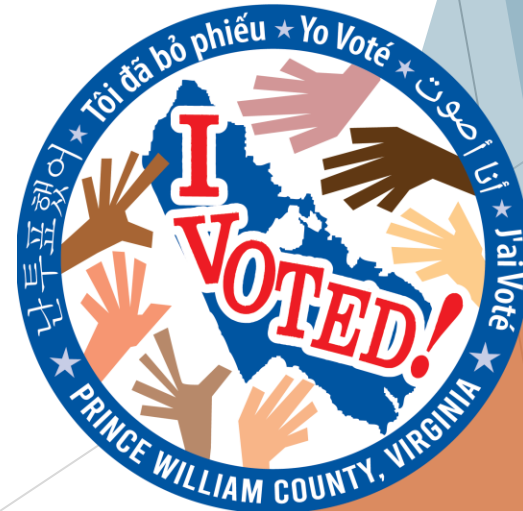




Welcome to the New Chiefs Training!

General Election
November 4, 2025



NEW Chief Training



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

Manual: If you don't have your manual - please borrow one for the training - ADDENDUM Handout

Housekeeping: There will be one break halfway through

Questions: Please hold questions until the Q&A slides

Announcements, Reminders & New Information!



- ▶ National Clearie Award and Honorable Mentions from the US Election Assistance Commission
- ▶ 335,000 Registered voters in PWC
- ▶ 7-9 officers per precinct in NOV
- ▶ Please don't talk politics or wear political clothing
- ▶ Sample ballots are on our websites- pwcvotes.org

Prince William County Electoral Board



Marcus Moyer



Keith Scarborough



Heidi Stirrup

New Chief “Hot Topic” Reminders



**Your manual is your
Best Friend - Look
for Checklists**

**Did Something
Happen.....
Document it on the
Part F Form**

**ROSTER & FACILITY
CONTACTS are in
YOUR officer portal**

**Chief Supply (bag) pick-
up from Warehouse is
3-5 days before election
*This will take 1 hour***

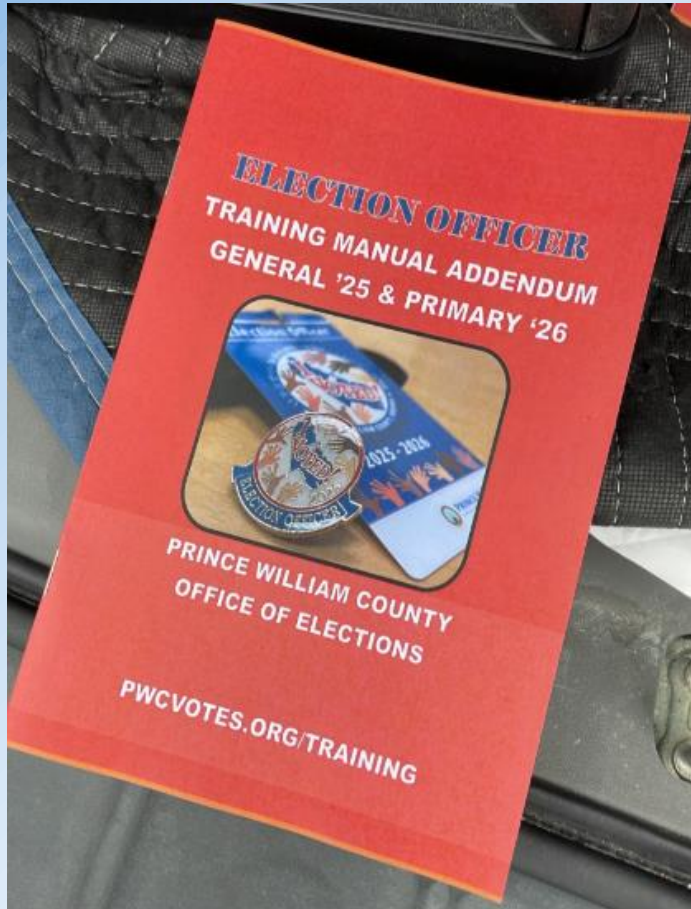
**Equipment
Workshops are
highly
recommended**

**Don't forget to keep
your issued phone on
you!**

You are responsible for the following:

- Contact precinct for site visit and make sure you know where your cage will be stored
- Confirm precinct contact information and staff that will meet you at 5am on Election Day
- Coordinate with your team & facility regarding early Monday set-up prior to election day
- Decide if you want to potluck or go it alone - this can be delegated

Training Manual Addendum



Step By Step: Open The Pollbook

Final Step - Start the Pollbooks

Closing the Pollbooks

New Pollbook Feature

Supply Return Sheet



- ▶ No more Election Officer buttons. We now have lanyards with badges
- ▶ Pick up election day from Chief's Bag

Pre-Election & Monday Early Set-up Checklists



Manual
Page 9

Don't Forget to Find Out Where Your Cage is Going to be Stored!

Manual
Page 29

Pre-Election Chief Checklist

- ☐ **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 access. You will have access prior to Election Day. Do not open the building for anyone. Call 703-792-6470 or email electionofficer@pwcgov.org if you have any questions.
- ☐ **Communicate with your Election Officers ... Again**
Send an email to your officers. Remind them to expect on Election Day such as parking, access, 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

9

Monday Setup

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

MONDAY SETUP CHECKLIST

- ☐ **Set up tables**
- ☐ **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.

SETUP & OPEN

PRINCE WILLIAM COUNTY, VA

29



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 home with you on Monday night
- ▶ DO NOT remove SCANNER, TW or POLLBOOKS 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

I Voted



Precinct Opening and Closing Checklists



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).

PRINCE WILLIAM COUNTY, VA

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Manual
Page 41

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)
- ☐ 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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Page 119

CHIEF Election Day Opening Checklist

**NOTE: There are 5 Checklists
for Chiefs in Manual
PLEASE USE THEM**



TUESDAY OPENING

CHIEF OPENING CHECKLIST

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

**IMPORTANT
SET-UP POLLBOOKS & SCANNERS
FIRST**

... #2.
... Env. #8.

... nisation Form.

... verify their information and sign.


... are concerned you have too few officers
by 5:30 am, call Chief HQ at 703-792-8397.

- 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.



**Manual
Page 40**

40 ELECTION OFFICER MANUAL

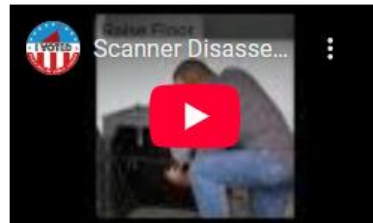
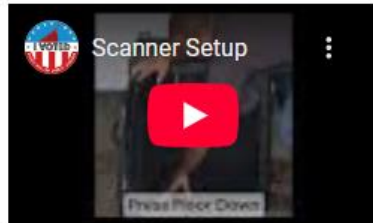
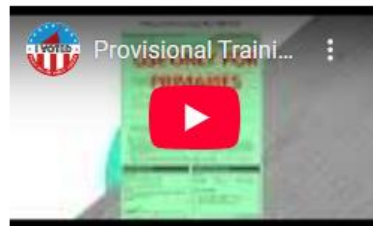
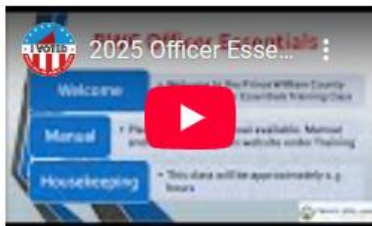
New QR Codes with 2 Min “Set-Up” Videos



Training Videos



pwcvotes.org/training



- 10+ Videos
- PowerPoint
- Training Slides
- Manual



Touchwriter Stand

"Vote Here" A-Frame(s)

Outside Polls Sign

Tabletop Marking Stations

Ballot Box/Boxes

Outside Signs

Privacy Folders

Scan(s) &
Touchwriter

Touchwriter Printer

Provisional Bag

Outside Polls
Base

EPBs

Gray Ballot
Drop Box

Electrical Bag

Touchwriter

Please
Note the
proper
location
of the
touch-
writer
and the
ballot
box.

Touchwriter Stand

Privacy
Folders

Outside Polls Sign

Scan(s) &
Touchwriter

Touchwriter
Printer

Outside Signs

Provisional
Bag

"Vote Here" A-Frame(s)

Ballot
Box/Boxes

Ballot Box

Electrical
Bag

EPBs

Outside
Polls Base

Gray Ballot
Drop Box

Tabletop Marking
Stations

Ballot Box

Chief Supply Pick-up at Warehouse (3-5 days before Election Day)



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	
<input type="checkbox"/> EO Check	<input type="checkbox"/> Staff Check	<input type="checkbox"/> EO Check	<input type="checkbox"/> Staff Check
White Bag and this form (filled out) with		Chief Bag with	
<input type="checkbox"/>	<input type="checkbox"/> Cellphone, Tablet, and Chargers powered off	<input type="checkbox"/>	<input type="checkbox"/> #3 Tamper Tape
<input type="checkbox"/>	<input type="checkbox"/> #9 Envelope With Ballots Enclosed Tamper Tape With completed Chain Of Custody Form & Quantity (even if zero)	<input type="checkbox"/>	<input type="checkbox"/> #6 (Including unused provisionals) Tamper Tape
<input type="checkbox"/>	<input type="checkbox"/> #1A Envelope Tamper Tape Ballot Quantity	<input type="checkbox"/>	<input type="checkbox"/> Chief Bag Items Binder, Law Book, etc.
<input type="checkbox"/>	<input type="checkbox"/> #1B Envelope Ballot Quantity	EOs Returning:	
<input type="checkbox"/>	<input type="checkbox"/> #2 Envelope Tamper Tape	Print Name: _____	
<input type="checkbox"/>	<input type="checkbox"/> #2A Envelope	Phone: _____	
<input type="checkbox"/>	<input type="checkbox"/> #8 Envelope Do NOT Seal	Office Use Only	
<input type="checkbox"/>	<input type="checkbox"/> X Envelope Seal with Tamper Tape only if used		

PRINCE WILLIAM
Office of Elections

Chief Supply Pick-Up “Need to Know”

- Your precinct Provisional Ballots will be in the Chief Bag
- Chief Pick-up is NOT of items to review
- Supply Return Form is on BACK of Chief Binder
- Plan to spend 1 hour reviewing items in bag
- This is when you would pick-up additional marking stations

Returning Officers Should be from Opposite Parties!



We will email out dates and times for Chief Bag Pick-up

How to Access My Roster and Facility Contacts in "Officer Portal" Video

Soch Integra

Prince William

Welcome **Dena McBride** & Thank you for your service.

Dena McBride

Training Schedule - 0

Election Schedule

Inbox - 5

Testing Training

03/05/2025

Details

Certificate

Rewatch

Attended



What is a Special Assistant and What Do They Do?

Special Assistants (SA) are prior Chiefs that visit precincts on Election Day

They are support staff for the Chiefs and a great resource for precincts

They will review the SA Checklist with you upon their arrival to your precinct

The SA "Checklist" can be found in the Chief Binder-Try to review it early on Election Day

The SAs will have back-up supplies in their vehicle - Some items include:

- Scanner
- Equipment
- Keys
- Batteries
- Red Seals
- Extra Forms & Paperwork
- Stickers & Pens

Please call HQ if you have any questions about their suggestions, etc.



QUESTIONS





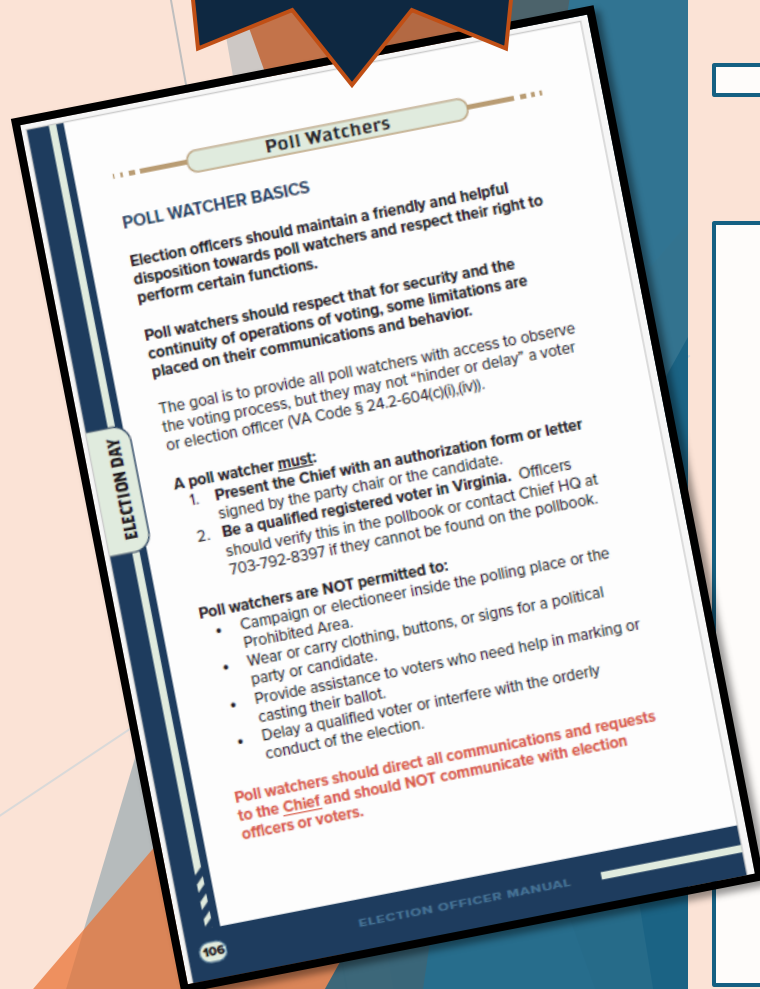
Manual
Page
106-111

Poll Watcher Basics

Pages 106-111 - There are 6 Pages of Information on Poll Watchers

Important Points:

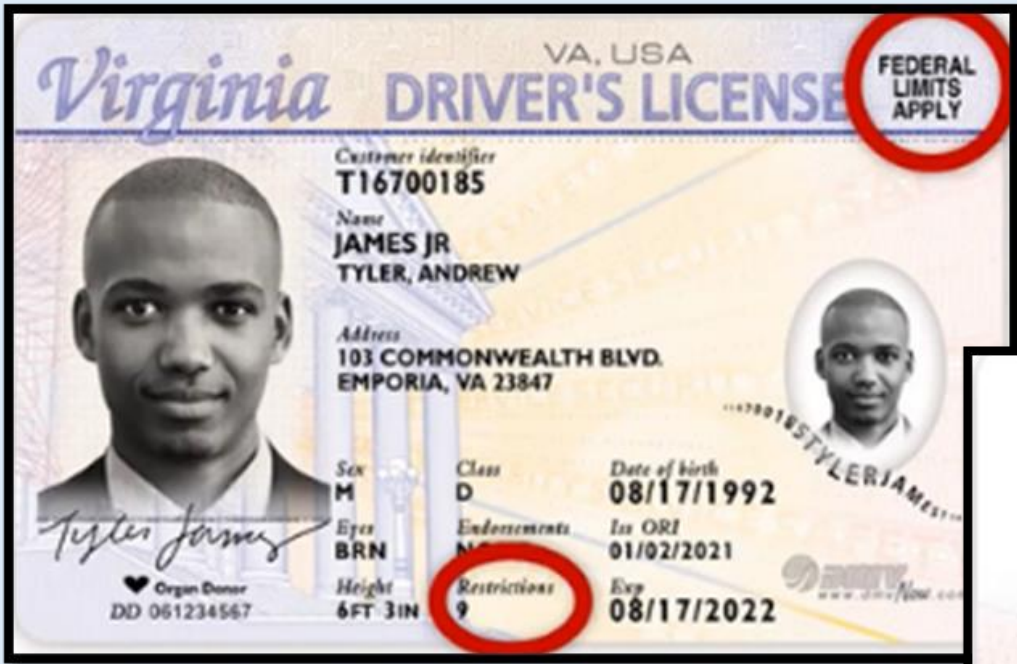
- BEFORE 6am (Set-Up) - One Poll Watcher per party
- AFTER 6am - Up to three Poll Watchers per party
- They **MUST** present a signed authorization form from PWC or Virginia
- We **CANNOT** accept an authorization form from another county in VA
- They **MUST** be a registered voter in Virginia - If you can't find them on the pollbook - **CALL HQ**
- 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 available in Blue Accordion (one pager)





Pollbooks Driver's Privilege Card

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Page 79



Is this ID acceptable?



★ 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/>)

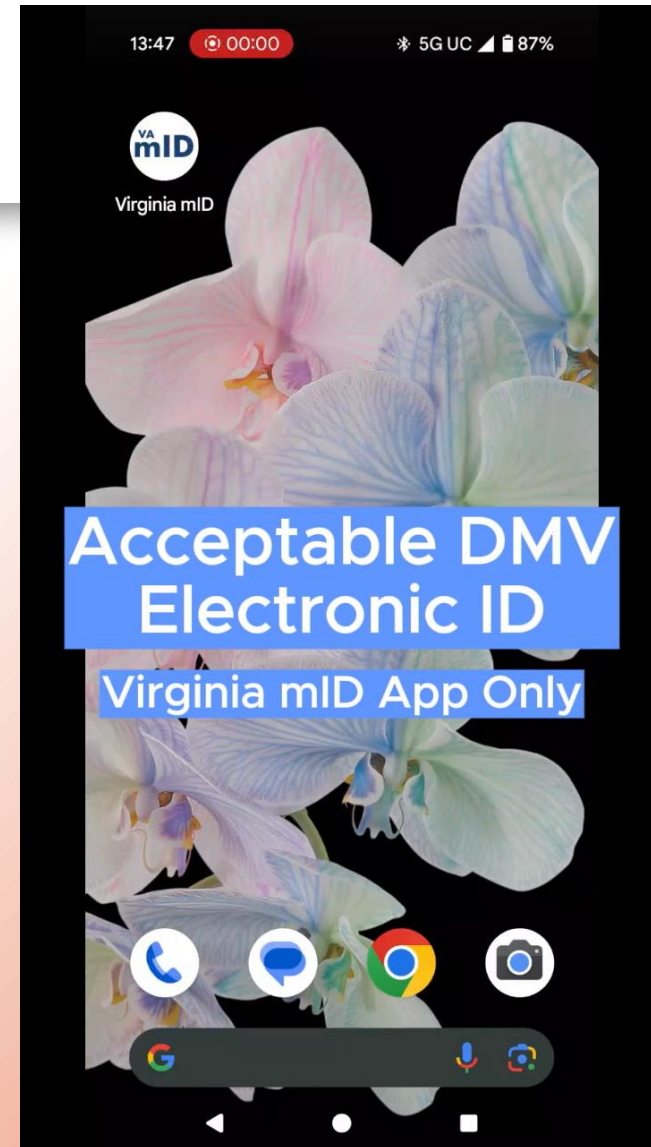
Keep Your Resources Out at Pollbook for Your Team



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.






DMV Electronic ID Demo

- ▶ Can only be accessed via **VA mID** app
- ▶ Barcode is not scannable
 - ▶ Pollbook manual search only
- ▶ Not expected to be commonly used





Let's Discuss These in More Details!

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.
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	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.

NEW

We've added a field in the bottom left corner. See what time and which device they were checked in for situations where an EO believes that an individual has already voted.

VOYER INFORMATION

First Name: Albert
Middle Name: NEM
Last Name: Lincoln
Suffix:
Year of Birth: 2000
Address: 11777 Galloway Ln
City: Bristol

Voter ID: 111111200
Abandon:
Status: Active

Precinct: 101 - BRISTOLVILLE
Congress: 48
Senate: 222
House: 222
Town:

NEW - Check In Info
Will be blank prior to checking in a voter

Ready to Check In
Check In Now

Add Voter Name
Return to Search

STATUS: Inactive
Check In: 10/1
Check In: 1
Add Voter Name
Return to Search

VOYER INFORMATION

First Name: Albert
Middle Name: NEM
Last Name: Lincoln
Suffix:
Year of Birth: 2000
Address: 11777 Galloway Ln
City: Bristol

Voter ID: 111111200
Abandon:
Status: Active

Precinct: 101 - BRISTOLVILLE
Congress: 48
Senate: 222
House: 222
Town:

Checked In Time & User/Device
Will display if voter information screen is reopened

Ready to Check In
Check In Now

Add Voter Name
Return to Search

STATUS: Inactive
Check In: 10/1
Check In: 1
Add Voter Name
Return to Search



List of Forms



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



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



Voter States & Tags Hands-On for Leadership

Voters to look up and discuss Chief Over-Rides



Override adm0101a

<u>VID</u>	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>Status</u>	<u>Can Override</u>	<u>Form or Action</u>
017080396	Watson	Jarred	Inactive	Yes	
047052630	Johnnie	Lane	Inactive	Yes	
602006497	Esmeralda	Fox	Inactive	Yes	
917110899	Mcgee	Donte	AB Issued	Yes	
511496320	Julianne	Soto	AB Issued	Yes	

Break
Time!
See you in
5 Min!



Contests

Sample Ballot

VA - HD - 25 - Occoquan - Town

Commonwealth of Virginia, Official Ballot
Estado de Virginia, Papeleta Oficial

Prince William County
General and Special Elections
Tuesday, November 4, 2025

Condado de Prince William
Elecciones Generales y Especiales
Martes, Noviembre 4, 2025

Instructions
Instrucciones

To vote for a candidate, fill in the box next to the name.
To write in a qualified candidate who is not already on the ballot, fill in the box next to **Write-in** and write the name of the person on the line.
If you want to change a vote or if you have made a mistake, ask an election worker for a replacement ballot. If you make marks on the ballot besides filling in the box, your votes may not be counted.

*Para votar por un candidato, llene la casilla al lado del nombre.
Para escribir un candidato calificado que aun no esta en la papeleta, llene la casilla al lado de **Por escrito** y escriba el nombre de la persona en la linea.
Si desea cambiar un voto o si ha cometido un error, solicite a un funcionario electoral una papeleta de reemplazo. Si usted hace marcas en la papeleta ademas de llenar la casilla, es posible que sus votos no se cuenten.*

Begin voting here
Comience a votar aqui

Governor
Gobernador

Vote for only one
Vote solo por uno

☐ Abigail D. Spanberger - D
☐ Winsome Earle-Sears - R
☐

Write-in Por escrito

Lieutenant Governor
Vicegobernador

Vote for only one
Vote solo por uno

☐ Ghazala F. Hashmi - D
☐ John J. Reid, II - R
☐

Write-in Por escrito

Attorney General
Procurador General

Vote for only one
Vote solo por uno

☐ Jay C. Jones - D
☐ Jason S. Miyares - R
☐

Write-in Por escrito

Member
House of Delegates
25th District
Miembro
Cámara de Delegados
Distrito 25

Vote for only one
Vote solo por uno

☐ Briana D. Sewell - D
☐

Write-in Por escrito

Tell voters
“Ballot
starts
here.”

Statewide

- Governor
- LT Governor
- Attorney General

House of Delegates (PWC Districts)

- 19th - 25th

Special Elections (No Party Identifiers)

- Gainesville Supervisor
(14 pcts: 401-414)
- Member Town Council
(1 pct - Occoquan)



Let's Discuss the Infamous Move Rules and Watch a Video



PRINCE WILLIAM

Office of Elections

Move Rules Scenario

Address provided by voter does not
match your pollbook.



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

UPDATE-Provisional Envelope

Note: You will need to enter the numbers from the barcode into TallyPoint!

  Time Completed: ____:____ am/pm

Provisional Ballot - All other provisional reasons Precinct # _____
Voter is on this precinct's pollbook Primary elections—Party ballot ☐ D ☐ R

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

1 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____
* First Name _____ * Middle Name _____ ☐ None

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

3 * Social Security Number ____ - ____ - ____
Last 4 digits required.
Providing your full Social Security number may help determine your eligibility to vote.

4 * Residence Address (May not be a P.O. Box) _____ Apt. _____
* City/Town _____ * ZIP Code _____
If address is different than voter registration record, provide the date you moved (MM/DD/YYYY): ____ / ____ / ____

5 Email _____ Phone _____ - _____ - _____

6 **Statement of Voter**
To the best of my knowledge, I am a registered voter of this locality, and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning.

► * Signature X Today's date (MM/DD/YYYY) ____ / ____ / ____

Privacy Act Notice: This form requires personal information, including information related to your Social Security number, for identification purposes and to prevent fraud. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted.

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

Election Officer Use	Staff/Electoral Board Use
Select a Reason <input type="checkbox"/> #3 Voting after hours due to court order <input type="checkbox"/> #4 Vote by mail - no ballot to surrender <input type="checkbox"/> #5 Shown on pollbook as already voted <input type="checkbox"/> #6 Other _____ <input type="checkbox"/> #7 Voter does not have required ID and declined to complete the ID Confirmation Statement Comments Election Officer Signature <u>X</u>	Voter ID # _____ Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count Voter Identification 1. If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> X _____ 2. Attach a copy of the identification document.

ELICT-653-English-07/2024

PROVISIONAL REMINDERS



Reasons why Provisionals were rejected that could have possibly been avoided by completing the paperwork correctly

2024 Presidential Election
Out of approx. 8,000 Provisional

- Voter Registration incomplete
(citizenship, felony, signature, address)
- Wrong Precinct

218

426

Completing the SOR

- 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:											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">Scan 1</td> <td style="width: 10%; text-align: center;">+</td> <td style="width: 20%; text-align: center;">Scan 2</td> <td style="width: 10%; text-align: center;">=</td> <td style="width: 30%;"></td> </tr> <tr> <td style="text-align: center; font-size: 1.5em;">80</td> <td></td> <td style="text-align: center; font-size: 1.5em;">20</td> <td></td> <td style="text-align: center; font-size: 1.5em;">100</td> </tr> </table>	Scan 1	+	Scan 2	=		80		20		100	
Scan 1	+	Scan 2	=								
80		20		100							
Number of ballots counted by hand	0										
Total Number of Votes Cast <i>Add the number of votes cast on machine(s) and the number of counted by hand.</i>	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) <i>John Smith</i>	8	
2	(Assistant Chief) <i>Max Rogers</i>	9	
3	<i>Julie Thornton</i>	10	
4	<i>Marc Carter</i>	11	
5	<i>Eshal Archer</i>	12	
6	<i>Eryn Lopez</i>	13	
7		14	

Tally Tape



John Smith

Max Rogers

Julie Thornton

Marc Carter

Eskal Archer

Eryn Lopez

Completing the Yellow Return Sheet

- 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 # Verity Scanner Serial # Verity TW Serial #
S15009999999 W15009999999

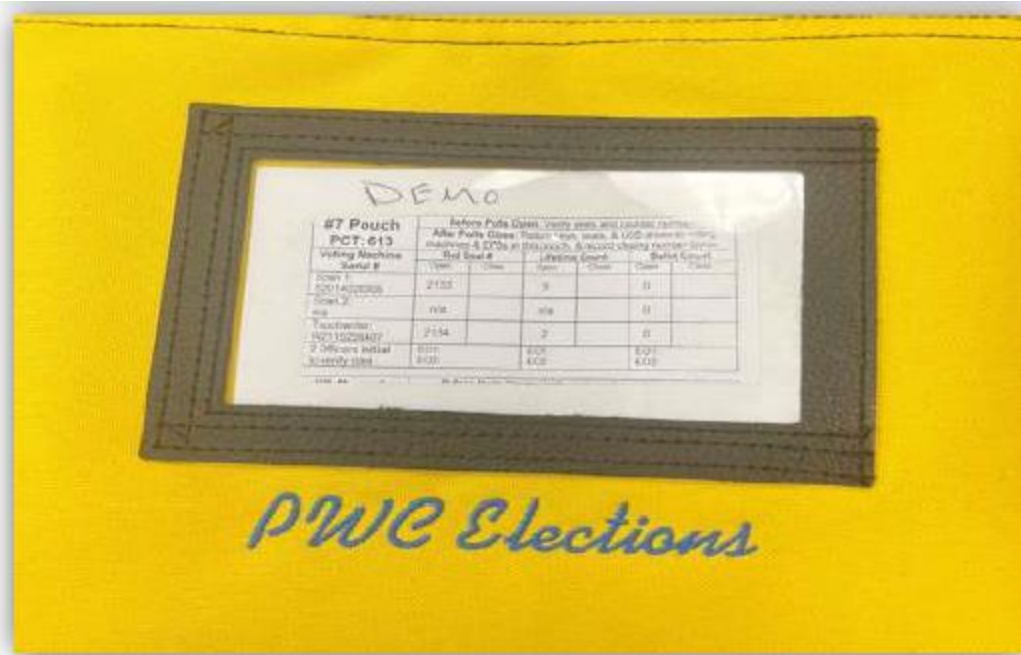
1.	<i>John Smith</i>	Chief Officer of Election
2.	<i>Max Rogers</i>	Assistant Chief Officer of Election
3.	<i>Judie Thornton</i>	Officer of Election
4.	<i>Marc Carter</i>	Officer of Election
5.	<i>Eshal Archer</i>	Officer of Election
6.	<i>Eryn Lopez</i>	Officer of Election
7.		Officer of Election
8.		Officer of Election
9.		Officer of Election
10.		Officer of Election
11.		Officer of Election
12.		Officer of Election

SBE-558 REV 5/09

Tally Tape

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

Provisional Tab Seals will now be located in the Yellow #7 Pouch with the rest of the seals!





Closing Paperwork Video

Trainers-Review the Envelope Packet while the next slide video rolls

Envelope Guide



PRINCE WILLIAM

Office of Elections

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 ELECTORAL BOARD.
■ THEY WILL RETURN IT TO YOU RESEALED.

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

DISPOSITION: DESTROY

Election Officer Signatures

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

REV 7/24

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



ENVELOPE 1A

CONTENTS

Same Day Registration Provisional Ballot
Voter resides in this precinct but is not on this precinct's pollbook

SDR Precinct # _____

Primary elections—Party ballot ☐ D ☐ R

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 ☒ I am homeless.
☐ I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:
☐ An active ☒ 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.

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 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/Electoral 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. ☒ X
2. Attach a copy of the identification document.

ELECT-653-English-07/2024

Provisional Ballot Envelopes (9.5"x12.5")

iPAD Action-LOOK FOR NEW MAP TOOL



Wake up the iPad and find NEW Map Tool



Translate

To translate for a voter.



TallyPoint

To use Tallypoint



Interactive Wha...

To use the Interactive "What If's."



PWCPrecincts...

Map tool - PWC Precincts



TallyPoint Practice Time

(If this is a Dual Primary - Please discuss)

Reminders:

- IMPORTANT-Open TallyPoint as soon as your Pollbooks and Scanners are up!
- This process is to ensure that HQ can track your numbers and prepare
- Hourly Turnout is ALWAYS the TOTAL - Not the difference from the last number logged
- Delegate the hourly turnout TallyPoint number submission to an EO - they will remind you and you can input the data
- If your election is a Dual Primary - ONLY ONE TOTAL is required
 - Don't break out the numbers

Trainers-Let the next slide video roll while they practice!

USING TALLYPOINT



TallyPoint

Prince William County, 2025 Training Election

Logout

Brentsville, Cedar Point

Precinct Ready ☒

[Messages](#)

 Election closed, accepting results

[Update Turnout](#)

[Provisional Voter](#)

[Enter Results](#)



Pg. 20 Voters with Disabilities -
Request for Assistance Form

Pg. 23 Service Animals

Pg. 25 Removal of Election Officers

Pg. 71 Ballot Drop Box

Pg. 72 Outside Polls Voter

**Manual
Honorable
Mentions**



Pg. 80 Absentee (Mail) Ballot Situations

Pg. 82 Paper Pollbook is in the cage

Pg. 86 How to use the TouchWriter for ADA Voters

Pg.102 Prohibited Area - 40 ft Details

Pg.103 Firearms - Not allowed, unless law enforcement

**Manual
Honorable
Mentions (Cont.)**



Pg.105 Media Guidelines

Pg.114 Voter Challenges
and Military Voters

Pg.127 Signature Reminders
- very important

Pg.128 Closing Paperwork
Envelope Checklist

Manual
Honorable
Mentions (Cont.)

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!





U.S. Department of
JUSTICE

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



QUESTIONS



**Thank
You!
Make it
great
Election
Day!**

