

# 2024 Chief & Assistant Chief Training

Dual Presidential Primary Election

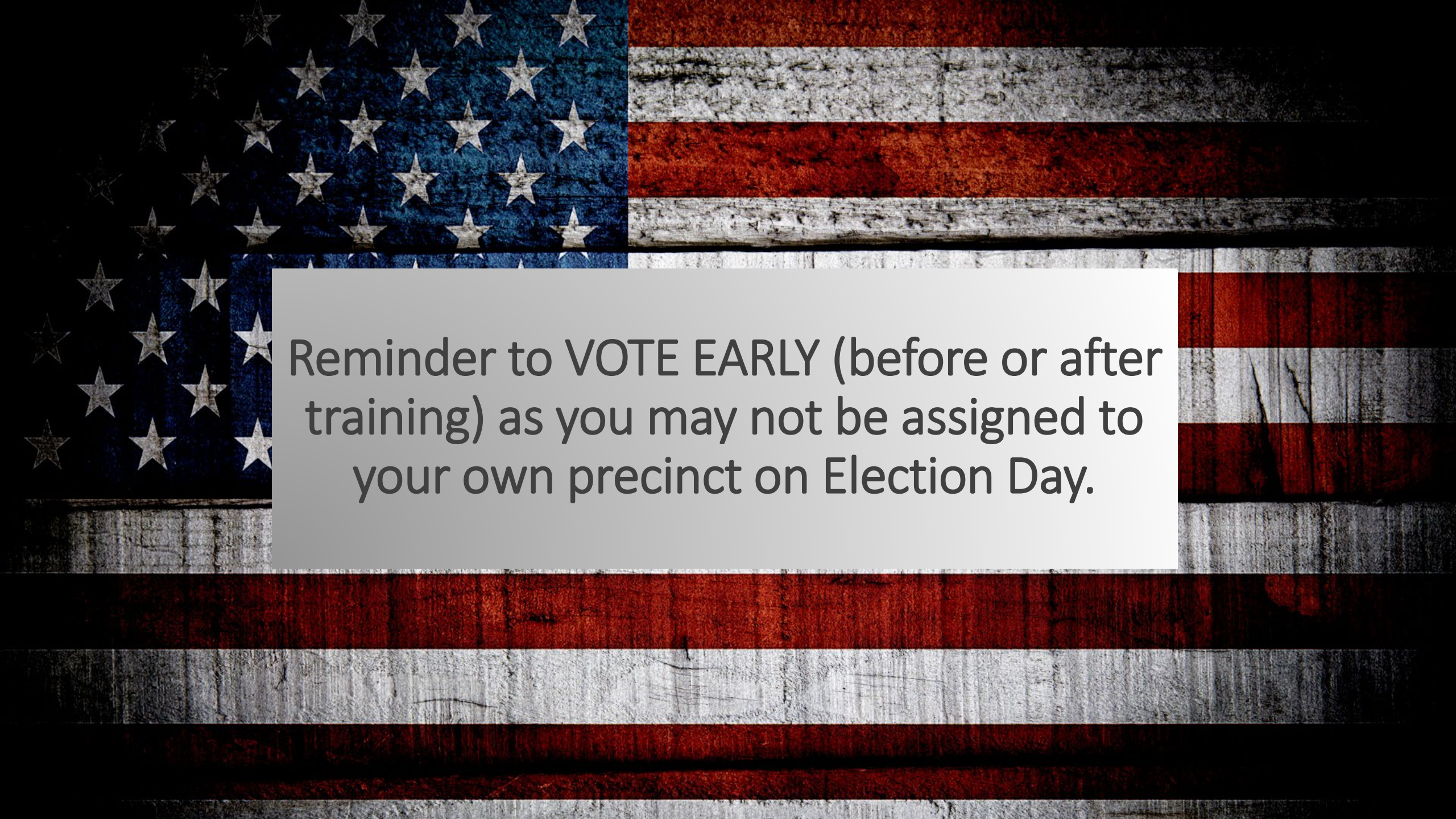
March 5, 2024

Culpeper County, VA

# Introductions

- **General Registrar – Melissa Hart**
- **Chief Deputy Registrar – Kendall Trout**
- **Deputy Registrar – Andrew Campbell**
  
- **Electoral Board Chair – Tracy Neely**
- **Electoral Board Vice-Chair – Don Doyle**
- **Electoral Board Secretary – Clive Richmond**



The background of the image is a stylized American flag with a distressed, weathered appearance. The stars and stripes are rendered in a way that suggests they are painted or etched onto a rough, textured surface like wood or stone. The colors are muted and dark, with the blue field containing white stars and the red and white stripes appearing as dark red and greyish-white. A white rectangular text box is centered horizontally and partially overlaps the flag's stripes.

Reminder to VOTE EARLY (before or after training) as you may not be assigned to your own precinct on Election Day.



**SAVE THE DATE**

**June 18, 2024  
(Primary Election)**

**November 5, 2024  
(General Election)**



**POLITICS FREE  
ZONE**



OBSERVER

OBSERVER

OBSERVER

OBSERVER

# General Housekeeping

- Comfort/Attire – dress for the weather (layers)
- Remember to bring meals and any medication.
- Keep food and drinks away from ballots and equipment.
- No politics! ...even before and after the polls are closed
- Limit conversations with voters. Keep them moving!
- Election Officers are **NOT ALLOWED** to use cell phones in the voting area – voters get nervous.
- Bring paper (non-political) reading material with you.
- Positive atmosphere – Election Day is a good day!

# Important Tasks of Election Officers

- **Report for work at 5:00 AM on Election Day (unless working a half day shift)**
- **Prepare the polling place for voting**
- **Set up voting equipment**
- **Demonstrate voting procedures**
- **Assist voters as necessary**
- **Maintain order and security at the polls**
- **Close polling place**
- **Certify work done at polling place**





# ELECTION DAY

## Compensation

- Precinct Chief: \$375/day
- Assistant Chief: \$330/day
- Election Officer: \$300/day

# Equal Party Representation at the Polls

The representation of the two parties shall be equal at each precinct, if practicable (Code of Virginia § 24.2-115).

## Change of Party Affiliation

Name: \_\_\_\_\_

- I would prefer to represent the Democratic Party.
- I would prefer to represent the Republican Party.
- I would prefer to be unaffiliated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Thank you for being a part of our team!

- Administer Oaths to all Election Officers



# What's on the Ballot?

Commonwealth of Virginia  
**Sample Ballot**  
 County of Culpeper  
 [Your Precinct]  
 Democratic Party Presidential Primary  
 Tuesday, March 5, 2024

**Instructions to voters**

To vote for a candidate, use a black pen to fill in the oval next to the name, like this:



If you want to change a vote or have made a mistake, ask an election worker for another ballot.

If you make marks on the ballot besides filling in the oval, your votes may not be counted.

**President**  
 Vote for only one

- Marianne Williamson
- Joseph R. Biden, Jr.
- Dean Benson Phillips

END OF BALLOT

Ballot Style #    Typ: Seq: Spl:    [Your Precinct]



Commonwealth of Virginia  
**Sample Ballot**  
 County of Culpeper  
 [Your Precinct]  
 Republican Party Presidential Primary  
 Tuesday, March 5, 2024

**Instructions to voters**

To vote for a candidate, use a black pen to fill in the oval next to the name, like this:



If you want to change a vote or have made a mistake, ask an election worker for another ballot.

If you make marks on the ballot besides filling in the oval, your votes may not be counted.

**President**  
 Vote for only one

- Chris Christie
- Ryan L. Binkley
- Vivek Ramaswamy
- Donald J. Trump
- Ron D. DeSantis
- Nikki R. Haley

END OF BALLOT

Ballot Style #    Typ: Seq: Spl:    [Your Precinct]

# Dual Primary Notice

## March 5, 2024, Presidential Primaries

### **Attention Voters:**

There are two elections being held today:

- Democratic Party Presidential Primary
- Republican Party Presidential Primary

***“No person shall vote for the candidates of more than one party.” (Va. Code 24.2-530)***

Voters must choose in which party primary they wish to participate.

This applies even if the primaries are for different offices.

# What is a Dual Primary?

2

A **dual primary** is two primary elections conducted at the same time, one for each political party.



All persons qualified to vote may vote in either primary election.  
(§ 24.2-530)



The voter may NOT vote in both primaries held on the same date, even if the desire is to vote for candidates running for different offices.  
(§ 24.2-530)

# You ARE the Chief!

## **Before Polls Open:**

- Make sure you know how you're getting into the building. (If you don't know, please ask us!)
- Review your binder materials.
- Arrive early. Your team will be there at 5:00 a.m.
- Make sure you have the keys to the cart/scanner/blue bin containing ballots.
- Set up the equipment ASAP. Don't wait to "Open Polls" on the scanner.
- Swear in your officers and discuss any emergency plans.
- Doors open for voters at 6:00 a.m.



## Election Day Emergencies

- Natural disasters (earthquakes, winter storms, etc.).
- Damaged or malfunctioning voting equipment.
- Electrical power outage.
- Officers of Election who do not show up on Election Day.
- Inability to enter the polling place.
- Bomb threat.
- Unruly or threatening behavior from a citizen.

**If life-threatening, CALL 911!**

Otherwise, call the Registrar: 540-825-0652

# What to do in an Evacuation



- Officers should make note of the “public counter” number on the voting machine.
- If possible, take voting machines, Poll Pads, ballot drop box, paper ballots, forms, envelopes, and pens.
- If you are unable to continue the voting process outside the polling place, record the names of voters already checked in and advise them to wait until the building can be re-entered.
- If they must leave, advise them to return before 7:00 p.m.
- Allow them to go to front of check-in line when they return.
- If a voter who has already been issued a ballot must leave, the voter must insert the completed ballot into the emergency ballot box or turn the ballot in to the Chief.

# **It's 5:00 AM on election morning. What needs to get done in the next hour?**

**At 5:00 AM, you will swear in all officers. From 5:00 AM to 6:00 AM, the following tasks need to be completed:**

- Open and set up Poll Pads, the electronic poll books used to check in voters.**
- Open and set up the DS-200 scanner(s), which scans ballots and tabulates results.**
- Open and set up the ExpressVote , the assistive ballot marking device for voters with disabilities.**
- Open and double count first sealed pack of ballots. Mark the ballot record report accordingly.**
- Post all signs, inside and outside, and mark the 40-foot Prohibited Area.**



# Before the Polls Open: Signs

- Post “Vote Here” signs outside.
- Mark 40’ Prohibited Area.
- Set up the trifold cardboard sign inside.

USE THE CONE/SIGN TO MARK CURBSIDE SPACE.

PLEASE MAKE SURE SIGNS GET BACK INSIDE THE CART BEFORE YOU LEAVE AT NIGHT.

CONES WILL BE PICKED UP SEPERATELY.



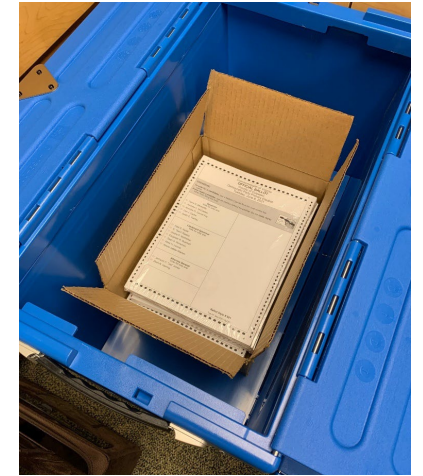
# Withdrawn Candidates: Posting Notice

- If any candidates have officially withdrawn (not the same as suspended) with the State of Virginia, notices must be posted inside of the voting privacy booths for Election Day.
- If they have not withdrawn officially, you cannot offer information on these candidates to voters, even if you are asked.



# Before the Polls Open: Ballots and Ballot Record Reports

**IMPORTANT:** There will be TWO Ballot Record Reports for this election because it is a dual primary.



## Ballot Record Report

March 5, 2024 - Democratic Party Presidential Primary Election

Ballot Style 16 (West Fairfax – 101)

Place in Envelope 2

orange

### 1. Start here at the beginning of the day

- How many unopened ballot packs are inside the blue bin? 12  
 Multiply the total number of packs your received by 100: 1200 (BALLOTS AM)
- **Open** and **count** the ballots from the first pack (or packs if you expect to be busy).
  - **Record** that number in the column on the far right beside the number 1.
  - **For each ballot pack you open**, record the number to the far right beside the pack #.

### 2. What to do with spoiled, voided and provisional ballots

**Spoiled ballots** *This is a ballot spoiled by the voter.*

- Cross off or circle the next number below.

a	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32

**Voided ballots** *Voter decides not to vote (or you find an abandoned ballot)*

- Cross off or circle the next number below.

b	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
---	---	---	---	---	---	---	---	---	---	----	----	----	----	----	----

**Provisional ballots** *This is a ballot for a provisional voter.*

- Cross off or circle the next number below.

c	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32

### 2. Open Packs

Ballot pack #	# of ballots in pack
1	100
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	

## Ballot Record Report

March 5, 2024 - Republican Party Presidential Primary Election

Ballot Style 1 (West Fairfax – 101)

Place in Envelope 2

orange

### 1. Start here at the beginning of the day

- How many unopened ballot packs are inside the blue bin? 12  
 Multiply the total number of packs your received by 100: 1200 (BALLOTS AM)
- **Open** and **count** the ballots from the first pack (or packs if you expect to be busy).
  - **Record** that number in the column on the far right beside the number 1.
  - **For each ballot pack you open**, record the number to the far right beside the pack #.

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---	---	---	---	---	---	---	---	---	---	----	----	----	----	----	----

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	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32

### 2. Open Packs

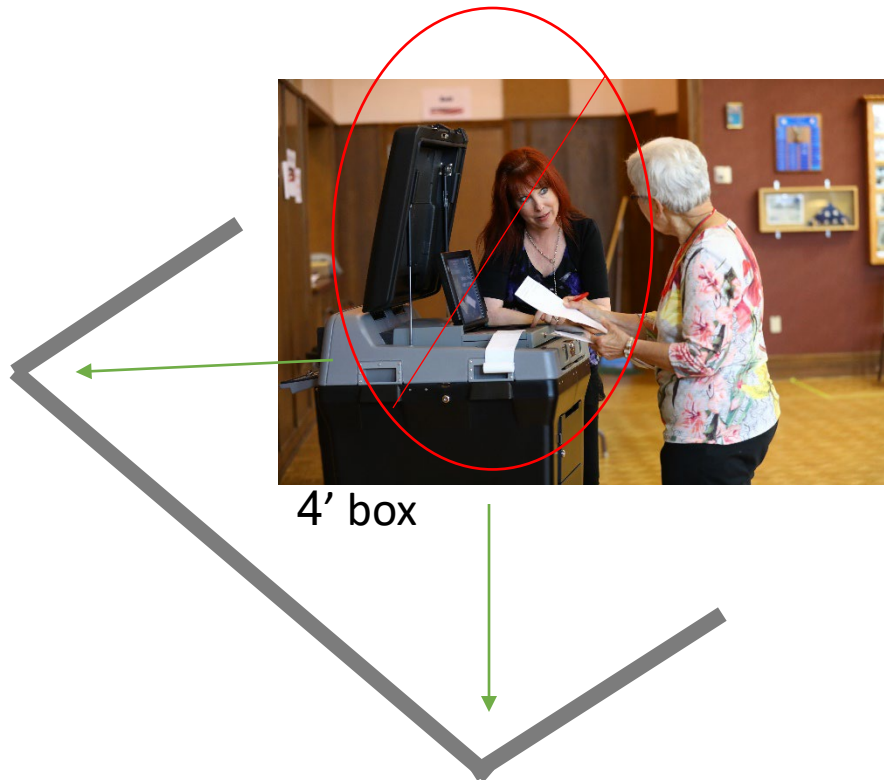
Ballot pack #	# of ballots in pack
1	100
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	

# Before the Polls Open: Voter Privacy

## Don't crowd the scanner:

Use the blue tape to mark a box on the floor that is 4' or more from any side of the box. This will help with voter privacy.

*§24.2-638: The equipment shall be placed at least four feet from any table where an officer of election is working or seated.*



# Setting Up Equipment: Watchers/Observers

Poll Observers/Watchers are your neighbors – they volunteer because they care.

They need to check in with the Chief.

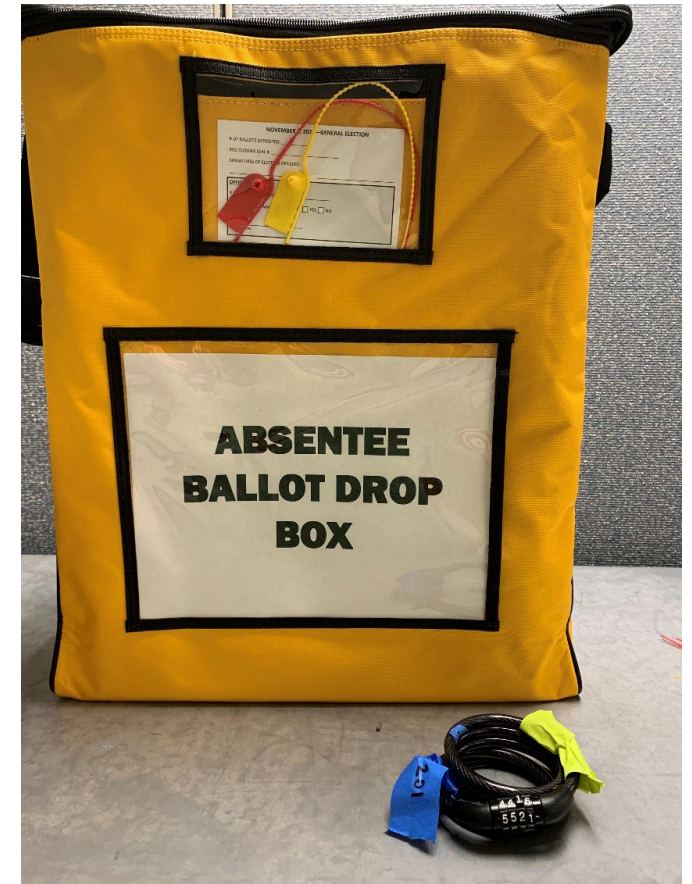
When you set up the pollbooks, designate a space where they can see and hear.

They have a job to do and so do you.



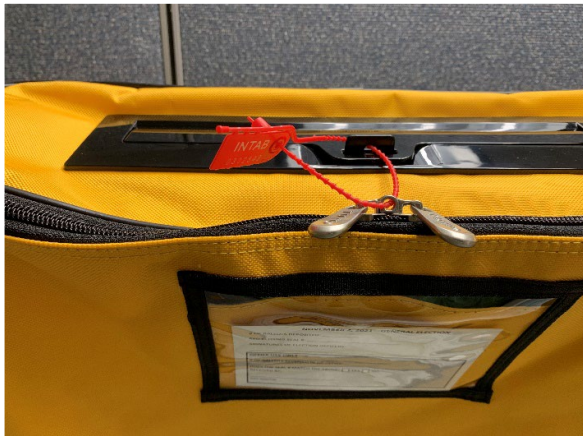
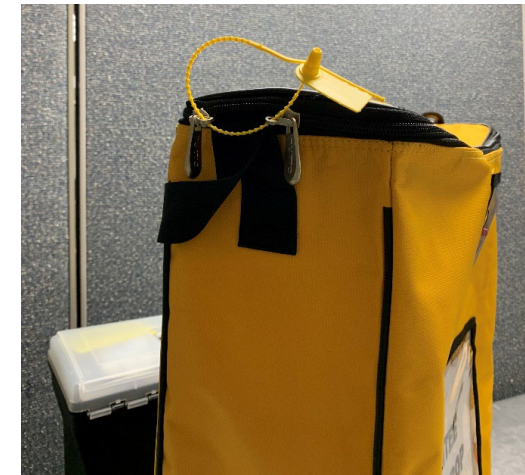
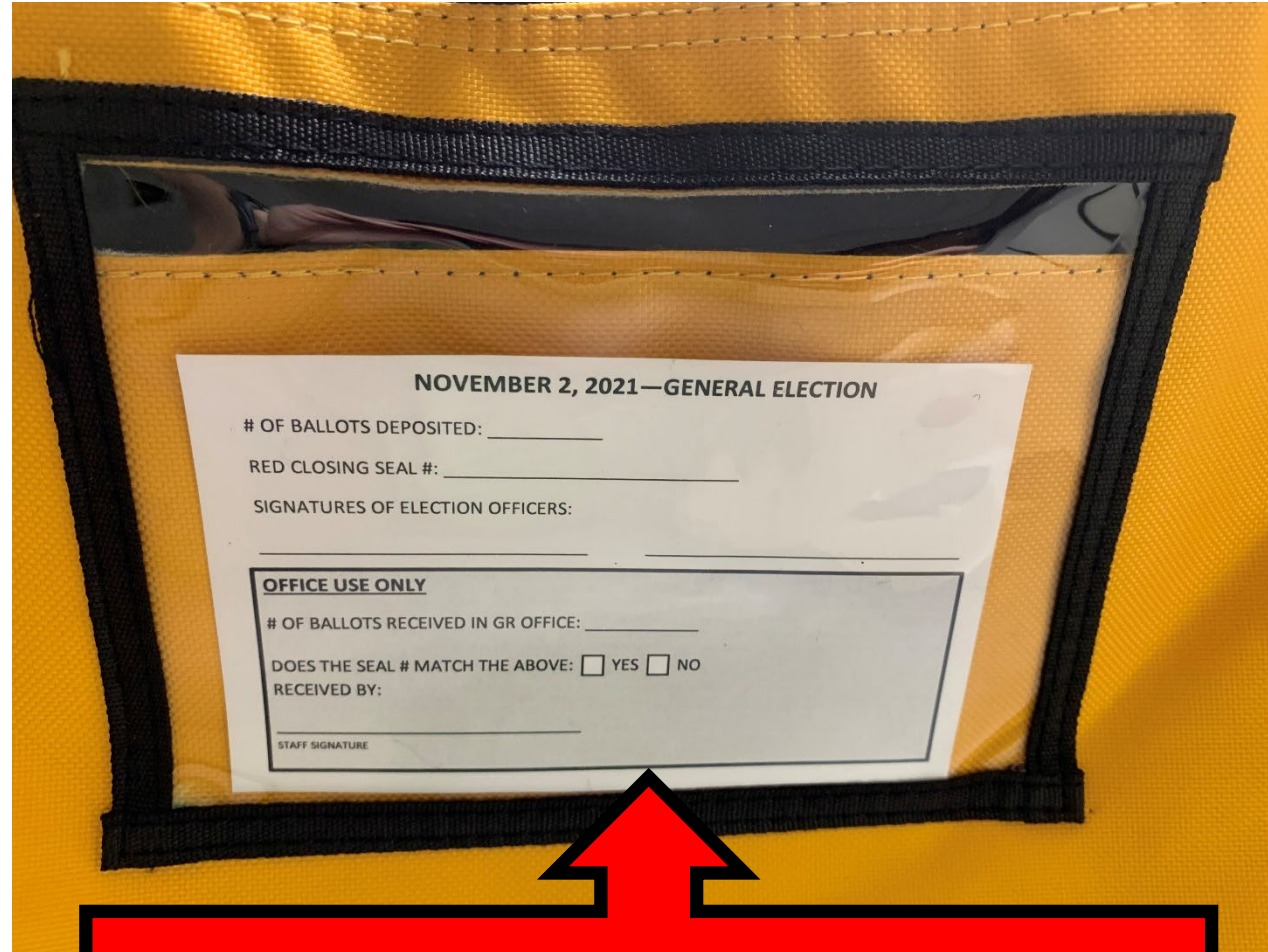
# Setting Up Equipment: Absentee Ballot Drop Boxes

- A yellow, sealable bag is available at ALL polling places for securely dropping off absentee ballots on Election Day ONLY.
  - *You may use the bike lock to attach this bag to the cart or to another secure object.*
  - *The bike lock code is provided on your password index card in the Chief Binder.*
- Voters with marked absentee ballots can skip the vote-in-person line to drop them off here.
  - *Voters surrendering an unmarked ballot to vote in person instead still need to wait in line.*



**You must return this bag to the office at the end of the night (even if empty!).**

# Absentee Ballot Drop Boxes



Please remember to fill out and sign the index card inside the front pocket BEFORE sealing the bag to return to us.

# Dual Primary Procedures: Voter Check-in

1. Make sure to have two copies of the sample ballots (one for each primary) displayed on the trifold posterboard for voters to see when they arrive.
  - Displaying these near the Dual Primary Notice may help voters better understand the process.
2. Ask for the voter's ID. Scan it or perform manual entry to find the voter in the Poll Pad. Ask for his or her name and address, then confirm the information by repeating it back to the voter. Verify that the information provided matches what is on the Poll Pad screen.
  - Note: the voter may provide their answer aloud or in writing.

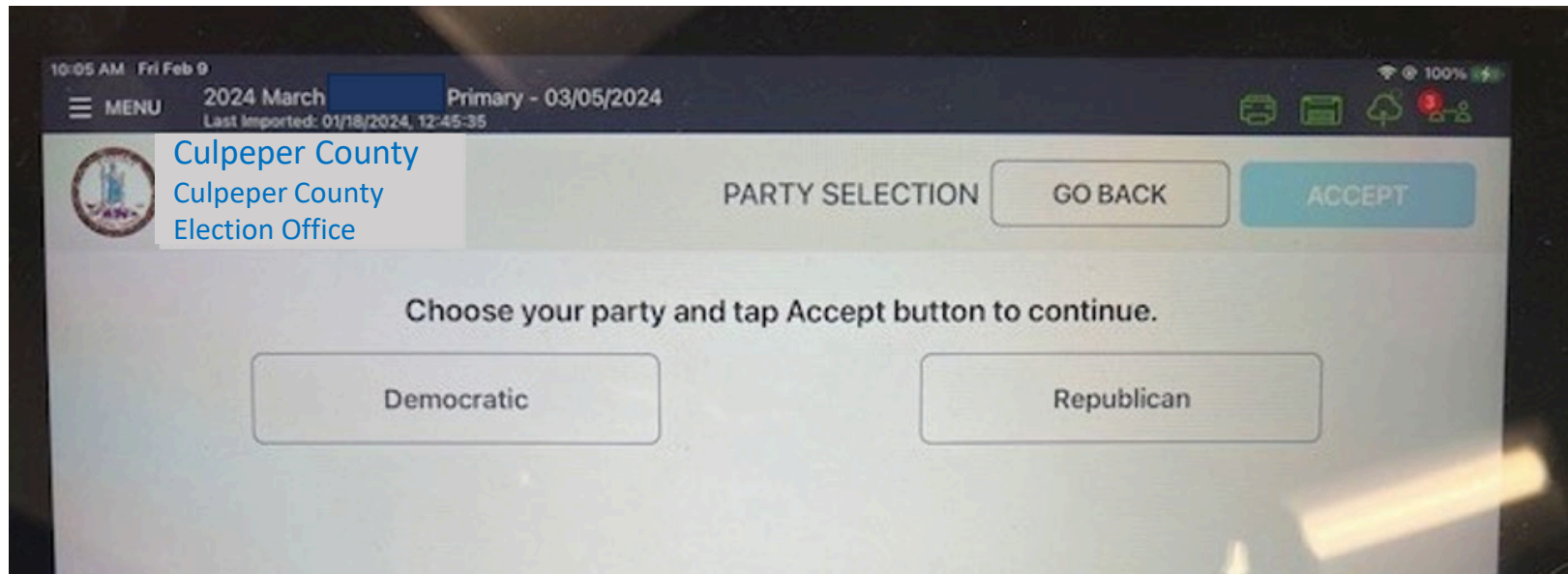


# Dual Primary Procedures: Voter Check-in

3. Next, the voter must somehow indicate their choice of primary to the pollbook officer(s). To determine in which primary election the voter wishes to vote, ask the voter: ***"Do you wish to vote in the Democratic Party Primary or in the Republican Party Primary?"***
  - ***This language is recommended by the Virginia Department of Elections.***
  - Note: the voter may provide their answer aloud or in writing.
  
4. The Election Officer should repeat the voter's name and party primary choice aloud for confirmation. Authorized observers, if any, should be able to hear these two items.

# Dual Primary Procedures: Voter Check-in

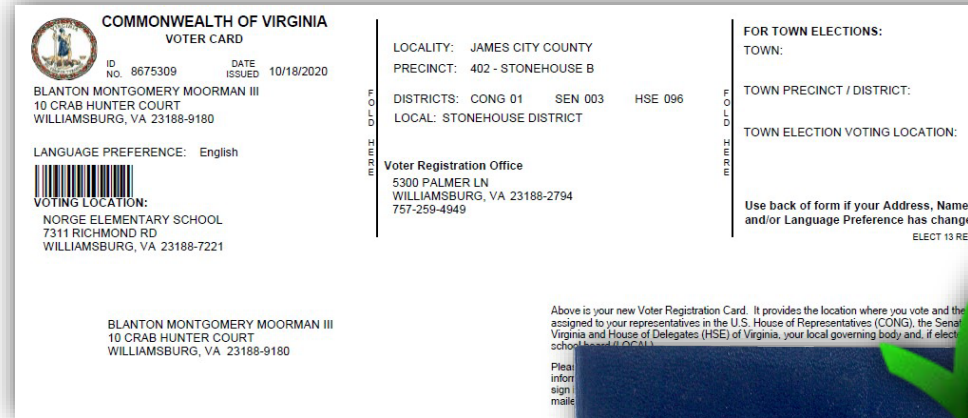
5. When checking in the voter on the Poll Pad, you will be given the option of selecting the Republican or Democratic Party Primary for every voter. Select the voter's choice of primary on the Poll Pad, then click accept to check him/her in.



6. Lastly, the Ballot Officer at the check-in table will provide the voter with the ballot style that corresponds with his/her primary selection and direct them to a voting station.

# Acceptable Forms of ID

- Only one form of identification is required... it **does not** have to have a picture on it!
- Out of State College IDs are acceptable in both physical and electronic form; however, out-of-state driver's licenses and high school IDs are not.
- Expired VADLs are acceptable.
- The voter's address on all forms of ID **DOES NOT** have to match what the voter says.
- An ID Confirmation Statement (in the black file box) can be used if a voter does not have a form of ID to provide.
- Reference the list of acceptable IDs provided in the Chief Binder.



COMMONWEALTH OF VIRGINIA  
VOTER CARD

ID No. 8675309 DATE ISSUED 10/18/2020

BLANTON MONTGOMERY MOORMAN III  
10 CRAB HUNTER COURT  
WILLIAMSBURG, VA 23188-9180

LANGUAGE PREFERENCE: English

VOTING LOCATION:  
NORGE ELEMENTARY SCHOOL  
7311 RICHMOND RD  
WILLIAMSBURG, VA 23188-7221

LOCALITY: JAMES CITY COUNTY  
PRECINCT: 402 - STONEHOUSE B

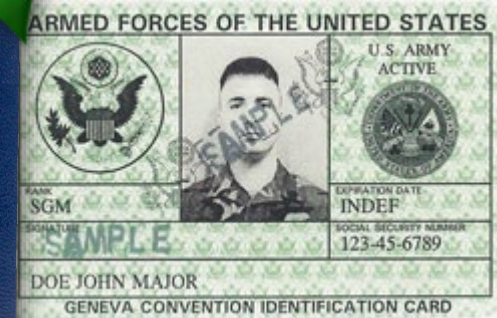
DISTRICTS: CONG 01 SEN 003 HSE 096  
LOCAL: STONEHOUSE DISTRICT

Voter Registration Office  
5300 PALMER LN  
WILLIAMSBURG, VA 23188-2794  
757-259-4949

FOR TOWN ELECTIONS:  
TOWN:  
TOWN PRECINCT / DISTRICT:  
TOWN ELECTION VOTING LOCATION:

Use back of form if your Address, Name and/or Language Preference has changed

BLANTON MONTGOMERY MOORMAN III  
10 CRAB HUNTER COURT  
WILLIAMSBURG, VA 23188-9180



# Important Information: Answers to FAQs

- If the voter asks why they must choose a primary, explain that the question must be asked and answered so that the voter will receive the ballot requested, and the pollbook(s) will be appropriately marked. State laws require separate ballots and separate paper pollbooks (if used) for each party's primary. While the two primaries are two separate elections, the voter cannot vote in both (§§ 24.2-529 -- 24.2-532).
- **No matter how the voter has provided the information, the Election Officer shall repeat, in a voice audible to party and candidate representatives present, the full name provided by the voter and the ballot the voter has requested to vote** (§ 24.2-643).

# Important Information: Answers to FAQs

- After checking in, the voter will be shown as having voted on the pollbooks and would not be able to check in again for the other party's primary.
- The choice to vote in a party's primary does NOT mean that the voter will be "registered" with that party. **Virginia does not have "registration by party"** (§§ 24.2-101, 24.2-418).
- No voter may be challenged on their choice of a primary (§ 24.2-530).
- The voter's address on all forms of ID **DOES NOT** have to match what the voter says.

# **Voter changes mind about which primary ballot they want to vote.**

If a voter has checked in but has NOT yet scanned their ballot, they may switch ballots and vote in the other political party's primary election. Follow these steps in this order:

1. Call for the Chief.
2. Have the voter return their original ballot, write spoiled across ballot and place in Envelope 4 for spoiled and void ballots.
3. Look up the voter in the Poll Pad (should be highlighted in green and state "voted").
4. Undo check-in by selecting voter name.
5. Select box that says, "**spoil ballot**".
6. Chief will put in override password.

**The Chief should be the only person to cancel a check-in. If you have any questions, please call us at 540-825-0652.**

## **Voter changes mind about which primary ballot they want to vote.**

7. Select the “change party” button located on the bottom middle of the screen.
  - a. Select the party that the voter wishes to vote for.
8. Choose the type of ballot to spoil on middle left of screen.
9. Choose a reason on right of screen; it will most likely be “wrong party selected”.
10. Finally, select “spoil ballot” again in upper right of screen.
11. Manually search the voter and verify that they are checked in with the correct ballot style (highlighted in red).
12. Don’t forget to add a spoiled ballot to your ballot record report.

**The Chief should be the only person to cancel a check-in. If you have any questions,  
please call us at 540-825-0652.**

# Poll Pad Hiccup . . . OH NO! What do I do?

Voters who:

- aren't in the pollbook → **CALL THE OFFICE**

*\*Remember: the Poll Pads will automatically search countywide, but voters outside of your precinct will be filtered to the bottom and displayed in grey. Check here before calling.*

- have moved → Use “What Ifs” Guide (SDR/Mover’s Rules Chart)

- have **“VOTED”** or **“MARKED”** next to their name → **CALL THE OFFICE**

All these issues have a solution, but they may require more research.



# Outside Polls (Curbside)

If a voter needs to vote curbside (over 65 or has disability):

- Limited staff and/or Chief must handle all curbsides.
- Obtain voter's ID, return inside, and present the ID to Pollbook Officer to confirm the information on it. Check in voter and obtain proper ballot.
  - **Be sure to check the box that says "Outside Polls" on the pollbook.**
- Take clipboard, ballot & privacy sleeve, ballpoint pen, and "I Voted" sticker (be sure to return the voter's ID).
- Maintaining voter privacy, return completed ballot and insert into scanner. Ask voter to wait until ballot is accepted, confirm back to voter that all is well.



# Accessibility at the Polls

- **Election Officers are to ensure that all voters receive courteous and patient attention.**
- **Give undivided attention to a person who has difficulty speaking. If necessary, provide pen and paper for writing notes to communicate.**
- **Speak calmly, slowly, and directly to a person with a hearing problem.**
- **Be aware that service animals, which assist people with disabilities, should be admitted into all buildings.**
- **Offer the option of using the ExpressVote to voters who may need assistance with marking their ballot.**



# NEVER EVER . . . .

- NEVER turn a voter away or send them to another precinct without looking them up first.
- NEVER turn a voter away if they don't have a valid ID.
  - Note: Photos are no longer required on ID, but a valid form of ID must be provided still.
  - An ID Confirmation Statement (in the black file box) can be used if a voter does not have a form of ID to provide.
- NEVER tell a voter they cannot vote. When in doubt, provide voters with the option to cast a provisional ballot.

# You ARE the Chief!

## **When Polls are Open:**

- Be vigilant – look for voters who may need help.
- Call in ALL Provisionals before issuing a provisional ballot.
- You're the boss. Manage your team and maintain order within the precinct.

# While Polls are Open: Hourly Count

On the hour (or close to it), record and compare the number of voters checked into the pollbook with the number of ballots read by the scanner.

Be sure to account for voters still in the middle of the voting process.

If the numbers don't match, use the Incident Report to document it.



# Who May Be in the Polling Place?

- Any member of the Electoral Board
- Officers of Election
- Any authorized party representative, candidate representative, or poll observer
- A candidate who is voting (no time limit)
- A candidate who is not voting (**10 minutes maximum**)
- Voting equipment custodians
- Qualified voters
- Minors (**age 15 or younger**) accompanying parent
- News media representatives

# Authorized Representatives

- May not interfere or visit with officers of election. They may sit behind, but not at, the check-in table.
- May challenge a voter for cause.
- Must be able to hear check-in officer repeat voter's name and ballot selection.
- See *Guideline for Campaigners and Authorized Representatives* for more information in Chief Binder.

# Prohibited Activities Inside the Polling Place

- Campaigning is not permitted by anyone inside the polling place.
- No person may give, tender, or exhibit any ballot, ticket, or other campaign material to any person.
- No person may solicit or in any manner attempt to influence any person casting their vote.
- No one may hinder or delay any officer of election or voter.



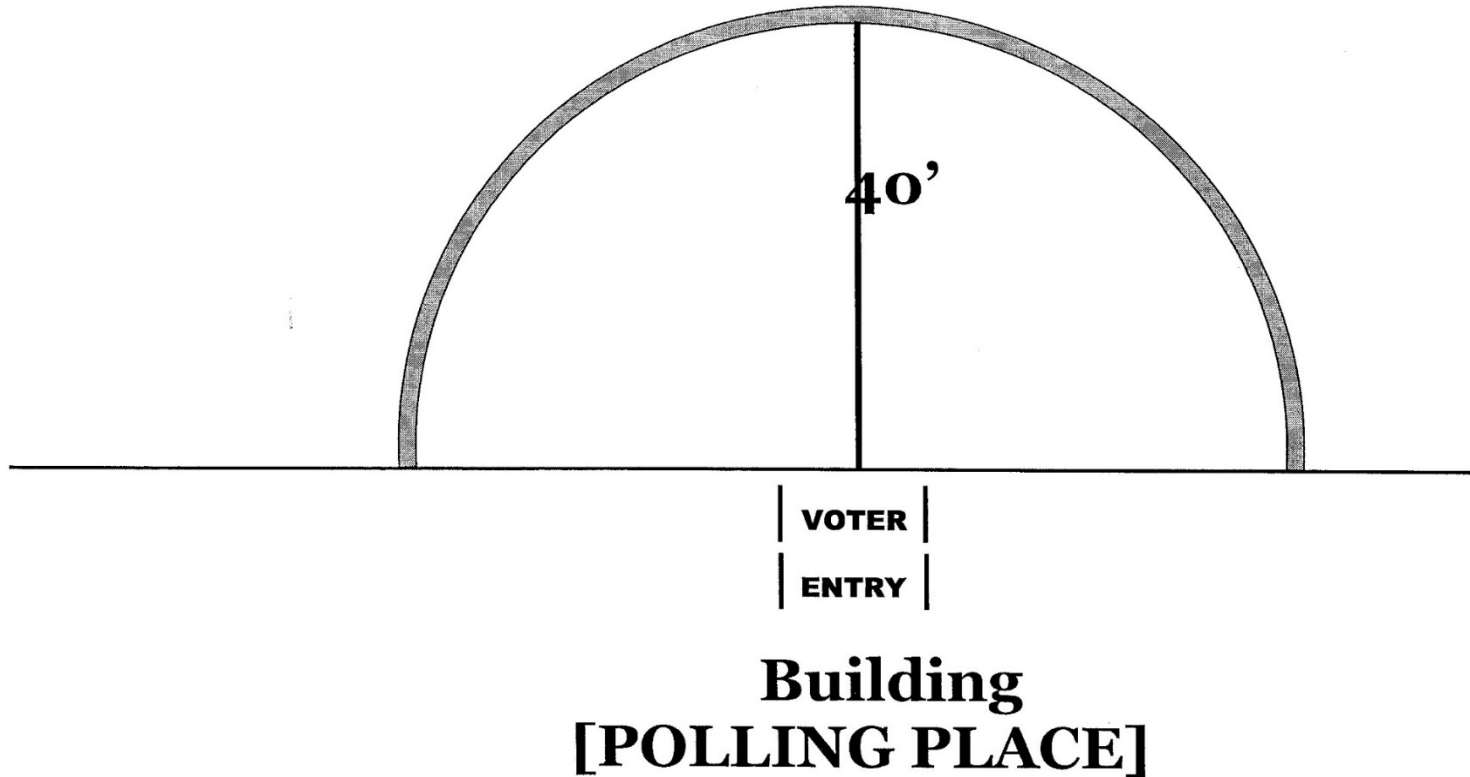
# Activities **PROHIBITED** within 40 feet of the Polling Place


- All activities and signage created to influence the voters
- Obtaining precinct results
- Bake sales or similar activities
- Cannot stop or delay a voter or Officer of Election or try to influence any person in casting their vote
- Carrying of firearms
- Using loudspeakers are prohibited within **300 feet** of the polling place (except for school purposes or emergencies)

You may see people collecting petition signatures during the June 18<sup>th</sup> Primary. That is acceptable outside of the 40' line.

**Per *Section 24.2-530* of the Code of Virginia  
Political Campaigning, Loitering & Congregating  
Are **PROHIBITED****

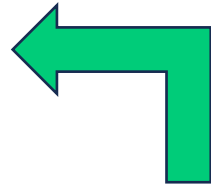
**Within 40 FOOT of polling place entrance**




**Virginia Provisional Vote and Same Day Registration Application**  Precinct # \_\_\_\_\_  
Only for voters not registered in this precinct. Use blue or black ink

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

1 \* I am a citizen of the United States of America  YES  NO  
 \* Full Social Security Number \_\_\_\_\_  No SSN was ever issued  
 \* Date of Birth (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_ \* Gender \_\_\_\_\_

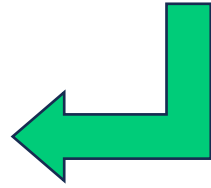


**FRONT**


**Virginia Provisional Vote and Same Day Registration Application**  Precinct # \_\_\_\_\_  
Only for voters not registered in this precinct. Use blue or black ink

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

1 \* I am a citizen of the United States of America  YES  NO  
 \* Full Social Security Number \_\_\_\_\_  No SSN was ever issued  
 \* Date of Birth (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_ \* Gender \_\_\_\_\_

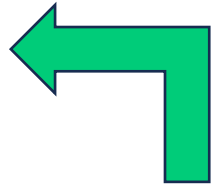


**NON-SDR SIDE**

**Virginia Provisional Vote (Non-Same Day Registration)**  Precinct # \_\_\_\_\_  
If Same Day Registration, complete only the other side. Use blue or black ink


**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



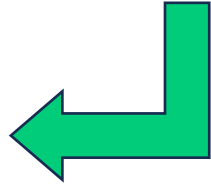
**BACK**

**NON-SDR SIDE**

**Virginia Provisional Vote (Non-Same Day Registration)**  Precinct # \_\_\_\_\_  
If Same Day Registration, complete only the other side. Use blue or black ink

**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



# Provisional Voting

The Chief will handle all Provisionals.

Please ensure that the provisional ballot envelope provided to the voter matches which primary he/she has selected.

**Red and blue dots are on every provisional ballot envelope to indicate Republican and Democratic.**

# Provisional Voting: Ballot Envelopes

FRONT  
SDR  
ONLY!

**Virginia Provisional Vote and Same Day Registration Application** Precinct # \_\_\_\_\_  
*Only for voters not registered in this precinct.* Use blue or black ink

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

1 \* I am a citizen of the United States of America  YES  NO  
\* Full Social Security Number [ ] [ ] - [ ] [ ] - [ ] [ ] [ ]  No SSN was ever 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 \* Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote?  YES  NO  
If YES, has your right to vote been restored?  YES  NO

4  I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.  
 I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.  
 I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:  
 An active or retired law enforcement officer, judge, 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.  
My mailing address \_\_\_\_\_  
(Complete only if you have checked a box in this section)

5  I am currently registered to vote in another state: \_\_\_\_\_ (indicate state of previous registration)

6  I am interested in being an Officer of Election (poll worker) on Election Day. Please send me information.

7 **AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true 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 back for Privacy Act Notice and Warning.)  
▶ \* Signature \_\_\_\_\_ Today's date: [ ] / [ ] / [ ] [ ] [ ] [ ]  
 By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

<b>ELECTION OFFICER</b> YOU MUST SELECT THIS REASON CODE. <input type="checkbox"/> #1: Same Day Registration (or not on pollbook) Did voter show ID or complete ID Confirmation Statement? <input type="checkbox"/> YES <input type="checkbox"/> NO Comments: Election Officer: <input checked="" type="checkbox"/> X Sign Here _____	<b>OFFICE/ELECTORAL BOARD USE ONLY</b> 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.
--	---

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**Virginia Provisional Vote and Same Day Registration Application** Precinct # \_\_\_\_\_  
*Only for voters not registered in this precinct.* Use blue or black ink

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

1 \* I am a citizen of the United States of America  YES  NO  
\* Full Social Security Number [ ] [ ] - [ ] [ ] - [ ] [ ] [ ]  No SSN was ever 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 \* Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote?  YES  NO  
If YES, has your right to vote been restored?  YES  NO

4  I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.  
 I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.  
 I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:  
 An active or retired law enforcement officer, judge, 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.  
My mailing address \_\_\_\_\_  
(Complete only if you have checked a box in this section)

5  I am currently registered to vote in another state: \_\_\_\_\_ (indicate state of previous registration)

6  I am interested in being an Officer of Election (poll worker) on Election Day. Please send me information.

7 **AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true 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 back for Privacy Act Notice and Warning.)  
▶ \* Signature \_\_\_\_\_ Today's date: [ ] / [ ] / [ ] [ ] [ ] [ ]  
 By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

<b>ELECTION OFFICER</b> YOU MUST SELECT THIS REASON CODE. <input type="checkbox"/> #1: Same Day Registration (or not on pollbook) Did voter show ID or complete ID Confirmation Statement? <input type="checkbox"/> YES <input type="checkbox"/> NO Comments: Election Officer: <input checked="" type="checkbox"/> X Sign Here _____	<b>OFFICE/ELECTORAL BOARD USE ONLY</b> 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.
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ELECT-653 - 7/2023

# Provisional Voting: Ballot Envelopes

**NON-SDR SIDE**

**Virginia Provisional Vote (Non-Same Day Registration)**  
*If Same Day Registration, complete only the other side.*

Precinct # \_\_\_\_\_

Use blue or black ink

**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 [ ] / [ ] / [ ]

3 \*Social Security Number [ ] - [ ] - [ ]  
Last 4 digits REQUIRED  
Providing your full Social Security number, though not required, may prove helpful in determination of 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: \_\_\_/\_\_\_/\_\_\_  
Your address information will be used to update your voter registration record.

5 Phone [ ] - [ ] - [ ] Email \_\_\_\_\_

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.

**Voter:** \_\_\_\_\_ Today's Date: [ ] / [ ] / [ ]  
\*Sign Here

**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	OFFICE/ELECTORAL BOARD USE ONLY
<b>You Must Select a Reason Code.</b> <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 ID Confirmation Statement	<b>Voter ID #</b> _____ <b>Adjudication:</b> <input type="checkbox"/> COUNT <input type="checkbox"/> DO NOT COUNT
<b>Comments:</b> _____	<b>Voter Identification</b> 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.
<b>Election Officer:</b> _____ <small>Sign Here</small>	

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**BACK**

**NON-SDR**

**(ALL**

**OTHER**

**REASONS)**

**NON-SDR SIDE**

**Virginia Provisional Vote (Non-Same Day Registration)**  
*If Same Day Registration, complete only the other side.*

Precinct # \_\_\_\_\_

Use blue or black ink

**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 [ ] / [ ] / [ ]

3 \*Social Security Number [ ] - [ ] - [ ]  
Last 4 digits REQUIRED  
Providing your full Social Security number, though not required, may prove helpful in determination of 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: \_\_\_/\_\_\_/\_\_\_  
Your address information will be used to update your voter registration record.

5 Phone [ ] - [ ] - [ ] Email \_\_\_\_\_

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.

**Voter:** \_\_\_\_\_ Today's Date: [ ] / [ ] / [ ]  
\*Sign Here

**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	OFFICE/ELECTORAL BOARD USE ONLY
<b>You Must Select a Reason Code.</b> <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 checked="" type="checkbox"/> #7: Voter does not have required ID and declined to complete ID Confirmation Statement	<b>Voter ID #</b> _____ <b>Adjudication:</b> <input type="checkbox"/> COUNT <input type="checkbox"/> DO NOT COUNT
<b>Comments:</b> _____	<b>Voter Identification</b> 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.
<b>Election Officer:</b> _____ <small>Sign Here</small>	

ELECT-653 - 7/2023

# Provisional Voting: Reason Codes

Reasons for Voting Provisionally:

#1: Same Day Registration (SDR) or voter's name does not appear in pollbook

#3: Voting after hours due to court order

#4: Voter was issued an absentee ballot by mail but doesn't have it with them to surrender.

#5: Voter appears in the pollbook as having already voted

#6: Other

#7: Voter does not have required ID and refuses to fill out an ID Confirmation Statement

# Provisional Voting: Ballot Logs

**IMPORTANT:** There will be **TWO** Provisional Ballot Logs for this election because it is a dual primary. Please be sure to mark the correct log throughout the day.

## Provisional Ballot Log

**Precinct: 0101 - WEST FAIRFAX**

Election Date: March 5, 2024  
 Election Type: Democratic Primary Election  
 Locality: Culpeper County



Place in Envelope 8  
**DEMOCRATIC**

### What to do at the end of the day

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

			Totals
Voter's name IS NOT on pollbook. Voter:	1	Same Day Registration (or not on pollbook)	
Voter's name IS on the pollbook, and voter:	3	Voting after hours due to court order	
	4	Vote by mail - no ballot to surrender	
	5	Shown on pollbook as already voted	
	6	Other (any reason not captured in the other codes)	
	7	Voter does not have required ID and declined to complete ID confirmation statement	

### What to do during the day

Copy information from the Provisional Vote envelopes below

## Provisional Ballot Log

**Precinct: 0101 - WEST FAIRFAX**

Election Date: March 5, 2024  
 Election Type: Republican Primary Election  
 Locality: Culpeper County



Place in Envelope 8  
**REPUBLICAN**

### What to do at the end of the day

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

			Totals
Voter's name IS NOT on pollbook. Voter:	1	Same Day Registration (or not on pollbook)	
Voter's name IS on the pollbook, and voter:	3	Voting after hours due to court order	
	4	Vote by mail - no ballot to surrender	
	5	Shown on pollbook as already voted	
	6	Other (any reason not captured in the other codes)	
	7	Voter does not have required ID and declined to complete ID confirmation statement	

### What to do during the day

Copy information from the Provisional Vote envelopes below

## Some VERY important notes about Provisional Ballots:

- The Electoral Board, and only the Electoral Board, decides whether to count provisional ballots.
- **Do NOT** check in provisional voters on Poll Pad.
- **Do NOT** scan provisional ballots on the DS-200.
- **Do NOT** leave provisional voters unattended or they may try to scan their provisional ballot on the DS-200!
  - Keep them near the Chief's table.



# Provisional Voting: Step-by-Step

1. Have the voter complete correct side of provisional envelope AND provide valid ID. Make sure voter provided ALL required information.

- Front Side = For SDR
- Back Side = NON-SDR (for all other reasons)

2. Mark the appropriate reason code. If SDR, mark YES or NO to the ID question on the bottom left of envelope!

**ELECTION OFFICER**

YOU MUST SELECT THIS REASON CODE.

#1: Same Day Registration (or not on pollbook)

Did voter show ID or complete ID Confirmation Statement?

YES  NO

**Comments:**

**Election Officer:** X

Sign Here

Don't forget to sign!

# Provisional Voting: Step-by-Step

3. Have the voter mark his or her ballot at the Chief's Table.

4. Seal the marked ballot in the voter's completed provisional ballot envelope.

5. Provide the voter with a provisional voter notice.

- The provisional voter notice covers all reasons for voting provisionally.

6. Add voter to the corresponding party's Provisional Ballot Log.

There are TWO Provisional Ballot Logs in a Dual Primary. Pay close attention to which log is which; each will be labeled as **Democratic** or **Republican**.

7. Place the sealed provisional ballot envelope into Envelope 1A.

→ BOTH ballot logs and ALL USED provisional ballot envelopes will be sealed in the same Envelope 1A at the end of Election Day.

# Same Day Registration (SDR)

HB 201 – Elections; voter registration; same-day registration.

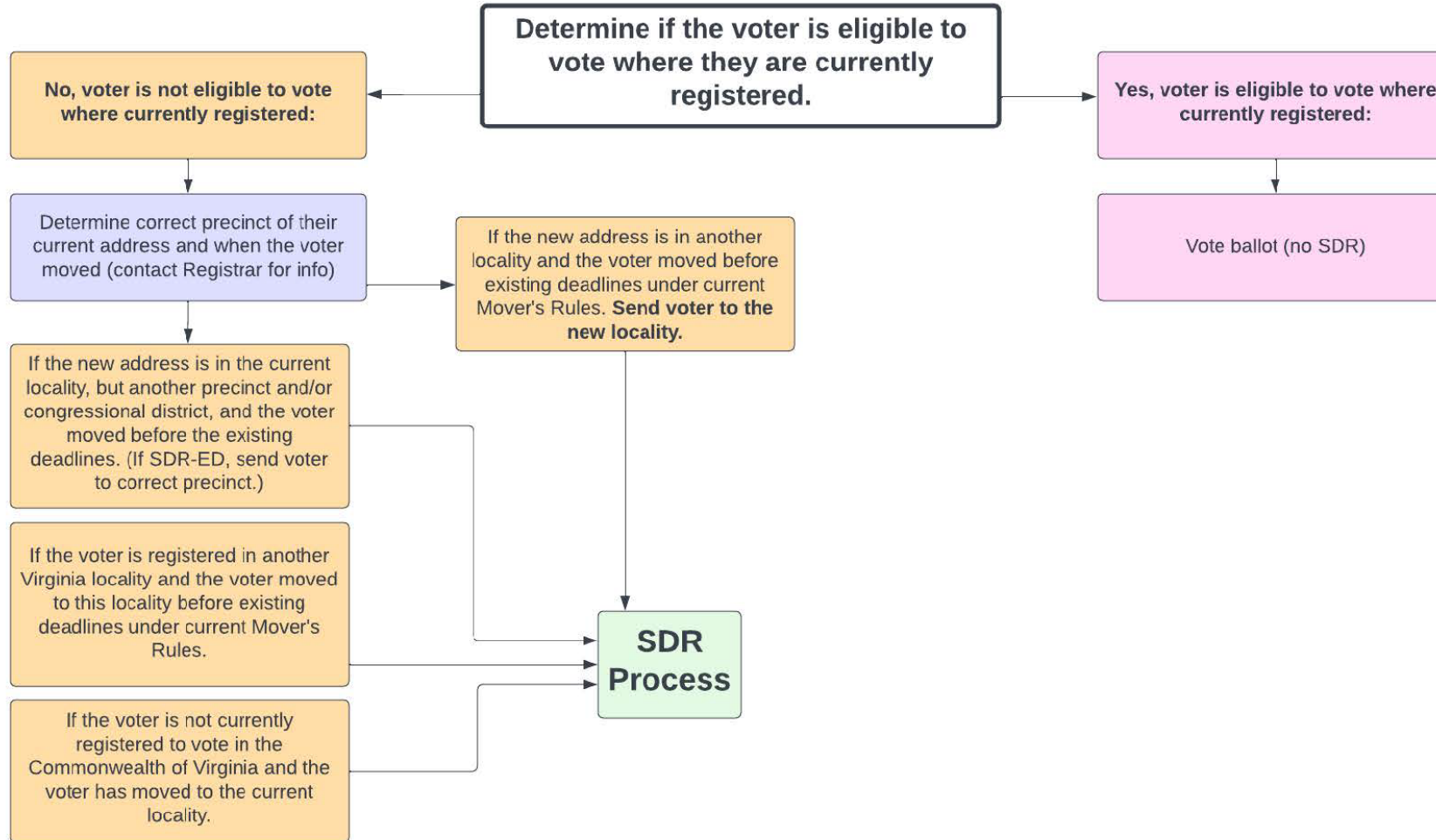
- Effective October 1, 2022, this bill extends the period that an otherwise qualified person can register to vote in person up to and through election day, effectively providing for same-day registration in all elections.
- Pursuant to §24.2-420.1, any person who is qualified to register to vote shall be entitled to register in person up to and including the day of the election at the office of the general registrar in the locality in which such person resides or at the polling place for the precinct in which such person resides.

# SDR Provisional Checklist

1. **Voter must be in the correct precinct (based on new address) for his/her SDR provisional ballot to count.** To validate they are in the correct precinct, call our office at 540-825-0652.
2. Have voter complete the **FRONT** of the provisional envelope (SDR side).
3. Request acceptable form of ID.
4. Give voter a ballot to mark and seal in the completed provisional envelope.
5. Provide voter with a provisional voter notice.
6. Complete the information located at the bottom left of the provisional envelope, specifically:
  - The reason code, which will be #1 for SDR
  - Answer YES/NO to the ID question.
  - Provide your signature as the officer.
7. Find the provisional ballot log that corresponds with the party primary the voter selected and fill out the information, citing reason code #1.
8. Seal BOTH ballot logs and ALL USED provisional ballot envelopes in the same Envelope 1A at the end of Election Day.

# Election Day Same-Day Registration (SDR)

**\*Before issuing SDR Provisional, determine if voter is eligible to vote on machine under What-If sections 4 – 8.**



**Use this “Moving Conditions” chart when a voter has moved.**

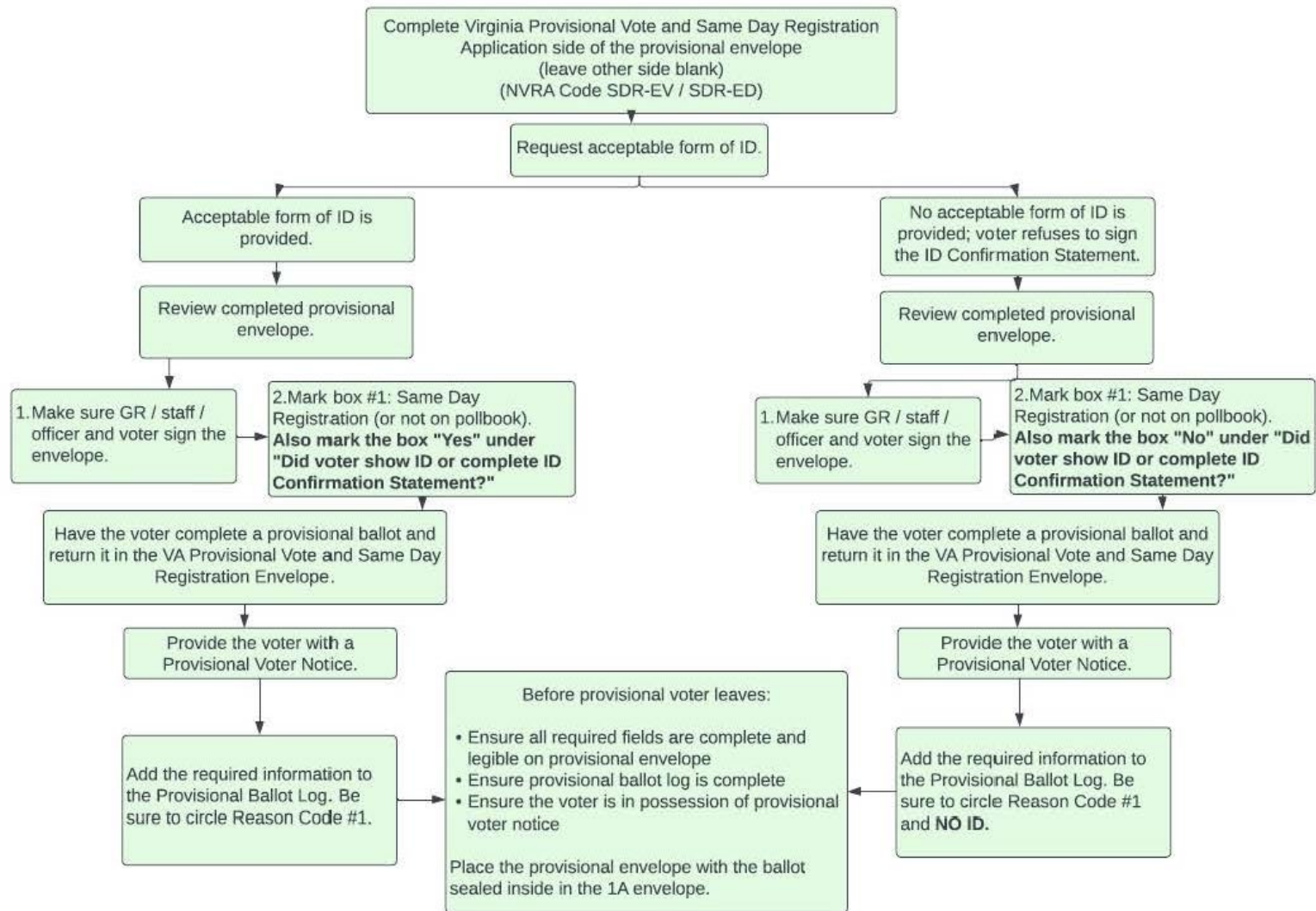
**Ask the voter:**

Question #1: Where did you move?

Question #2: When did you move?

How far did voter move? → ----- When did voter move? ↓	Within precinct	Within county (but not the same precinct).	To a different locality OR congressional district (still within Virginia)	Outside of Virginia
On or After November 8, 2023	See problem 5: <b>Voter can vote.</b> *Have them complete a voter registration application	See problem 6: <b>Voter can vote in precinct where registered or SDR/provisional ballot in precinct where they live</b> *Have them complete an address change form	See problem 7: <b>Voter can vote in precinct where registered or SDR/provisional ballot at precinct in new locality</b>	See problem 8: <b>Voter may NOT vote in VA unless it is a Presidential Election and voter moved less than 30 days prior to Election Day</b>
From November 4, 2020 and November 7, 2023	See problem 5: <b>Voter can vote.</b> * Have them complete a voter registration application	See problem 6: <b>Voter can vote in precinct where registered with Affirmation of Eligibility or SDR/provisional ballot in precinct where they live.</b>	See problem 7: <b>Voter may vote a SDR/provisional ballot in precinct where they live.</b>	See problem 8: <b>Voter may NOT vote in VA unless it is a Presidential Election and voter moved less than 30 days prior to Election Day</b>
On or Before November 3, 2020	See problem 5: <b>Voter can vote.</b> * Have them complete a voter registration application	See problem 6: <b>Voter may vote SDR/provisional in precinct where they live.</b>	See problem 7: <b>Voter may vote a SDR/provisional ballot in precinct where they live.</b>	See problem 8: <b>Voter may NOT vote in VA unless it is a Presidential Election and voter moved less than 30 days prior to Election Day</b>

# SDR Process ED



# Forms you may need for voters

- Voter Registration Applications
- ID Confirmation Statement Forms
- Affirmation of Eligibility Forms
- Request for Assistance Forms (blue)

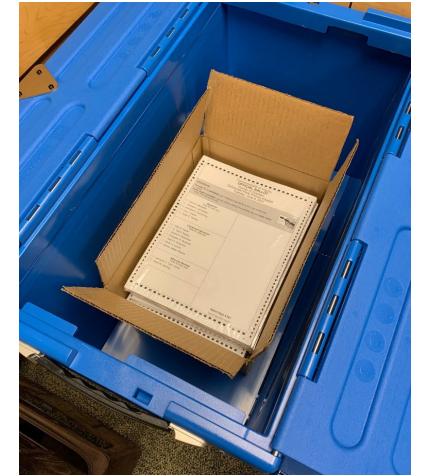


All located in the black file box!



# While Polls are Open: Ballot Record Reports

REMEMBER: There are **TWO** Ballot Record Reports for this election because it is a dual primary. Please be sure to mark the correct report throughout the day.



## Ballot Record Report

March 5, 2024 - **Democratic** Party Presidential Primary Election

Ballot Style 16 (West Fairfax – 101)

Place in Envelope 2

orange

### 1. Start here at the beginning of the day

- How many unopened ballot packs are inside the blue bin? 12  
 Multiply the total number of packs your received by 100: 1200 (BALLOTS AM)
- **Open** and **count** the ballots from the first pack (or packs if you expect to be busy).
  - **Record** that number in the column on the far right beside the number 1.
  - **For each ballot pack you open**, record the number to the far right beside the pack #.

### 2. What to do with spoiled, voided and provisional ballots

**Spoiled ballots** *This is a ballot spoiled by the voter.*

- Cross off or circle the next number below.

a	<del>1</del>	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32

**Voided ballots** *Voter decides not to vote (or you find an abandoned ballot)*

- Cross off or circle the next number below.

b	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
---	---	---	---	---	---	---	---	---	---	----	----	----	----	----	----

**Provisional ballots** *This is a ballot for a provisional voter.*

- Cross off or circle the next number below.

c	<del>1</del>	<del>2</del>	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32

### 2. Open Packs

Ballot pack #	# of ballots in pack
1	100
2	100
3	100
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	

## Ballot Record Report

March 5, 2024 - **Republican** Party Presidential Primary Election

Ballot Style 1 (West Fairfax – 101)

Place in Envelope 2

orange

### 1. Start here at the beginning of the day

- How many unopened ballot packs are inside the blue bin? 12  
 Multiply the total number of packs your received by 100: 1200 (BALLOTS AM)
- **Open** and **count** the ballots from the first pack (or packs if you expect to be busy).
  - **Record** that number in the column on the far right beside the number 1.
  - **For each ballot pack you open**, record the number to the far right beside the pack #.

### 2. What to do with spoiled, voided and provisional ballots

**Spoiled ballots** *This is a ballot spoiled by the voter.*

- Cross off or circle the next number below.

a	<del>1</del>	<del>2</del>	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32

**Voided ballots** *Voter decides not to vote (or you find an abandoned ballot)*

- Cross off or circle the next number below.

b	<del>1</del>	2	3	4	5	6	7	8	9	10	11	12	13	14	15
---	--------------	---	---	---	---	---	---	---	---	----	----	----	----	----	----

**Provisional ballots** *This is a ballot for a provisional voter.*

- Cross off or circle the next number below.

c	<del>1</del>	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32

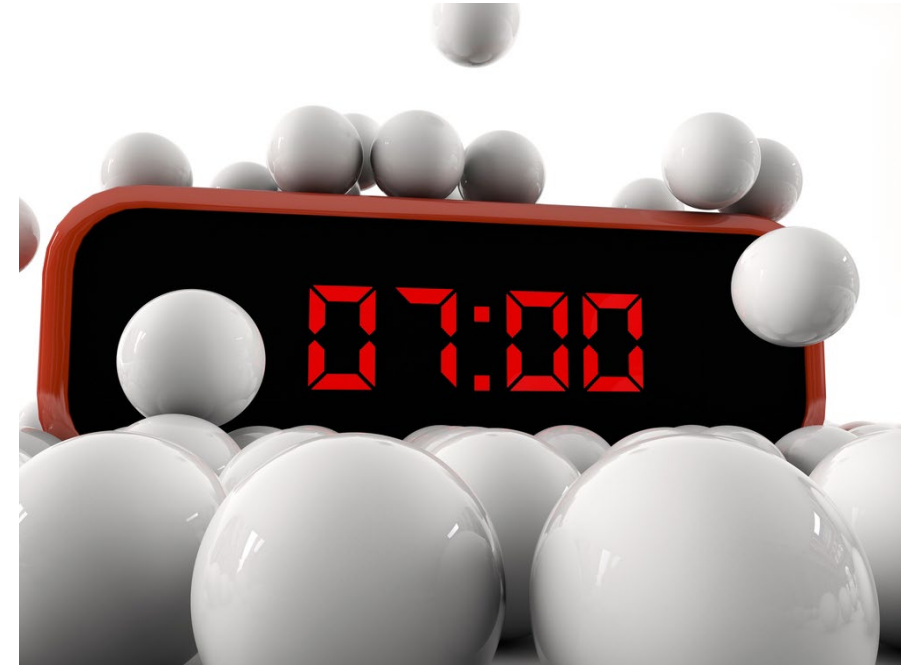
### 2. Open Packs

Ballot pack #	# of ballots in pack
1	100
2	100
3	100
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	

# Closing the Polls

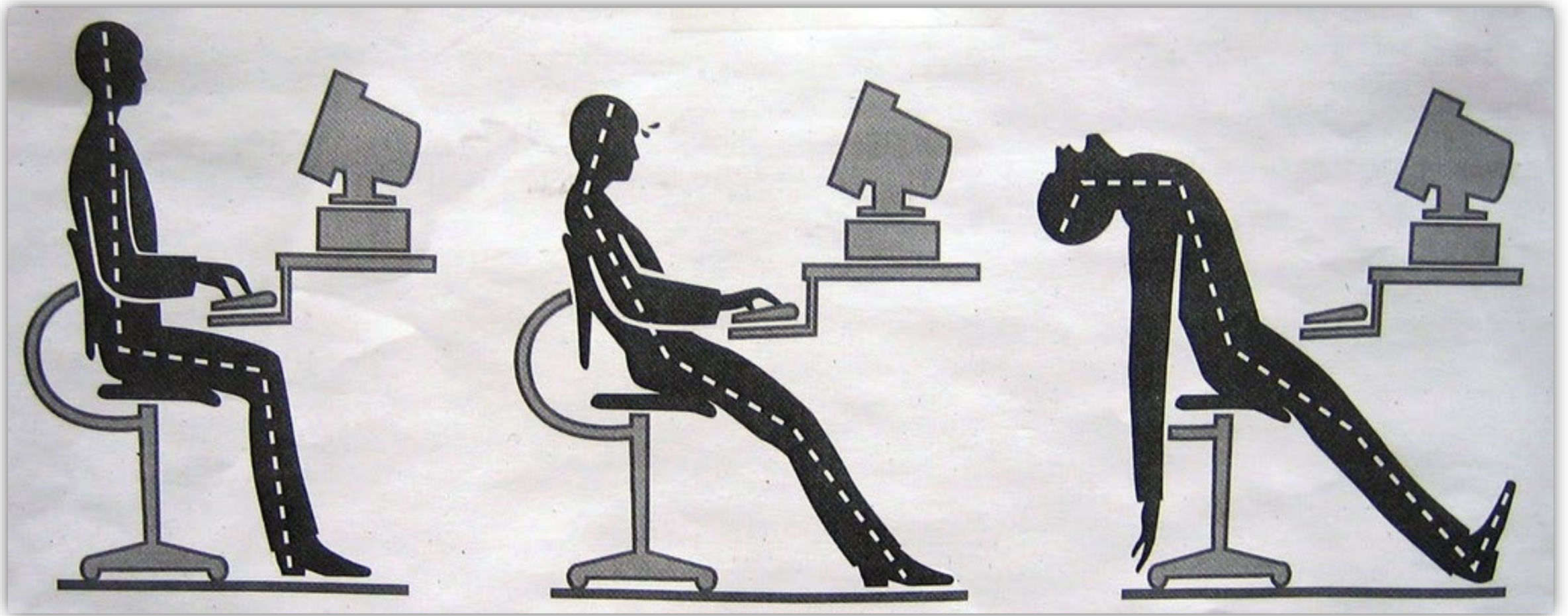
At 6:45 p.m. the Chief announces, “The polls will close in 15 minutes!”

At 7:00 p.m. announce, “The polls are now closed!”



- Voters in line at 7:00 p.m. are allowed to vote.
- Place an Officer at the back of the line.
- Record voter names starting at the back of the line.
- Work through your list in reverse until you get to the last voter.

# Breathe – Your Day is Almost Over



# You ARE the Chief!

## After Polls Close:

- Shut down the DS-200. Hit “Close polls” and allow the results tapes to print.
- Have Poll Pad officer(s) write down total check-in #.
- Call the office to report election results (including provisional numbers and curbside totals).
- Make sure all officers sign everything that they need to sign.
  - **PLEASE do not forget to have ALL officers sign the SORs!**
- Pack up the precinct. Clean up the space.
- Be sure you return all the signs to the cart, including “Curbside Voter” sign.
- Gather envelopes, ballots, and binders to return to the office.
- Everything else goes back into the carts (excluding the orange cone).

# Envelopes 1A & 1B: GREEN/Provisionals

## Envelope 1A (if used)

- Cast provisional ballots (ID and regular - normal hours)



## Envelope 1B (if used)

- Cast *After*-hours ballots



## When Used:

- Remember to sign the back (2 EOs)
- Write number of ballots inside
- Seal envelope

AFTER THE POLLS CLOSE AND BEFORE SEALING THIS ENVELOPE . . .

**TWO OFFICERS OF ELECTION** (REPRESENTING DIFFERENT PARTIES)

- COUNT THE NUMBER OF SEALED PROVISIONAL VOTES (GREEN ENVELOPES) CAST DURING NORMAL VOTING HOURS THAT WERE REMOVED FROM THE EMERGENCY BALLOT BOX
- ENCLOSE INSIDE THIS ENVELOPE, THE SEALED GREEN PROVISIONAL VOTE ENVELOPES CAST DURING NORMAL VOTING HOURS
- ENTER ON LINE 1 THE NUMBER OF SUCH GREEN ENVELOPES ENCLOSED; OR WRITE "NONE" IF APPLICABLE
- SIGN THE CERTIFICATION (TWO OFFICERS)
- SEAL THIS ENVELOPE WITH LABEL, SIGN AND DATE THE LABEL (TWO OFFICERS)

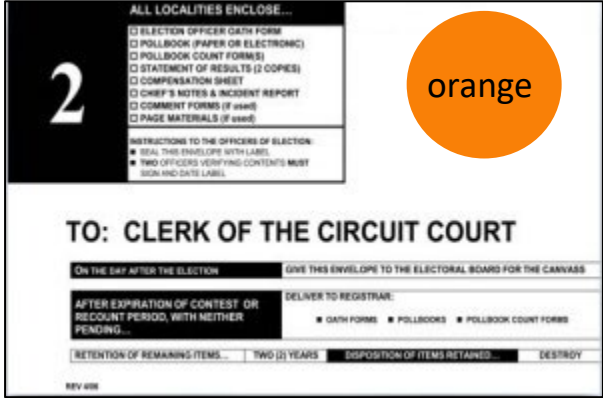
CERTIFICATION OF OFFICERS	
1. GREEN ENVELOPES CONTAINING PROVISIONAL BALLOTS CAST DURING NORMAL VOTING HOURS	Number Enclosed: _____
	SIGNATURE OF OFFICER OF ELECTION _____
	SIGNATURE OF OFFICER OF ELECTION _____

A red circle highlights the 'Number Enclosed' field in the certification table. An orange arrow points from the bottom left towards the signature lines.

# Envelope 2: ORANGE DOT

## Envelope 2

- Statement of Results (**TWO** copies, A & B)
- Ballot Record Reports (**TWO** copies, one for each party)
- Empty Envelope Certification (if used)
- Incident Report (even if not used)
- Officer of Election Oath



Seal with Signed Label

This is the 'Statement of Results A' form for the 2022 Republican Primary in West Fairfax. It includes sections for 'What to do at the beginning of the day' and 'What to do at the end of the day'. The 'end of the day' section includes a table for recording the number of voters checked in, spoiled ballots, and provisional ballots.

x2

This is the 'Ballot Record Report' form for the 2022 Republican Primary in West Fairfax. It includes sections for '1. Start here at the beginning of the day' and '2. Open Packs'. The 'Open Packs' section contains a table for recording the number of ballot packs and the number of ballots in each pack. The 'What to do at the end of the day' section includes a table for recording the number of spoiled and provisional ballots.

x2

This is the 'EMPTY ENVELOPE CERTIFICATION' form. It includes a section for 'Certification of Two Officers of Election After Polls Close' with a list of items to be checked:
 

- 1. Certification of Two Officers of Election After Polls Close
- 2. Provisional voting may occur in this precinct's jurisdiction with appropriate care and instructions of the State Board of Elections and no provisional ballots were cast in this precinct return empty envelopes to the general register.
- 3. No paper ballots were cast in this precinct return empty envelopes to the general register.
- 4. No spoiled or voided ballots were retained in the precinct return empty envelopes to the general register.
- 5. The precinct did not have any of the following: unacknowledged ballots, unacknowledged ballots, and unacknowledged ballots.

(If used)

This is the 'INCIDENT REPORT' form. It includes sections for 'CHIEF OFFICER', 'DATE OF ELECTION', and 'PRECINCT NAME'. It also includes a table for recording incidents, problems, or complaints during the day.


TIME	INCIDENT, PROBLEM OR COMPLAINT	RESOLUTION

(Always)

This is the 'OFFICER OF ELECTION OATH' form. It includes sections for 'CHIEF OFFICER', 'DATE OF ELECTION', and 'PRECINCT NAME'. It also includes a section for the signature of the officer of election.

# Env. 2 – Statement of Results (SOR)

**IMPORTANT:** The SORs for this election will look different from usual because it is a dual primary. There will still be just two sets of SORs (A & B), but the results for EACH primary must be reported SEPARATELY on the SORs. There will be spaces for both primary elections for this reason.

_	<b>Statement of Results A</b>		<b>Place in Envelope 2</b>
Staple tapes above	101 – West Fairfax		
Attach in this order:	November 7, 2017 General Election Culpeper County		
1. Voting results tape with 2 signatures	<b>What to do at the beginning of the day</b>		
2. Zero tape with 2 signatures	<input type="checkbox"/> Print zero tape <input type="checkbox"/> Have two officers sign the zero tape		
3. Write-in report (prints after results tapes)	<b>What to do at the end of the day</b>		
	<input type="checkbox"/> Print voting results tape <input type="checkbox"/> Have all officers sign the voting results tape <input type="checkbox"/> Fill out every page of SOR A and SOR B. <input type="checkbox"/> Staple tape(s) on the left side of the page <input type="checkbox"/> Fold bottom of tape to fit on SOR		
	<b>1</b>	<b>Voter check in</b> numbers from the pollbook	
		Total number of voters checked in	
	<b>2</b>	<b>Outside polls</b> numbers from the pollbook	
		Number of voters checked in who voted outside of the polling place	
	<b>3</b>	<b>Ballots cast</b> numbers from the voting results tape	
		Number of ballots cast on machine DS200 #	
		Number of ballots counted by hand	
		Total number of ballots cast	

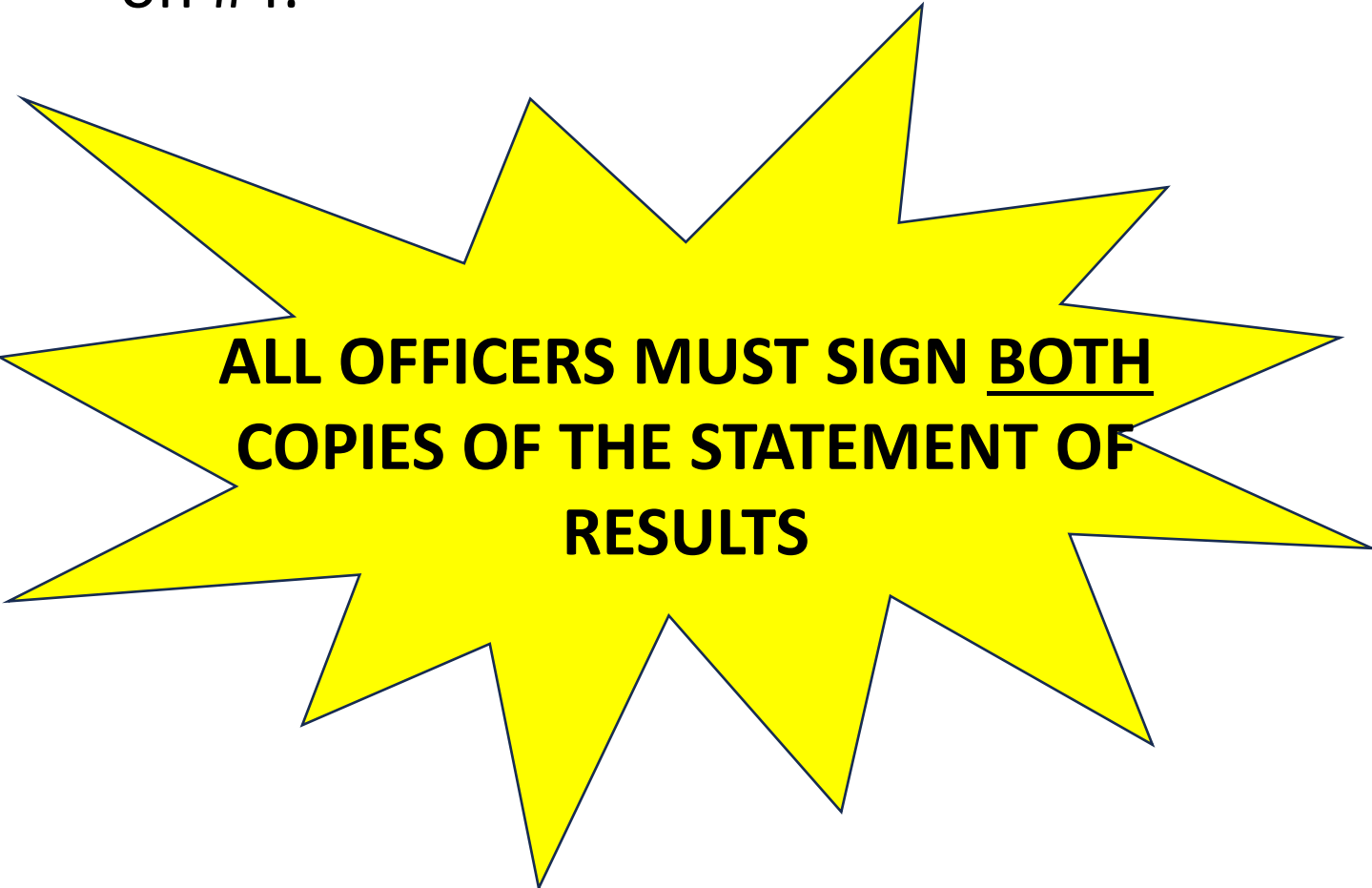
- 2 copies, A & B
  - Zero tapes are attached to copy A
- Number from Pollbook (total # voters checked in)
- Number from Public Count on DS-200 (should match pollbook #; if not, explain on page 2)
- Number of curbside voters
- Number of hand-counted ballots (if any)
- Attach SIGNED results tapes, one to copy A and one to copy B
- ALL officers sign page 2 on BOTH copies!

# Env. 2 – Statement of Results

Statement of Results A continued		Place in Envelope 2
4	<b>Does the total number of voters checked in match the number of ballots cast?</b> Check whether the total from box 1 is the same as the total in box 3	
	___ yes ___ no. If you check no, explain below	
	_____	
	_____	

If your numbers don't match, you explain it here on #4.

5	<b>Collect signatures to certify</b>	
	For all election officers, read the following statement and sign below.	
	We hereby certify that:	
	<ul style="list-style-type: none"><li>the two copies of the Statement of Results are a complete record of this election</li><li>all information entered here is true and correct</li></ul>	
1	Chief	X
2	Officer of Election	X
3	Officer of Election	X
4	Officer of Election	X
5	Officer of Election	X
6	Officer of Election	X
7	Officer of Election	X
8	Officer of Election	X
9	Officer of Election	X
10	Officer of Election	X
11	Officer of Election	X





# Ballot Record Report: Example

## 3. What to do at the end of the day

### Total ballots NOT used

<b>a</b>	Count the number of ballots not used in the last pack(s) you opened	+ 72	
	Count the total number of unopened ballot packs and multiply by 100	+ 300	
	<b>How many total ballots were not used? Add the two rows above</b>	→	<b>= 372</b>

### Total ballots used

<b>b</b>	Record the number of ballots scanned from the voting machine tape	+ 825	
	Record number of spoiled ballots from 2A above	+ 1	
	Record number of voided ballots from 2b above	+ 0	
	Record number of provisional ballots from 2c above	+ 2	
	<b>How many total ballots were used? Add the four rows above</b>	→	<b>= 828</b>

### Final review

<b>c</b>	<b>Add the total number of ballots from section 3a and 3b (above)</b>	→	<b>= 1200</b>
	<b>Subtract the number of ADA ExpressVote ballots used</b>	-	<b>0</b>
	<b>BALLOTS PM</b>		<b>= 1200</b>
	<b>Does BALLOTS PM equal the BALLOTS AM?</b>	<input checked="" type="radio"/> YES <input type="radio"/> NO	

If you circled no to the question above, check the reason(s) why.

- There were more or less than 100 ballots in one or more of the packs
- Other: Please explain on the back

17	
18	
19	
20	
21	
22	
23	
24	
25	
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31	
32	
33	
34	
35	

# Env. 2 – Empty Envelope Certification

**orange**

## EMPTY ENVELOPE CERTIFICATION

When applicable, this completed form placed in **Envelope #2** may substitute for empty envelopes #1A, #3, #4 and/or #5. Please return empty envelope(s) to general registrar for use in next election.

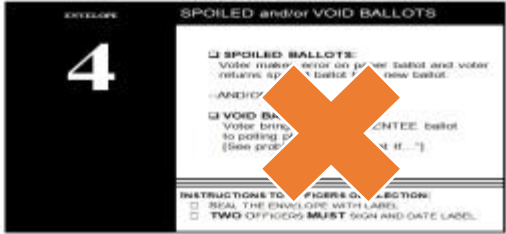
**1. Certification of Two Officers of Election After Polls Close**

I certify under felony penalty for false statements under § 24.2-1016 that (check any that apply):

- provisional voting was offered in this precinct in accordance with applicable laws and instructions of the State Board of Elections; and no provisional ballots were cast in this precinct (return empty envelope #1A to general registrar).
- No spoiled or voided ballots were received in this precinct (return empty envelope #4 to general registrar).

\_\_\_\_\_  
Signature of Officer of Election

\_\_\_\_\_  
Signature of Officer of Election




**Use Empty Envelope Certification if you did not use envelope 1A, 3, 4, and/or 5.**

**Goes in Envelope 2**

# Envelope 2: Incident Report

## USE IT TO RECORD:

- Serious problems or complaints
- If you use the admin override code on the Poll Pads
- Any emergencies
  
- No issues? Write **“None”** on the form.
  
- **Your Envelope #2 must include an Incident Report.**



INCIDENT REPORT		
CHIEF OFFICER _____	DATE OF ELECTION _____	
PRECINCT NAME _____		
On this form, report any incidents, problems or complaints that you or the officers encounter during the day. Use the back of the form, if necessary. Enclose this report in ENVELOPE #2 – after the polls close. If there are no incidents to report write NONE TO REPORT.		
TIME	INCIDENT, PROBLEM OR COMPLAINT	RESOLUTION
	None to report	

# Envelope 2A: YELLOW DOT

## Envelope 2A

- Yellow Printed Return Sheet (signed by ALL Officers)
- Attach one signed result tape

yellow

COMMONWEALTH OF VIRGINIA

**PRINTED RETURN SHEET**

DATE OF ELECTION \_\_\_\_\_

COUNTY/CITY \_\_\_\_\_

PRECINCT \_\_\_\_\_

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

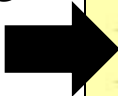
THE CLERK OF CIRCUIT COURT MUST MAKE IT AVAILABLE FOR PUBLIC INSPECTION ON THE DAY FOLLOWING THE ELECTION AND FOR SIXTY DAYS THEREAFTER.

We hereby certify that the attached totals tape is a true and correct copy of the election results printed out by the electronic voting machines used in this precinct.

Machine or Serial number(s) \_\_\_\_\_

_____ Officer of Election	_____ Officer of Election
_____ Officer of Election	_____ Officer of Election
_____ Officer of Election	_____ Officer of Election

Confirm or write Machine # from the front of the Scanner



PRINTED RETURN SHEET (YELLOW)

**2A**

INSTRUCTIONS TO THE OFFICERS OF ELECTION:  
• SEAL THIS ENVELOPE WITH LABEL  
• TWO OFFICERS VERIFYING CONTENTS MUST SIGN AND DATE LABEL.

**TO: CLERK OF THE CIRCUIT COURT**

ON THE DAY AFTER THE ELECTION... MAKE THE PRINTOUT IN THIS ENVELOPE AVAILABLE FOR PUBLIC INSPECTION FOR 60 DAYS

RETENTION... TWO (2) YEARS DISPOSITION... DESTROY

REV 08

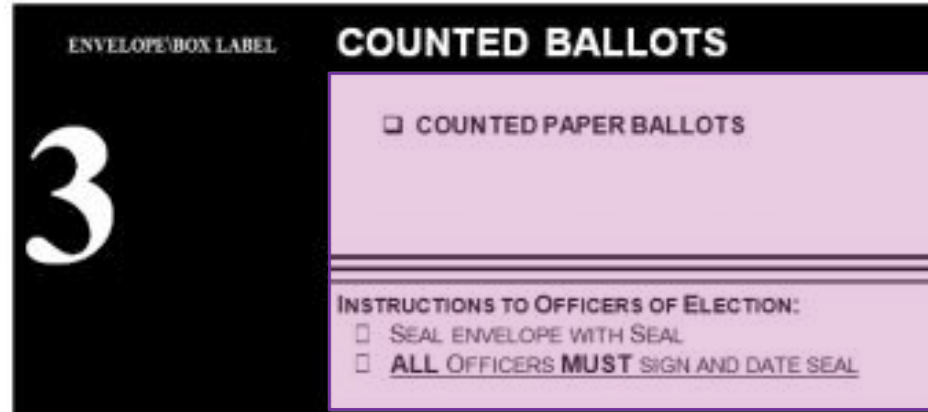
**Seal with Signed Label**

# Envelope/Box 3: PURPLE LABEL

## Box 3

Counted paper ballots

- All Officers Sign the purple label



The image shows a black envelope with a white label. The label is divided into two main sections. The top section is black with white text. On the left, it says 'ENVELOPE/BOX LABEL' and a large white number '3'. On the right, it says 'COUNTED BALLOTS'. Below this, there is a purple rectangular area with a white border. Inside this purple area, there is a checkbox labeled 'COUNTED PAPER BALLOTS'. Below the purple area, there is a section titled 'INSTRUCTIONS TO OFFICERS OF ELECTION:' with two checkboxes: 'SEAL ENVELOPE WITH SEAL' and 'ALL OFFICERS MUST SIGN AND DATE SEAL'.

**Seal with purple label  
(ALL officers sign)**

These are the ballots that you collect from the bin locked in the bottom of the DS-200.

Boxes are in the cart.

# Envelopes 4 & 6

ENVELOPE

# 4

SPOILED and/or VOID BALLOTS

**SPOILED BALLOTS:**

Voter makes error on paper ballot and returns spoiled ballot for a new one

--AND/OR--

**VOID BALLOTS:**

Voter surrenders their issued, unmarked absentee mail ballot to vote in person instead

--OR--

Voter is issued a ballot at precinct and abandons it unmarked and unvoted.

## Envelope 4 (if used)

- Spoiled Ballots
- Void Ballots
  - See #19 in “What Ifs” Guide
- *If Not Used, use the Empty Envelope Certification*

Seal with Signed Label

## Box 6

ALL Unused Paper Ballots

→ Located in the BLUE BIN

BOX

ALL UNUSED PAPER BALLOTS

# 6

Unused Paper Ballots

INSTRUCTIONS TO OFFICERS OF ELECTION:

- SEAL THE ENVELOPE WITH LABEL
- TWO OFFICERS **MUST** SIGN AND DATE LABEL

Seal with Signed Label

# Envelope 7

## Envelope 7

- Ballot Bin Seal
- DS-200 Seal
- Poll Pad Case Seal
- DS-200 Flash Drive
- Equipment Keys  
(Lock cart up first!)

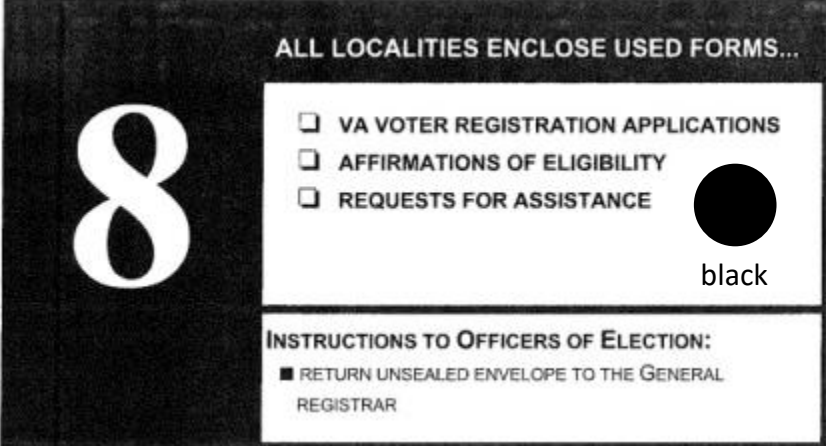
<b>7</b>	<input type="checkbox"/> MEMORY CARTRIDGES ■ <b>COMPLETE REVERSE SIDE OF THIS ENVELOPE</b>
	<input type="checkbox"/> VOTING EQUIPMENT KEYS ■ <b>COMPLETE REVERSE SIDE OF THIS ENVELOPE</b>
<b>INSTRUCTIONS TO OFFICERS OF ELECTION:</b>	
■ SEAL THIS ENVELOPE WITH LABEL	
■ TWO OFFICERS MUST SIGN AND DATE LABEL	
■ ALSO SEE <b>PACKAGING ENVELOPES</b> IN <i>ELECTION DAY GUIDE</i>	

**DON'T FORGET TO RECORD THE SEAL AND  
COUNT NUMBERS ON THE BACK.**

# Envelope 8: BLACK DOT

## Envelope 8

- *Used* Registration Forms
- *Used* Affirmations of Eligibility Forms
- *Used* Requests for Assistance Forms
- Authorized Rep. Forms
- Chief's Report
- Election Officer paysheet
- **Provisional Ballot Logs (both copies!)**



8

ALL LOCALITIES ENCLOSE USED FORMS...

- VA VOTER REGISTRATION APPLICATIONS
- AFFIRMATIONS OF ELIGIBILITY
- REQUESTS FOR ASSISTANCE

black

INSTRUCTIONS TO OFFICERS OF ELECTION:

- RETURN UNSEALED ENVELOPE TO THE GENERAL REGISTRAR



# Election Night Signature Checklist!!!

**ALL Officers are required to sign 5 items!**



1. Election Officer Oath
2. Statement of Results (SOR) A
3. Statement of Results (SOR) B
4. Yellow Printed Return Sheet
5. Counted Ballots Label for Box 3 (purple)

AND verify that ALL names are on the payroll sheet

# Election Night Signature Checklist!!!

**Only TWO Officers are required to sign these items.**



1. Zero Tape
2. Envelope Seals/Labels
3. Label 6 (Unused Ballots)
4. Results Tapes (each set)
5. Yellow Ballot Bin index card (fill out BEFORE sealing the drop box!)

# Chief Returns the Following to the Office:



1. Ballots (Used and Unused)
2. Envelopes in the Grey Pouch
3. Chief Binder w/ polling place keys and cart key only.  
→ Equipment keys go in Env. 7
4. Yellow Absentee Ballot Drop Box
5. The Poll Pads in their cases

USE THE BROWN BIN TO CARRY  
YOUR STUFF BACK TO OFFICE



When will I get paid?

**Expect payment in 4-6 weeks**

**\*\*\*If you do not receive payment within 6 weeks, please contact our office.**

# NEW: Election Officer Evaluations

- After Election Day, we kindly ask that you, the Chief, submit an evaluation form for each of the officers who served at your precinct.
- More information to come

# NEW!

Please Sign the front and back of the *Election Officer Code of Conduct & Ethics* upon completing today's training.



1.

---



**HAVE AN IDEA?**

**QUESTIONS OR  
CONCERNS?**

**PLEASE TELL US!**

***THANK YOU!***

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**Elections couldn't  
happen without you!**

