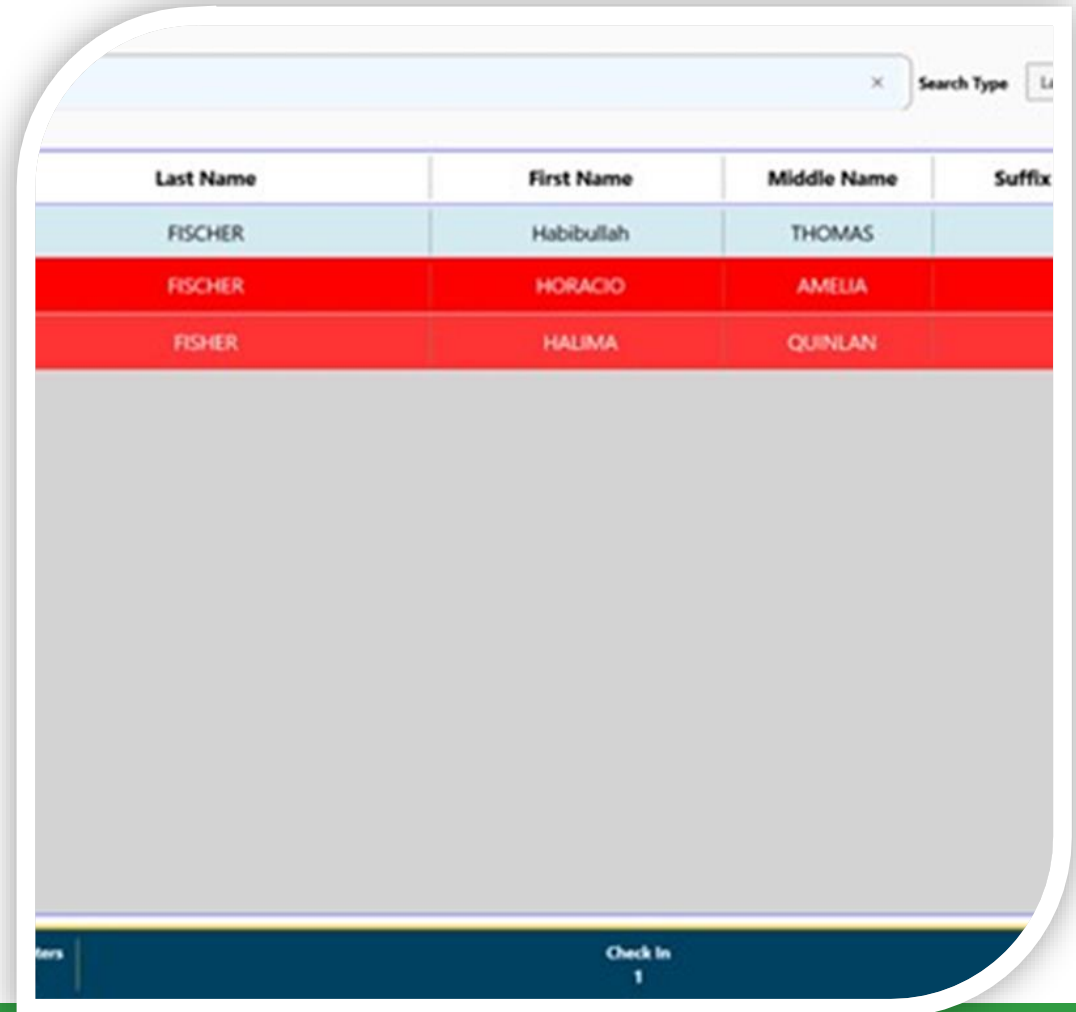
Click “OK” to
continue





Pollbook Reminders

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



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



Voter Information Screen

VOTER INFORMATION

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

Voter ID: 111111111
Absentee:
Status: Active

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

Add Voter Note

 Ready to Check-In.

Check Voter In

Return to Search

2025/10/07
8:59:00 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

0

46%





Check the Red Text Information

VOTER INFORMATION

First Name: Albert

Middle Name: NMN

Last Name: Smith

Suffix:

Year of Birth: 2000

Address: 11777 Gallop Ln

City: Bristow

Check In Info:

Voter ID: 111111111

Absentee:

Status: Active

Precinct: 101 - BRENTSVILLE

Congress: 10

Town:

Senate: 029

House: 022

Add Voter Note

✓ Ready to Check-In.

Check Voter In

Return to Search

2025/10/07
8:59:00 AM

Total Voters
351

Check In
0

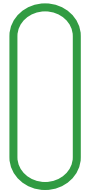
0101
usr0101a

Poll Status
Open

0

46%





Check Voter In

VOTER INFORMATION

First Name: Albert

Middle Name: NMN

Last Name: Smith

Suffix:

Year of Birth: 2000

Address: 11777 Gallop Ln

City: Bristow

Check In Info:

Voter ID: 111111111

Absentee:

Status: Active

Precinct: 101 - BRENTSVILLE

Congress: 10

Senate: 029

House: 022

Town:

Add Voter Note



Ready to Check-In.

Check Voter In

Return to Search



2025/10/07
8:59:00 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

0

46%



Check Voter In – Additional Questions

VOTER INFORMATION

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

Voter ID: 111111111
Absentee:
Status: Active

Check In Info:

Please give Voter Ballot
Ballot Style 1

☐ OutsidePolls
☐ Affidavit

Continue

Cancel

Add Voter Note

✓ Ready to Check-In.

Check Voter In

Return to Search

2025/10/07
9:00:54 AM

Total Voters
351

Check In
0

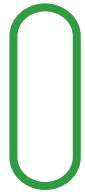
0101
usr0101a

Poll Status
Open

0

48%





Check Voter In – Last Question

VOTER INFORMATION

First Name: Albert

Middle Name: NMN

Last Name: Smith

Suffix:

Year of Birth: 2000

Address: 11777 Gallop Ln

City: Bristow

Check In Info:

Success

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

Ok

House: 022

Add Voter Note

Ready to Check-In.

Check Voter In

Return to Search

2025/10/07
9:01:35 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

0

49%



Check Voter In – Completed

Search Type

Last Name, First Name, Year of Birth

Search All
 ☐

Advanced Search

	Last Name	First Name	Middle Name	Suffix	Year of Birth	Voter ID
 	Smith	Albert	NMN		2000	111111111
	Smith	Brian	NMN		2000	111111112
	Smith	Charles	NMN		2000	111111113
	Smith	Dexter	NMN		2000	111111114
	Smith	Elizabeth	NMN		2000	111111115
	Smith	Frederick	NMN		2000	111111116
	Smith	George	NMN		2000	111111117
	Smith	Hanah	NMN		2000	111111118
	Smith	Igor	NMN		2000	111111119
	Smith	Jimmy	NMN		2000	111111120

2025/10/07
 9:02:05 AM

Total Voters
 351

Check In
 1

0101
 usr0101a

Poll Status
 Open


 0


 49%





Time Stamp (Double Check)

VOTER INFORMATION

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

Voter ID: 111111111
Absentee:
Status: Active

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

Check In Info:

NEW – Check In Info

will be blank prior to checking in a voter

VOTER INFORMATION

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

Voter ID: 111111111
Absentee:
Status: Active

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

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

Check In Time & User/Device

will display if voter info screen
is reopened





Pollbook – Default Screen

Search TypeLast Name, First Name, Year of BirthSearch All☐

Advanced Search

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

Voters in PCT

Counter

Statuses

UserPollSyncPower

2025/10/07
9:12:28 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open


0


59%







Pollbook – Default Screen

Search Type

Last Name, First Name, Year of Birth

Search All

Advanced Search

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

Menu
“Hamburger Icon”



2025/10/07
9:12:28 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

 0

 59%







Pollbook – System Operations

Tap here to Search

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

Advanced Search

Last Name	Year of Birth	Voter ID
-----------	---------------	----------

System

Log Out of Pollbook

Peripheral Devices

Import Audits

Export Audits

Import Live Backup

Auto Issue Logs

Sync Status

Polls

Open Polls

Suspend Polls

Close Polls

Complete Election

Summary

Pollbook Summary

Location Summary

Add Location Note

Utilities

Street Look-up

Polling Locations

Print Ballot

Add Voter

Device Voter Activity

Close

Open Polls

Pollbook Summary

Street Look-up

2025/10/07 8:57:00 AM

Total Voters 351

Check In 0

0101 usr0101a

Poll Status Closed

0

45%





Pollbook – System Operations

Tap here to Search

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

Advanced Search

Last Name

Year of Birth

Voter ID

System

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

Polls

Open Polls Suspend Polls Close Polls Complete Election

Summary

Pollbook Summary Location Summary Add Location Note

Utilities

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

Close

Pollbook Summary

Close Polls



2025/10/07 8:57:00 AM Total Voters 351 Check In 0 0101 usr0101a Poll Status Closed 0 45%



Quick - FYI

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





Ballot Scanner and Touchwriter Set Up

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



Manual
Pg 43-53





QR Codes - 2 Minute “Set-Up” Videos





iPad – Tallypoint

Wake up iPad and find Tallypoint

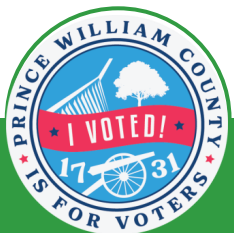


TallyPoint

**Tallypoint asks if you are ready to open
If Scanner and Pollbook good, click YES**



This precinct is ready >



iPad – Tallypoint Operations – New Look



PRINCE WILLIAM
Office of Elections



TallyPoint

Election Results Platform

Sign in to your account

Access your election results dashboard

Username

Password

Sign in

[Request a demo](#)





iPad – Tallypoint

Reminders:

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



TallyPoint

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



iPad – Other Applications



Translate

To translate for a voter.



Interactive Wha...

To use the Interactive “What If’s.”



PWCPrecincts...

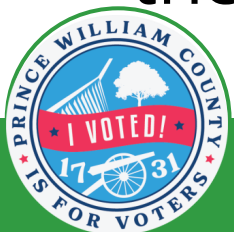
Map tool – PWC Precincts





Acceptable Voter IDs

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



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Voter Identification

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

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

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

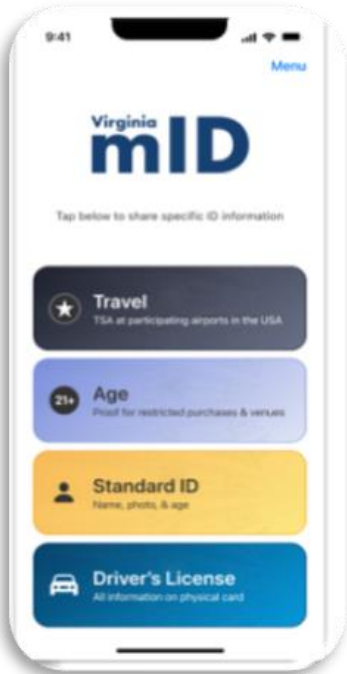
**The eleven recognized tribes are: Cherokee (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patowomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)

Virginia Code § 24.2-643(B)

Rev. 8/2023



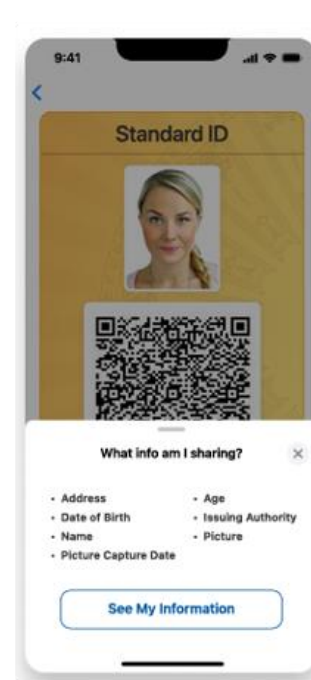
How is the Virginia Mobile ID app presented?



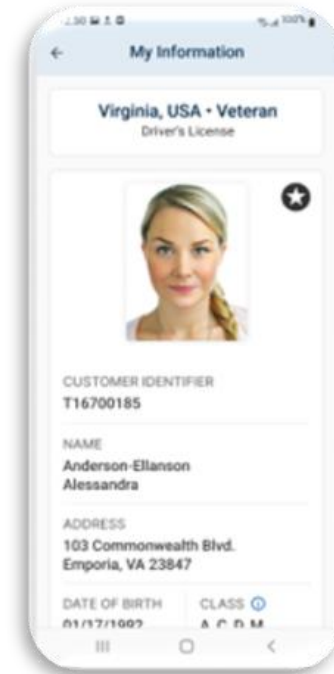
The user selects the yellow "Standard ID" tab



The user taps "What info am I sharing?"



The user taps "See My Information"

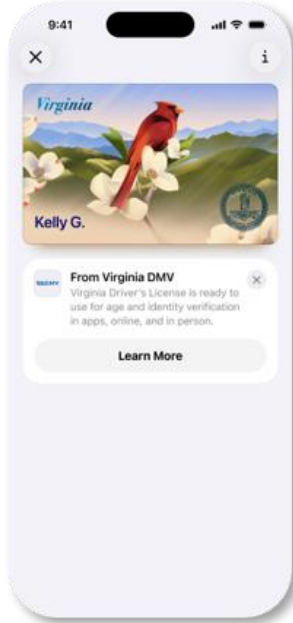


The "See My Information" screen displays all information needed to verify voter registration eligibility





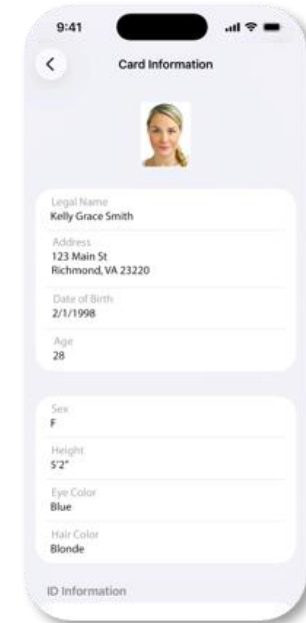
How is the ID in Apple Wallet presented?



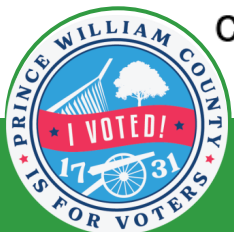
The user selects their Virginia ID in Apple Wallet and then selects the “i” in the top right corner



The user selects “Card information”

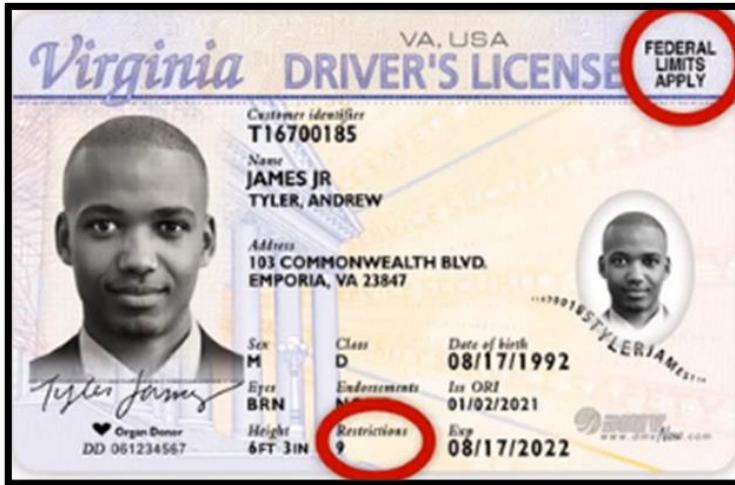


The “Card information” screen displays all information needed to verify voter registration eligibility



Pollbooks - Driver's Privilege

Page
79



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

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

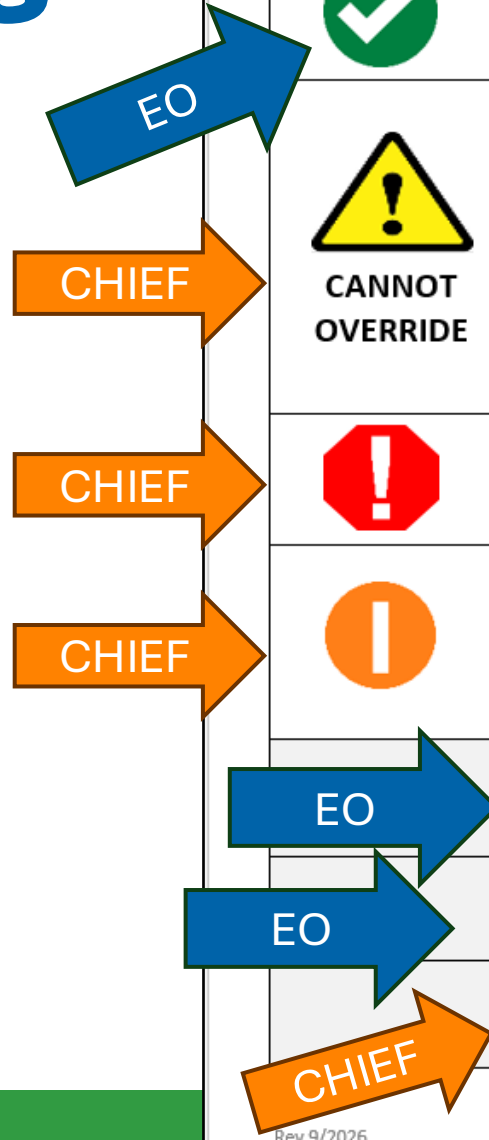


Always call HQ if unsure



Pollbook "Flags"

Have working knowledge of pollbook Flags!



November 2026 Voter Flags (Election Day)

Symbol	Flag	Description
	Ready for Check-in	Proceed with check-in.
	ABU	AB Unmarked This voter returned an unmarked absentee ballot.
	ABM	AB Marked - This voter returned a marked AB ballot.
	ABOM	AB On Machine - This voter already voted in person during the early voting period.
	ABPP	AB Pre-processed - This voter's ballot has already been processed by the Central Absentee Precinct.
	SDR	This voter is marked Same-Day Registration.
	ABF	AB FWAB - This voter submitted a federal write-in absentee ballot.
	Wrong Precinct	Voter is at the wrong precinct.
	V	This voter has voted. *This voter was checked in at your precinct.
	ABI	AB Issued - A ballot was mailed to this voter. The voter must exchange AB ballot to vote or vote provisionally.
	?	Inactive Voter or Address Confirmation If Voter <u>has not</u> moved, complete Affirmation of Eligibility form and voter may vote on machine. If voter <u>has</u> moved, follow Moving Conditions Chart.
		Suffix (Jr., Sr.) Tag Verify year of birth if voter has this tag.
	PID	<u>Only applicable for Federal Elections</u> An ID Confirmation Statement is NOT valid for PID voters.
	FED ONLY	<u>Only applicable for Federal Elections</u> Issue a Federal Only ballot from Touch Writer.

Rev 9/2026



Pollbook “Flags”

PID	<u>Only applicable for Federal Elections</u> Voter must present valid photo ID or copy of a current utility bill, bank statement, government paycheck, paycheck, or other government document containing the name and address of the voter. *An ID Confirmation Statement is <u>NOT</u> valid for PID voters.
------------	--

Please read carefully! No ID Confirmation Statement allowed

?	Inactive Voter or Address Confirmation If Voter <u>has not</u> moved, complete Affirmation of Eligibility form and voter may vote on machine. If voter <u>has</u> moved, follow the Move Rules Chart.
----------	--

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





When to Send Voter to the Chief

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





PRINCE WILLIAM
Office of Elections

Welcome to

PRINCE WILLIAM
Office of Elections

ADDRESS CHANGES

MOVE RULES

Question #1: Where did you move?

Question #2: When did you move?

How far did voter move? →	Within precinct	Within county/city AND congressional district (but not the same precinct).	To a different county/city OR congressional district (still within Virginia)	Outside of Virginia
When did voter move? ↓				
On or After November 5, 2025	Voter can vote on machine at precinct where registered (optional: complete white Voter Registration Application)	Voter can vote on machine at precinct where registered (optional: complete white Voter Registration Application) OR SDR at precinct where they live.	Voter can vote on machine at precinct where registered (optional: complete white Voter Registration Application) OR SDR at precinct where they live.	Voter is no longer eligible to vote in Virginia.
From November 9, 2022 through November 4, 2025		Voter can vote on machine after completing Affirmation of Eligibility OR SDR at precinct where they live.	SDR Voter must vote using SDR in precinct where they now live.	
On or Before November 8, 2022		SDR Voter must vote using SDR in precinct where they now live.	SDR Voter must vote using SDR in precinct where they now live.	

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

PRINCE WILLIAM COUNTY OFFICE OF ELECTIONS LIST OF PRECINCTS AND POLLING PLACES						
	PCT	Precinct Name	Polling Place Name	Polling Place Address	CD	SD HD
GAINESVILLE	PCT1					
	408	101	Brentsville	Brentsville District High School	12109 Ardway Road	10 29 22
	409	102	Cedar Point	Cedar Point Elementary School	12601 Braemar Parkway	10 30 22
	410	103	Glenkirch	Glenkirch Elementary School	8584 Sedge Wren Drive	10 30 22
	411	104	Nokesville	Patriot High School	10504 Kettle Run Road	10 29 22
	412	105	Piney Branch	Piney Branch Elementary School	8301 Linton Hall Road	10 30 22
	413	106	Unity Reed	Unity Reed High School	8820 Roxley Lane	10 30 21
	414	107	Marsteller	Marsteller Middle School	14000 Sudley Manor Drive	10 30 22
	501	108	Victory	Victory Elementary School	12001 Tygart Lake Drive	10 30 22
	502	109	Chris Yung	Chris Yung Elementary School	12612 Fog Light Way	10 30 22
OCCOQUAN	503	110	Buckland Mills	Buckland Mills Elementary School	10511 Wharfside Place	10 30 21
	504	111	Limestone	Gainesville Middle School	8001 Limestone Drive	10 30 22
	505	112	Burke-Nickens	Haymarket Elementary School	15500 Learning Lane	10 30 21
	506	113	Lakes	Victory Lakes Clubhouse	12600 Victory Lakes Loop	10 30 22
	507	201	Hylton	Hylton High School	8990 Worthington Drive	10 30 22
	508	202	West Gate	West Gate Elementary School	14051 Spriggs Road	7 29 24
	509	203	Bennett	Bennett Elementary School	8031 Urbanna Road	10 30 21
	510	204	Ellis	Ellis Elementary School	8800 Old Dominion Drive	10 29 22
	511	205	Buckhall	Buckhall United Methodist Church	10400 Kim Graham Lane	10 30 20
	512	206	Coles	Coles Elementary School	10251 Moore Drive	10 29 22
COLES	513	207	Spriggs	Heritage Baptist Church	7405 Hoadly Road	10 29 22
	514	208	Colgan	Colgan High School	14510 Spriggs Road	7 29 24
	515	209	Independent Hill	Kelly Leadership Center	13833 Dumfries Rd	7 10 29 24
	516	210	Yates Ford	Buckhall Fire Station	14715 Bristow Road	10 29 22
	601	211	Signal Hill	Signal Hill Elementary School	7190 Yates Ford Road	10 29 22
	602	212	Yorkshire	Yorkshire Elementary School	9553 Birmingham Drive	10 29 20
	603	213	Parkside	Parkside Middle School	7610 Old Centerville Road	10 30 20
	604	214	Lucasville	Lake Jackson Fire Station	8602 Mathis Ave	10 30 20
	605	301	Rosa Parks	Rosa Parks Elementary School	11310 Coles Drive	10 29 22
	606	302	Potomac	Potomac High School	13446 Princesdale Drive	7 29 24
NEABSCO	701	303	Graham Park	Graham Park Middle School	17755 Main Street	7 29 23
	702	304	Quantico	Lillian Carden Community Center	3401 Panther Pride Drive	7 33 23
	703	305	Forest Park	Forest Park High School	3613 Graham Park Road	7 29 23
	704	306	Four Seasons	First Mount Zion Baptist Church	222 3RD Avenue	7 29 23
	705	307	Henderson	Henderson Elementary School	15721 Forest Park Drive	7 29 24
	706	308	Montclair	Montclair Elementary School	16622 Dumfries Road	7 29 24
	707	309	Ashland	Ashland Elementary School	3799 Watney Drive	7 29 24
	708	310	PW Forest Park	First Mount Zion Bpst Church	4920 Tallowood Drive	7 29 24
	709	311	Swans Creek	Swans Creek Elementary School	15300 Bowman's Folly Drive	7 29 24
	710	312	Triangle	Triangle Elementary School	16622 Dumfries Road	7 29 23
WOODBRIDGE	711	313	Cardinal	Neabasco Baptist Church	17700 Wayside Drive	7 29 23
	712	314	Cabin Branch	Forest Park High School	3615 Lions Field Road	7 29 23
	713	315	Williams	Williams Elementary School	15545 Cardinal Drive	7 29 24
	714	316	Potomac Shores	Potomac Shores Middle School	15721 Forest Park Drive	7 29 24
	715	401	Evergreen	Evergreen Fire Station	3100 Panther Pride Drive	7 29 23
	716	402	Gravelly	Gravelly Elementary School	17851 Woods View Drive	7 29 23
	717	403	Bull Run	Bull Run Middle School	3510 James Madison Highway	10 30 21
	718	404	Unity Braxton	Unity Braxton Middle School	4670 Waverly Farm Drive	10 30 21
	719	405	Ben Lomond	Pat White Center	6308 Catharpin Road	10 30 21
	720	406	Alvey	Alvey Elementary School	10100 Lomond Drive	10 30 21
	721	407	Heritage Hunt	Clubhouse of Heritage Hunt	10501 Copeland Drive	10 30 21
	722				5300 Waverly Farm Drive	10 30 21
					6901 Arthur Hills Drive	10 30 21

Page 1 of 2

Updated: August 2022



Move Rules – Example



Clear Results

Search Results < Back

Premise Addresses (1 record located)

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

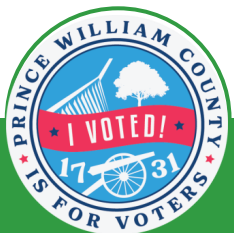
Less Info.

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

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

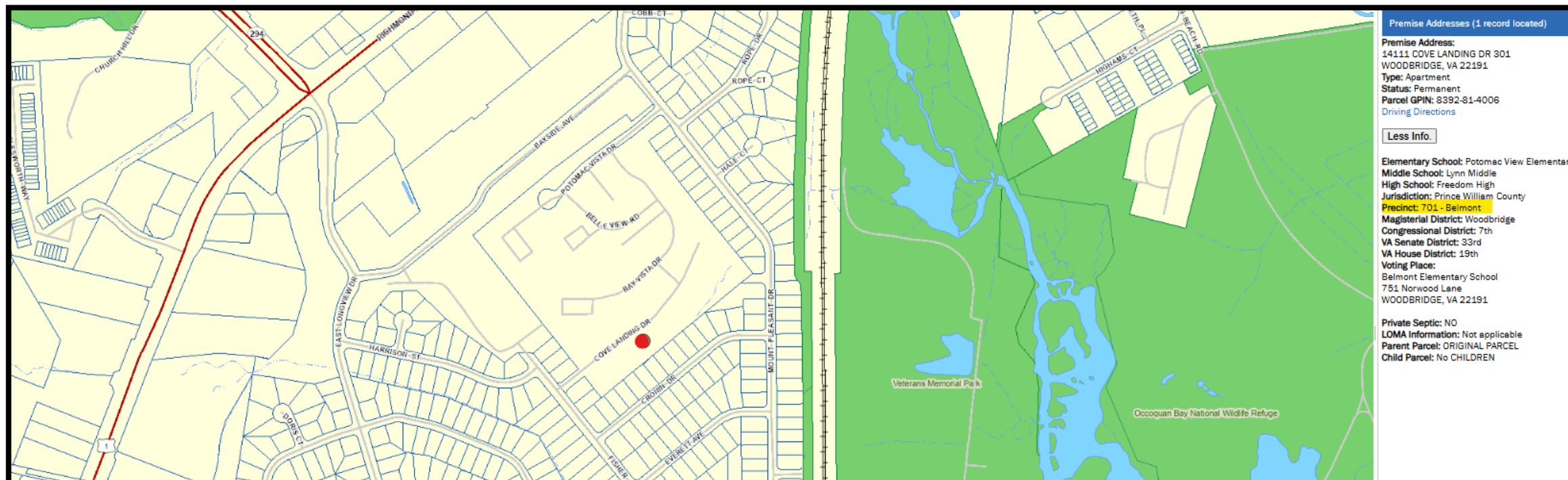
Address provided: **1309 Hazelwood Drive, Nokesville**

Precinct 101 - Congressional District 10





Move Rules - Example



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

Precinct 701 - Congressional District 7





Move Rules

New address or new name

Voter Address Update Form



PRINCE WILLIAM
Office of Elections

Solicitud de Registro

Los puntos marcados con asterisco (*) son obligatorios. Si no completa todos los ítems marcados con *, su solicitud puede ser denegada. (Ver instrucciones en el reverso de la solicitud).

1. ☐ SÍ ☐ NO
* Soy ciudadano/a de los Estados Unidos de América.

2. * Apellido _____
* Nombre _____
* Domicilio (No puede ser una P.O. Box) _____
* Ciudad/pueblo _____
Correo electrónico _____

3. * ¿Alguna vez ha sido declarado incapaz mental y no puede votar?

4. ☐ Soy miembro activo de una organización política.
☐ Proporciono una dirección de correo electrónico para mi grupo familiar.
☐ Es o fue agente de la policía o de la fuerza de seguridad.
☐ Se le otorgó una orden de restricción.
☐ Teme por su seguridad o la de su familia.
☐ Es o fue participante en un programa de protección de testigos.
☐ Ha sido autorizado para acceder a instalaciones militares o gubernamentales.
☐ Un funcionario electo o candidato a un cargo público.
Mi dirección postal (Código Postal) _____

5. ☐ Ahora estoy registrado en otro estado: _____ (Indique el estado de su registro anterior).

6. ☐ Estoy interesado/a en ser un Oficial de Elecciones (trabajador de papeleta) el Día de Elecciones. Por favor envíame información.

7. **AFFIRMACIÓN:** Juro/afirmo, bajo pena de delito, que la información que he proporcionado en esta solicitud es verdadera. Autorizo la cancelación de mi registro actual y he leído el Aviso de Privacidad.

* Firma _____

* Fecha _____

*** 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/registration. 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!

Nombre, teléfono y correo electrónico de la oficina, grupo o persona que recibe la solicitud _____

¡Gracias por solicitar votar en Virginia!



Active-Duty Military Voters not on Pollbook

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

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

Call the Main Office if you have any questions.





Marking Station Reminders

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





Ballot Scanner

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



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Page 92

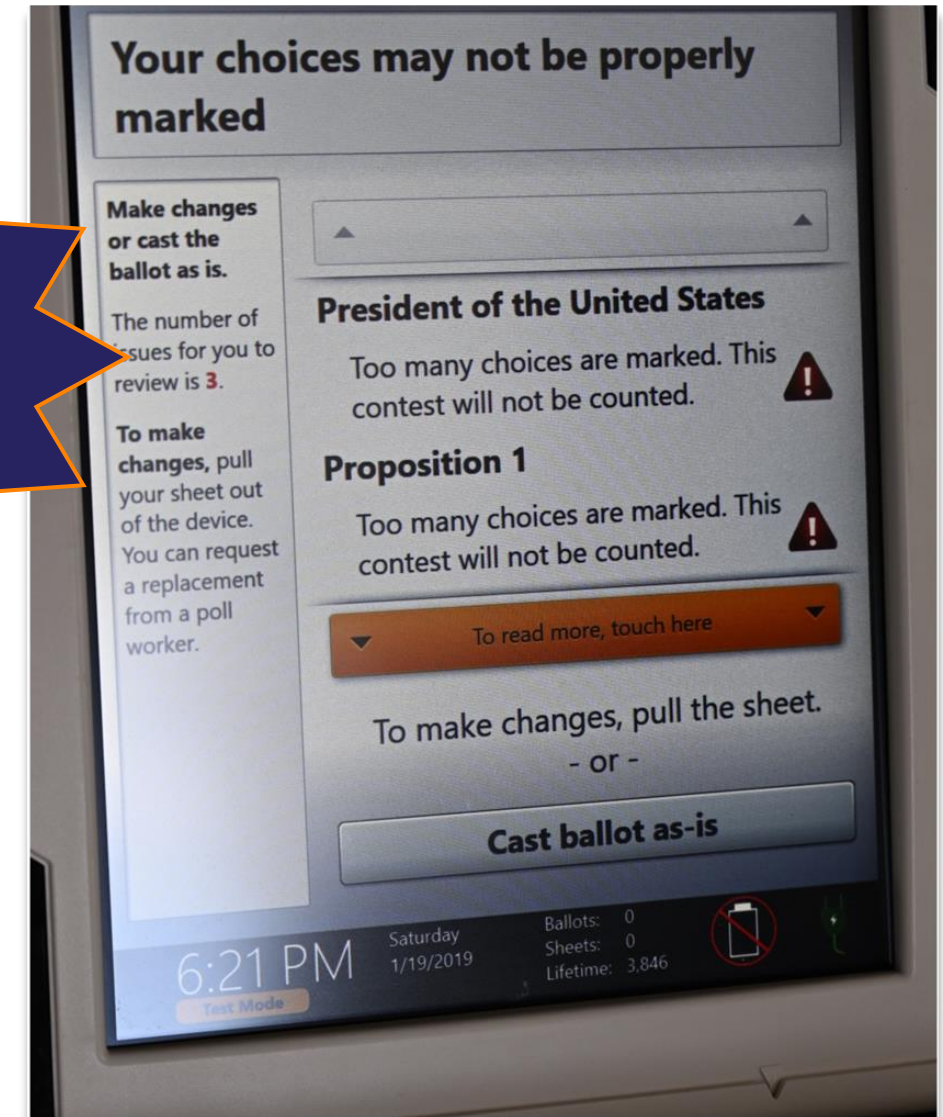




Rejected Ballots

Manual
Page 93-
95

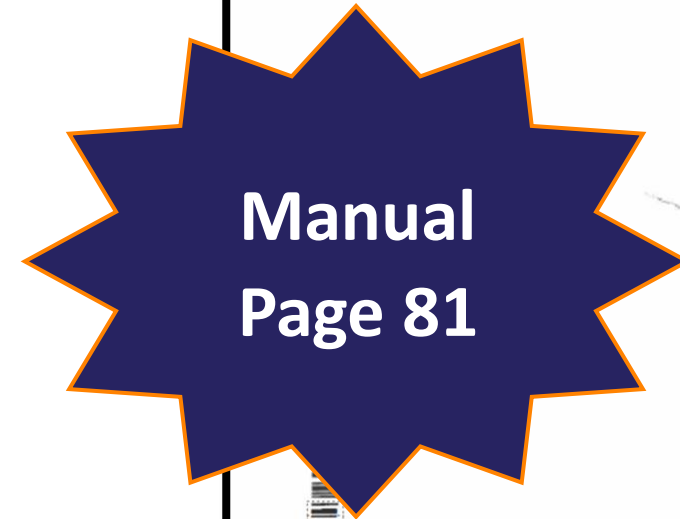
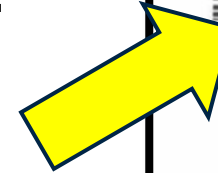
- Overvote
- Blank Ballot
- Ballot Error / Misfeed





Spoiled Ballots

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



PWC Training
November 7, 2023
Prince William County

Precinct Training
Page 1 of 1

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

President

☐ George Washington

☐ Abraham Lincoln

☐ Write-in

Board of Supervisors

☐ Candidate A (D)

☐ Candidate B (R)

☐ Candidate C (I)

☐ Write-in

☐ Write-in

☐ Write-in

Extended Voting Hours

Should the election hours be extended to 8pm?

☐ Yes

☐ No

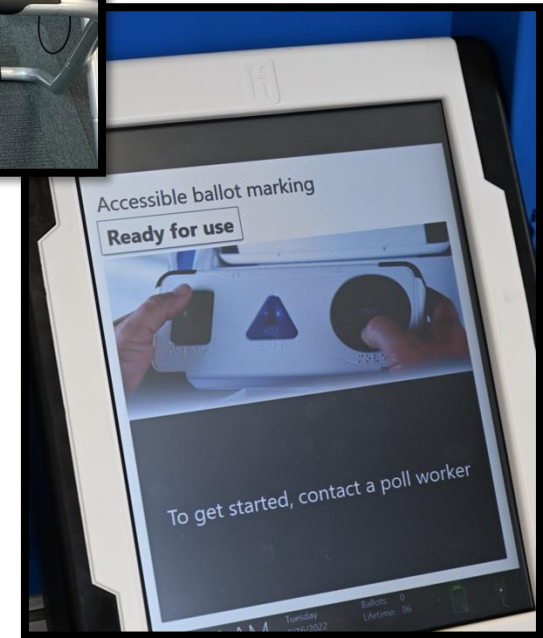
End of Ballot

Touch Writer - ADA

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



**Manual
Page 87**





When do voters get a provisional ballot?

Absentee
Voters
without
ballot

Not on
your
Pollbook

Already
voted

DO YOU
KNOW
WHAT A
**PROVISIONAL
BALLOT** IS?



**SEND THESE VOTERS
TO THE CHIEF!**





PRINCE WILLIAM
Office of Elections

Provisionals / Same Day Registration (Common Mistakes)

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

TallyPoint

Time Completed: 11:00 am/pm

Precinct #

Other provisional reasons

Primary elections—Party ballot ☐ ☐

1 * First Name Middle Name Last Name

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

3 * Social Security Number

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

* City/Town * ZIP Code

5 Email Phone

6 Statement of Voter

Signature ☒ Today's date (MM/DD/YYYY)

Same Day Registration Provisional Ballot

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

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

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

* Full social security number SSN never issued ☐

* Date of Birth (MM/DD/YYYY)

* Gender

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

* First Name * Middle Name

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

* City/Town * ZIP Code

Email Phone

3 * ☐ Yes ☐ No I have been convicted of a felony or judged mentally incapacitated

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

4 ☐ I am an active-duty uniformed services member, spouse or dependent; or

☐ I am providing a mailing address (below) because my residence address cannot receive mail

☐ I am providing a Virginia P.O. Box (below) to protect my residence address from public access

☐ An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia

☐ Been granted a court issued protective order

☐ In fear for personal safety from being threatened or stalked by another person

☐ A participant in the Virginia Attorney General's Address Confidentiality Program

☐ Been approved to be a foster parent

☐ A current or former state or local election official, their employee, or Commonwealth elector for

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

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

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

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

Signature ☒ Today's date (MM/DD/YYYY)

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

Election Officer Use

☐ #1 Same Day Registration (not on pollbook)

Time: a.m. p.m. (circle one)

☐ Yes ☐ No Did voter show ID or complete ID Confirmation Statement?

Comments

Election Officer Signature ☒

Office/Election Board Use

Voter ID #

Adjudication ☐ Count ☐ Do not count ☐

Voter Identification

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

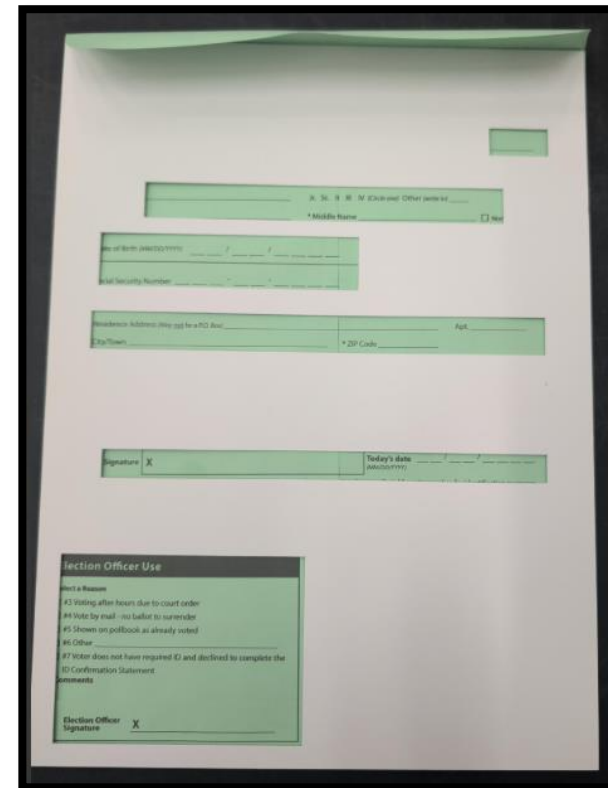
2. Attach a copy of the identification document.

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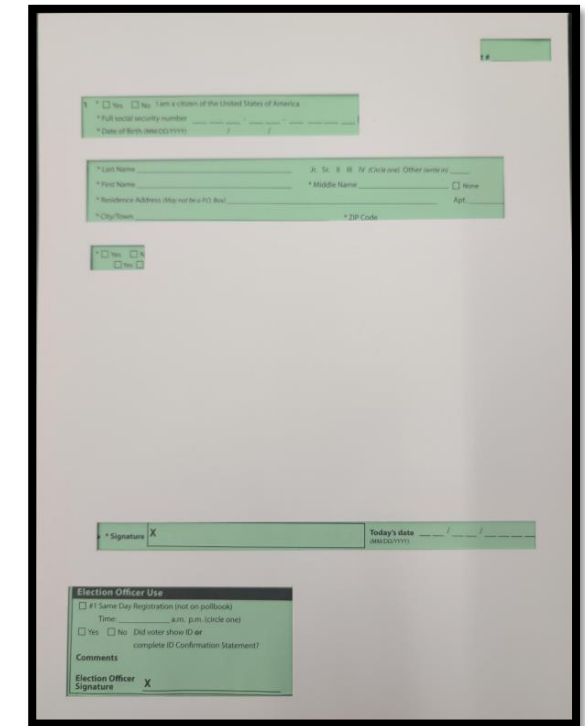
Provisionals / Same Day Registration

Overlays will
be provided to
assist in your
accuracy



This form is used for provisional registration. It includes fields for: Last Name, First Name, Middle Name, Date of Birth, Full Social Security Number, Residence Address, City/Town, ZIP Code, Signature, and Today's date. A section titled "Election Officer Use" contains checkboxes for reasons such as "Voting after hours due to court order", "Vote by mail - no ballot to surrender", "Shown on pollbook as already voted", "Other", and "Voter does not have required ID and declared to complete the ID Confirmation Statement". There is also a line for the Election Officer's signature.

Provisional Envelope
Overlay



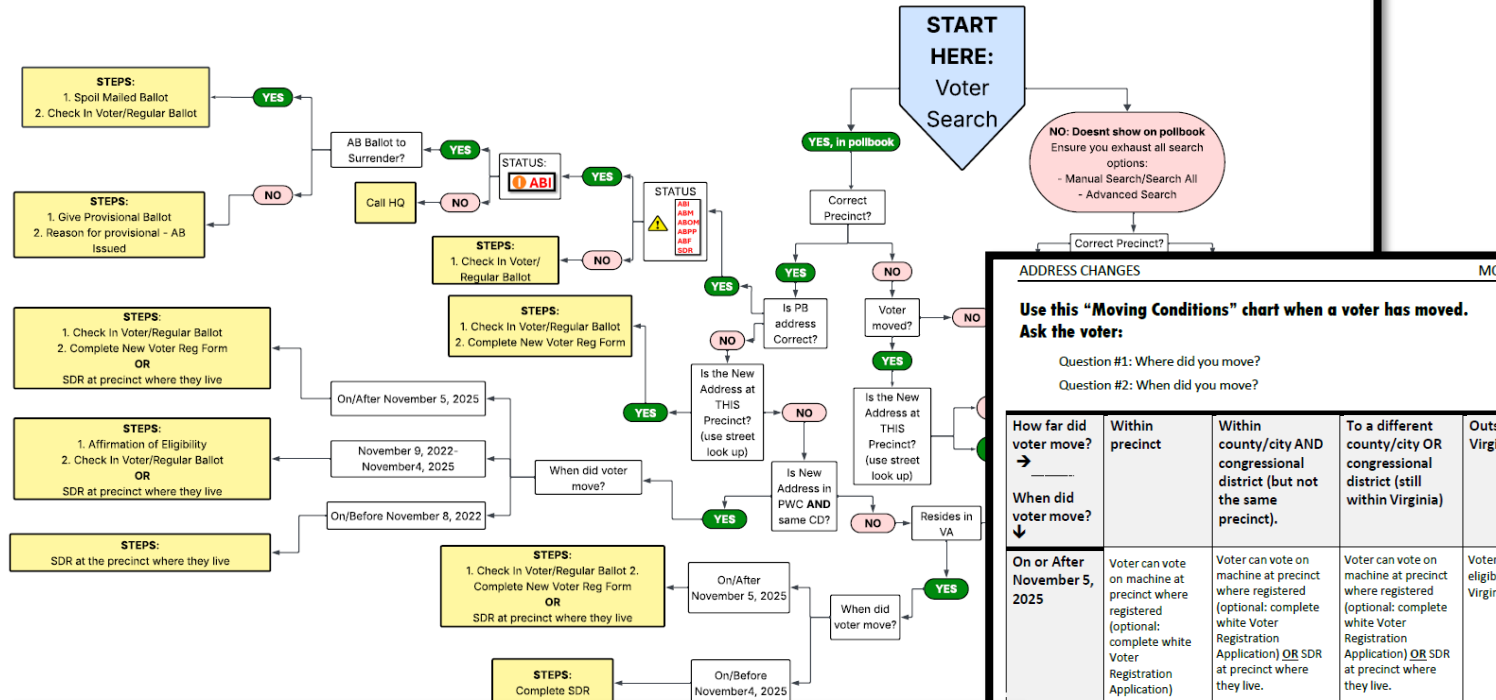
This form is used for Same Day Registration. It includes fields for: Last Name, First Name, Middle Name, Date of Birth, Full Social Security Number, Residence Address, City/Town, ZIP Code, Signature, and Today's date. A section titled "Election Officer Use" contains checkboxes for "Same Day Registration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

SDR Envelope
Overlay



Please place ALL tools on Provisional Table

Election Day Provisional Flow Chart



ADDRESS CHANGES

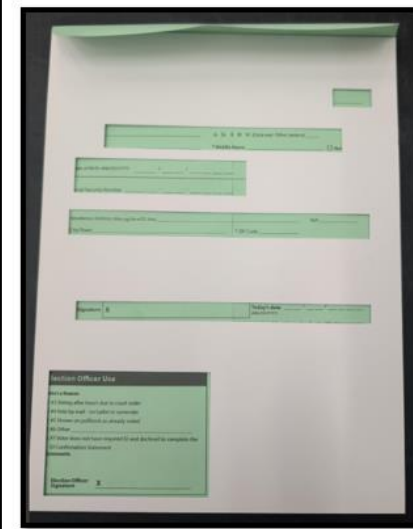
Use this "Moving Conditions" chart when a voter has moved.

Ask the voter:

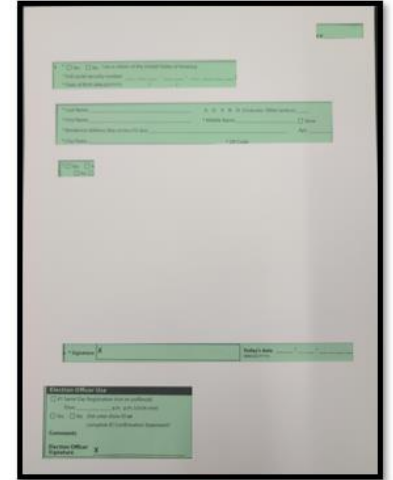
Question #1: Where did you move?

Question #2: When did you move?

How far did voter move?	Within precinct	Within county/city AND congressional district (but not the same precinct).	To a different county/city OR congressional district (still within Virginia)	Outside Virginia
When did voter move?				
On or After November 5, 2025	Voter can vote on machine at precinct where registered (optional: complete white Voter Registration Application) OR SDR at precinct where they live.	Voter can vote on machine at precinct where registered (optional: complete white Voter Registration Application) OR SDR at precinct where they live.	Voter can vote on machine at precinct where registered (optional: complete white Voter Registration Application) OR SDR at precinct where they live.	Voter eligible in Virginia
From November 9, 2022 through November 4, 2025	Affirmation of Eligibility voter can vote on machine after completing Affirmation of Eligibility OR SDR at precinct where they live.	SDR Voter must vote a provisional ballot AND complete a Green Voter Registration Application in precinct where they currently live.	SDR Voter must vote a provisional ballot AND complete a Green Voter Registration Application in precinct where they currently live.	
On or Before November 8, 2022	SDR Voter must vote a provisional ballot AND complete a Green Voter Registration Application in precinct where they currently live.	SDR Voter must vote a provisional ballot AND complete a Green Voter Registration Application in precinct where they currently live.	SDR Voter must vote a provisional ballot AND complete a Green Voter Registration Application in precinct where they currently live.	



Provisional Envelope Overlay



SDR Envelope Overlay



To use the Interactive "What If's."

Interactive Wha...



PWCPrecincts...

Map tool - PWC Precincts



Tools to use for Provisional perfection



Precinct - Reminders

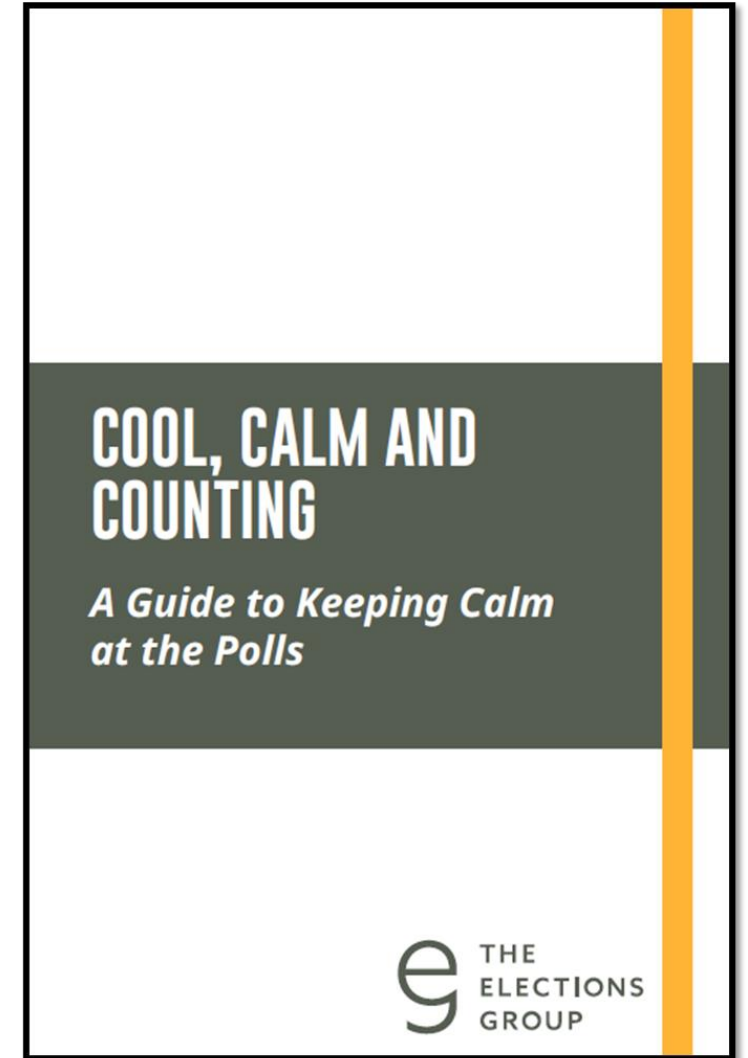
- Do not display passwords or codes
Keep your Chief Binder closed and
in the Chief Bag when not in use
- Do not pre-load your election
folders with new ballots



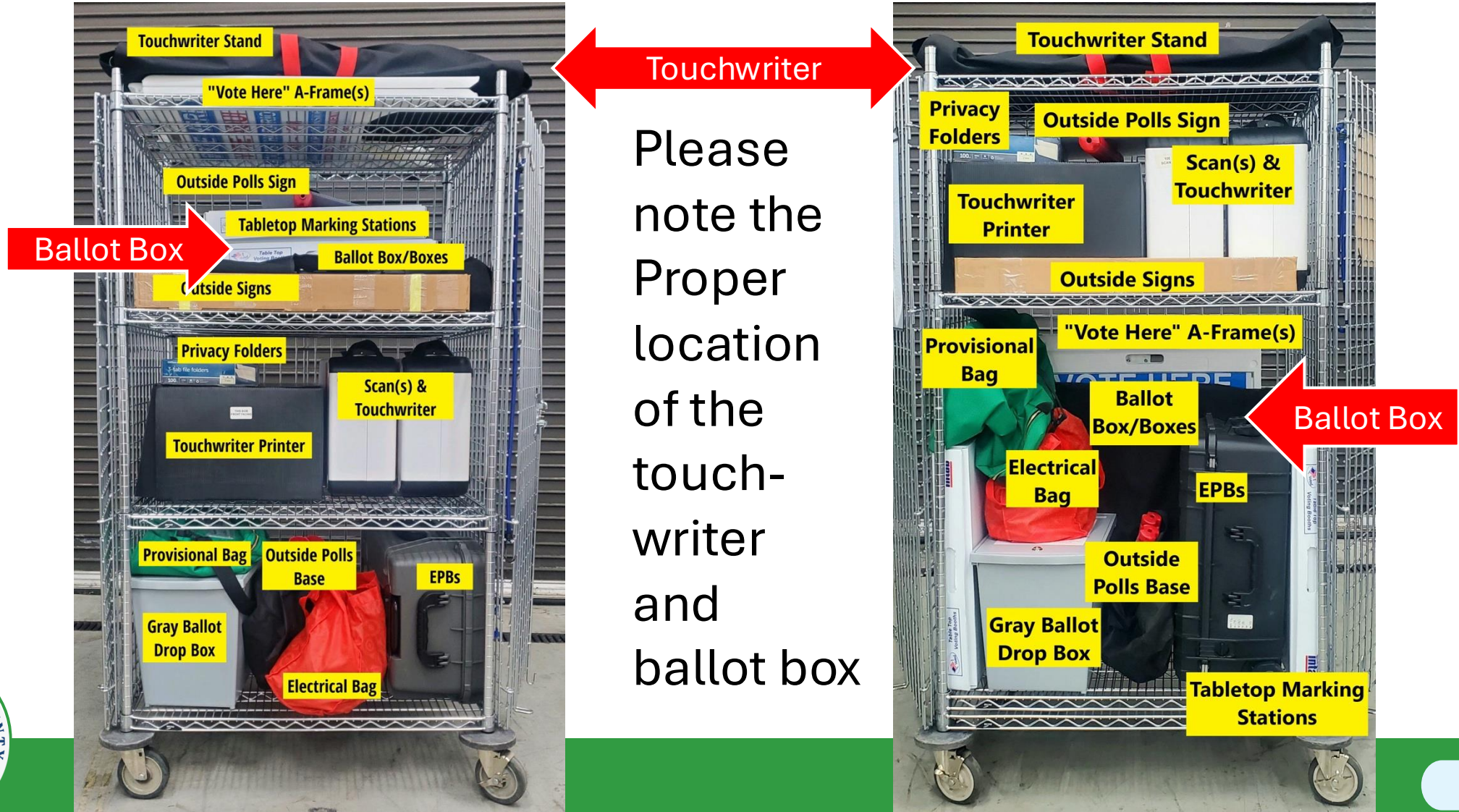


De-Escalation

- Remain Calm
- Listen to Voter
- Explain the Issue if Possible
- Send Voter to the Chief
- ✳ **Pamphlet will be in Chief Bag**



Cage Return - Inspection



Cage Return – Properly

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



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

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





Completing the Statement of Results

- Election day precinct summary
- 2 copies (both must be completed)
- Attach one Zero Tape and one Tally Tape to each copy (Ballot Scanner Only)
- Arrives in CO Binder
- Return in Envelope #2
- Most common error(s)



Missing data

Tapes not attached

STATEMENT OF RESULTS 2

CIRCUIT COURT COPY

PLACE IN ENVELOPE 2

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

1. Voter Check in numbers from Pollbook Summary

Total Number of Voters Checked In	100
Outside Polls Voters	5

2. Ballots Cast numbers from tally tapes

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

Part 2b. Drop Box.

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

Part 3. Discrepancies.

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

Part 4. Certification.

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

Signatures of Election Officials

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

Tally Tape

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



Completing the Statement of Results

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



(RETURN IN ENVELOPE 2A)

COMMONWEALTH OF VIRGINIA

YELLOW PRINTED RETURN SHEET

November 4, 2025 – General Election

DATE OF ELECTION

COUNTY/CITY

PRINCE WILLIAM COUNTY

PRECINCT: 101 Brentsville

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

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

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

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

Chief Officer of Election

1. *John Smith*

Assistant Chief Officer of Election

2. *Max*

Officer of Election

3. *Rogers*

Officer of Election

4. *lie Thornton*

Officer of Election

5. *Eshal*

Officer of Election

6. *Ancher*

Officer of Election

7.

Officer of Election

8.

Officer of Election

9.

Officer of Election

10.

Officer of Election

11.

Officer of Election

12.

\$BE-658

11/11/21 Rev 03/21

REV 5/05

Tally Tape

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



Quick - FYI

All Closing Paperwork

If in doubt – fill it out!

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

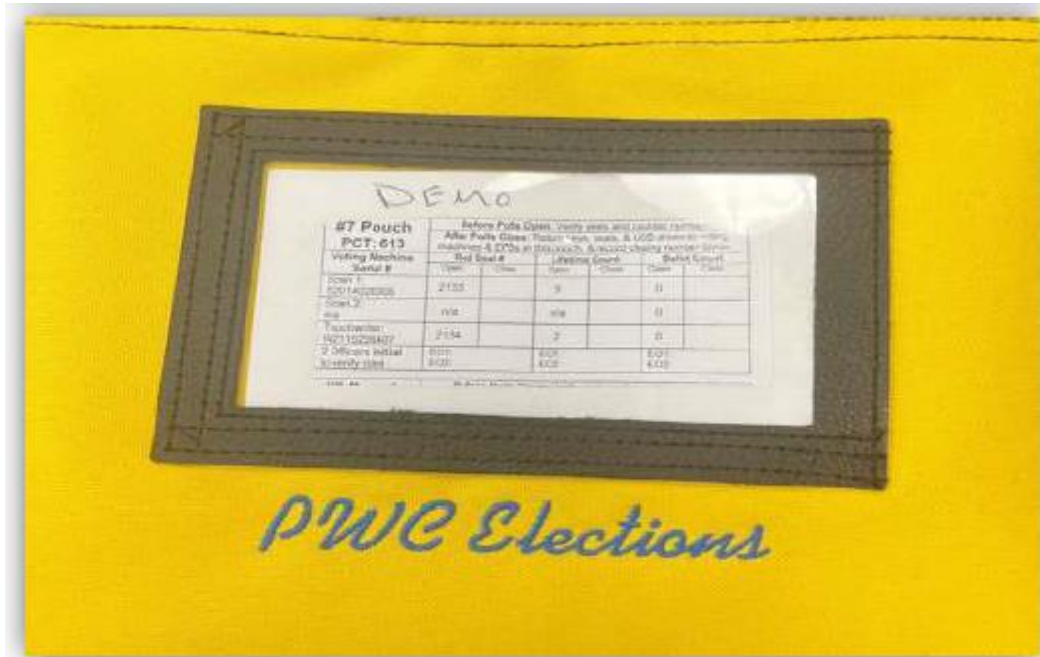


Take a sec, double check ... leave no blank behind!





Yellow #7 Pouch – Location of all Seals





Envelope Guide – in Chief Binder

Assistant Chief
AKA
Accountability Officer

PLEASE

Double check all
Provisionals and paperwork!





PRINCE WILLIAM
Office of Elections

ENVELOPE 1A

ELECTION OFFICERS
COMPLETE THIS SECTION AFTER POLLS CLOSE

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

Total Provisional Ballots Enclosed: _____

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

1A

TO: CLERK OF THE CIRCUIT COURT

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

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

REV 7/24

CONTENTS

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

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

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

* Full social security number _____ ☐ SSN never issued

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

* Gender _____

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

* First Name _____ * Middle Name _____ ☐ None

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

* City/Town _____ * ZIP Code _____

Email _____ Phone _____

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

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

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

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

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

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

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

☐ By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article 8, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registration.

Election Officer Use

☐ I am Same Day Registration (not on pollbook)

Time: _____ a.m. p.m. (circle one)

☐ Yes ☐ No Did voter show ID or complete ID Confirmation Statement?

Comments _____

Election Officer Signature _____

Office/Electional Board Use

Voter ID # _____

Adjudication ☐ Count ☐ Do not count

Voter Identification

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

2. Attach a copy of the identification document.

ELECT-653-English-07/2024

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

Provisional Ballot Envelopes (9.5"x12.5")

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

Supply Return Form

Returning officers
should be from
opposite parties

Form found on
back of Chief
Binder



SUPPLY RETURN FORM Presidential General | November 5, 2024

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

PCT # _____

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

EOs Returning:

Print Name: _____
Phone: _____

Print Name: _____
Phone: _____

Office Use Only

PRINCE WILLIAM
Office of Elections



Ballot Count vs Hand Count



Ballot Count: Counting tabulated ballots **not required**, the tally tape is the official record

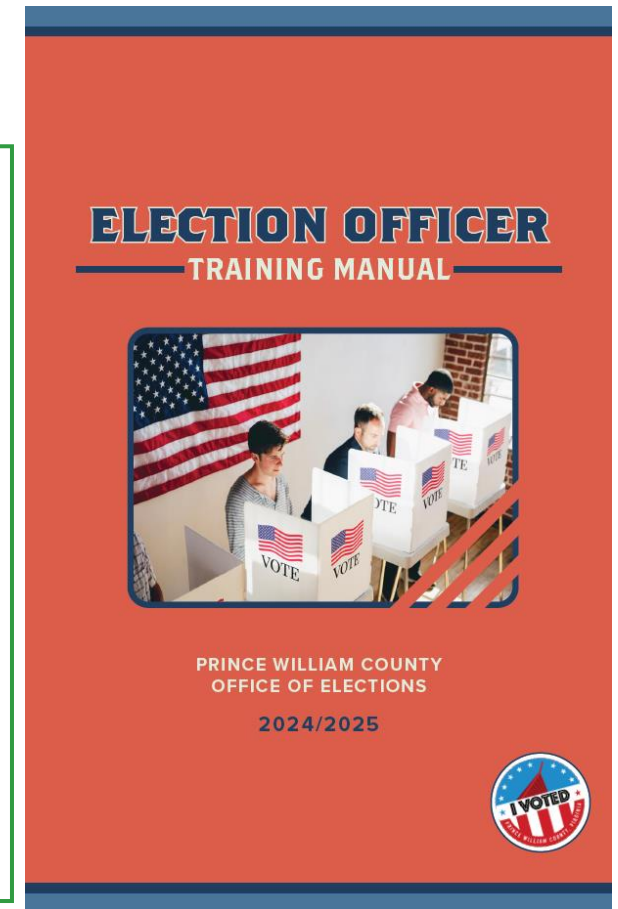
Hand count: Used **only** to record results from any unscanned ballots

Notify Head Quarters first



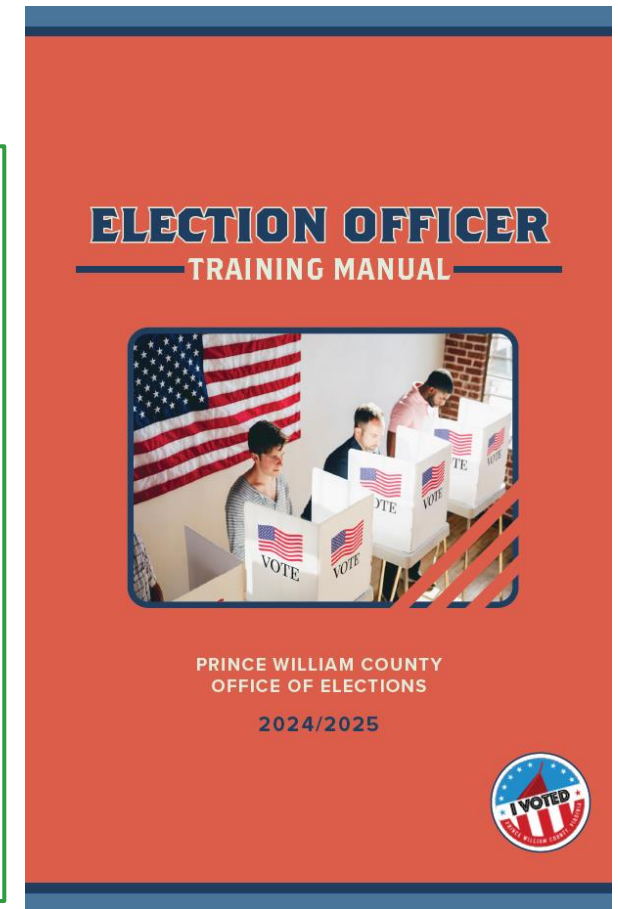
Training Manual Review

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



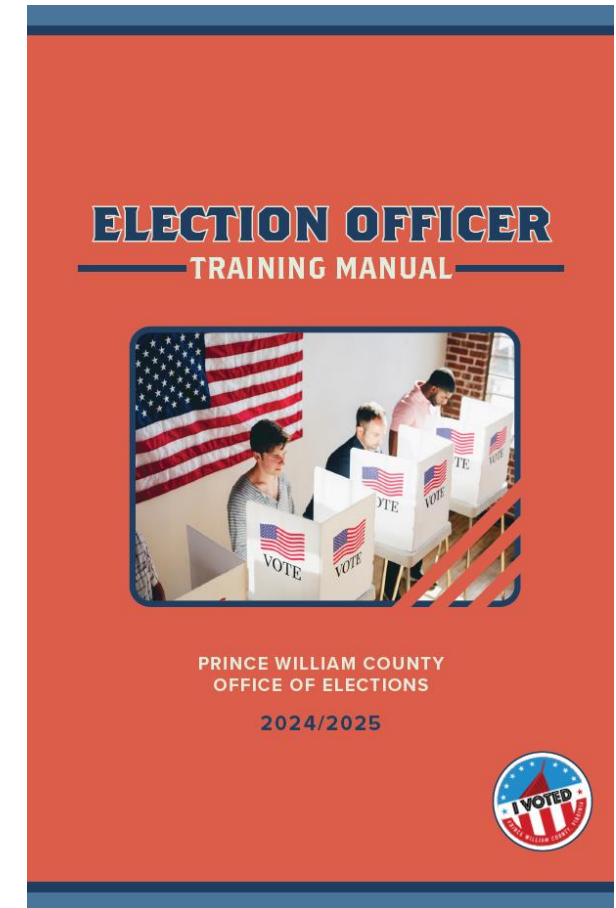
Training Manual Review

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

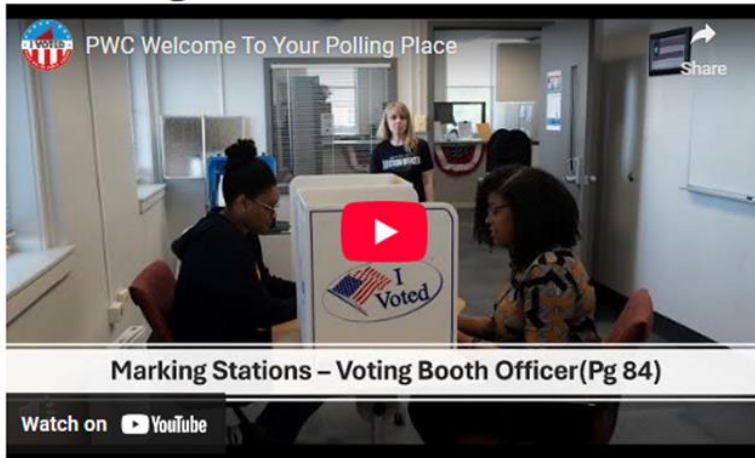


Training Manual Review

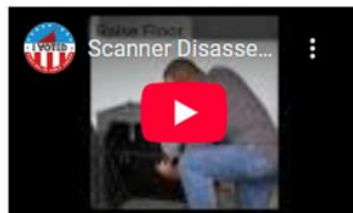
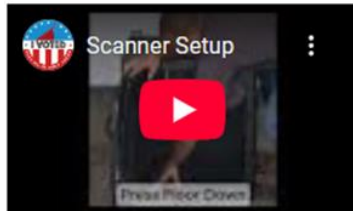
- Pg. 105 – Media Guidelines
- Pg. 114 – Voter challenges and military voters
- Pg. 127 – Signature reminders
- Pg. 128 – Closing paperwork envelope checklist



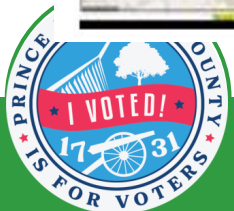
Training Videos



pwcvotes.org/training

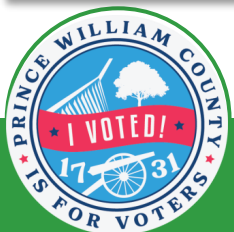
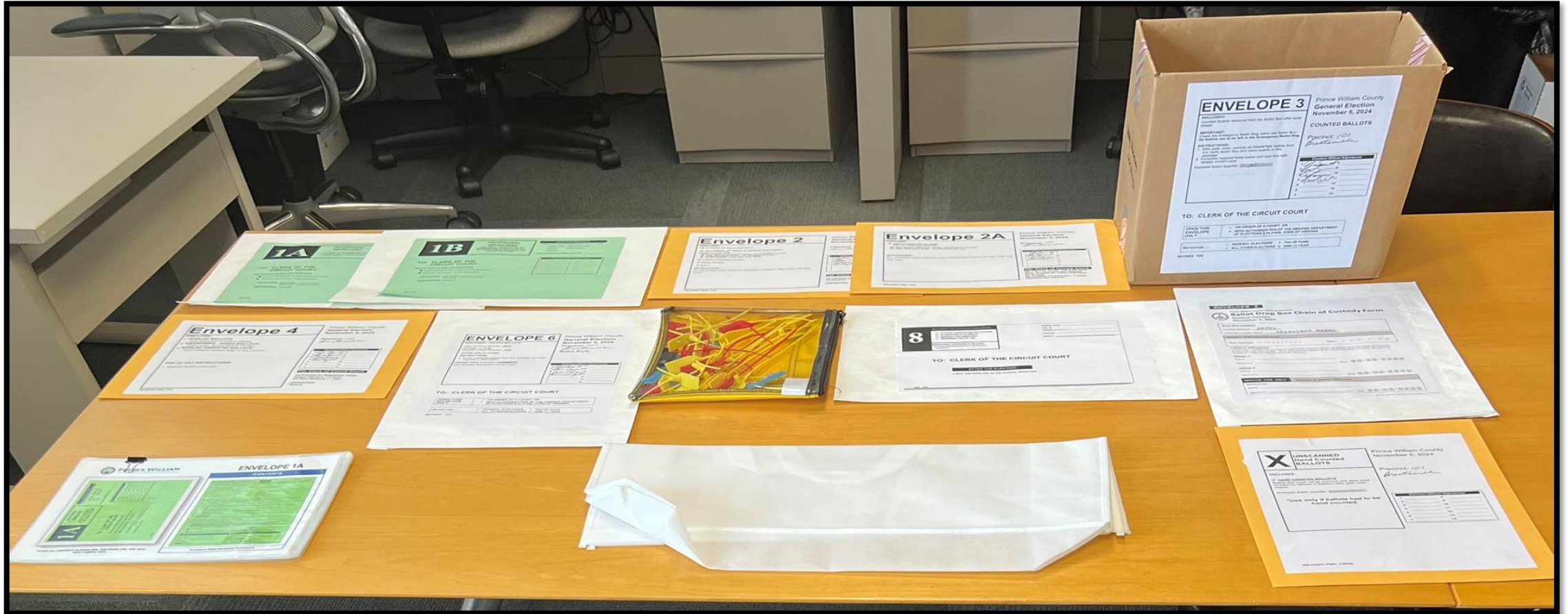


- 10+ Videos
- Training Slides & Videos
- Manual



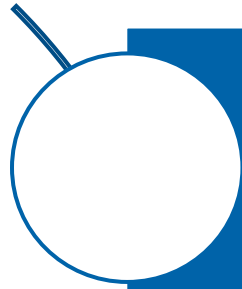


End of night envelopes

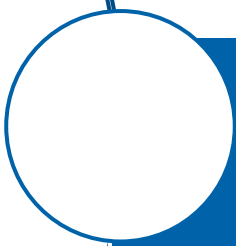




Final Notes



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



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



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





Final Notes:

Take a sec ... Double Check!

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





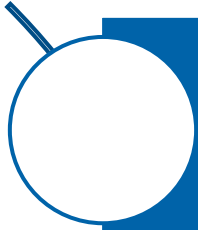
Final Notes



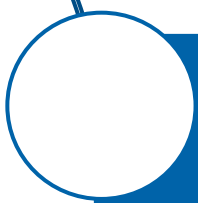
U.S. Department of
JUSTICE



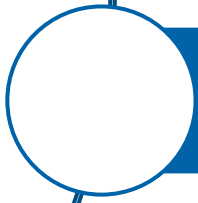
PRINCE WILLIAM
Office of Elections



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



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



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



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



Please refer to Media Guidelines – Page 105



Workshops

Old Manassas Court House

October 16th 11:30 AM – 8 PM

October 17th 12 PM – 5 PM

The background of the slide is a blue-tinted photograph of several people standing at voting stations. Each station consists of a white privacy screen on a metal tripod stand. An American flag is visible in the background, hanging from a pole. The people are seen from the waist down or their heads are visible above the screens. The overall scene is dimly lit, with the primary light source being the ambient room light, giving it a somber and official feel.

Thank You!

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

We can not do this without you!