

Certification Training

June 17th Dual Primary Election

Class outline

- Introduction and “What’s New”
- November Provisional Stats
- Move Rules Video
- Set up the Pollbooks (Hands on)
- Scenarios (Hands on)
- Closing the Precinct (Hands on)
- Opening and closing the equipment (Hands on)

PWC Electoral Board



Marcus Moyer



Keith Scarborough



Heidi Stirrup

INTRODUCTIONS

- Welcome to Certification Training
- You will be working independently today.

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



General Information


[About >
This Election](#)

- **Election Day:** June 17, 2025
- **Type:** Dual Primary Election
- **NOTE:** Only 17 Precincts will have a Republican Ballot (HD21)
- **Work hours:** 5:00 am - ~ 8:30 pm
- **Voting Hours:** 6:00 am – 7:00 pm
- **Monday Setup:** Available (some schools may not be available)
- **Officer in Charge:** Chief Officer

- 87 Precincts will have a Democrat Ballot ONLY
- Conduct regular “Check-In”
- Make sure that this document is posted by “Greeter” and is taped to the “Check-In” table in-between pollbooks

Attention
Which Primary are you voting in today?

June 2025 Primary Races



Republican Ballot

☒ VA House of Delegates




Democratic Ballot

☒ Lt. Governor
☒ Attorney General

**PRINCE WILLIAM**
Office of Elections

Voters can vote in one primary, not both, but can choose which primary they want to vote in.

**PRINCE WILLIAM**
Office of Elections

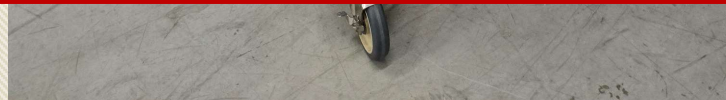
REMINDERS

- **Vote Early.**
- **Don't** display passwords or codes.
- Check-in clerk will send all voters with issues to the Chief.
 - A standard voter is one where the name comes up and you check them in.
 - Anything else is an issue.
- **Don't** put the Ballot Box on top of the cage.



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

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



CHANGES



- Hand scanners on pollbook tablets needs to remain plugged in.
- No more Election Officer buttons. We now have lanyards with badges.

CHANGES cont

- Spoiled Ballots - We now TEAR the top left corner of the ballot and put the spoiled ballot and corner in envelope 4.
- The Provisional Ballot Envelope has changed AGAIN.

Tear corner

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

PROVISIONAL REMINDERS

Common Provisional Mistakes:

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

PROVISIONAL REMINDERS

Reasons why Provisionals were rejected that could have possibly been avoided by completing the paperwork correctly – Out of approx. 8,000 Prov.

VR incomplete (citizenship, felony, signature, address)	218
Wrong PCT	426



PRINCE WILLIAM

Office of Elections

Move Rules Scenario

Address provided by voter does not
match your pollbook.



When Do Voters Get a PROVISIONAL BALLOT?

Absentee
Voters
without
ballot

Not on
your
Pollbook

Already
voted

DO YOU
KNOW
WHAT A
PROVISIONAL
BALLOT IS?



SEND THESE VOTERS TO THE CHIEF

Provisional Ballot Process (Voter)

- Check reason on Provisional notice and have voter read the notice.
- Ask voter which Primary they are voting in today.
- Mark D or R on upper right corner of the envelope.
- Give voter a Provisional Ballot Envelope, Provisional Ballot, and a glue stick.
- Send voter to private area to complete envelope, ballot, and then seal ballot in envelope.

Provisional Ballot Process (EO)

- Take sealed envelope from voter.
- Check and sign envelope.
- Complete Tally point log.

Provisional Ballot Process

- Have voter put envelope into Provisional Ballot Bag.
- Give voter the voter notice and the I Voted sticker.



★ 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

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

☐ Shown on pollbook as already voted

☐ Other: _____

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

If you registered at DMV or other government agency:

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

If you learned that your registration was cancelled,

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

NO ID PROVISIONAL INFORMATION

ID Delivery Deadline

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

To see list of acceptable identification please visit:

www.elections.virginia.gov/registration/voterid/index

Or Scan this QR code with your phone:



Provisional Voter Notice
ELECT-653B

Voltea la pagina para Español

Rev 8/2023



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

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

Querido Votante,

Usted voto una **papeleta provisional** hoy.

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

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

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

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

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

Razones por las que recibió una papeleta provisional

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

☐ Voto despues de las cerradas de elecciones por orden judicial

☐ Voto por correo: no hay papeleta para rendir

☐ Aparece en el libro de votacion como ya aver votado

☐ Otra razon: _____

☐ El votante no tiene la identificación requerida y se negó a completar la Declaración de confirmación de identificación

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

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

Si se entero que tu registro fue cancelado,

pero crees que no debería haber sido, contacte a su Registrador General.

INFORMACION PARA VOTANTES PROVISIONAL SIN IDENTIFICACION

Informacion

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

Para ver la lista de identificaciones aceptables, visite:

www.elections.virginia.gov/registration/voterid/index

O Escanee este codigo QR con su telefono:



Flip page for English

PROVISIONAL BALLOT ENVELOPE CHANGE

21

Other reasons

22

POLLBOOK SETUP

23

- Everyone go to your equipment table.
- Turn to page 56 in your manual.
- Complete Merlin and Pollbook setup.

POLLBOOK SETUP (cont.)

24

- Login and open polls on Pollbook.
- When you are ready to check voters in return to your seat with one tablet and one hand scanner.
- PROVISIONAL BALLOT BAG!!

SAME DAY REGISTRATION (SDR)

- Voter is not listed in the Pollbook in your precinct.
- Voter has moved into your precinct (check Moving Conditions).
- Use Street File Lookup on Pollbook.
- ID rules are the same for all voters.

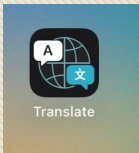
Military Voters not on Pollbook

Military Voters who are not on your pollbook and live inside the precinct boundary have two options. Call the Main Office if you have any questions.

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.

iPAD Action-LOOK FOR NEW MAP TOOL

Wake up the iPad AND FIND NEW MAP TOOL



To translate for a voter.



To use the Interactive "What If's."



To use Tallypoint

USING TALLYPOINT






You will use Tallypoint to:

Enter the hourly vote count,

To record provisional ballots on the Provisional Ballot Log,

And to send your precinct results to Chief HQ.

Voter States and Tags

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

- Green – Check voter in.
- Yellow, Red, and Orange – Send to Chief
- Jr., Sr. Check year of birth.
- PID **NOT IN DUAL PRIMARY**
- F Federal Only **NOT IN DUAL PRIMARY**

SCENARIOS

30

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

Scenario #1 (Practice Hand Scanner)

Scenario Practice



Regular Check-in

- Name: Elliott Estela
- Address Provided: Voter lives at 12048 Hooker Ln, Nokesville

Conclusion

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

Slide 31

TS0 TITLE should be "Scenario #1" and slides 42-50 renumber accordingly?
Simpson, Thalia, 2023-05-09T00:08:46.501

TS0 0 Reordered SLIDES according to content. Did not (yet) change the titles tho.
Simpson, Thalia, 2023-05-09T00:18:51.506

Tallypoint Action

32

7 am: Update Turnout!

Scenario #2 (Next Slide for Example)

Scenario Practice



Special Situation

- Name: Kobe Bryant (Blind Voter)
- Address: 11777 Gallop Ln, Bristow
- Voter requests assistance from
Election Officer

Conclusion

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



Virginia Request for Assistance – Inside the Polling Place

Authority: § 24.2-649 of the Code of Virginia

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

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

Voter (I will have help completing my ballot)

Voter's Name:	Last Name _____ First Name _____	
	Middle Name _____	Suffix _____
Voter's Affirmation:	<ul style="list-style-type: none">• I require assistance completing my ballot because I am blind, have a disability, am unable to read or write, or I need the ballot translated into another language.• I want the person listed in Section B below to enter the voting booth to assist me or to vote my ballot according to my instructions.	
Voter Sign Here:	<input checked="" type="checkbox"/> _____ 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 <input type="checkbox"/> Check here if voter is unable to sign or make a mark	

Assistant (the person who is helping)

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

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



Virginia Request for Assistance – Inside the Polling Place

Authority: § 24.2-649 of the Code of Virginia

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

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

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

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

Party interpreter to complete so they can observe.

Scenario #3 (Next Slide for Example)

Scenario Practice



Inactive Voter/Address Confirmation



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

Conclusion

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



COMMONWEALTH OF VIRGINIA

AFFIRMATION OF ELIGIBILITY

§§ 24.2-428.2, 24.2-643, 24.2-651, and 24.2-652 of the Code of Virginia

SECTION A – OFFICER OF ELECTION MUST COMPLETE

- ENTER PRECINCT NUMBER, 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 "?" 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

I am a qualified voter of this Commonwealth or an officer of election and believe, _____ is not a

the following reasons that is applicable):

- This form is for**
- ☐ 1. The named person is not a
 - ☐ 2. The named person is not a special election ballot.
 - ☐ 3. The named person is not a resident of the Commonwealth of Massachusetts at the time of the election, or, if he has not been a resident of the Commonwealth of Massachusetts for at least 60 days immediately preceding the election, he is attempting to vote for an office or issue other than the election of a member 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 last preceding general federal election and has not continued to be a resident of this county, city, and this congressional district);
 - ☐ 5. The named person is not a resident of the town in the case of a town election;
 - ☐ 6. The named person has been disqualified from voting by the Constitution and laws of the Commonwealth and this disqualification has not been removed by proper authority;
 - ☐ 7. The named person is not the identical person he represents himself to be; or
 - ☐ 8. The named person has voted in this election at this or another voting place (state when and where the named person previously voted in this election: _____).
- ✧ must cast a provisional ballot if pollbook indicates person already voted

Signature of Challenger: _____

Printed Name of Challenger: _____ Daytime Telephone Number: _____

Residence Address: _____

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



COMMONWEALTH OF VIRGINIA

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

SECTION B – AFFIRMATION OF VOTER IS REQUIRED

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

AFFIRMATION OF VOTER

"I DO HEREBY STATE, SUBJECT TO FELONY PENALTIES FOR
§ 24.2-1016.

- THAT I AM AT LEAST _____, _____, _____),

...MY KNOWLEDGE, INFORMATION AND BELIEF, I AM NOT DISQUALIFIED
...AND LAWS OF THIS COMMONWEALTH;

NAME IS _____
 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: _____

PRINTED VOTER NAME: _____

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER:

DATE OF BIRTH: _____

CURRENT RESIDENCE ADDRESS:

CITY/TOWN/STATE/ZIP: _____

MAILING ADDRESS IF DIFFERENT:

MONTH/YEAR MOVED:

DAYTIME TELEPHONE NUMBER: _____

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

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

CHECK BOX THAT APPLIES.
 OFFICER OF ELECTIONS' 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.
 T NO./NAME : _____ CONG. DIST.: _____ DATE: _____
 HAS NO I.D., AND REFUSES TO COMPLETE THE I.D. CONFIRMATION STATEMENT, THE VOTER MUST
 A PROVISIONAL BALLOT.
 ER'S NAME MARKED WITH "P" ON POLLBOOK . . . AND VOTER'S NAME OR ADDRESS HAS NOT CHANGED.
 ER'S NAME OMITTED FROM POLLBOOK IN ERROR; REGISTRAR AUTHORIZES OFFICER TO ADD NAME.
 ER'S NAME ON POLLBOOK . . . BUT VOTER IS CHALLENGED BY ANOTHER VOTER OR AN OFFICER WHO COMPLETES AND
 STATEMENT BELOW

of Challenger
 by state, subject to penalties for hindering, intimidating, or interfering
 alified voter of this Commonwealth or an officer of election
 is not a
 ing reasons that is applicable):
 named person is not a
 named person
 tion to
 age of 18 before the next
 (or, if he has not been a resident of the
 is attempting to vote for an office or issue other than
 of the United States);
 dent of this precinct (or he has not been a resident of this precinct

VOTER WHO REFUSES TO COMPLETE FORM AS REQUIRED, MAY NOT VOTE.
 AFFIRMATION OF VOTER
 "I DO HEREBY STATE, SUBJECT TO FELONY PENALTIES FOR
 \$ 24.2-1016,
 • THAT I AM A CITIZEN OF THE U
 • THAT I AM AT LEAST _____,
 • THAT I AM _____,
 _____ WITHIN THE PRECEDING 30 DAYS A
 _____ (PRESIDENT AND VICE PRESIDENT OF THE UNITED STATES),
 _____ MY KNOWLEDGE, INFORMATION AND BELIEF, I AM NOT DISQUALIF
 _____ AND LAWS OF THIS COMMONWEALTH;
 _____ IS _____;
 _____ 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 ACTUA
 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
 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 TH
 ELECTION AT ANY OTHER VOTING PLACE."
 ♦ must cast a provisional ballot if pollbook indicates person already voted
 VOTER SIGNATURE: _____

This form is self explanatory - Fill out completely

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

Scenario Practice



ABOM

Provisional Voter

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

Conclusion

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

Scenario #5 (Fill Out SDR, Log and Glue)

Scenario Practice



**Wrong
Precinct
Inactive
Voter**

Same Day Registration (SDR) & Inactive Voter

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

Conclusion

- Use Street Lookup on the Pollbook or the New Map Tool on the iPad to find voter's new precinct (New address is within precinct)
- Complete Voter Registration Application on Provisional Envelope, Provisional Voter Notice, & Pre-printed Provisional Ballot
- Make entry on Provisional Ballot Log (reason SDR)

Tallypoint Action

39

8 am: Update Turnout!

Scenario #6 (Practice Override on Pollbook)

Scenario Practice



Regular Check in with AB Issued Status

- Soto Julianne
- Voter lives at 11850 Meadow Green Ct, Nokesville
- Has Absentee Ballot to exchange

Conclusion

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

Slide 40

TS0 WHY "Jr/SR" Voter tag image? That is not the scenario described in the actual slide content
Simpson, Thalia, 2023-05-09T00:09:47.144

DT0 0 Jr/Sr is what is on the Voter details screen.
Dorsey, Tommy, 2023-05-09T16:28:51.004

Scenario #7 (VOTE WILL NOT COUNT)

Scenario Practice



Wrong Precinct

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

Conclusion

- Send voter to the correct precinct

Scenario #8 (Next Slide for Example)

Scenario Practice



Regular Check in (No ID)

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

Conclusion

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

ID Confirmation Statement

Commonwealth of Virginia

Place in Envelope #8

ID Confirmation Statement - § 24.2-643 of the Code of Virginia

A Officer of Election:

Precinct No./Name: _____

Date: _____

O of E Initials: _____

B Affirmation of Voter:

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

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

Signature of voter: _____

Date: _____

Printed name of voter: _____

Birth Year (optional) ____|____|____|____ Last 4 digits of Social Security # (optional) ____|____|____|____

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

ELECT-643ID 8/2020

Tallypoint Action

44

7 pm: Update Turnout!

CLOSING

- Complete your pollbook summary report
- Tally Tape (Give tally tape)
- Enter results on TallyPoint
- Complete Statement of Results with tapes.
- Complete the Yellow Printed Return sheet with tapes.

DE-ESCALATION TECHNIQUES

CLARA

Calm Stay calm, try to put personal feelings aside.

Listen Avoid interrupting, be concerned, and try to understand the speaker.

DE-ESCALATION TECHNIQUES (cont.)

Affirm Repeat what you understand to be the issue to show you have heard them. Ask more questions to clarify.

Respond Try to brainstorm positions actions that might address their concerns. If that is not possible emphasize the reasons for any restrictions.

Add If appropriate, point out further resources for the voter to check out later.

Machine Open House/Workshop (Drop-In)

Buckhall VFD 7190 Yates Ford Rd, Manassas

- Thursday, May 8th 1pm-8pm

**Old Manassas Courthouse, Next to Main Office
at 9248 Lee Ave., Manassas**

-Tuesday, June 3rd 1pm-8pm

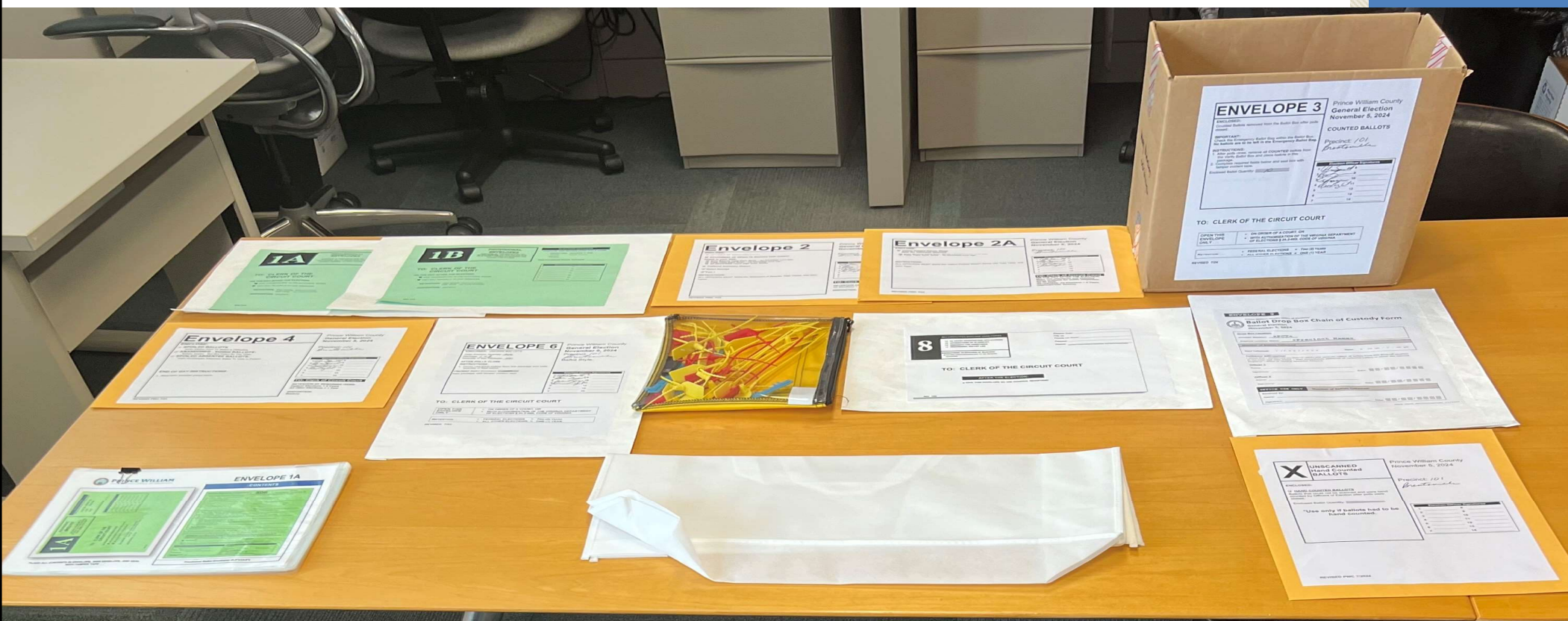
-Thursday, June 5th 10am-2pm

END OF NIGHT ENVELOPES

50

END OF NIGHT ENVELOPES

Closing The Polls



VOTING MACHINES

52

- Set up the Scanner and the TW tables- pp 32, 44
- Open Polls on Scanner - pp 51
- Close Polls on Scanner - pp 120
- Break down the Scanner - pp 121
- Breakdown the TW tables - pp 123
- Closing Pollbooks - pp 124

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

We will get the following from you:

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

ENJOY THE ELECTION!!!

