



ELECTION OFFICE
TRAINING MANUAL



PRINCE WILLIAM COUNTY
OFFICE OF ELECTIONS

Welcome New Chief Training



New Chief Training

Welcome

- **This training will be approximately 2 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**



Prince William County Electoral Board



Heidi Stirrup
(Chair)



Yolanda D. Montgomery
(Vice-Chair)



Keith Scarborough
(Secretary)



Election Day Information

Election Day: April 21, 2026

Type: Special - Amendment

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**





New Responsibilities as Chief

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

Roster & facility contacts are in your officer portal

Your manual is your Best Friend – Look for Checklists

Contact precinct for site visit and make sure you know where your cage will be stored

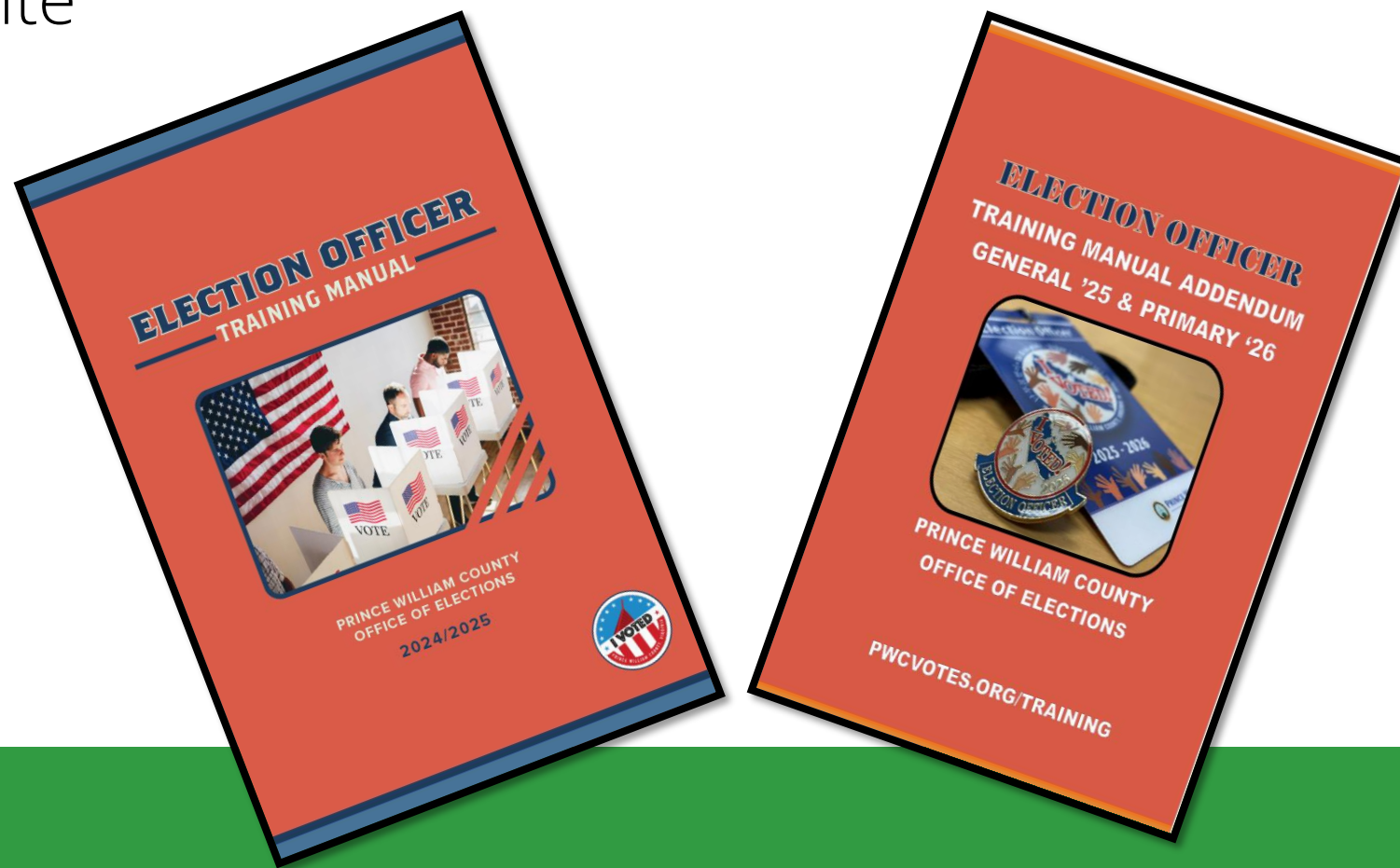
Confirm precinct contact information and staff that will meet you at 5am on Election Day

Coordinate with your team & facility regarding early Monday set-up prior to election day



Election Officer Training Manual

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





Announcement

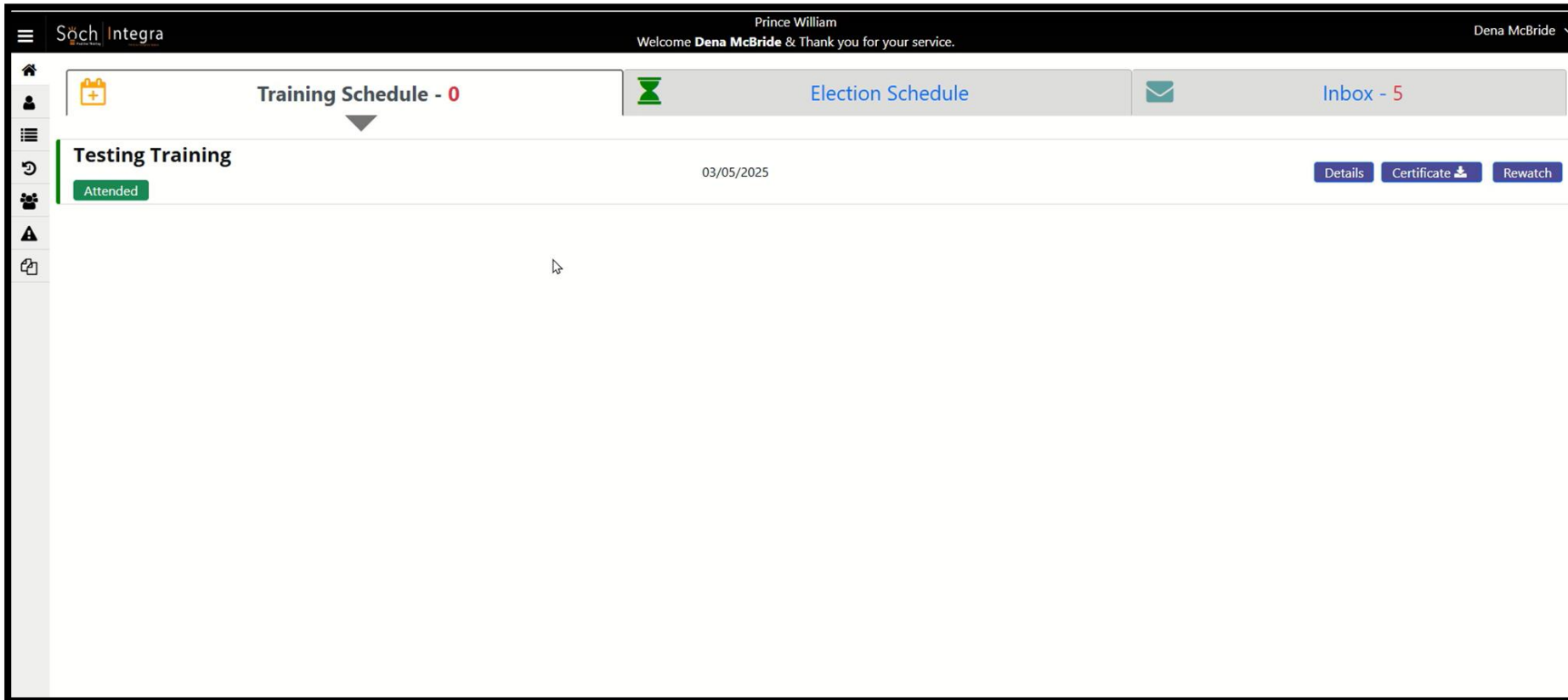
Lanyards and pins:

- Your main identification for the day – important!
- Use your existing lanyards
- Limited extras available on election day





Access Roster and Facility Contacts



The screenshot shows the Soch Integra interface. At the top, it says 'Prince William' and 'Welcome Dena McBride & Thank you for your service.' The user's name 'Dena McBride' is in the top right. Below the header are three tabs: 'Training Schedule - 0', 'Election Schedule', and 'Inbox - 5'. The 'Training Schedule' tab is active, showing a 'Testing Training' entry for '03/05/2025' with an 'Attended' status. There are buttons for 'Details', 'Certificate', and 'Rewatch'.

See video in "Officer Portal" for details





Chief Supply Pick-up at warehouse

Plan to spend 1 hour reviewing items in bag

Provisional ballots and resources in bag

Chief Binder information review i.e. Supply Return Form

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



Pick Up Times

April 16th – 10:00 AM to 7:00 PM

April 17th – 10:00 AM to 6:00 PM

April 18th – 9:00 AM to 1:00 PM



See video in “Officer Portal” for details



List of Forms – in Chief Binder



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



9250 LEE AVENUE, SUITE 1, MANASSAS, VA, 20110
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

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



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.

PRINCE WILLIAM COUNTY, VA

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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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SETUP & OPEN

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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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Chief Election Day – Opening Checklist

3 most important tasks to complete

1st:

set up – Pollbooks,

Scanners & Tallypoint




... — TUESDAY OPENING — ...

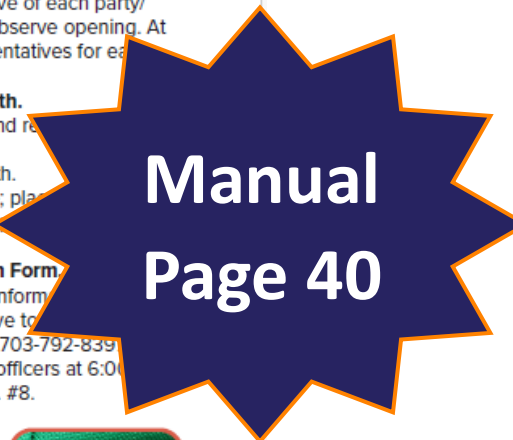
CHIEF OPENING CHECKLIST

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 at 703-792-8399 by 5:30 am.
 - 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.**

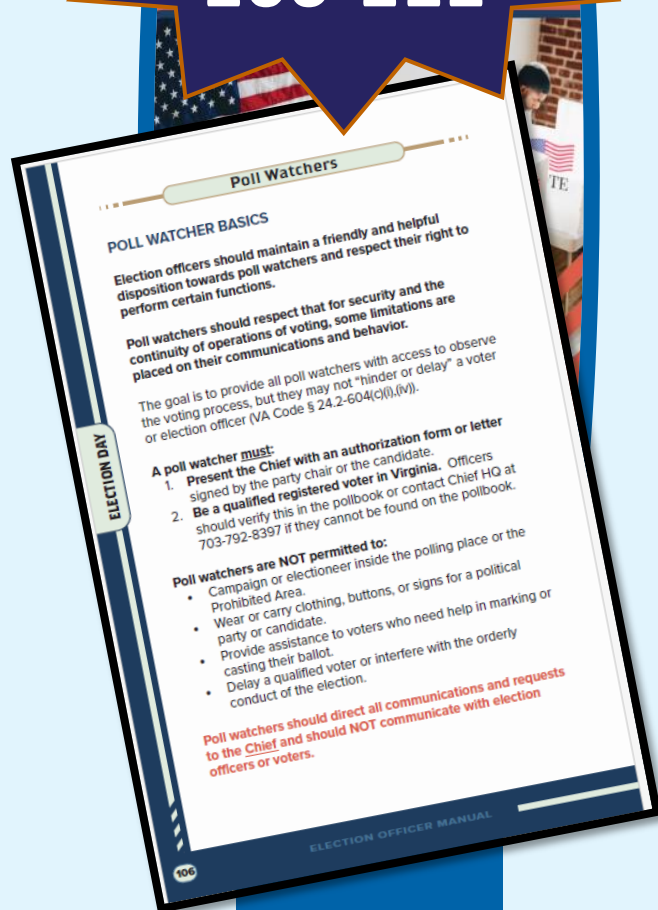
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Poll Watcher - Basics

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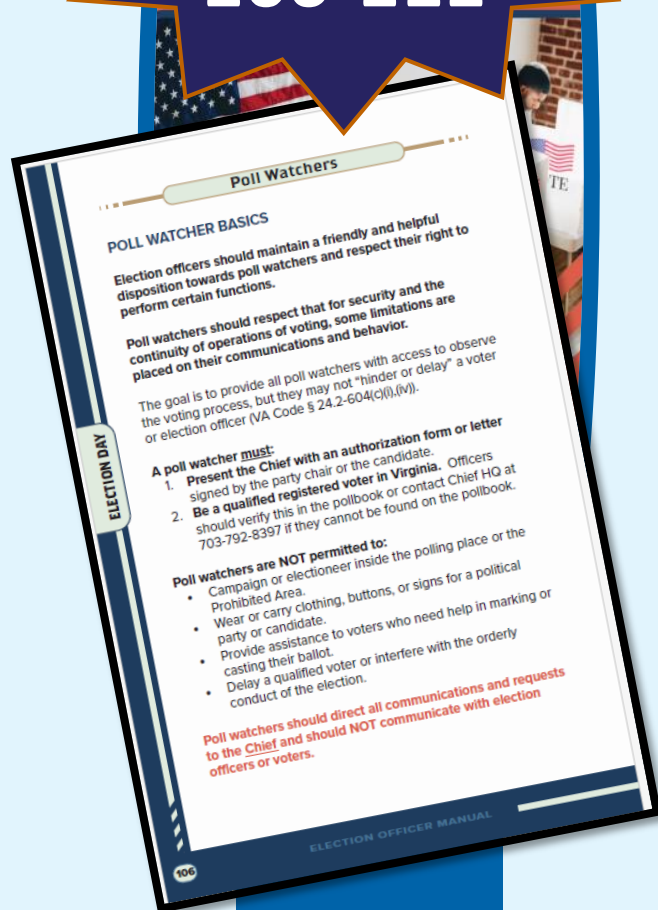
- **Before 6 AM (set-up)- one poll watcher per party**
- **After 6 AM - up to three poll watchers per party**
- **They MUST present a signed authorization from PWC or Virginia**
- **We CANNOT accept an authorization form from another county in VA**
- **They MUST be a registered voter in VA - if you can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



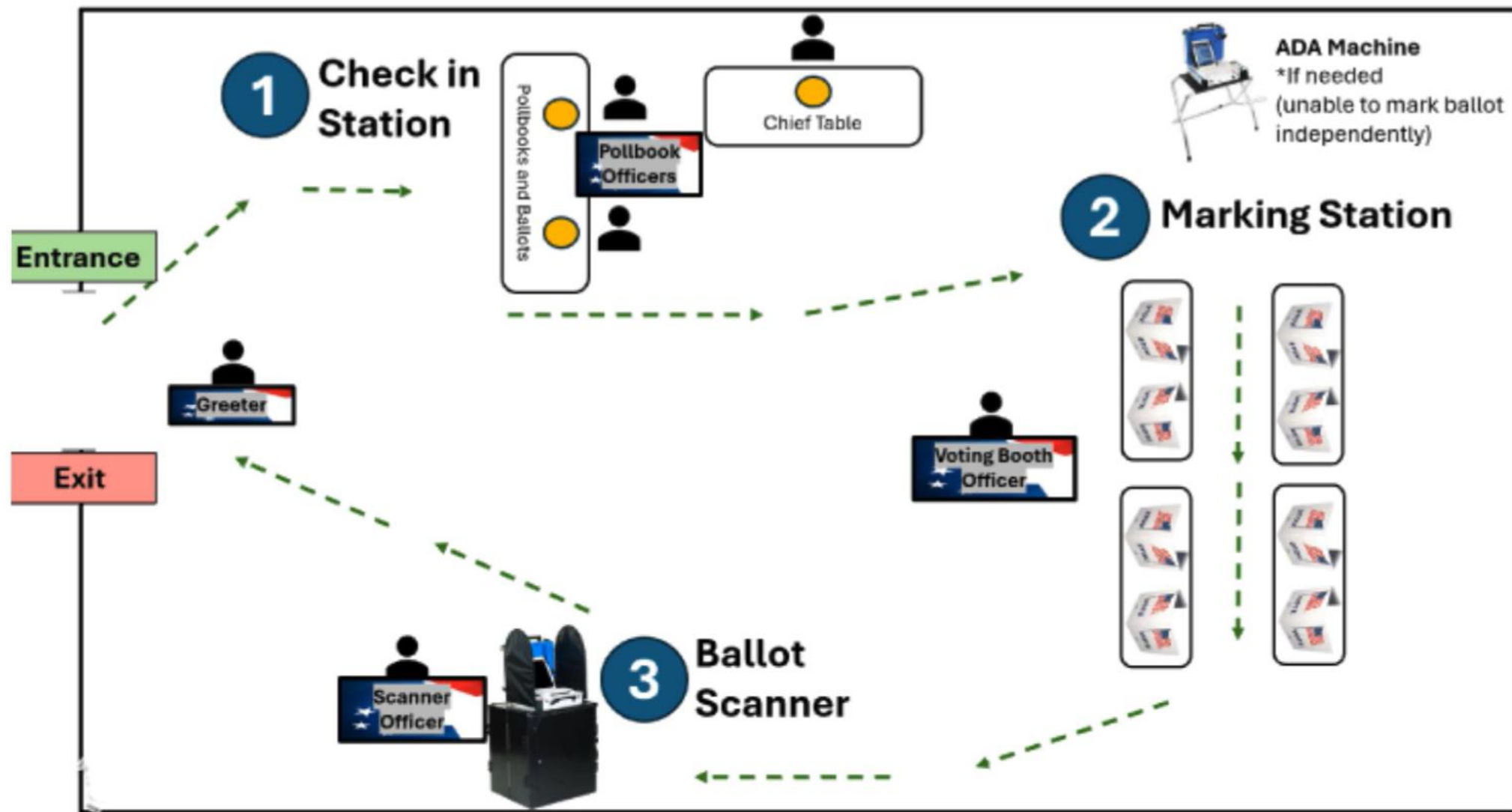
Poll Watcher - Basics

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- 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



Welcome To Your Precinct



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

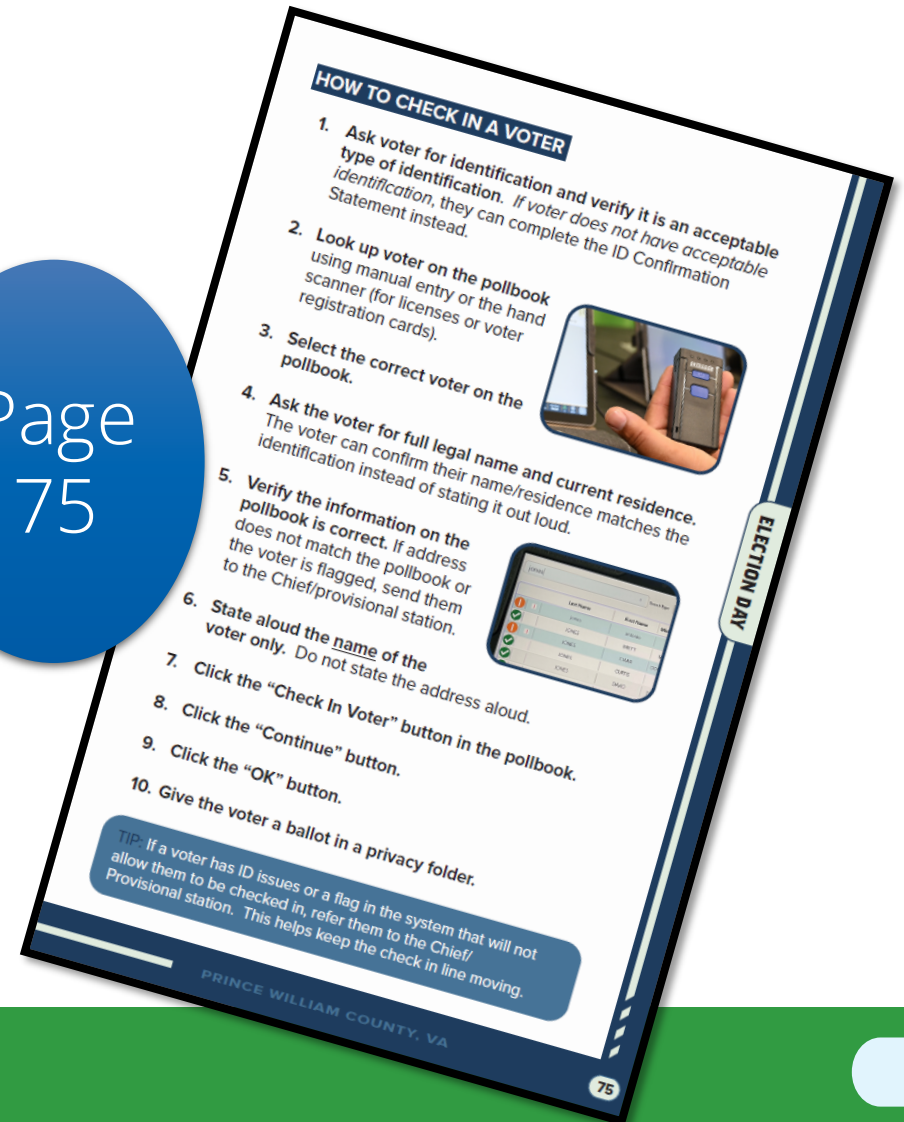
Any additional questions – call HQ



Pollbooks – How to check in a voter

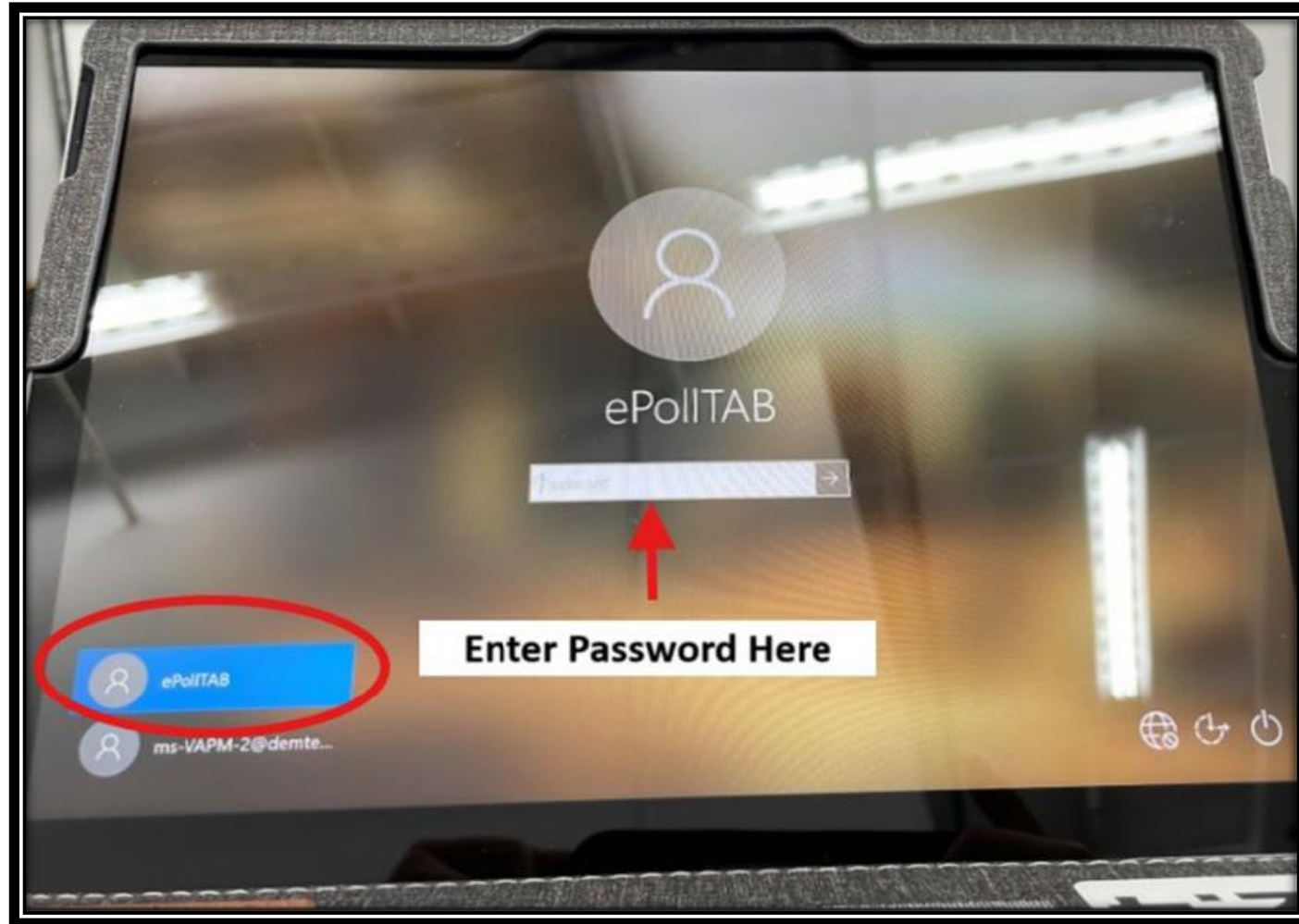
Please read
and study
BEFORE
election day

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Pollbook – 1st Step





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



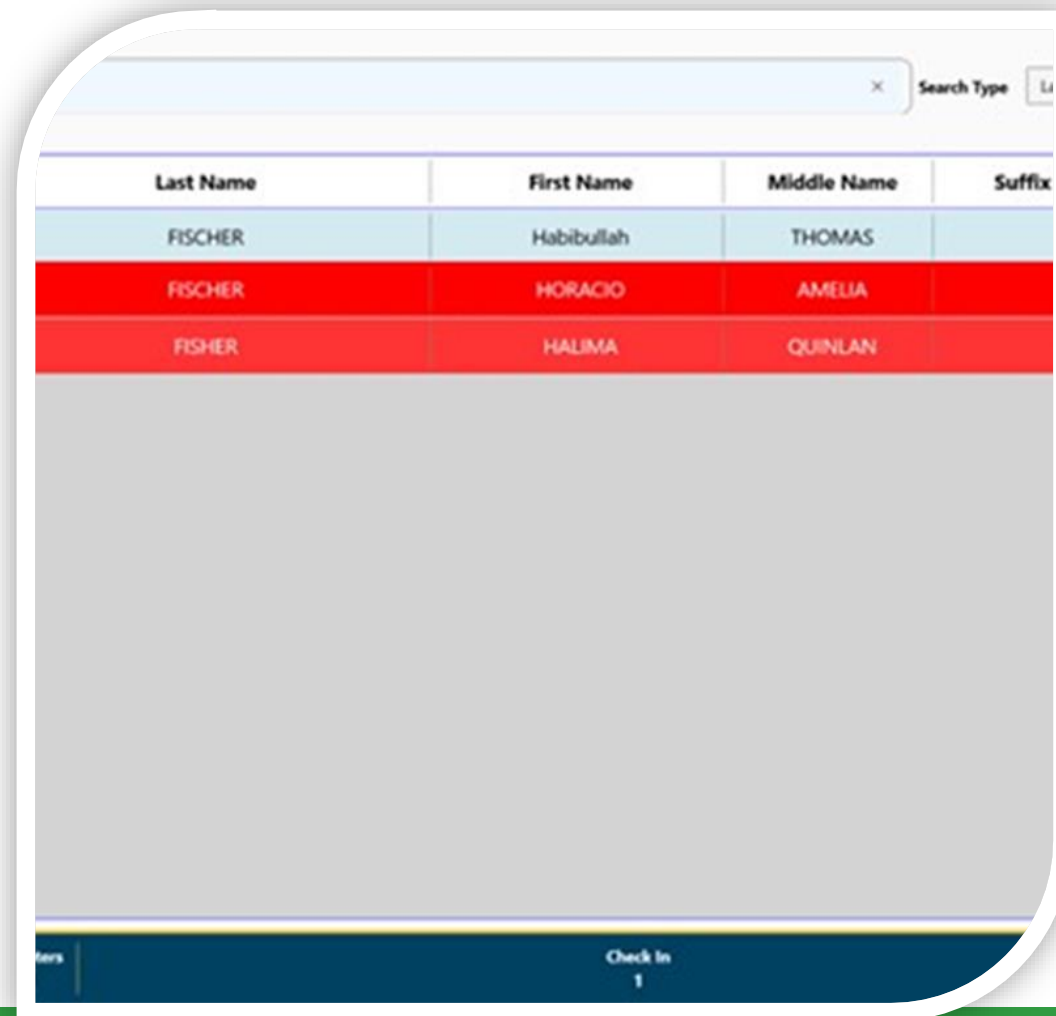
Last Name	First Name	Middle Name	Suffix
FISCHER	Habibullah	THOMAS	
FISCHER	HORACIO	AMELIA	
FISHER	HALIMA	QUINLAN	





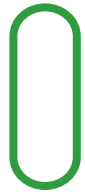
Pollbook Reminders

- THREE click process
- (4 for Primary)
 - “Check in Voter”
 - (Extra Step in Dual) “Which Primary are you voting in today?”
 - “Continue”
 - “OK”
- RED means “Checked-In”



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





Voter Check In

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
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2025/10/07 9:12:28 AM Total Voters 351 Check In 0 0101 usr0101a Poll Status Open 0 59%



Voter Information Screen

VOTER INFORMATION

First Name: Albert	Voter ID: 111111111
Middle Name: NMN	Absentee:
Last Name: Smith	Status: Active
Suffix:	
Year of Birth: 2000	
Address: 11777 Gallop Ln	Precinct: 101 - BRENTSVILLE
City: Bristow	Congress: 10 Senate: 029 House: 022
Check In Info:	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	Voter ID: 111111111
Middle Name: NMN	Absentee:
Last Name: Smith	Status: Active
Suffix:	
Year of Birth: 2000	
Address: 11777 Gallop Ln	
City: Bristow	Precinct: 101 - BRENTSVILLE
Check In Info:	Congress: 10 Senate: 029 House: 022
	Town:

Red Text

Add Voter Note

Ready to Check-In.

Check Voter In

Return to Search



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

Voter ID: 111111111
Absentee:
Status: Active

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

Check In Info:

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:

House: 022

[Add Voter Note](#)

Ready to Check-In.

[Check Voter In](#)

Success

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

[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

Type Search or Scan ID

Search Type

Last Name, First Name, Year of Birth

Search All

Advanced Search

		Last Name	First Name	Middle Name	Suffix	Year of Birth	Voter ID
	<small>Priv</small>	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

Type Search or Scan ID Search Type Last Name, First Name, Year of Birth Search All Advanced Search

Last Name	First Name	Middle Name	Suffix	Year of Birth	Voter ID
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Voters in PCT **Counter** **Statuses**
User **Poll** **Sync** **Power**

2025/10/07 9:12:28 AM **Total Voters** 351 **Check In** 0 **0101** **usr0101a** **Poll Status** Open **0** **59%** 






Pollbook – Default Screen

Type Search or Scan ID Search Type Last Name, First Name, Year of Birth Search All Advanced Search

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

2025/10/07 8:57:00 AM

Total Voters 351

Check In 0

0101 usr0101a

Poll Status Closed

0 45%

PWCvotes.org

PRINCE WILLIAM COUNTY, VIRGINIA



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
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Summary

- Pollbook Summary
- Location Summary
- Add Location Note

Utilities

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

Close

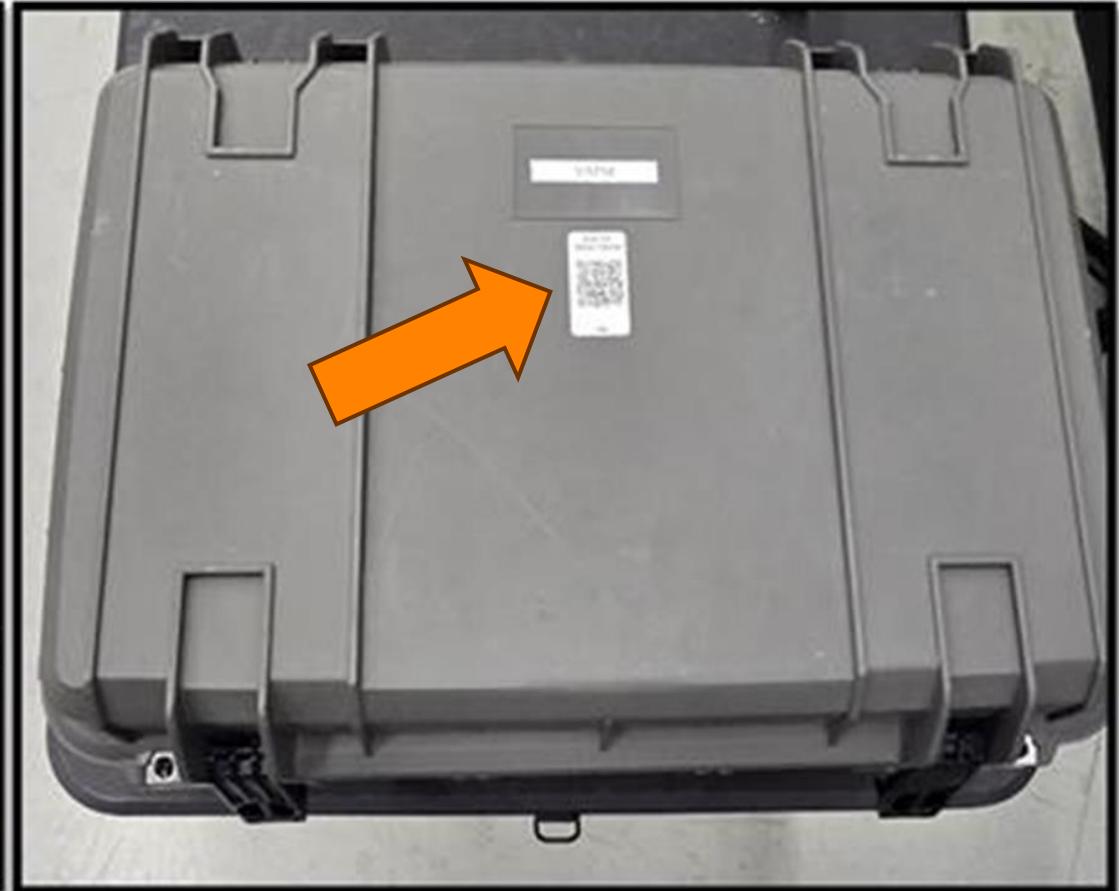
Close Polls

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





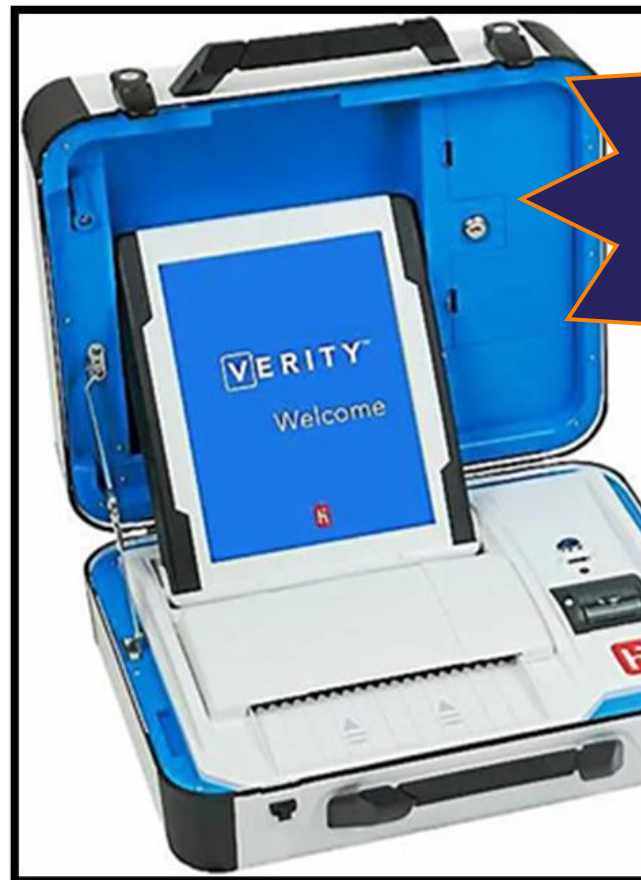
QR Codes - 2 Minute "Set-Up" Videos





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





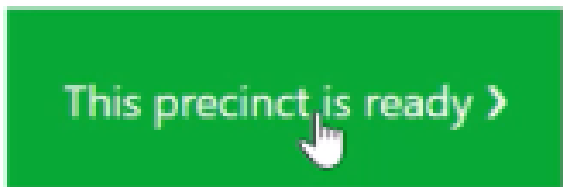
iPad – Tallypoint

Wake up iPad and find Tallypoint



TallyPoint

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

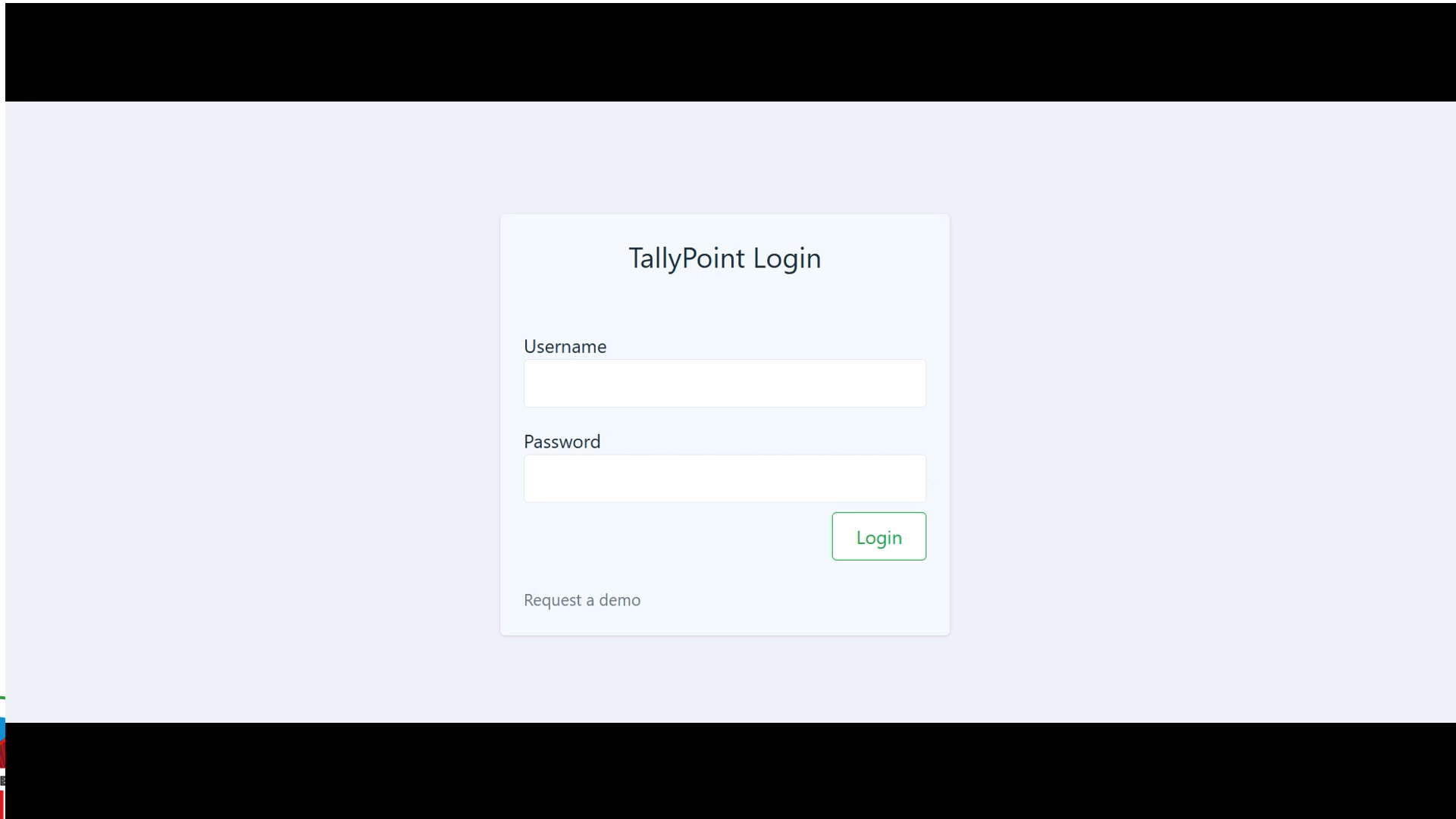


This precinct is ready >





iPad – Tallypoint Operations





iPad – Tallypoint

Reminders:

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



PWCPrecincts...

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.

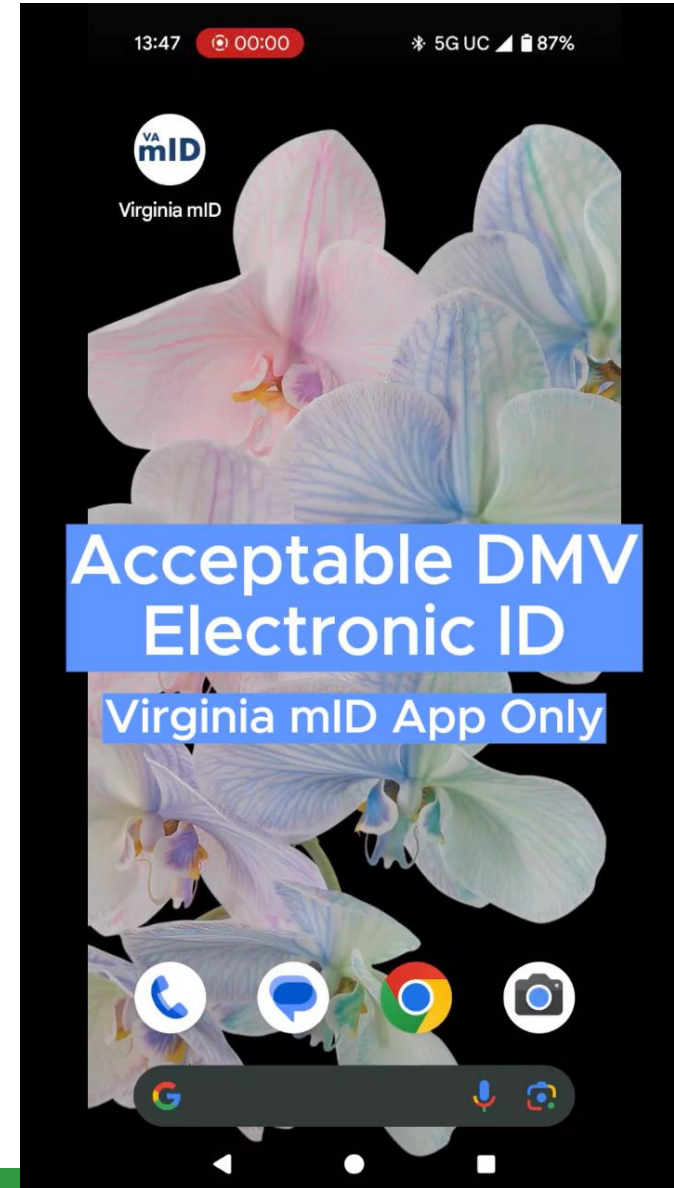
**The eleven recognized tribes are: Cherokee (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patawomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)





Acceptable Voter IDs

- Can only be accessed via VA mID app
- QR Code is not scannable like a barcode
 - Pollbook manual search only
- Not expected to be commonly used





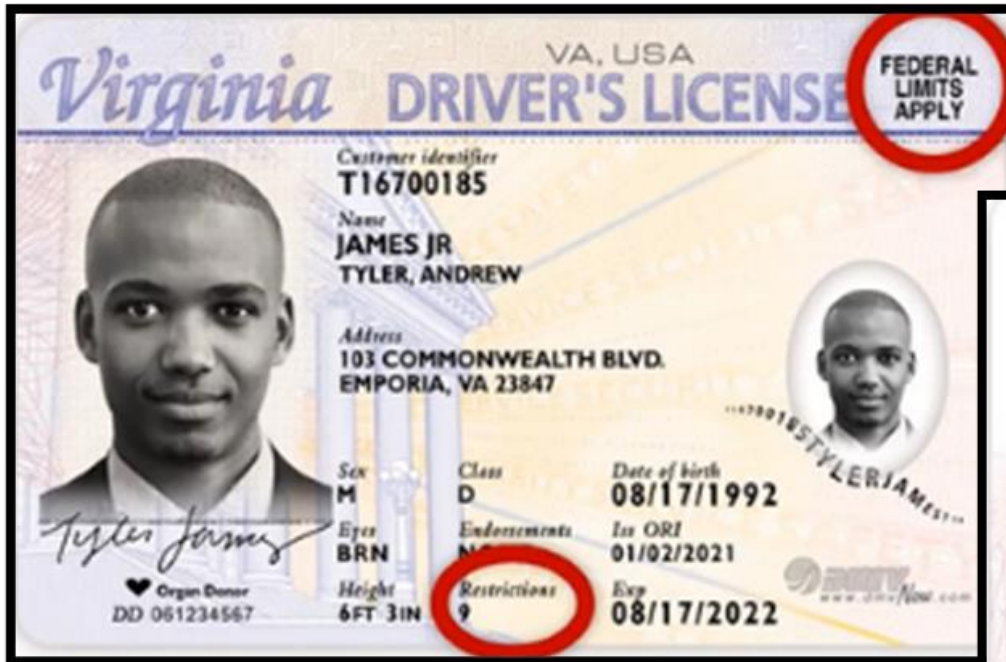
Pollbook "Flags"

When Checking in a Voter "States & Tags"

Voter State	Tag	Description
	Ready for Check-in	Proceed with check-in.
	ABU	AB Unmarked This voter returned an unmarked absentee ballot.
	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.



Pollbooks - Driver's Privilege



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Is this ID acceptable?





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!**





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



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



Manual
Page 92

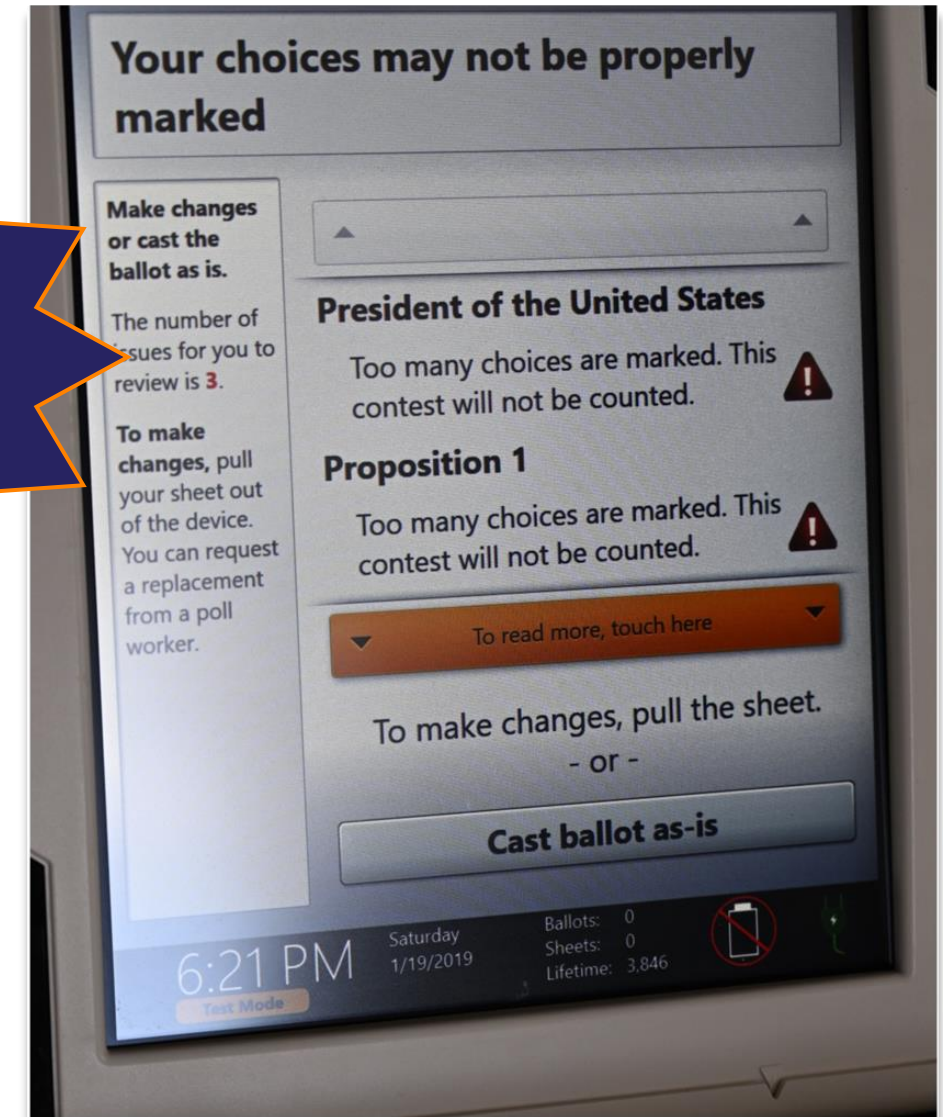




Rejected Ballots

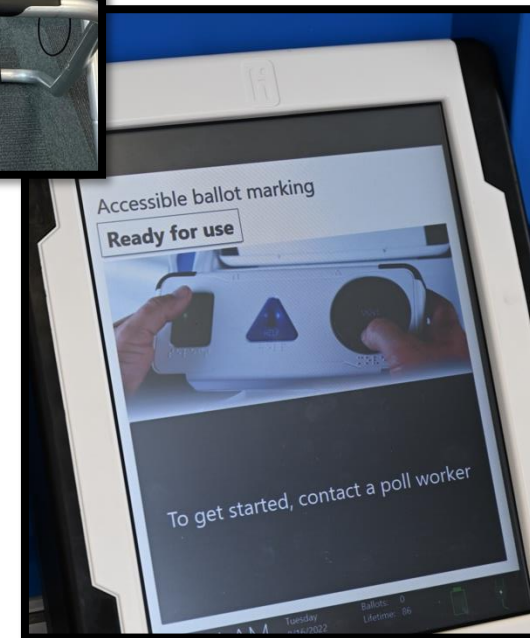
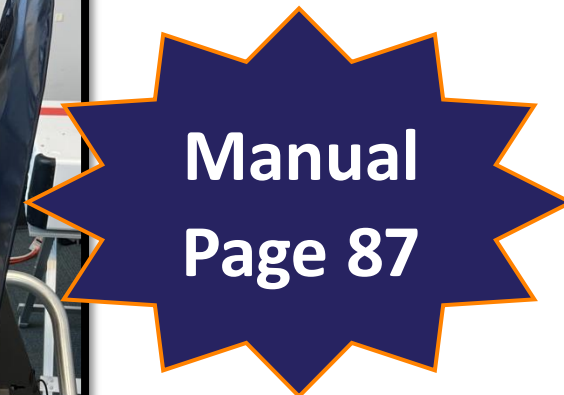
Manual
Page 93-
95

- Overvote
- Blank Ballot
- Ballot Error / Misfeed



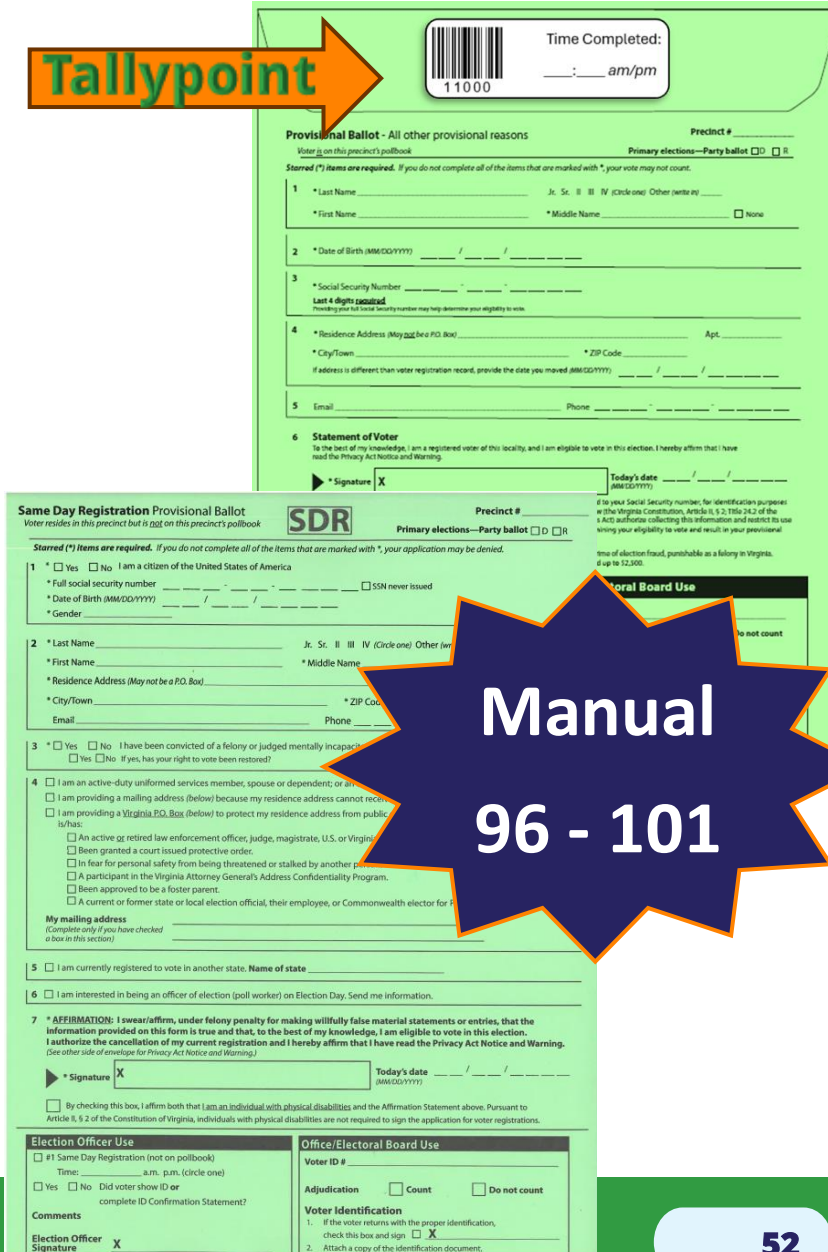
Touch Writer - ADA

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



Provisionals / Same Day Registration

- The ID used at check-in is the same
- Citizenship question **MUST** be marked
- 2X Felony question
- Check the “Did you check ID” box
- EO “signature” at bottom of envelope



Tallypoint

Barcode: 11000

Time Completed: ____:____ am/pm

Provisional Ballot - All other provisional reasons

Precinct # _____

Primary elections—Party ballot

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. 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 masked

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) ____/____/____

Same Day Registration Provisional Ballot

Precinct # _____

Primary elections—Party ballot

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 a
 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 use:
 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 Act Notice and Warning. (See other side of envelope for Privacy Act Notice and Warning.)

Signature X _____ 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?

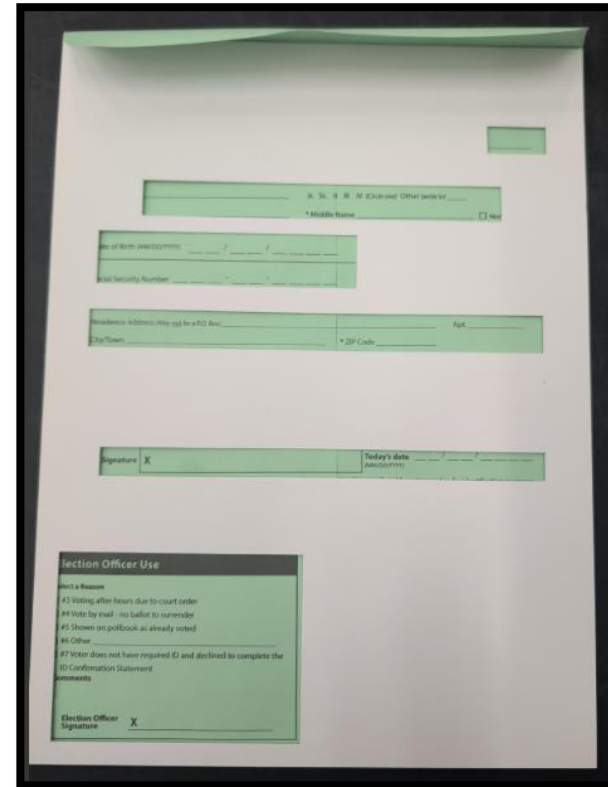
Comments
 Election Officer Signature X _____

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
 2. Attach a copy of the identification document.



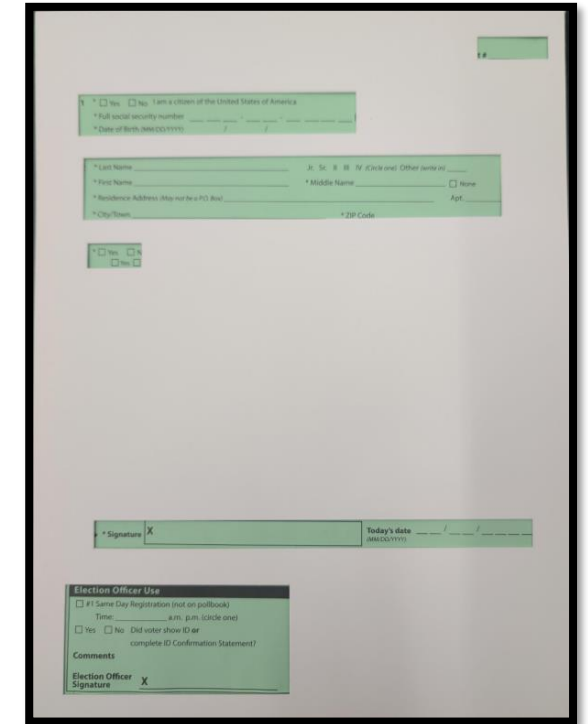
Provisionals / Same Day Registration

Overlays will be provided to assist in your accuracy



A photograph of a provisional ballot envelope with a green overlay. The overlay contains fields for: Last Name, First Name, Middle Name, Address, City/Town, and ZIP Code. It also includes checkboxes for 'I am a citizen of the United States of America' and 'I am a U.S. citizen and have not been a U.S. citizen for at least 1 year'. A signature line and 'Today's date' field are at the bottom. An 'Election Officer Use' box is in the bottom left corner.

Provisional Envelope Overlay



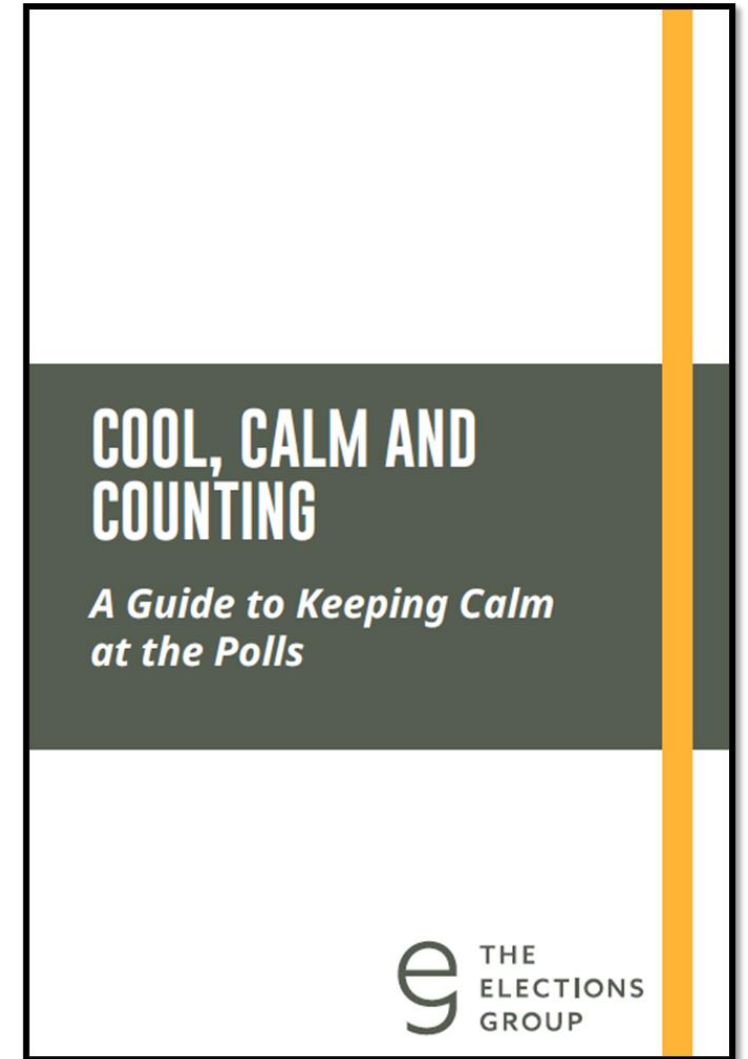
A photograph of a Same Day Registration (SDR) ballot envelope with a green overlay. The overlay contains fields for: Last Name, First Name, Middle Name, Address, City/Town, and ZIP Code. It includes checkboxes for 'I am a citizen of the United States of America' and 'I am a U.S. citizen and have not been a U.S. citizen for at least 1 year'. A signature line and 'Today's date' field are at the bottom. An 'Election Officer Use' box is in the bottom left corner.

SDR Envelope Overlay



De-Escalation

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





Polls Closed

Please use the Closing Checklist in the Manual

- Don't close down equipment until all voters have voted
- Clean up
- Remove all tape
- Take down signs
- Put tables & chairs away
- Clean up food area

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119

Closing Checklist

COMPLETE ALL THESE TASKS AFTER VOTERS LEAVE

PRIORITY TASKS

- 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)

CHECK YOUR

PRINCE WILLIAM COUNTY, VA

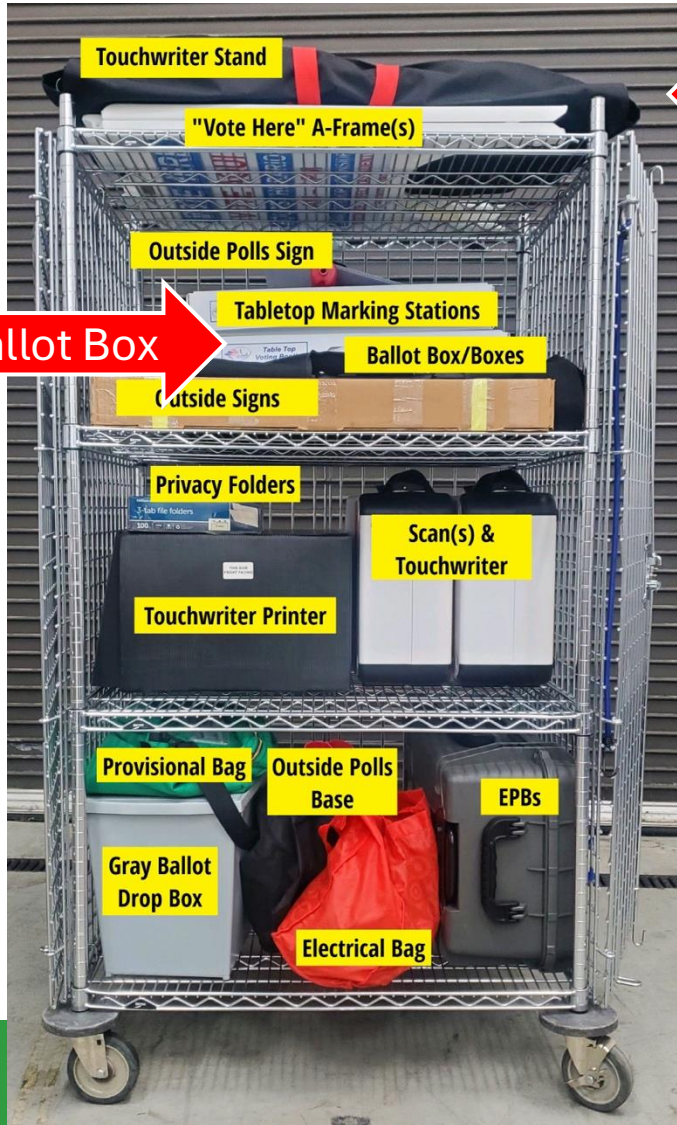
119

CLOSING

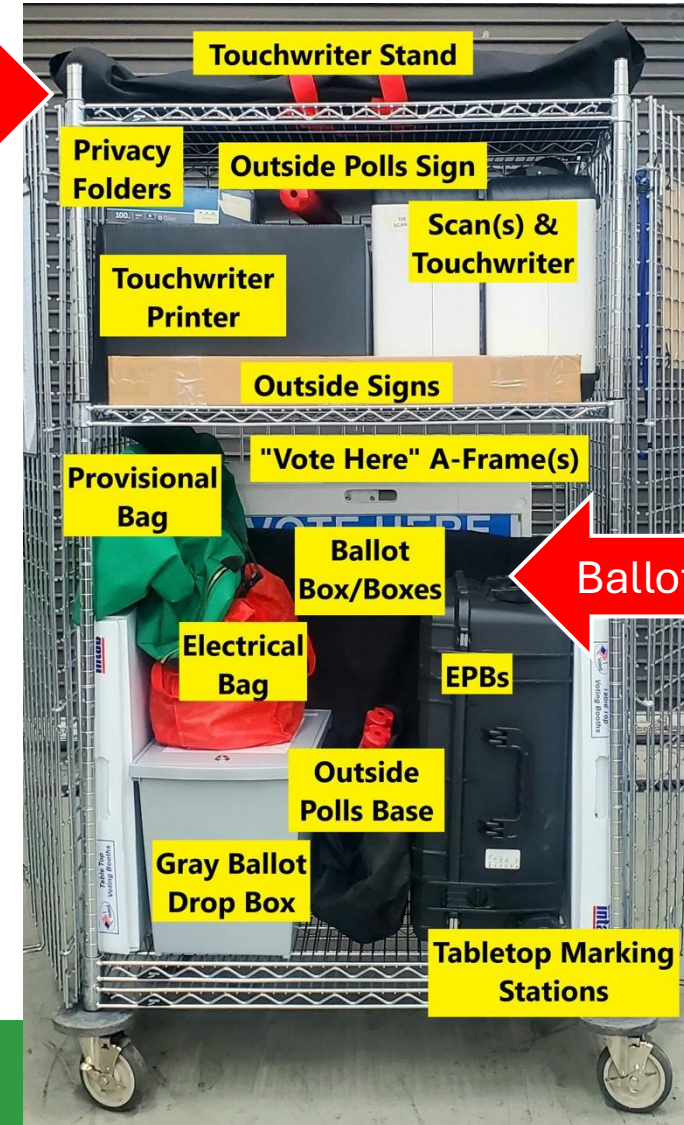


Reminder: If a voter is in line at 7pm – They CAN vote!

Cage Return - Inspection



Please note the Proper location of the touch-writer and ballot box





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		100		
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) <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

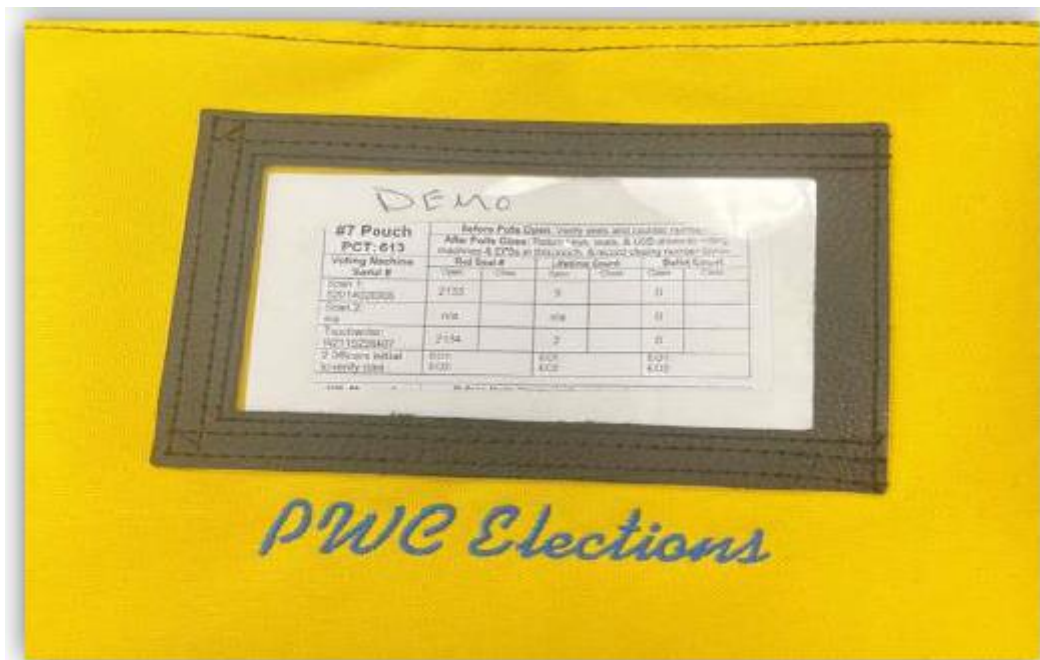
Marc Carter

Eshal Archer

Eryn Lopez

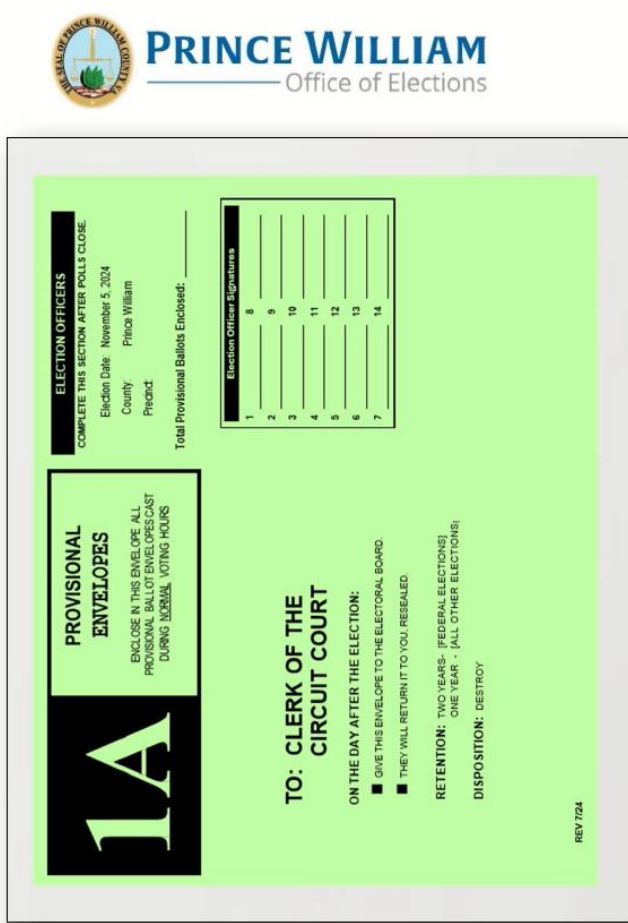


Yellow #7 Pouch – Location of all Seals





Envelope Guide – in Chief Binder



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

REV 7/24

ENVELOPE 1A

CONTENTS

Same Day Registration Provisional Ballot **SDR** Precinct # _____

Voter resides in this precinct but is not on this precinct's pollbook Primary elections—Party ballot

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 _____ 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 Virginia P.O. Box (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 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 _____

Officer/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: _____

2. Attach a copy of the identification document.

ELECT-653-English-07/2024

Provisional Ballot Envelopes (9.5"x12.5")

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

60



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	Chief Bag with
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cellphone, Tablet, and Chargers <small>powered off</small>	#3 <small>Tamper Tape</small>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#9 Envelope <small>With Ballots Enclosed Tamper Tape With completed Chain Of Custody Form & Quantity (even if zero)</small>	#6 <small>Including unused provisional</small> <small>Tamper Tape</small>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#1A Envelope <small>Tamper Tape Ballot Quantity</small> _____	Chief Bag Items <small>Binder, Law Book, etc.</small>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#1B Envelope <small>Ballot Quantity</small> _____	<div style="background-color: #E91E63; color: white; padding: 2px; font-weight: bold;">EOs Returning:</div> Print Name: _____ Phone: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#2 Envelope <small>Tamper Tape</small>	Print Name: _____ Phone: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#2A Envelope <small>Tamper Tape</small>	<div style="background-color: #333; color: white; padding: 2px; font-weight: bold;">Office Use Only</div>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#4 Envelope <small>Tamper Tape</small>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#7 Yellow Pouch <small>Containing: vDrive(s) (Verify Drives) EPB Flash Drive(s) Keys Seals</small>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#8 Envelope <small>Do NOT Seal</small>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X Envelope <small>Seal with Tamper Tape only if used</small>	

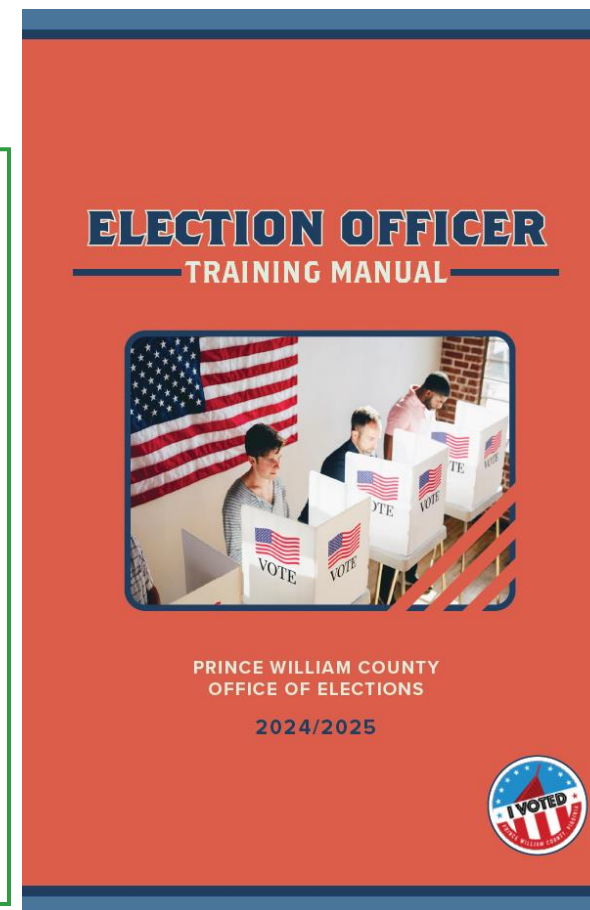






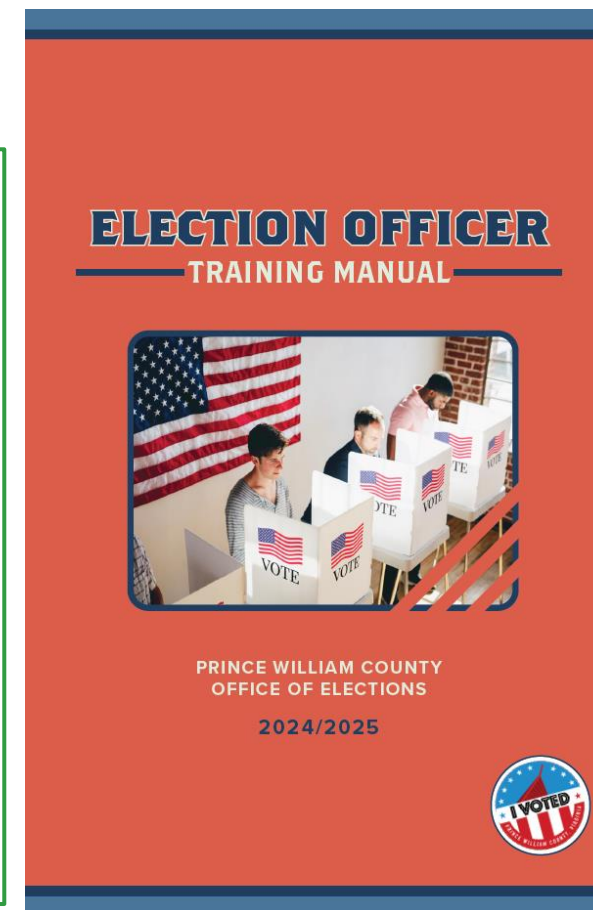
Training Manual Review

- 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



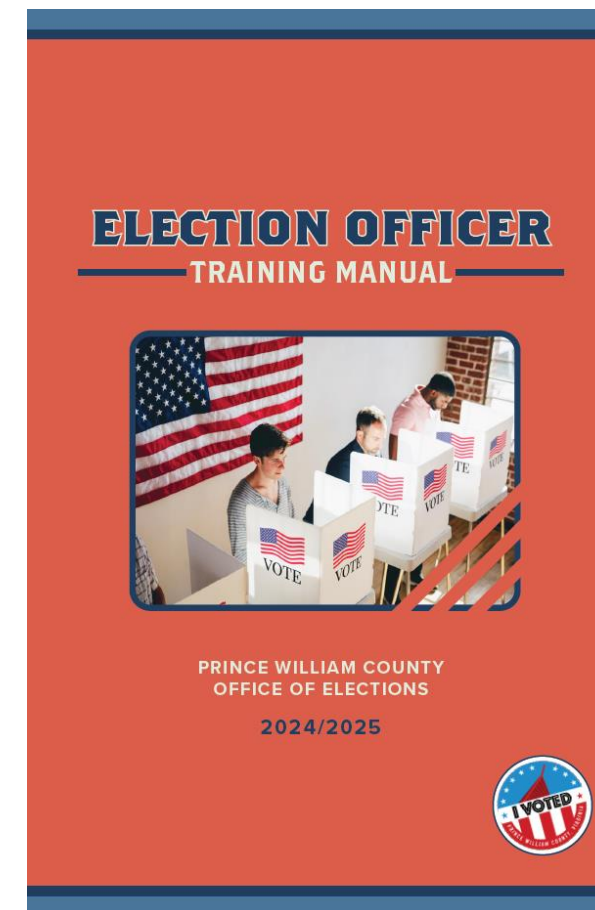
Training Manual Review

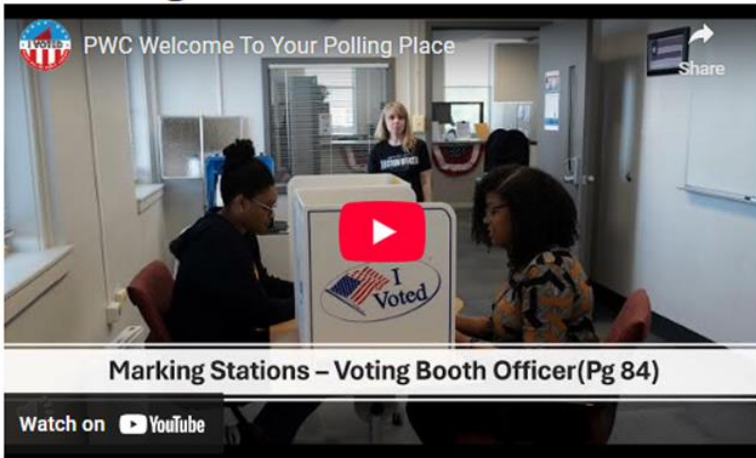
- Pg. 80 – Absentee Ballot Situations
- Pg. 82 – Paper Pollbook (in the cage)
- Pg. 86 – TouchWriter for ADA voters
- Pg. 102 – 40 ft Prohibited Area
- Pg. 103– Firearms



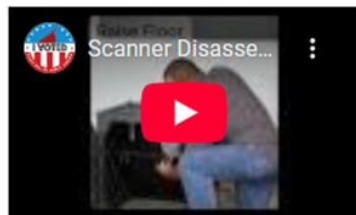
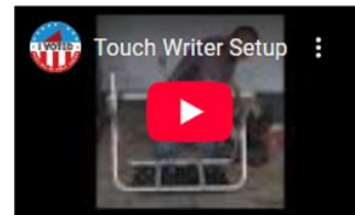
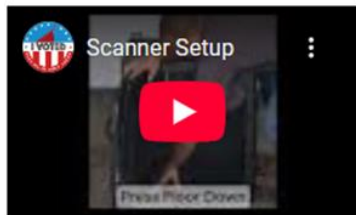
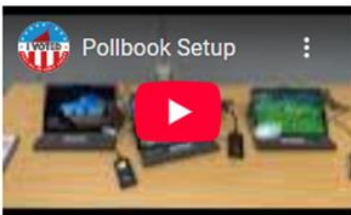
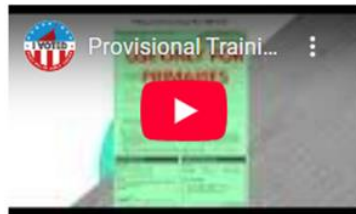
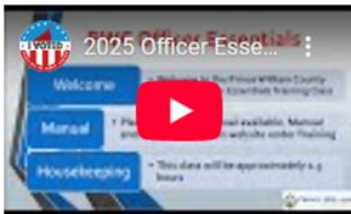
Training Manual Review

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

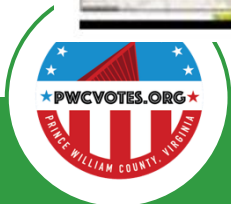




pwcvotes.org/training

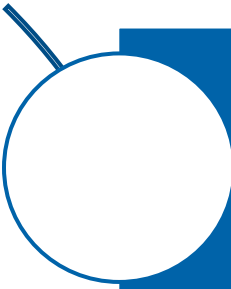


- 10+ Videos
- Training Slides & Videos
- Manual

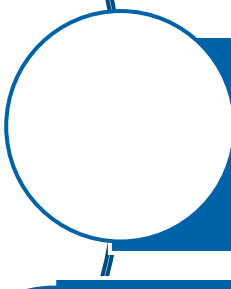




Final Notes



**Make sure to register in the Officer Portal and county payroll – Mobius (Assignment Letter)
Election Day Pay \$350**



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

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





Thank You!

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

We can not do this without you!