

**Chief Officer and Asst. Chief Officer Training  
Montgomery County  
Special Election  
April 21, 2026**

# Introductions



## **Electoral Board:**

Robert V. Barbatti

Richard D. Langford

Carroll D. Williams

## **Registrar:**

Connie Viar

## **Chief Deputy Registrar:**

Trina French

# The Day Before the Election



Chief Officers will come to the Registrar's Office the day before the election to:

- Pick up the Chief's case
- Take and sign the Officer's Oath
- Receive final instructions and reminders

Sign up today for your pickup time on Monday, April 20<sup>th</sup>.

**DO NOT TALK POLITICS  
with Voters  
or other Officers**

# Calling the Registrar's Office on Election Day

The last couple of elections, we've had trouble with phone service at the regular office number.

- Each Chief/Precinct will have a designated staff member to call when needed.
- Each staff member will have a cell phone provided by the county for Election Day.
- This contact information will be at the front of the Chief's binder and on the Voter Count Call-in and Results Reporting sheets.
- Call the office number (540-382-5741) if you can't reach your designated staff member.

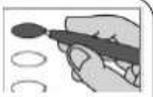
# Example Paper Ballot (April 2026)

Commonwealth of Virginia, **SAMPLE BALLOT**

County of Montgomery  
Special Election  
Tuesday, April 21, 2026

**Making selections**

To vote on an issue, fill in the oval next to YES or NO.  
If you want to change a vote or if you have made a mistake, ask an election officer for another ballot. If you make marks on the ballot besides filling in the oval, your vote(s) may not be counted.



**Proposed Constitutional Amendment**

Question: Should the Constitution of Virginia be amended to allow the General Assembly to temporarily adopt new congressional districts to restore fairness in the upcoming elections, while ensuring Virginia's standard redistricting process resumes for all future redistricting after the 2030 census?

YES  
 NO



Location of Precinct Identifier (not shown in this example)

Informational flyers about the proposed amendment are available for voters on Election Day. Officers cannot interpret the wording of the Question for voters.

# KNOWiNK Poll Pads

Will now scan Voter Registration Card in addition to Virginia Driver's Licenses.

- The Poll Pad will bring the voter's record up on screen without needing to do a manual search.
- Using the Voter Registration Card has become a popular choice at the office. Expect to see them at the polling place on Election Day.
- Poll Pads will read a larger area of the Driver's License.
  - Cover the small barcode with your thumb.



Poll Pads will now warn Officers if the scanned license is not from Virginia.

# ***What Ifs***

*A complete guide for helping voters with exceptional situations*

**Updated February 2026**

- The ordering of “Situations” has been changed.
- List of acceptable IDs within the *What Ifs* has been removed. Consult ELECT’s Voter ID Chart when needed.
- Mover’s Chart has been moved to Appendix A and has been updated with clarifying text and color.
- Steps for assisting a Provisional Voter have been moved to Appendix B.
- Flow Chart for assisting SDR Voters has been added to Appendix B.
- “Accessibility” section has been retitled to “Assisting Voters” to emphasize this section is regarding voters with disabilities and is not about the physical environment of the building.

# What's New?

## Absentee Ballot Drop Box is now a YELLOW Drop Bag



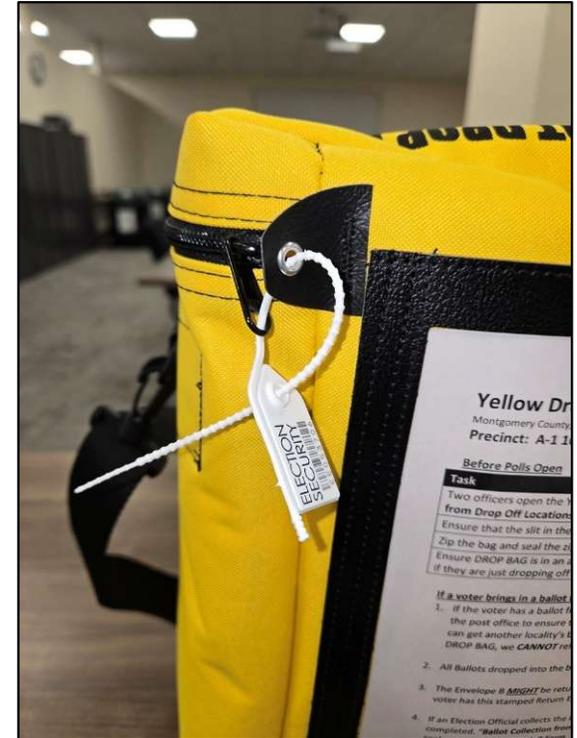
Smaller size:  
16"H x 15"W x 6"D

No need to construct into  
box shape.



Guidance Sheet for Poll  
Opening, Voting Hours,  
and Poll Closing.

Seals are in the Chief's  
Binder



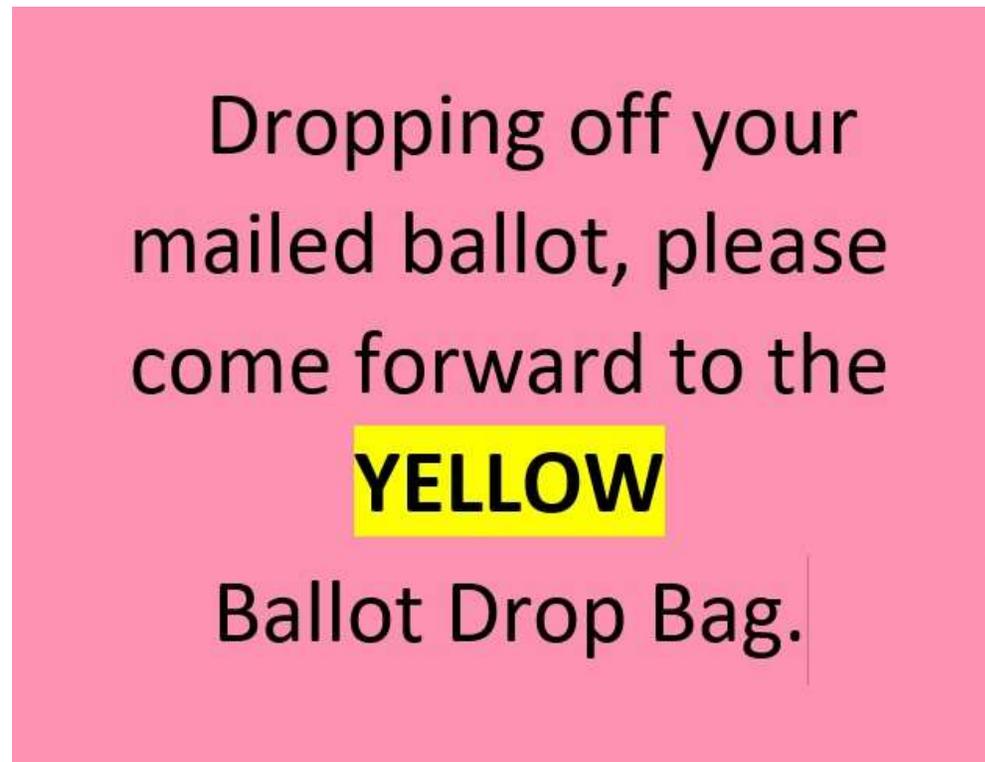
Zipper closure uses a  
white security seal placed  
through grommet and  
zipper.

# Absentee Ballot Drop Bag

- In the morning, use a white seal from the Chief's Binder to secure the yellow AB Drop Bag. Record the seal number on the Pouch 7 Form when you get the seal from the Binder.
- Leave the Ballot Collection form in the yellow AB Drop Bag for storage until the Closing of the Polls.
- At the close, after counting the number of ballots in the yellow AB Drop Bag, complete the Ballot Collection form and return it and the ballots to the Bag.
- Apply a new seal from the Chief's Binder to secure the Bag for return to the office. Record the new seal number on the Pouch 7 Form.

# Completed Absentee Ballot Drop Off

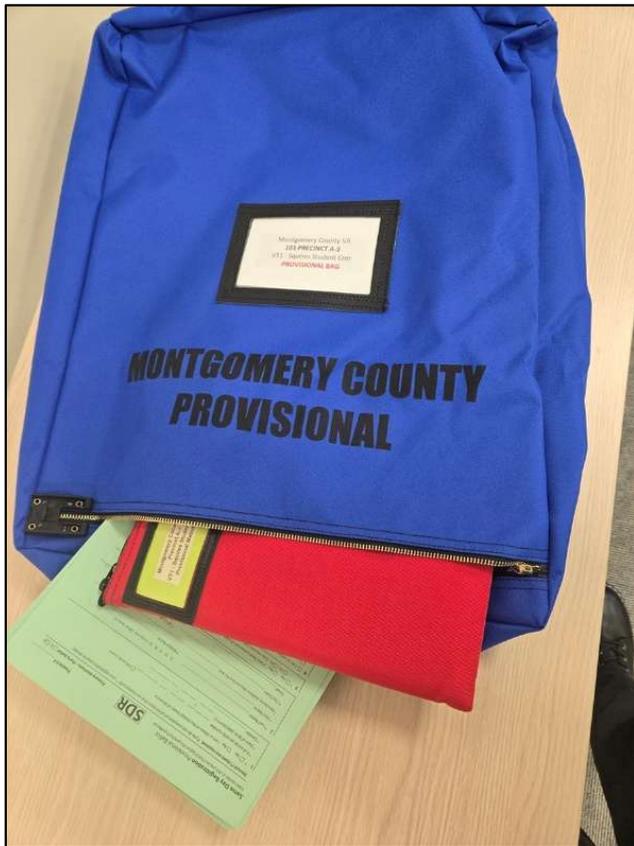
## Post This Updated Sign on Entry Door



Sign is stored in the front pocket of the accordion file.

# What's New?

## Large, blue Provisional Supplies Bag



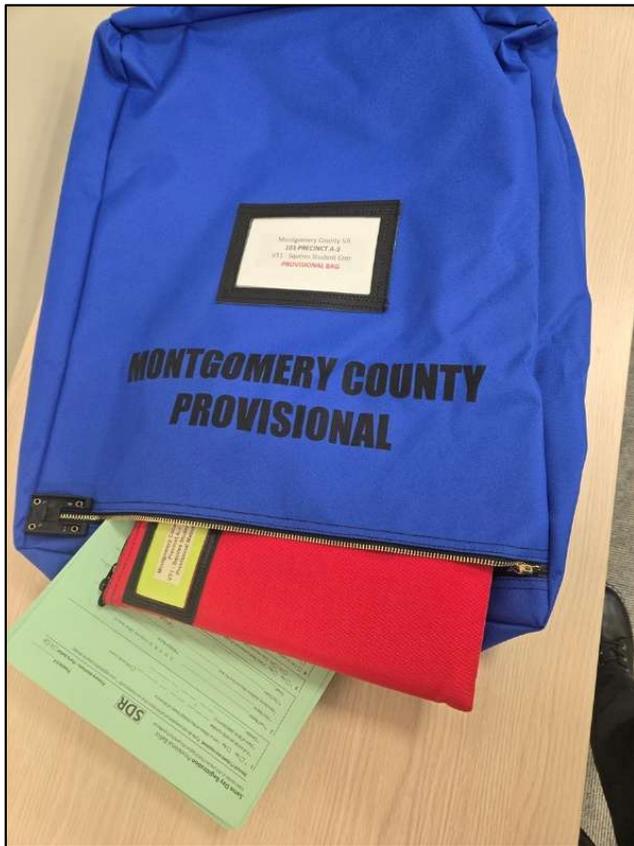
Holds Provisional Envelopes and the original red, zipper-pouch. The red pouch will have the 1A Envelope, Voter Notices, Goldenrod Form, etc.



Basic guidance for use of Provisional Ballots is on the back of the bag.

# What's New?

## Large, blue Provisional Supplies Bag

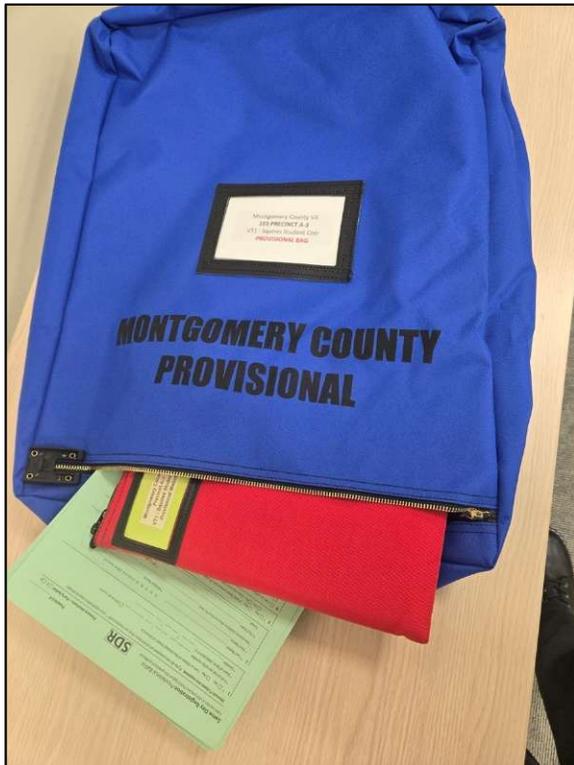


For medium and smaller precincts - the Provisional Supplies Bag will be delivered in the cage.

For larger precincts - if the Bag does not fit in the cage, the Chief will receive it when they pick up the Chief's case on the Monday.

# What's New?

## Large, blue Provisional Supplies Bag



- During the day, completed Provisional Envelopes should be placed in the **red zipper-pouch** to protect voter privacy.
- If the red zipper-pouch is too small to hold your Provisionals during the day, the 1A Box may be used instead.
- At closing, completed Provisional Ballots will be transferred to the 1A Envelope/1A Box for return to the office by the Chief.
- All unused supplies go back in the blue Provisional Supplies Bag.
- If there is room, the blue Supplies Bag should go in the cage for return to the office.

# Chief's Binder

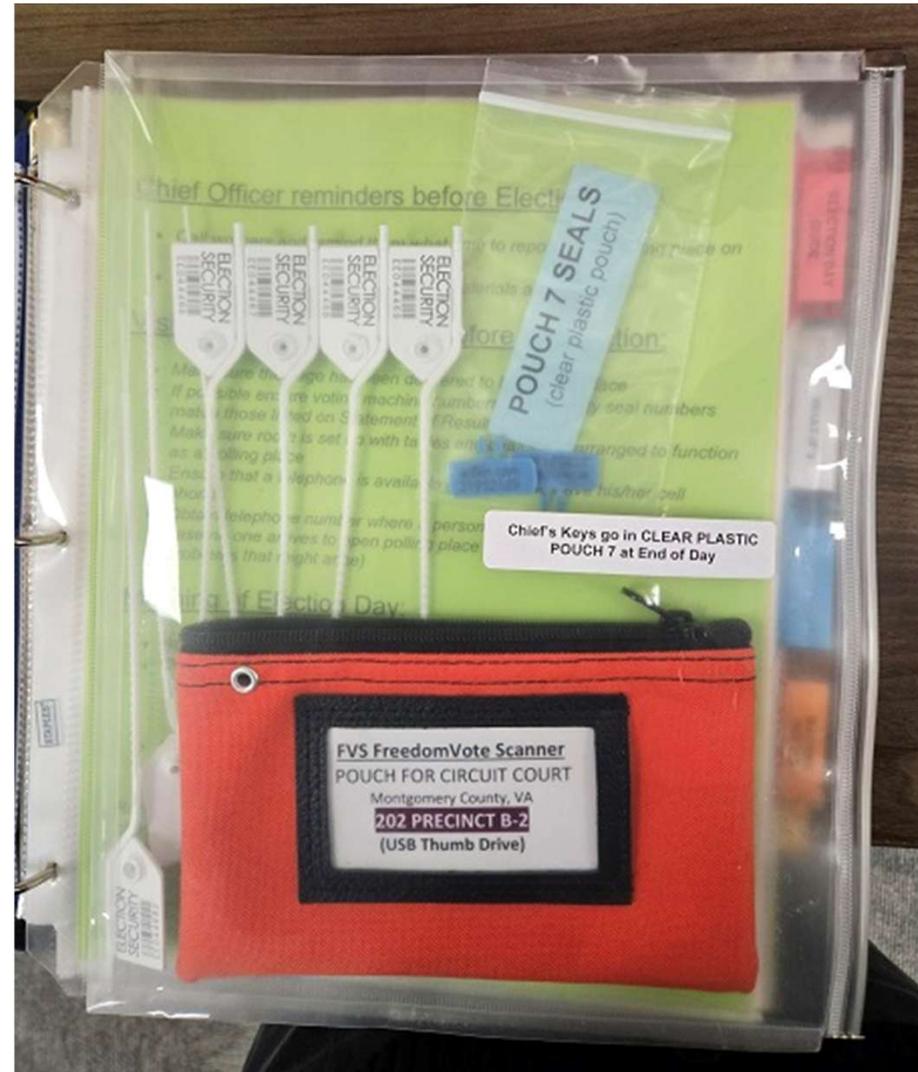
All seals are located in the clear pouch at the front of the Chief's Binder:

White seals for:

- Poll Pad cases at end of night
- Scanner USB Pouch
- Emergency Ballot Box (if used).
- **Yellow, AB Drop Bag**

Blue seals for:

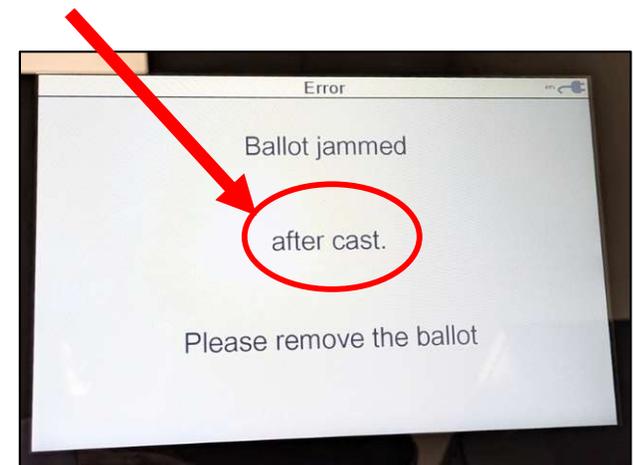
- Pouch 7



# FVS Ballot Scanner

## If you should have a jammed ballot:

- Display screen will tell you about the situation.
- Officer will press “Continue.”
- If you see the Password screen, enter the Election Day Password.
- You will then see this screen: “Ballot jammed after cast.”
  - The ballot was **counted** and then the jam occurred.
  - Do NOT scan the ballot. Drop it into ballot bin.
- **If you do not see the Password Screen, the ballot jam occurred “before cast.” The ballot was NOT counted before the jam occurred.**
  - **Scan the ballot again.**



**If you have questions, call your designated staff person on their cell.**

# Virginia Mobile ID

## Electronic form of Virginia Driver's License

**VADMV** **Virginia MID**

### If Voter Presents a Virginia Mobile ID

From their Virginia mID app, the voter should:

Select "Driver's License" or "Standard ID" option



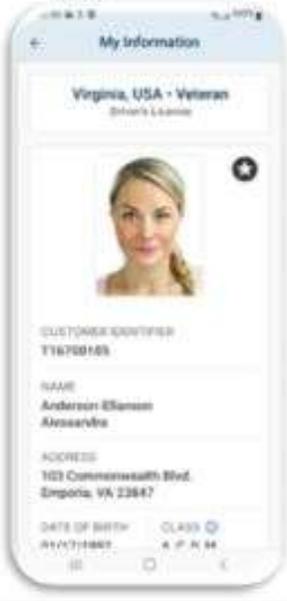
Tap "What info am I sharing?"



Tap "See My Information"



The "My Information" screen verifies identity. A valid ID is equivalent to a physical ID.



If you have questions, call your designated staff member on their cell phone.

# Monitor Voting Progress

**A best practice is to monitor voting progress throughout the day. Regularly make a comparison between:**

- Voters checked in on the pollbooks and
  - Ballots scanned + Ballots with voters in marking booth area.
- If there is a discrepancy, identify the reason for the discrepancy and describe it on the Incident Report form and the SOR after closing.
  - Suggestion is to perform this check hourly.

# Voter Count Call-in/Pollbook Summary Sheet

- For reporting check-in numbers to the office at 8, 10, 2, and 4.
- Your precinct's designated staff person and their Election Day cell number are listed for convenience.
- Form includes entries for Opening and Closing check-in numbers, but you need not call the office with these numbers.

**ENVELOPE 2B**

**Voter Count Call-In/Pollbook Summary**  
Montgomery County, Virginia  
April 21, 2026 – Special Election  
Precinct: A-1 101 Slusser's Chapel

**OPENING - WHILE POLLS ARE OPEN - CLOSING:**

- \* The Poll Pad information is found on the Poll Pad Summary Screen.
- \* Call the Office with the Voter Count at 8-10-2-4
- \* Post the Voter Count 8-10-2-4 on the door outside the Precinct.
- \* At Closing write the final numbers from the Poll Pad Summary Screen and sign to certify.

**Designated Cell Number: Call Cyndi 540-250-1718**  
**Office Number: 540-382-5741**

Time	POLL PAD SUMMARY REPORT TOTALS
OPENING	
8:00AM	
10:00AM	
2:00PM	
4:00PM	
CLOSING	

Chief's Signature \_\_\_\_\_ Officer's Signature \_\_\_\_\_

# Authorized Representatives

## Special Elections



- [Dos and Don'ts for Campaigners and Authorized Representatives](#) specifies the permitted number of Representatives and what they may observe.
- The Department of Elections has determined that a representative from each party is permitted although there are no candidates on the April ballot.
- Authorized Representatives must give to the Chief Officer a written “letter of authorization” signed by the candidate. This letter is retained and returned to the office in Envelope 8.
- Officers have the authority to remove anyone interfering with the voting process. § 24.2-607.

# Authorized Representatives

## General Elections



### Authorized Representatives:

- May view the Zero tapes to confirm no votes have been cast before the polls open.
- May have electronics with a camera but cannot take photos in the polling place.
- Cannot be required to stay in one location and may move around the polling place, including the area of the Chief's table. Must respect the secrecy of the ballot so may not be in the marking booth area, near a voter who is marking a provisional ballot, or near the voting machines. Has the right to appeal the Chief's restrictions on movement to the EB or Registrar.
- May witness the counting and ascertainment of the results, but may not touch or handle any ballot, voting equipment or official documents or interfere in any manner.

# Authorized Representatives

Review *Dos and Don'ts for Campaigners and Authorized Representatives* before Election Day.

“The primary concept with regard to authorized representatives is that they cannot ‘otherwise impede the orderly conduct of the election.’ The officers of election have the authority to remove any person interfering with the voting process and have broad discretion to manage affairs within the polling place. §§ 24.2-604, 24.2-607.”

**ELECT has an online training presentation about  
Authorized Representatives.**

**<https://www.elections.virginia.gov/formwarehouse/training/>**

**Look for “Election Observer Training.”**

# Authorized Representatives

Each precinct will be issued three badges for Authorized Representatives to wear while in the polling place.

- Lanyard and badge will say “Authorized Representative.”
- Authorized Reps will receive badge when signing in and return badge when signing out.



**OBSERVER SIGN-IN SHEET** Pouch 8

**November 5, 2024 Primary Election**

Precinct:     CAP-Early Vote    

**ALL OBSERVERS MUST:** §24.2-604.4\*

- ◆ Be a (REGISTERED) qualified voter in Virginia\*. If needed, call the office to verify they are registered.
- ◆ Have a letter from the political party, primary candidate, or Independent candidate\*
- ◆ Have a valid I.D. (for verification)
- ◆ Wear orange “OBSERVER” lanyard while in polling place

R=Republican Party      D=Democratic Party      I=Independent

Name	Party	Date	Time In	Time Out
PRINT LEGIBLY	<b>CIRCLE ONE:</b>			
1.	R    D    I		am / pm	am / pm
2.	R    D    I		am / pm	am / pm
3.	R    D    I		am / pm	am / pm
4.	R    D    I		am / pm	am / pm
5.	R    D    I		am / pm	am / pm

# Provisional Ballots



Every precinct will receive a supply of Provisional Ballots which cannot be scanned on Election Day.

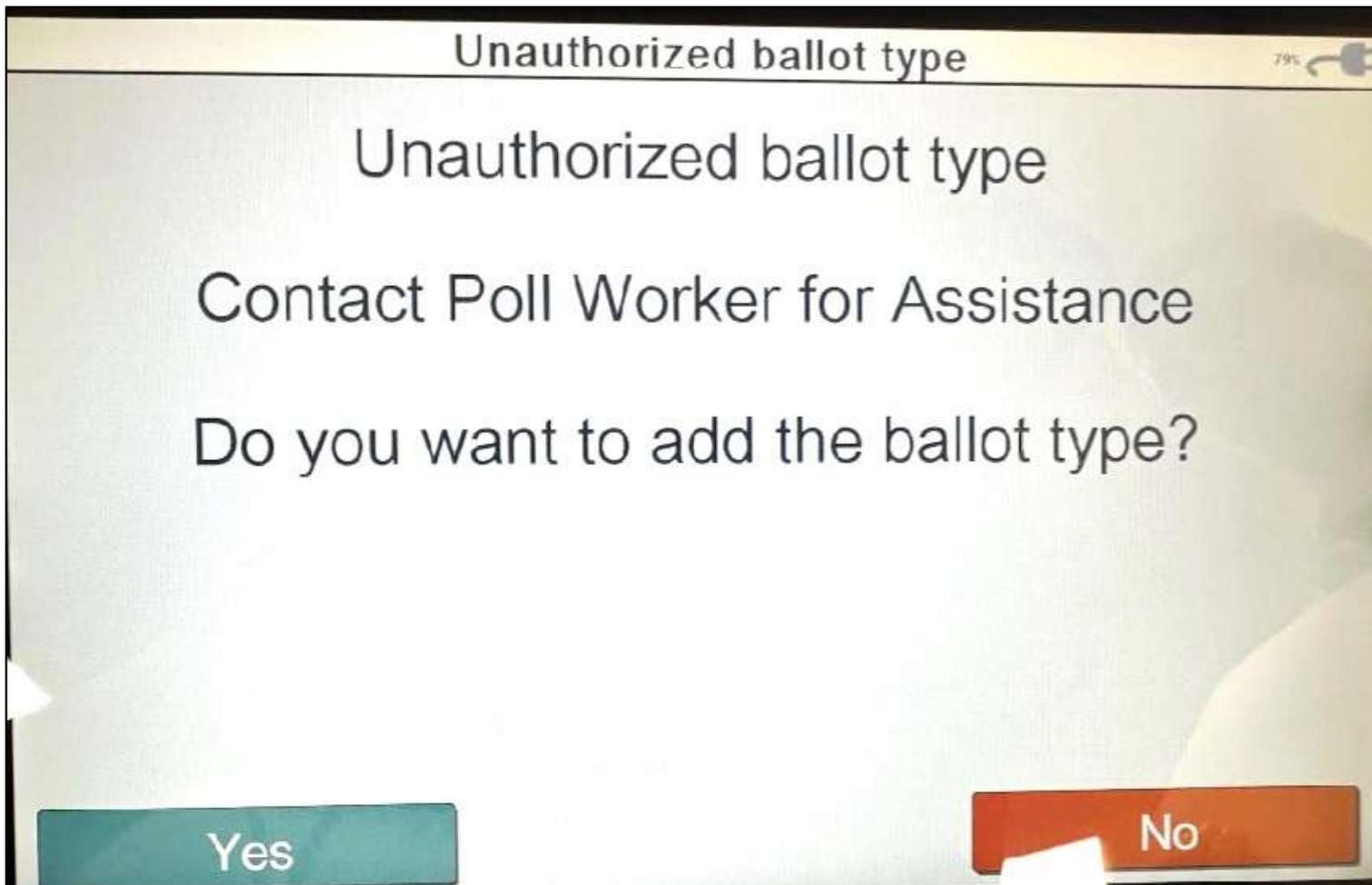
The image shows a sample of a Provisional Ballot form. The form is titled "Commonwealth of Virginia, Official Ballot" and includes the following text: "County of Montgomery", "General and Special Elections", and "Tuesday, November 5, 2024". In the top right corner, the precinct information "Auburn HS Full 04021" is circled in red. The central heading "Provisional Ballot" is also circled in red. Below this heading, there are instructions for making selections, including filling in ovals for candidates or issues, and writing in a candidate's name. A small illustration shows a hand using a pen to fill in an oval. At the bottom of the form, there are two columns for marking votes: "President and Vice President" and "Member".

- “Provisional Ballot” printed at the top center. Identifying precinct information is printed in the top right corner.
- These ballots are not pre-folded. The Provisional Ballot Envelope is now larger, and ballots will fit without folding.

# Provisional Ballots



FVS Scanner will show this screen if voter mistakenly inserts their Provisional Ballot. Officer will press “No.”



# Ballots will be delivered to the polling place in the cage



- On Election Morning, Ballot Officers will count packs of ballots and confirm the precinct has received the expected number of ballots according to the *Receipt for Ballots*.
- Ballot Officer will sign the *Receipt for Ballots* form and give it to the Chief.

# Cage - Top Shelf Contents



## Top shelf – Front Row

1 Poll Pad Case must be placed **in front of** the other two cases.



Box/Envelope 6  
Unvoted Ballots

Marking Booths

## Top Shelf – Back Row

(2) Two Poll Pads

Plastic Bin needs to be placed **lengthwise** in the cage.



## Clear Plastic Supplies Box

- Machine Instructions w/Headphones
- Power Cords
- Surge Protectors
- Clipboards
- Privacy Folders
- **Ballot Receipt Box**
- "I Voted" stickers

Supplies Box is **heavy**. Take care when removing it from and returning it to the cage.

# Cage - Bottom Shelf Contents



**Yellow, Mailed  
Absentee Ballot  
Drop Box**

**Ballot Collection  
Form inside the bag.**

**Security seal(s) are  
delivered in the  
Chief's Binder.**

- **Tri-Fold Poster Board**
- **Election Day Hours Sign**
- **Box 3A\*  
(Unassembled)**

**FVT – ADA Machine**

**Marking Booths (5)**

**FVS – Ballot Scanner**

- **Locked to top of  
Ballot Box.**

**Power Cord**

- **Power cord is  
wound up and held  
to handle with  
Velcro.**

**\* Precincts sent fewer than 500 ballots for the election will NOT receive an Unassembled Box 3A. Voted Ballots will go in Envelope 3A.**

# Election Day Situations

- If you find an item is missing, first check the List of Contents in the Chief's binder. **Then** call your designated staff member on their cell phone.
  - Signs, forms, other supplies
  - Fewer or more than expected packs of ballots
- If an item of equipment is not starting up properly or if a seal is damaged or missing, **call your designated staff member.**
- If an Authorized Representative or an outside Campaigner won't heed your instructions, **call your designated staff member.**

**See info in your Chief's Binder for your precinct's designated staff member and cell number.**

# Election Day Set Up

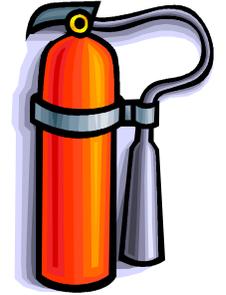


The Chief Officer will:

- Welcome Authorized Representatives.
- Administer the Oath
- Assign Officers to arrange furniture and post notices and signs.
- Assign Officers to set up electronic poll books. **Confirm serial and seal numbers on Pouch 7 Form. Print three Poll Pad Summary Reports, one from each Pad.**
- Assign Officers to count packs of ballots. Confirm that number of ballots received matches **Receipt for Ballots** inside Box/Envelope 6.

**List of Chief's Election Day Set-Up tasks: Pages 3 – 6 of "Election Day Guide for Officers of Election"**

# Before the Polls Open



The Chief Officer will review emergency procedures with all officers:

- Location of fire extinguishers and fire alarms.
- Location of emergency exits.
- Identify potential hazards (icy steps/sidewalks, slick/wet floors, electrical cords on floors).
- Location of emergency phone to call 911.
- Designate officer to call 911.
- Designate a safe location to meet and wait outside building.

# Election Day Set Up



The Chief Officer will:

- Assign Officers to set up the voting machines. Confirm serial and seal numbers and machine protective and public counter numbers on Pouch 7 Form.
- The FVS Scanner will print three Zero Tapes showing no ballots have been scanned before the polls open. The Scanner should print three copies automatically. If three copies do not print, press “print” for additional copies.
- The Print/sign 3 copies of the Zero Tape for the ADA tablet (FVT).

**List of Chief’s Election Day Set-Up tasks: Pages 3 – 6 of “Election Day Guide for Officers of Election”**



# Election Day Set Up

## Completed Absentee Ballot Drop Bag and Sign

On Election Day, each polling place serves as a drop-off location for completed absentee ballots.

- An official YELLOW Ballot Drop Bag is delivered in the cage.
  - Comes “assembled” in its boxy shape.
  - Seal must be looped through the bag’s grommet and zipper.
  - Record Seal No. on Pouch 7 Form.
  - Unused seals are stored in the Chief’s Binder.
  - Chain of custody “Ballot Collection” form will be delivered in the yellow bag.

The Absentee Ballot Drop Bag location is the Chief’s decision.

Should be in view of the Officers. **Place in a secure location - away from entry door.** Location may be in the lobby/entrance area if an Officer is assigned to monitor it.

# Electronic Pollbooks



- Open and Close instructions for the Poll Pads will be in the Ziploc bag (with the voting machine instructions) in the clear plastic bin on the top shelf of the cage.
- Chief's Binder has a copy of the instructions, so you can review before Election Day.



# Setup/Shutdown Equipment Procedures

Two minds are better than one!

- Assign two Officers to set up pollbooks and two Officers to set up voting machines.
  - One Officer should read instructions as the other carries out each step.
  - Follow instructions as written!

# KNOWiNK Poll Pads

## When you scan a driver's license:

- The Poll Pad does exactly what you do when you carry out a manual search. It looks at:
  - First 3 letters of the last name
  - First 3 letters of the first name
  - (Plus the birth year)
- It can bring up more than one voter, because more than one voter in the county matches that criteria.
- Some Virginia Driver's licenses don't scan! If the Poll Pad does not bring up the correct voter, try a manual search.

# KNOWiNK Poll Pads

## For a manual search:

- Don't enter more than 3 letters of the first and last names. You could make a typo.
- If the Poll Pad does not bring up a voter, do NOT tell the voter they're not registered.
- First try re-entering the 3 letters of the first and last names.
- Then ask the Officer next to you for assistance. Call the Chief or Asst. Chief over if needed.

# Approved Identification

## ELECTRONIC FORMS OF ID (highlighted in yellow)



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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. <b>Acceptable in electronic form only if it is through official DMV "Virginia mID" app.</b>
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. <b>Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.</b>
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. <b>Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.</b>
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. <b>Acceptable in physical or electronic form.</b>
Any other current government document containing the name and address of the voter	Yes. <b>Acceptable in physical or electronic form.</b>
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 and Identification Privilege Card	No

\*\*"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 11 **recognized** tribes are: Cherokeehaka (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patowomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)

Virginia Code § 24.2-643(B) Rev. 07/2025

Virginia Driver's License is now acceptable in electronic form.

- Voter must be using the official Virginia mID App.
- Screen must display all of these items together on one screen (Option 3 in the App):

### Voter's

- Name
  - Year of birth
  - Address
  - Photo
- The photo alone is not sufficient. The voter's details alone are not sufficient.
  - The Poll Pad CANNOT scan the QR code on the electronic ID.

Revised July 2025

# Approved Identification

## ELECTRONIC FORMS OF ID (highlighted in yellow)

Identification	Is Accepted?
Virginia driver's license	Yes, may be current or expired.
Virginia DMV-issued ID card	Yes, may be current or expired. <b>Acceptable in electronic form only if it is through official DMV "Virginia mID" app.</b>
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. <b>Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.</b>
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. <b>Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.</b>
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. <b>Acceptable in physical or electronic form.</b>
Any other current government document containing the name and address of the voter	Yes. <b>Acceptable in physical or electronic form.</b>
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 and Identification Privilege Card	No

\*\*"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 11 recognized tribes are: Cherokee (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patowomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)

Virginia Code § 24.2-643(B) Rev. 07/2025

Revised July 2025

- Student IDs from some institutions of higher learning located in Virginia are acceptable in electronic form. Currently, electronic IDs from only the following institutions are acceptable:

- Bridgewater College (new)
- Liberty University
- Old Dominion University (new)
- Radford University (new)
- Roanoke College

George Mason University electronic ID is **NO LONGER** acceptable for voting purposes.

- Please note that student IDs from high schools located outside Virginia are **NOT** approved in any form.
- **An electronic form of these documents is acceptable:** current utility bill, bank statement, government check, paycheck, or other government document containing name and address of the voter.

# Approved Identification



★ VIRGINIA ★  
DEPARTMENT of ELECTIONS

**Voter Identification**

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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 and Identification Privilege Card	No

**\*"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 11 recognized tribes are: Cherokeehaka (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patowomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)

Virginia Code § 24.2-643(B) Rev. 07/2025

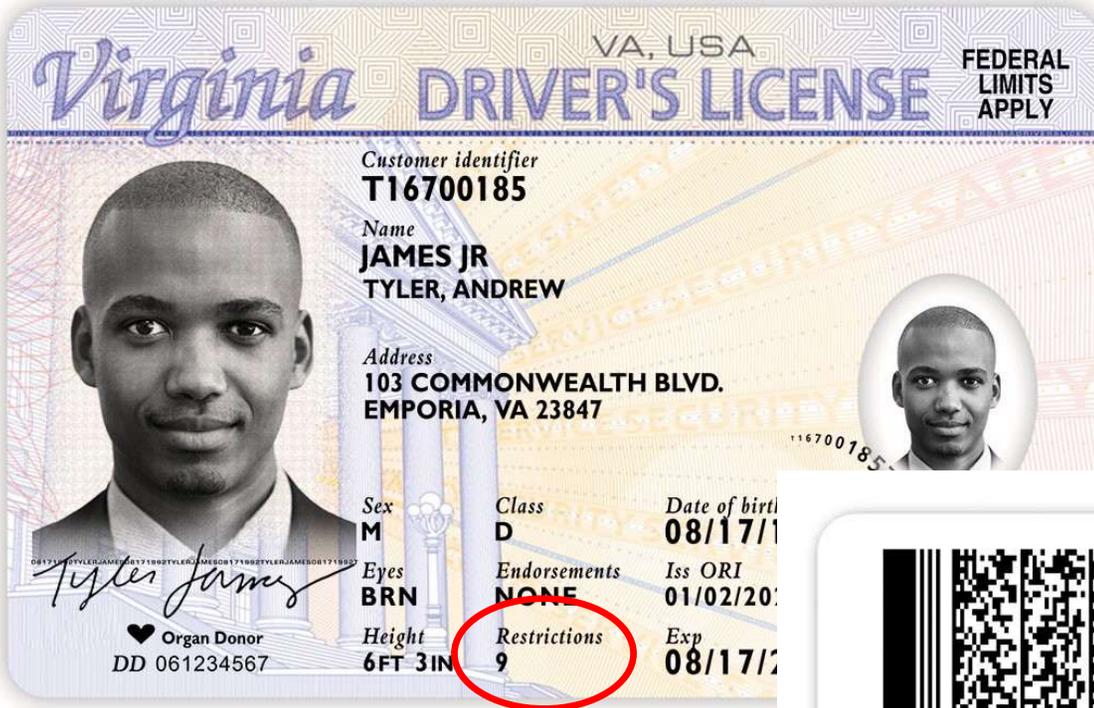
Unless otherwise noted, acceptable forms of identification do **NOT** have to contain a photograph of the voter. Some acceptable forms of ID do not have an address.

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

Driver Privilege Card is issued to non-citizens and by definition is not an acceptable ID for voting. It has a "9" under restrictions on the front. Restriction listed on back says "Limited duration."

Revised July 2025

# How to recognize a Driver's Privilege Card



Restriction listed on back says “9 Limited duration.”

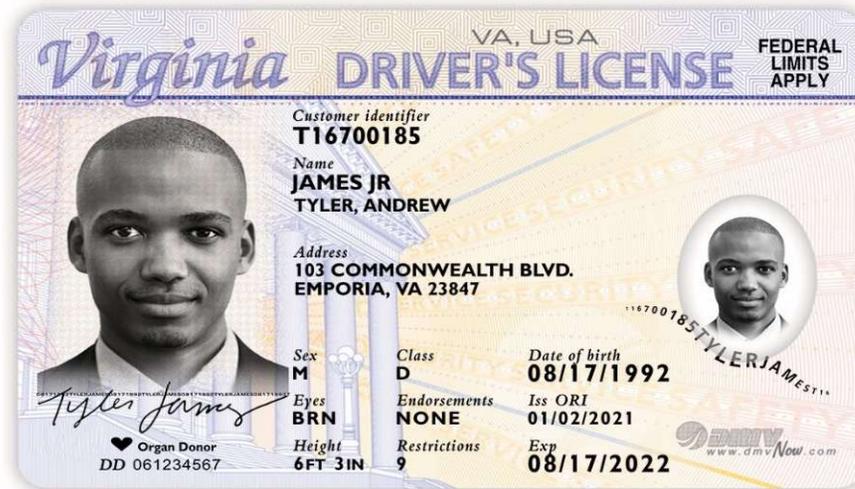


It has a “9” under “Restrictions” on the front.

# Driver's Privilege Card

If a voter presents one of these cards, send the voter to the Chief Officer.

It is possible the voter is a new citizen who has not updated their driver's license.



# Approved Identification

The **ONLY** state driver's license acceptable for voting in Virginia is the **VIRGINIA DRIVER'S LICENSE.**

Licenses from other states are **NOT** allowed for checking in or for Same Day Registration.

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 and Identification Privilege Card	No

\*"Valid" means the document is genuine and is not expired for more than twelve months

# Approved Identification

Commonwealth of Virginia Place in Envelope #8

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

**A Officer of Election:**  
Precinct No./Name: \_\_\_\_\_ Date: \_\_\_\_\_ O of E Initials: \_\_\_\_\_

**B Affirmation of Voter:**  
If you do not complete this statement or show acceptable ID, you will be required to vote a provisional ballot in this election.

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

Signature of voter: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of voter: \_\_\_\_\_

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

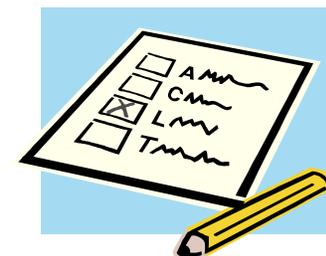
**WARNING:** Making a materially false statement on this form constitutes the crime of election fraud, which is punishable under Virginia law as a felony. Violators may be sentenced to up to 10 years in prison and/or fined up to \$2,500. §24.2-1016

ELECT-643ID 8/2020

**Do NOT  
turn a voter away  
for lack of  
identification!**

- Send the voter to the Chief.
- Voter can sign an **ID Confirmation Statement** affirming they are the registered voter they claim to be. A voter can then be checked in and allowed to vote normally on the precinct equipment.

# Voters without ID



- Any voter who does not present acceptable identification AND does not sign the statement must vote a Provisional Ballot (Reason Code 4).
- Voters casting a Provisional Ballot are given until noon on the third business day after the election (Friday, April 24<sup>th</sup>) to provide approved ID or a signed ID Confirmation Statement to the Registrar's Office by: Fax, electronic mail, in-person delivery or timely mail delivery.
- Provide the voter with a *Provisional Voter Notice – ID ONLY* OR have them take a photograph of the *Notice* with their phone. The *Notice* has information on dates and times of the Electoral Board's Provisional Ballot Meetings.

**See *What Ifs...* Page 29, Appendix B.**

# Absentee Voters at Check-In



- A person who returns an unused or spoiled Absentee Ballot **ON** Election Day may vote normally on equipment at their **regular polling place** after surrendering the ballot.
- Chief should spoil surrendered absentee ballot, reinsert ballot in its envelope(s), and place in Envelope 4. Record number of surrendered absentee ballots enclosed on the *Ballot Record Report*.
- Chief may then override voter's absentee status in the pollbook, check the voter in, and issue a ballot from the precinct's supply.

**See *What Ifs...* Page 20, Situation 16.**

# Status of Absentee Voter's Ballot



The Poll Pads will list information about each Absentee Voter's ballot.

- “Pre-processed” if ballot has been checked-in and scanned ahead of Election Day.
- “Marked” if ballot has been received but not pre-processed.
- “Issued” if sent out by mail but not received back at the office by the time pollbook is downloaded into the Poll Pad.
- “Unmarked” if ballot has been returned unused. (Voter has not yet voted.)
- “Unmarked” may also indicate the ballot has been received but is waiting for voter to cure an error.
- “On Machine” if ballot cast in person during “early voting.”
- “SDR Provisional” if voter registered and voted after close of books.

# Statement of Voter Form

**STATEMENT OF VOTER** (Provisional Form—Paper Clip to **Green Envelope**)

I, \_\_\_\_\_  
First Middle Last Suffix (Jr, Sr, III)

do hereby state, subject to felony penalties for making false statements pursuant to § 24.2-1016, Code of Virginia, that

Check one:

I applied for but did not receive or

I applied for and received but lost

I applied for and received damaged

my absentee ballot; that I am a citizen of the United States duly registered in the city or county of **Montgomery, Virginia**, that I am now, or have been at some time since the November general election last year, an actual Virginia resident of the following address where I am registered to vote:

House number, street name or rural route address City Zip code

OR that I have resided in this precinct since the second preceding federal general election and have been and continue to reside in this county or city and this congressional district;

OR that the Virginia address listed above was my last domicile immediately before leaving the United States;

OR that I have resided in Virginia in the last 30 days and am voting only in the presidential election;

that I am at least eighteen years of age or will be by **November 4, 2025** and that I have not voted in this election and will not vote in this election at any other place in Virginia or in any other state.

Signature of voter \_\_\_\_\_

Last 4 digits of SSN required: \_\_\_\_\_

Date (MM/DD/YYYY) \_\_\_\_\_

Privacy Act Notice: This form requires your social security number for identification and to prevent fraud. Your application will be denied if you fail to provide your social security number or any other information necessary to determine your qualification to vote. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article 8, § 2, Title 24.2 of the Code of Virginia and the Government Data Collection and Dissemination Support Act) authorize collecting this information and restrict its use to official purposes only.

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

ELECT 708 REV 04/2025

## Absentee Voters without a ballot to surrender

### Guidance from ELECT:

- An Absentee Voter without their ballot to surrender should complete a statement attesting that they lost or never received their ballot.
- After completing and signing the form, the Chief will have the voter complete a provisional ballot.

See *What Ifs...* Page 21, Situation 17.

# Voter Flags

## “Inactive” or “Marked for Confirmation”



The Registrar has reason to believe the Voter may no longer live at the address of record.

- Voter may be marked “Inactive” or “Marked for Address Confirmation.”
- Detailed information can be found in the *What Ifs - A complete guide for helping voters with exceptional situations*.
- Follow guidance in the *What Ifs*. If Voter is qualified, allow them to vote after they complete the **appropriate forms**. (Place the forms in **Envelope 8**.)
- If Voter is no longer qualified, SDR is an appropriate next step. If you have questions, call your designated staff member at their cell number. If you cannot reach them, call the office number 540-382-5741.

**See *What Ifs...* Situations 4 - 8, Pages 8-12.  
Mover’s Chart is now Appendix A, Page 28.**

# Ballot Officer

## Before the Polls Open



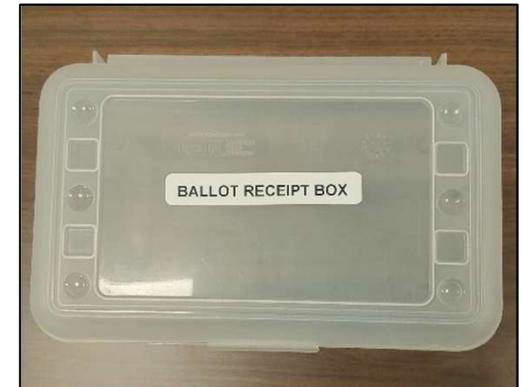
- Open #6 Boxes.
- Find **Receipt for Ballots** on top and set aside.
- Count shrink-wrapped packs of regular ballots and Provisional Ballots.
- Compare number of ballots received to **Receipt for Ballots**. If numbers match, sign **Receipt** and give it to the Chief. If numbers do not match, inform the Chief.
- Record information on total ballots delivered at top of **Ballot Record Report** form.
- Give Receipt for Ballots and pack(s) of Provisional Ballots to the Chief.
- As each pack of ballots is opened, two Officers must count the number of ballots contained. Record that number on the **Ballot Record Report**.

# Ballot Officer

## While the Polls Are Open



- Responsible for handing out ballots to voters
  - Take the **Ballot Receipt** from the voter and place it in Ballot Receipt Box.
  - Remind voters to:
    - Use a precinct pen to mark their ballot
    - Fill in ovals completely and neatly
    - Check the back for additional races (if applicable)
    - Print neatly if voter chooses to write-in a name
  - Insert a ballot in privacy folder and hand folder with ballot to the voter.
  - Direct voter to marking booth area.



# Ballot Officer

## While the Polls Are Open



- Can take a mismarked ballot from a voter and issue a new ballot.
  - With a pen, write the word “Spoiled” across the mismarked ballot.
  - Place the ballot in Envelope #4.
  - Enter a mark under “Spoiled” on the ***Ballot Record Report*** form.
  - Hand a new ballot to the voter.
- Chief will accept surrendered ABs, check voter in on Pollbook, and issue voter a Ballot Receipt. Chief will bring surrendered ABs to Ballot Table to go in Envelope 4. Ballot Officer will make note on ***Ballot Record Report*** of number received.

# Marking Booth Officer



- Answer voter questions.
- Remind voters to use our precinct pens.
- Periodically check for and remove any extraneous materials from the marking booths.
- Do not allow the Optical Scanner (FVS) to be unattended. Take over for the Voting Machine Officer if they are busy helping a voter with an issue.

# Equipment Seals

Consult equipment opening and closing instructions!

## Scanner (FVS)

Exterior handle:  
Cut to open case in the morning.

USB thumb drive compartment:  
Cut to remove thumb drive after  
machine is shut down at closing.



# Equipment Seals

## Scanner (FVS) continued



Emergency Ballot Box door  
(Officer will apply seal ONLY IF  
the Emergency Ballot Box is  
going to be used.)

Ballot Box door:  
Delivered with seal in  
place. Cut seal after  
polls are closed to  
transfer ballots to  
Box/Envelope #3A.

# Equipment Seals

## FVT (ADA Tablet)

Exterior handle:  
Cut to open case  
in the morning.



Electronics Compartment:  
Cut seal only if paper roll needs to be changed. Replace seal when done and record new seal number on **Pouch 7 Form**.



# Scanner and ADA Tablet Equipment Seals

## Morning Tasks - Follow Opening Instructions!

- Check that exterior seals of both machines are intact.
- Compare SERIAL and SEAL numbers of the scanner (FVS) and ADA Tablet (FVT) to numbers recorded on Pouch 7 Form.
- Cut seal at handle of each machine, unlock lid with key, and open. Put used seals in Pouch 7.
- Check that interior seal of each machine is intact and compare interior seal numbers to numbers recorded on Pouch 7 Form.

# Election Day Set Up

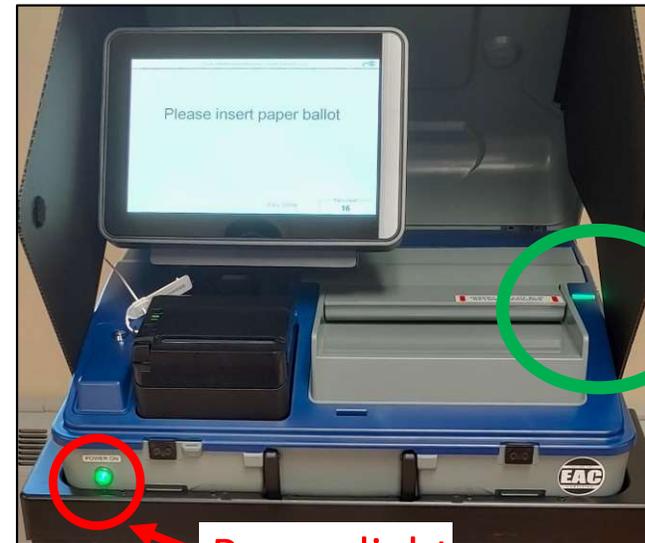
## Voting Machine Officers

- Voting machine instructions will be in a zip lock bag in the Clear Plastic Bin on the cage top shelf. FVT headphones will be with instructions.
  - For the FVS Scanner, Open and Close instructions will be in a single **GRAY** folder. Open Header Card and Close Card will be in this folder.
  - For the ADA Tablet (FVT), Open and Close instructions will be in a single **BLUE** folder.
- The Chief will have copies of the instructions in their **Chief's Election Day binder**.



# Voting Machine Officer

- Stand far enough away from the FVS to ensure privacy for the voter. Officers may apply tape to the floor as a reminder.
- Answer questions on the operation of the scanner and provide guidance if ballot is rejected.
- Voter will insert ballot into the machine. Some voters may not understand this. If folders are used, check folders given to you for un-scanned ballots.
- FVS Ballot Light will rapidly flash **red** and **green** while processing ballot and then stay **green** after ballot is accepted.
- FVS will not count a rejected ballot.



"Ballot Light"

Power light

# Rejected Ballots

- The Scanner will reject a ballot if a race is overvoted OR if no marks can be read. Guidance slips are printed for each of these types of errors.
- A Voter can choose to send an unmarked (blank) ballot through the scanner as a “protest vote.” A Voter can also choose to cast a ballot with an overvote. Only correctly marked races will be counted.
  - Officer will press “Bypass Validation” button on screen. The next ballot scanned will be accepted regardless of the error.
- The Scanner will also reject a ballot if it does not recognize the ballot as valid. The screen will say “Invalid Ballot. See pollworker for assistance.” No slip will be printed.
  - Allow voter to try the ballot two more times. If the ballot is rejected a third time as “Invalid,” direct voter to Ballot Table to exchange it for a new ballot.



# When ballot is considered “cast”

A voter, voting in person on Election Day, has not voted until a “permanent record” of the voter's intent is preserved.

- A “permanent record” is preserved by the voter by:
  - Inserting an optical scan ballot into an electronic counter
  - Placing a paper ballot in an official ballot container.
- If the ballot is rejected by the scanner due to an overvote or undervote and the voter has walked away, an Officer may reinsert the ballot in the voting machine and override the rejection, so the ballot can be cast for the absent voter.

Complete wording of Virginia Regulation 1VAC20-60-40 appears on  
**Page 6 of the Election Day Guide.**

# ADA Tablet (FVT)

## for voters with disabilities

Every voter has the right to cast their ballot independently. Please tactfully offer the ADA Tablet to voters if you have reason to believe it might be useful to them.

We also issue two large magnifying lenses to each precinct. These magnifiers could be helpful for a voter who can't clearly see the ovals to mark next to each candidate's name.

- Large touch screen.
- Adjustable font size and high contrast display.
- Audio Ballot with headphones and keypad for blind voters.
- Sip-and-puff technology for paralyzed voters is available. Call Registrar's office if sip-and-puff kit is needed. Sheriff will deliver quickly.

# ADA Tablet (FVT)

- **Can be used by ANY VOTER to create their ballot**
  - If your supply of preprinted ballots runs low, the FVT can be used as “Ballot on Demand” device – **even for a Provisional Ballot.**
  - It takes time to use the FVT. To avoid a line, alternate with preprinted ballots to extend supply before you run out.
- **All ballots created must be accounted for on Ballot Record Report.**

# To initiate a ballot on the FVT (ADA Tablet)

Press “Manual Entry”



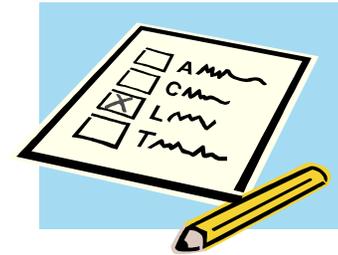
Enter Election Day password from Chief’s key ring.



Enter ballot code from Chief’s key ring.



# Reasons to Cast a Provisional Ballot



- Voter is **not registered** (or “not on pollbook”) and will use **Same Day Registration** process.
- Voter wants to update existing registration to your precinct and vote using **Same Day Registration** process.
- Voting hours are extended by **court order**.
- Voter is marked as **Absentee** but does not have their mailed ballot to surrender to the Chief.
- Voter is marked as having **already voted**.
- Voter has **no acceptable ID** and declines to sign ID Confirmation Statement.

See “*What Ifs*” for detailed guidance.

# Processing a Provisional Ballot

**Do NOT check in ANY  
Provisional Voters  
on the pollbook!**

# Processing a Provisional Ballot



- Provide voter with a *Provisional Ballot*.
- Keep Provisional Voters in view. Set aside space at or close to the Chief's table for a Provisional Voter to mark their ballot.
- Don't forget to give the voter their *Provisional Voter Notice* with the date and location of the Electoral Board's Provisional Ballot meeting. Voter may take a photo of the notice instead.
- During the day, collect Provisional Ballot Envelopes in the **red zipper-pouch** to protect voters' personal info. If you have more Provisionals than will fit in the pouch, use the 1A Box.

# Same Day Voter Registration (SDR)

- Voters may register or update their registration on Election Day.
  - All ballots cast as part of SDR are PROVISIONAL BALLOTS
  - The SDR process **MUST** be carried out in the precinct of the voter's current address.
  - **DO NOT ASSUME THE VOTER KNOWS THE CORRECT PRECINCT FOR THEIR CURRENT ADDRESS.**
  - Officers MUST verify voter's address is within their precinct. (See Slide 71).
  - If you have questions about a particular voter's situation, call your designated staff person.

# Same Day Voter Registration (SDR)

- First - Follow *What Ifs* Situation 11, then Appendix B
  - When possible, send voter to precinct where they are currently registered (even if in another locality). Voter may choose instead to cast SDR Provisional Ballot, but there is **no guarantee** the Provisional Ballot will be counted.
  - If voter is unsure where they are registered or even IF they are registered, use ELECT's Citizen Portal site to confirm.
  - If voter is not registered in Virginia or is ineligible according to the *What Ifs* (Appendix A: "Mover's Rules"), then Same Day Registration is the appropriate option.

# Same Day Voter Registration (SDR)

For the SDR Provisional Ballot to be counted:

- The voter must carry out the SDR process in the **correct precinct** (based on their current residence address).
  - To verify the correct precinct, the Officer will use:
    - The county's "street file" listing. The street file might be a paper copy, or it might be accessible on the Poll Pad.
    - If voter lives on campus, refer to list of dorms and corresponding precincts.
    - Call your designated staff member if you have questions about a particular voter.
- Officers must review the information on the application! Verify address entered is LOCAL! Verify application is complete, legible, and signed by the voter.

# Virginia Tech Students Living on Campus

At the campus precincts (A-3, E-3, and F-3):

- Verify the correct precinct for a campus resident by consulting the list of dorms served by each precinct.
- Copies of this information will be provided to the campus precincts.

If a campus resident comes to an off-campus precinct and wants to register:

- Confirm their precinct is A-3, E-3, or F-3 using the street file.
- Send that voter to McComas Hall (Rec Sports center).  
Squires Student Center is unavailable for April's election.

# Provisional Ballot Envelope

FLAP ↑

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

**SDR**

Precinct # \_\_\_\_\_  
 Primary elections—Party ballot  D  R

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

1 \*  Yes  No I am a citizen of the United States of America  
 \* Full social security number \_\_\_\_\_  SSN never issued  
 \* Date of Birth (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_  
 \* Gender \_\_\_\_\_

2 \* Last Name \_\_\_\_\_ Jr. Sr. II III IV (Circle one) Other (write in) \_\_\_\_\_  
 \* First Name \_\_\_\_\_ \* Middle Name \_\_\_\_\_  None  
 \* Residence Address (May not be a P.O. Box) \_\_\_\_\_ Apt. \_\_\_\_\_  
 \* City/Town \_\_\_\_\_ \* ZIP Code \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

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

4  I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.  
 I am providing a mailing address (below) because my residence address cannot receive mail 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.  
 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.

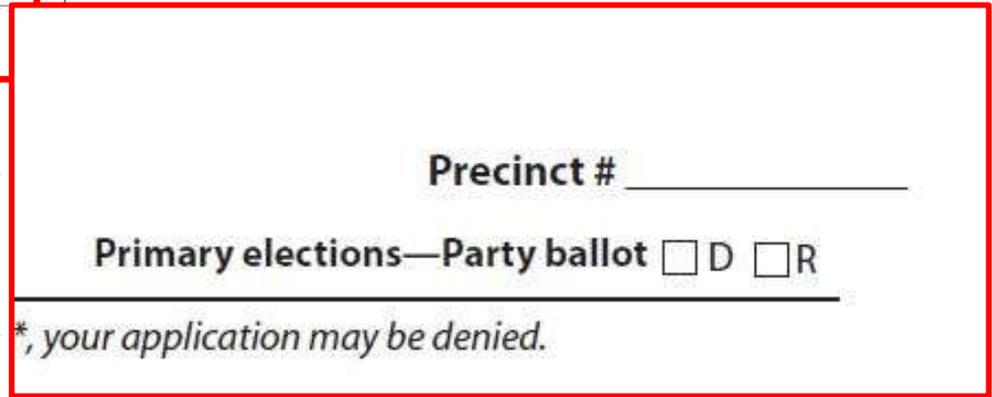
7 \* **AFFIRMATION:** I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election. I authorize the cancellation of my current registration 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.

<b>Election Officer Use</b> <input type="checkbox"/> #1 Same Day Registration (not on pollbook) Time: _____ a.m. p.m. (circle one) <input type="checkbox"/> Yes <input type="checkbox"/> No Did voter show ID or complete ID Confirmation Statement? <b>Comments</b> _____ <b>Election Officer Signature</b> <input checked="" type="checkbox"/> _____	<b>Office/Electoral Board Use</b> <b>Voter ID #</b> _____ <b>Adjudication</b> <input type="checkbox"/> Count <input type="checkbox"/> Do not count <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.
--	---

ELECT-653-English-07/2024



Don't forget to complete the entries in the top right corner.

Assisting Officer should:

- Enter Precinct # (e.g. A-1)
- If election is a Primary, check box for Voter's choice of Primary (D or R).

# Provisional Ballot Envelope

- Front side for Same Day Registration (or “not on pollbook”)
- Back side for ALL OTHER reasons

## SDR side

- Registration Form is ON the Provisional Envelope.
- Voter completes this portion and signs the form.
- Chief (or designated Officer) will **VERIFY** the application is complete and then fill out the “Election Officer Use” box and **sign**.

**FLAP** ↑

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

**SDR**

Precinct # \_\_\_\_\_  
Primary elections—Party ballot  D  R

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

1 \*  Yes  No I am a citizen of the United States of America  
\* Full social security number \_\_\_\_\_  SSN never issued  
\* Date of Birth (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_  
\* Gender \_\_\_\_\_

2 \* Last Name \_\_\_\_\_ Jr. Sr. II III IV (Circle one) Other (write in) \_\_\_\_\_  
\* First Name \_\_\_\_\_ \* Middle Name \_\_\_\_\_  None  
\* Residence Address (May not be a P.O. Box) \_\_\_\_\_ Apt. \_\_\_\_\_  
\* City/Town \_\_\_\_\_ \* ZIP Code \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

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

4  I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.  
 I am providing a mailing address (below) because my residence address cannot receive mail 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.  
 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	Office/Electoral Board Use
<input type="checkbox"/> #1 Same Day Registration (not on pollbook) Time: _____ a.m. p.m. (circle one) <input type="checkbox"/> Yes <input type="checkbox"/> No Did voter show ID or complete ID Confirmation Statement?	Voter ID # _____ Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count
Comments _____ Election Officer Signature <input checked="" type="checkbox"/> _____	<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.

ELECT-653-English-07/2024

Seal the flap!

# Provisional Ballot Envelope

## Completing the “Election Officer Use” box

- Check first box for “#1 Same Day Registration (not on pollbook)”
- Enter approximate time envelope was completed.

The image shows a portion of a ballot envelope form. At the top, there is a checkbox and text: "by checking this box, I affirm that I am an individual with physical disabilities" and "Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities". Below this is a section titled "Election Officer Use" with a black header. Inside this section, there is a checkbox for "#1 Same Day Registration (not on pollbook)". Below this checkbox is a line for "Time: \_\_\_\_\_ a.m. p.m. (circle one)". There are two checkboxes, "Yes" and "No", followed by the text "Did voter show ID or complete ID Confirmation Statement?". Below this is a "Comments" field with a yellow highlight. At the bottom of the section is a line for "Election Officer Signature" with an "X" written on it. To the right of the "Election Officer Use" section is a vertical column with the heading "Off" and two rows labeled "Vot" and "Adj", each with a "Vot" label and a number "1." and "2." respectively.

- In Comments area, enter the type of Identification Document the voter provided.

For example: VA Driver’s License, ID Confirmation Statement, College ID, Military ID, Passport, etc.

**NO OUT-OF-STATE LICENSES CAN BE ACCEPTED**

- Assisting Officer will then SIGN at the bottom AFTER REVIEWING the voter’s entries on the application.

# Provisional Ballot Envelope

Back of envelope is for all other reasons:

- Voter completes **and signs** top of form.
- Chief (or designated Officer) will **VERIFY** required information is provided, check box to indicate reason, and then **sign**.
  - # 3: Voting after hours
  - # 4: Marked AB without ballot to surrender
  - # 5: Shown as having already voted
  - # 6: Other
  - # 7: No ID and declined to complete ID Confirmation Statement

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

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

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

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

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

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

5 Email \_\_\_\_\_ Phone \_\_\_\_\_

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

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

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

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

**Election Officer Use**

Select a Reason

#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  
 #7 Voter does not have required ID and declined to complete the ID Confirmation Statement

Comments \_\_\_\_\_

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

**Staff/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

# Approved Identification

- If SDR voter does not have an approved ID with them, they may complete the ID Confirmation Statement.
- If SDR voter refuses to sign the ID Confirmation Statement, Officer will check the “NO” box at the bottom left of the application near where the Officer signs the application.
- SDR Voter will have until noon on the third business day after the election ([Friday, April 24<sup>th</sup>](#)) to provide approved ID or a signed ID Confirmation Statement to the Registrar’s Office.

Commonwealth of Virginia Place in Envelope #8

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

**A Officer of Election:**  
Precinct No./Name: \_\_\_\_\_ Date: \_\_\_\_\_ O of E Initials: \_\_\_\_\_

**B Affirmation of Voter:**  
If you do not complete this statement or show acceptable ID, you will be required to vote a provisional ballot in this election.

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

Signature of voter: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of voter: \_\_\_\_\_

Birth Year (optional) \_\_\_\_\_ Last 4 digits of Social Security # (optional) \_\_\_\_\_

**WARNING:** Making a materially false statement on this form constitutes the crime of election fraud, which is punishable under Virginia law as a felony. Violators may be sentenced to up to 10 years in prison and/or fined up to \$2,500. §24.2-1016

ELECT-643ID 8/2020

by checking this box, I affirm both that ~~I am an individual with physical~~  
Article II, § 2 of the Constitution of Virginia, individuals with physical disab

**Election Officer Use**

#1 Same Day Registration (not on pollbook)  
Time: \_\_\_\_\_ a.m. p.m. (circle one)

No Did voter show ID or  
complete ID Confirmation Statement?

Comments \_\_\_\_\_

Election Officer Signature X

# Processing a Provisional Ballot



- Verify all required information (marked with \*) is **completed and legible** on the Provisional Ballot Envelope.
  - SDR (front of envelope) requires full Social Security # be entered.
  - Many addresses have apartment or room numbers. Ask to confirm if you don't see one.
    - A room number is required for on-campus addresses.
  - Chief and/or designee completes Election Officer area on bottom left of the Provisional Ballot Application/Envelope and **signs their name**.
  - **Seal each envelope with the flap!**
  - Chief and/or designee completes the Provisional Ballot LOG.

# Processing a Provisional Ballot

Copy information from each Provisional Envelope to the Provisional Ballot Log. This task may be delegated to another Officer.

To help you keep track of which Envelopes have been entered on the Provisional Ballot Log:

- Write the Log Entry number on the front of the Provisional Envelope in the top, right corner – above or near the precinct number.

12	<b>Voter name</b> Last name _____ Suffix _____ First name _____ Middle _____ <b>Address</b> City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ Notes _____ 1 3 4 5 6 7 <b>Registrar use only</b> Was this vote counted? YES NO Why not? Date: _____
13	<b>Voter name</b> Last name _____ Suffix _____ First name _____ Middle _____ <b>Address</b> City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ Notes _____ 1 3 4 5 6 7 <b>Registrar use only</b> Was this vote counted? YES NO Why not? Date: _____
14	<b>Voter name</b> Last name _____ Suffix _____ First name _____ Middle _____ <b>Address</b> City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ Notes _____ 1 3 4 5 6 7 <b>Registrar use only</b> Was this vote counted? YES NO Why not? Date: _____
15	<b>Voter name</b> Last name _____ Suffix _____ First name _____ Middle _____ <b>Address</b> City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ Notes _____ 1 3 4 5 6 7 <b>Registrar use only</b> Was this vote counted? YES NO Why not? Date: _____
16	<b>Voter name</b> Last name _____ Suffix _____ First name _____ Middle _____ <b>Address</b> City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ Notes _____ 1 3 4 5 6 7 <b>Registrar use only</b> Was this vote counted? YES NO Why not? Date: _____
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18	<b>Voter name</b> Last name _____ Suffix _____ First name _____ Middle _____ <b>Address</b> City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ Notes _____ 1 3 4 5 6 7 <b>Registrar use only</b> Was this vote counted? YES NO Why not? Date: _____

# Processing a Provisional Ballot

- You may separate pages as needed to accommodate the number of Officers working to transfer information from Provisional Ballot Envelopes to the Log.
- Log pages are numbered at the bottom, so the Log can be reassembled when all voter information has been transferred.

12	<b>Voter name</b> Last name _____ Suffix _____ First name _____ Middle _____ <b>Address</b> City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 1 3 4 5 6 7 <b>Notes</b> _____
13	<b>Voter name</b> Last name _____ Suffix _____ First name _____ Middle _____ <b>Address</b> City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 1 3 4 5 6 7 <b>Notes</b> _____
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15	<b>Voter name</b> Last name _____ Suffix _____ First name _____ Middle _____ <b>Address</b> City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 1 3 4 5 6 7 <b>Notes</b> _____
16	<b>Voter name</b> Last name _____ Suffix _____ First name _____ Middle _____ <b>Address</b> City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 1 3 4 5 6 7 <b>Notes</b> _____
17	<b>Voter name</b> Last name _____ Suffix _____ First name _____ Middle _____ <b>Address</b> City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 1 3 4 5 6 7 <b>Notes</b> _____
18	<b>Voter name</b> Last name _____ Suffix _____ First name _____ Middle _____ <b>Address</b> City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 1 3 4 5 6 7 <b>Notes</b> _____
		3

# Processing a Provisional Ballot

- After the polls are closed, count Provisional Ballots and enter totals by Reason Code on the Log's cover page.
- Do not leave blank. Enter zeros where needed.

**Provisional Ballot Log**

**GR/Satellite Office:**

Election Date: \_\_\_\_\_ Log Date(s): \_\_\_\_\_

Election Type: \_\_\_\_\_

Locality: \_\_\_\_\_

Place in Envelope 8

**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	is voting after normal poll closing time due to court order	
	4	applied for an absentee ballot, but does not have the ballot	
	5	is shown in the pollbook as already having voted	
	6	Other (any reason not captured in the other codes)	
	7	Voter did not show required ID and declined to complete ID confirmation statement	

**What to do during the day**

Copy information from the Provisional Vote envelopes below

<b>Voter name</b> Last name _____ Suffix _____ First name _____ Middle _____ <b>Address</b> City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 1 3 4 5 6 7 <b>Notes</b> _____ <b>Registrar use only</b> Was this vote counted? YES NO Why not? _____ Date: _____
12	
<b>Voter name</b> Last name _____ Suffix _____ First name _____ Middle _____ <b>Address</b> City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 1 3 4 5 6 7 <b>Notes</b> _____ <b>Registrar use only</b> Was this vote counted? YES NO Why not? _____ Date: _____
13	
<b>Voter name</b> Last name _____ Suffix _____ First name _____ Middle _____ <b>Address</b> City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 1 3 4 5 6 7 <b>Notes</b> _____ <b>Registrar use only</b> Was this vote counted? YES NO Why not? _____ Date: _____
14	
<b>Voter name</b> Last name _____ Suffix _____ First name _____ Middle _____ <b>Address</b> City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 1 3 4 5 6 7 <b>Notes</b> _____ <b>Registrar use only</b> Was this vote counted? YES NO Why not? _____ Date: _____
15	
<b>Voter name</b> Last name _____ Suffix _____ First name _____ Middle _____ <b>Address</b> City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 1 3 4 5 6 7 <b>Notes</b> _____ <b>Registrar use only</b> Was this vote counted? YES NO Why not? _____ Date: _____
16	
<b>Voter name</b> Last name _____ Suffix _____ First name _____ Middle _____ <b>Address</b> City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 1 3 4 5 6 7 <b>Notes</b> _____ <b>Registrar use only</b> Was this vote counted? YES NO Why not? _____ Date: _____
17	
<b>Voter name</b> Last name _____ Suffix _____ First name _____ Middle _____ <b>Address</b> City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 1 3 4 5 6 7 <b>Notes</b> _____ <b>Registrar use only</b> Was this vote counted? YES NO Why not? _____ Date: _____
18	

# Provisional Ballot Log

12	<b>Voter name</b> Last name _____ Suffix _____ First name _____ Middle _____ <b>Address</b> City/Town _____, State _____ Zip code _____ <b>Birth year only</b> _____ <b>Phone number</b> _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 1 3 4 5 6 7 <b>Notes</b> <b>Registrar use only</b> Was this vote counted? YES NO Why not? Date: _____
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18	<b>Voter name</b> Last name _____ Suffix _____ First name _____ Middle _____ <b>Address</b> City/Town _____, State _____ Zip code _____ <b>Birth year only</b> _____ <b>Phone number</b> _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 1 3 4 5 6 7 <b>Notes</b> <b>Registrar use only</b> Was this vote counted? YES NO Why not? Date: _____

- Authorized Representatives may ask to inspect or copy your Provisional Ballot Log **when the polls close.**
- Some information is considered confidential. You may provide Authorized Reps with the information on the left (voter's name, address, phone number, and Year of Birth), but not the information on the right (last four digits of the SSN or the Reason Code).
- **At end of night, the LOG will go in Envelope 8.**

## Provisional Ballots are returned to the Registrar's office on Election Night.

- Place sealed Envelope 1A in the Chief's case for return to Registrar.
- If you have over 100 Provisional Ballots, construct and use the 1A Box. Treat it with the same care you would Box 3A, containing voted ballots, when returning it to the office.
- Transfer Provisional Ballot information to the *Ballot Record Report* and to the *Results Reporting Sheet*.
- Place the Log in Envelope 8 for delivery to the Registrar.

# Poll Closing Task



- DO NOT forget to complete Certification on back on Envelope 1A.
  - Enter total number of Provisional Ballots enclosed. Enter “None” if no Provisional Ballots were cast.
  - Two Officers sign Certification.

**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 <i>PROVISIONAL</i> BALLOTS [CAST DURING NORMAL VOTING HOURS] .....	NUMBER ENCLOSED:
SIGNATURE OF OFFICER OF ELECTION _____	
SIGNATURE OF OFFICER OF ELECTION _____	

# Affirmation of Eligibility



The Chief Officer will use the Affirmation of Eligibility form if:

- Voter is listed as “**Inactive**” or has been flagged “**Marked for Address Confirmation**” on the pollbook, and the name/address has not changed.
- Voter’s name is on pollbook but is marked as having already voted (Voter casts a Provisional Ballot).
- Chief completes Section A.
- The *What Ifs* will tell you when this form is needed and which boxes should be checked.
- Voter must complete all the information in Section B and sign. If voter refuses to complete form, they must cast a Provisional Ballot.

Place the Affirmation of Eligibility form in Envelope 8.

# Affirmation of Eligibility



The Affirmation is also used if a voter is challenged about their qualifications to vote.

- A Voter may be challenged by:
  - An Authorized Representative
  - A Qualified Voter, or
  - An Officer of Election.
- Chief completes Section A, enters their initials, and checks Box C. (See [Situation 12 in \*What Ifs\*](#) for detailed guidance.)
- Challenger completes Statement of Challenger (below Section A) and signs.
- Voter completes Section B and signs.
- [If both Voter and Challenger sign the form, Voter casts ballot normally.](#)
- If Challenger refuses to complete form/sign, then there is no challenge and Voter casts ballot normally.
- If Voter refuses to complete form/sign, they may NOT vote normally but may cast a Provisional Ballot (Reason #6 – Other).

# Request for Assistance

See “What if Guide” for more detailed information



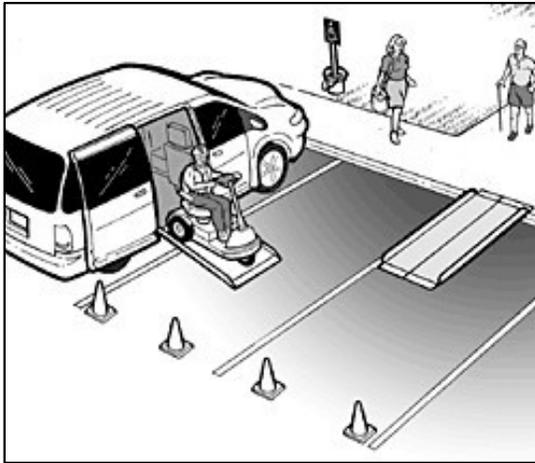
The Chief will use the **Request for Assistance** form if the voter asks for help completing the ballot. A voter might be blind, have a physical disability, need to have the ballot translated, or be unable to read or write.

- Authorized Representatives of a candidate or party, the voter’s employer, or an agent of the voter’s union are not allowed to assist a voter.
- Any assistant will SIGN, PRINT NAME and ADDRESS on Section B.
- If an Officer is asked to translate ballot, the authorized representatives from each party must SIGN and PRINT NAME on Section C.
- Place the Request for Assistance form in **Envelope 8**.

# ADA signage, parking additions



At some polling places:



- County Buildings and Grounds personnel will place signs and cones to designate van-accessible parking places (ADA requirement).
- Buildings and Grounds may place a sign to designate a Curbside Voting spot or area.
- Some polling places may receive additional instruction for propping door, etc. to meet accessibility requirements.
- If you believe the cones and/or signs are not well-placed, please move them and document your changes on the “ADA Sign Map” in the Chief’s binder.



# Curbside Voting

See “What If Guide” for more information

- The Department of Elections says checking periodically for a curbside voter is a best practice.
- The primary method for learning of a curbside voter is from the driver or a campaign worker. Talk with campaigners early in the day and ask for their help in notifying an Officer of a curbside voter.
- The Registrar’s phone number has been added to curbside voting signs. **PLEASE make sure your phone is on and that you can hear/feel a call from the office.**
- If Officers are busy with their other duties, the Chief Officer or Assistant Chief Officer **may go alone** to help a curbside voter.



# Curbside Voting

See “What If Guide” for more information

- Prepare items for curbside voting:
  - Clipboard
  - Copy of “Curbside Voting” information sheet (found in Accordion File)
  - Pen
  - Paper (if needed to record voter’s address for Poll Book Officer for check-in.)
  - Request for Assistance Form (if needed by voter)
  - Privacy folder



# Curbside Voting

See “What If Guide” for more information

- Any voter 65-or older or anyone with a permanent or temporary disability may vote outside the polling place (within 150-feet of the entrance).
- Greet the voter and inform them that they will be using a paper ballot at the curb. If voter needs an ADA compliant machine, they will need to enter the polling place.
- Ask voter for their identification document.
- If ID lacks an address, ask voter for address of record and write it down.



# Curbside Voting

See “What If Guide” for more information

- Give voter a copy of “Curbside Voting” information sheet.
- Take identification document to Poll Book Officer for check-in.
- Remind Pollbook Officer to check the “Curbside” box in the pollbook.
- Take Ballot Receipt issued by Pollbook Officer to the Ballot Table and exchange the Receipt for a ballot and privacy folder.
- Take ballot, privacy folder, pen, and clip board to voter at the car.



# Curbside Voting

See “What If Guide” for more information

- Give curbside voters all of the options at the vehicle that they would have if they came into the polling place: Explain any ballot issues, offer new ballot if needed, offer opportunity to override rejected ballot, etc.
- **Ask voter to stay parked until they are informed their ballot has been accepted by the scanner.**
- Let voter know ballot has been accepted, provide “I Voted” sticker.

# Provisional Voting for Extended Hours



- Polling hours may be extended ONLY by court order.
- If hours are extended, all voters who arrive after 7:00 PM must vote a PROVISIONAL BALLOT.
- Log all provisional ballots voted during extended hours on a separate Precinct Provisional Ballot Log.
- Place all extended hours provisional ballots in Envelope 1B.
- **Insert Precinct Provisional Ballot Log in Envelope 8.**

# Provisional Voting for Extended Hours

New clear folder for Extended Hours Provisional Ballot supplies

**DO NOT OPEN  
UNLESS VOTING  
HOURS ARE EXTENDED**  
Montgomery County VA  
101 PRECINCT A-1  
Slusser's Chapel

**Democratic**  
**Provisional Ballot Log-1B (AFTER HOURS)**  
Montgomery County, VA  
June 17, 2025 – June Primary  
Precinct: A-1 101 Slusser's Chapel

**ENVELOPE 8**

**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	
Voter's name IS on the pollbook, and voter:	3	is voting after normal poll closing time due to court order	
	4	applied for an absentee ballot, but does not have the ballot	
	5	is shown in the pollbook as already having voted	
	6	Other (any reason not captured in the other codes)	
	7	Voter did not show required ID and declined to complete ID confirmation statement	

**What to do during the day**  
Copy information from the Provisional Vote envelopes below

Voter name	SSN# last 4	Reason code
Last name _____ Suffix _____	_____	1 3 4 5 6 7
First name _____ Middle _____	Notes	
1 Address	Registrar use only	
City/town _____, State _____ Zip code _____	Was this vote counted? YES NO	
Birth year only _____ Phone number _____	Why not?	
	Date:	

**DEMOCRATIC**  
June 17, 2025 - June Primary  
Montgomery County, VA  
101 PRECINCT A-1  
Slusser's Chapel  
**ENVELOPE 1B**

# CLOSING THE POLLS



- At 6:45 PM, the Chief Officer will go outside and announce loudly and clearly, “The polls will close in 15 minutes”.
- At exactly 7:00 PM, the Chief Officer will go outside and announce loudly and clearly, “The polls are officially closed”.
- Close the door and lock the precinct.



# Poll Closing Tasks



Detailed Instructions are listed in the “Election Day Guide for Officers of Election:”

The Chief Officer will:

- Welcome any authorized representatives.
- Supervise closing of the voting machines after printing three copies of Election Summary Tape and Write-in Report from the FVS (Scanner) and three copies of the Close Report from the FVT (ADA machine) following the voting machine instructions.
- Supervise repacking of the pollbooks after printing three copies of Poll Pad Summary Report tape.
- Supervise completion of the *Ballot Record Report*.
- Supervise counting of ballots in the blue Absentee Ballot Drop Bag and completion of the Ballot Collection form.

List of Chief’s closing tasks: pages 7- 10 of the “Election Day Guide for Officers of Election”

# Completed Absentee Ballot Drop Off Chain of Custody Form

**Ballot Collection From Drop-Off Locations**

Drop-box unique identifier (if applicable) \_\_\_\_\_

Location Name \_\_\_\_\_

Drop-off location Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date and time of ballot collection Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ am/pm

Names of officers of election or employees who collected ballots (minimum two)

Collector 1 \_\_\_\_\_

Collector 2 \_\_\_\_\_

Any additional collectors (if applicable) \_\_\_\_\_

Number of ballots collected \_\_\_\_\_

Collector affirmation I attest that I performed my duty to safely and securely collect all ballots from this drop-off location at the time and date stated. I then immediately delivered all collected ballots to either the general registrar's office or central absentee precinct.

Collector 1 signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Collector 2 signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Any additional collectors signature (if applicable) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of ballots received in GR Office \_\_\_\_\_

Received by Name \_\_\_\_\_

Signature \_\_\_\_\_

ELECT-C1289(86) 9/15/2020

After the polls close, at least two Officers will:

- Count absentee ballots in the Ballot Bag.
- Record the day and time the ballots are counted on the *Ballot Collection From Drop-Off Locations* form.
- Enter their names, then sign and date.
- Officer transporting Ballot Drop Bag to the Registrar's office must also sign.
- Place *Ballot Collection* form inside the yellow Bag and apply new seal to clasp. Record seal number on Pouch 7 Form.
- Do not collapse the Box before return.



Complete the form and deliver re-sealed Ballot Bag EVEN IF NO ballots have been dropped off.



# Poll Closing Tasks



- Scanner (FVS):
  - Open Emergency Ballot Box compartment to confirm the compartment is empty before closing down the scanner.
  - After scanner is powered down, cut seal to TM memory compartment, remove memory stick and place in **USB Pouch**.
  - Cut seal on Ballot Box door, unlock door, and transfer ballots to Box/Envelope 3A.
  - Put all used seals in **Pouch 7**.
- ADA Table (FVT)
  - Close machine according to instructions.
  - Replace lid and lock with key.

**Ballot Record Report**  
 Montgomery County, Virginia  
 November 4, 2025 – General Election  
 Precinct: **A-1 101 Slusser's Chapel**

**ENVELOPE 2B**

Assume each ballot pack has 50 ballots. How many unopened ballot packs are inside **Envelope/Box #6**?

**Envelope/Box #6** 25 (Ballot Packs) x 50 + 2 (Provisional Ballots) x 50 = 1350 Total Ballots

If the amount doesn't match the Receipt for Ballots call the office. (540) 382-5741

**1. OPEN PACKS**  
 - Assume each pack is 50 until opened.  
 - Open as needed, 2 Officers count and record actual count in column.

Ballot pack #	# Of Ballots in pack	2 Officer's Initials
1	50	FJ RYM
2	50	FJ RYM
3	49	FJ RYM
4	50	FJ RYM
5	51	FJ RYM
6	50	EDJ MLS
7	50	EDJ MLS
8	50	EDJ MLS
9	51	EDJ MLS
10	50	BAG JTK
11	50	BAG JTK
12	49	TFC MLS
13	50	TFC MLS
14	50	TFC RYM
15	50	TFC RYM
16	50	RYM FJ
17	50	RYM FJ
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
<b>Total</b>	<b>850</b>	

**2. ELECTION DAY STATISTICS**  
 - Cross off or circle each number when used.

**2a. SPOILED BALLOTS** **Envelope 4**  
 This is a ballot spoiled by the voter.

<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	9	10
11	12	13	14	15	16	17	18	19	20

**2b. VOIDED BALLOTS** **Envelope 4**  
 This is a ballot found abandoned.

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

**2c. PROVISIONAL BALLOTS** **Envelope 1A/1B**  
 This is a ballot for a provisional voter.

Obtain Provisional Ballot Total from the Provisional Ballot Log or the Back of **Envelope 1A/1B**. Both these totals should match.

Provisional Ballots  $\Rightarrow$  7 Total

**2d. ABSENTEE BALLOTS - SURRENDER** **Envelope 4**  
 This is an unused ballot returned by voter.

<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

**3. END OF DAY FINAL REVIEW**

	Total
Loose unused ballots (include unused Provisional, Federal & Pres. Only Ballots)	81
Sealed unused ballots x 50	450
<b>3a. Total ballots NOT USED</b>	<b>531</b>
Record total from FVS (machine tape)	805
Record SPOILED BALLOTS (2a.)	8
Record VOIDED BALLOTS (2b.)	0
Record PROVISIONAL BALLOTS (2c.)	7
Record FVT (ADA) printed ballots (machine tape)	1
<b>3b. Total ballots USED</b>	<b>819</b>
Record 3a. + 3b. <b>TOTAL BALLOTS</b>	<b>1350</b>

Does 3a. + 3b. **TOTAL BALLOTS** match the number of ballots you began with this morning?  Yes  No  
 If no, explain below. Example: There were more or less than 50 ballots in one or more packs.

Frank Jones 11/4/25  
 Officer Signature Date  
Debra Miller 11-4-25  
 Officer Signature Date

Rev 8.26.20241d

# Ballot Record Report

- Top: Count number of ballots sent in Box/Envelope 6. (*morning task*)
  - Section 1: Count ballots in each pack after opening. Enter number on form and counting Officers' initials. (*morning and voting hours task*)
  - Section 2: Record disposition of Spoiled and Voided Ballots. (*voting hours task*)
- Entry for Provisional Ballots in Section 2c will come from the Provisional Ballot Log after close of polls.
- Record number of surrendered Absentee Ballots in Section 2d.

**Ballot Record Report**  
 Montgomery County, Virginia  
 November 4, 2025 – General Election  
 Precinct: **A-1 101 Slusser's Chapel**

**ENVELOPE 2B**

Assume each ballot pack has 50 ballots. How many unopened ballot packs are inside **Envelope/Box #6?**

**Envelope/Box #6** 25 (Ballot Packs) x 50 + 2 (Provisional Ballots) x 50 = 1350 Total Ballots

If the amount doesn't match the Receipt for Ballots call the office. (540) 382-5741

**1. OPEN PACKS**  
 - Assume each pack is 50 until opened.  
 - Open as needed, 2 Officers count and record actual count in column.

Ballot pack #	# Of Ballots in pack	2 Officer's Initials
1	50	FJ RYM
2	50	FJ RYM
3	49	FJ RYM
4	50	FJ RYM
5	51	FJ RYM
6	50	EDJ MLS
7	50	EDJ MLS
8	50	EDJ MLS
9	51	EDJ MLS
10	50	BAG JRK
11	50	BAG JRK
12	49	TFC MLS
13	50	TFC MLS
14	50	TFC RYM
15	50	TFC RYM
16	50	RYM FJ
17	50	RYM FJ
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
<b>Total</b>	<b>850</b>	

**2. ELECTION DAY STATISTICS**  
 - Cross off or circle each number when used.

**2a. SPOILED BALLOTS** **Envelope 4**  
 This is a ballot spoiled by the voter.

X	X	X	X	X	X	X	X	9	10
11	12	13	14	15	16	17	18	19	20

**2b. VOIDED BALLOTS** **Envelope 4**  
 This is a ballot found abandoned.

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

**2c. PROVISIONAL BALLOTS** **Envelope 1A/1B**  
 This is a ballot for a provisional voter.

Obtain Provisional Ballot Total from the Provisional Ballot Log or the Back of **Envelope 1A/1B**. Both these totals should match.

Provisional Ballots → 7 Total

**2d. ABSENTEE BALLOTS - SURRENDER** **Envelope 4**  
 This is an unused ballot returned by voter.

X	X	X	X	X	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

**3. END OF DAY FINAL REVIEW**

	Total
Loose unused ballots (include unused Provisional, Federal & Pres. Only Ballots)	81
Sealed unused ballots x 50	450
<b>3a. Total ballots NOT USED</b>	<b>531</b>
Record total from FVS (machine tape)	805
Record SPOILED BALLOTS (2a.)	8
Record VOIDED BALLOTS (2b.)	0
Record PROVISIONAL BALLOTS (2c.)	7
Record FVT (ADA) printed ballots (machine tape)	1
<b>3b. Total ballots USED</b>	<b>819</b>
Record 3a. + 3b. <b>TOTAL BALLOTS</b>	<b>1350</b>

Does 3a. + 3b. **TOTAL BALLOTS** match the number of ballots you began with this morning?  Yes  No  
 If no, explain below. Example: There were more or less than 50 ballots in one or more packs.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Frank Jones 11/4/25 Debra Miller 11-4-25  
 Officer Signature Date Officer Signature Date

Rev 8.26.20241d

# Ballot Record Report

After the poll close:

- Section 3a: Count all loose and still-packaged unused ballots. Include unused Provisionals ballots.
- Section 3b: Enter number of ballots used by category (Scanned, Spoiled, Voided, and Provisional).

Enter number of ballots printed by the FVT (ADA Tablet).

Add/Subtract entries as indicated.

- Does sum of USED and NOT USED ballots equal the total number of ballots delivered to the precinct?
- Explain the discrepancy if you have one.



# Poll Closing Tasks



See “Election Day Guide for Officers of Election” for detailed instructions

- Apply a security seal to each Poll Pad Case for return to the office.
- Record seal numbers on the [Pouch 7 form](#).





# Poll Closing Tasks



See “Election Day Guide for Officers of Election” for detailed instructions

- Two Officers, working separately, will complete two identical copies of the Statement of Results. Complete initially in pencil. After confirming copies match, copy over pencil in black ink. Make sure all Officers sign both copies.
- Attach a complete set of opening and closing tapes to each SOR:
  - FVS Scanner
  - Zero Tape
  - Election Summary Tape (results tape)
  - Write-in Report
  - FVT Tablet
  - Open Report
  - Close Report
  - Poll Pad
  - Opening Summary Report
  - Closing Summary Report

# Statement of Results

Single-page format

Parts 1 through 3. Enter:

- “Turnout”: Number of voters checked in from the Pollbook Summary Report printed after close of polls.
- Number of “Pages Cast” from the FVS Scanner “Election Summary” Results Tape.
- Number of curbside voters from Curbside Voter Tally Sheet.

STATEMENT OF RESULTS	ENVELOPE 2B
Montgomery County, Virginia November 4, 2025 – General Election PCT: 101 A-1 Slusser's Chapel	↑ Staple
<b>Part 1. Turnout</b> Obtain this information from the <b>Electronic Pollbook Summary Report</b>	<b>Order of Tapes Top to Bottom</b>
Total Number of Voters Checked In= Poll Pad Summary Report	<input type="checkbox"/> FVS Summary
<b>Part 2. Pages Cast</b> Obtain this information from the <b>FVS# 5076 FVS Machine Tape</b>	<input type="checkbox"/> FVS Write-In Report (Nov. Only)
Total Number of Votes=Pages Cast on the FVS Machine	<input type="checkbox"/> FVS Zero Count Open
<b>Part 3. Curbside</b> Obtain this information from the <b>Curbside Voter Tally Sheet</b>	<input type="checkbox"/> FVT (ADA) Close Report
Total Number of Voters on Curbside Tally Sheet	<input type="checkbox"/> FVT (ADA) Open Report
<b>Part 4. Discrepancies.</b> Does the <b>TURNOUT</b> (1) = the <b>PAGES CAST</b> (2)? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Poll Pad Summary Report Close
<i>If Yes, continue to Part 5. Certification. If "No," please provide an explanation below. If more space needed continue on the back.</i>	<input type="checkbox"/> Poll Pad Summary Report Open
<b>Part 5. Certification.</b> 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.	
Signature of Election Official	
1. _____ (Chief)	
2. _____ (Assistant Chief)	
3. _____ (Officer)	
4. _____ (Officer)	
5. _____ (Officer)	
6. _____ (Officer)	
7. _____ (Officer)	
8. _____ (Officer)	
9. _____ (Officer)	
10. _____ (Officer)	
	Rev. 8.18.2025 tof

See “Election Day Guide for Officers of Election” for detailed instructions

# Statement of Results

Single-page format

## Part 4. Check Box Yes/No

- Does “Turnout” (Part 1) = Number of Pages Cast (Part 2)?
- If there is a discrepancy between Turnout and Number of Pages Cast, explain reason for discrepancy in Part 4.

## Part 5. Certification:

All Officers sign BOTH copies of the SOR.

STATEMENT OF RESULTS		ENVELOPE 2B
Montgomery County, Virginia November 4, 2025 – General Election PCT: 101 A-1 Slusser's Chapel		↑ Staple
<b>Part 1. Turnout</b> Obtain this information from the Electronic Pollbook Summary Report		<u>Order of Tapes Top to Bottom</u>
Total Number of Voters Checked In=		<input type="checkbox"/> FVS Summary
Poll Pad Summary Report		<input type="checkbox"/> FVS Write-In Report (Nov. Only)
<b>Part 2. Pages Cast</b> Obtain this information from the FVS# 5076 FVS Machine Tape		<input type="checkbox"/> FVS Zero Count Open
Total Number of Votes=Pages Cast on the FVS Machine		<input type="checkbox"/> FVT (ADA) Close Report
<b>Part 3. Curbside</b> Obtain this information from the Curbside Voter Tally Sheet		<input type="checkbox"/> FVT (ADA) Open Report
Total Number of Voters on Curbside Tally Sheet		<input type="checkbox"/> Poll Pad Summary Report Close
<b>Part 4. Discrepancies.</b> Does the <b>TURNOUT</b> (1) = the <b>PAGES CAST</b> (2)? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Poll Pad Summary Report Open
<i>If Yes, continue to Part 5. Certification. If "No," please provide an explanation below. If more space needed continue on the back.</i>		
<b>Part 5. Certification.</b> 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.		
Signature of Election Official		
1	_____ (Chief)	
2	_____ (Assistant Chief)	
3	_____ (Officer)	
4	_____ (Officer)	
5	_____ (Officer)	
6	_____ (Officer)	
7	_____ (Officer)	
8	_____ (Officer)	
9	_____ (Officer)	
10	_____ (Officer)	
Rev. 8.18.2025 tof		

See “Election Day Guide for Officers of Election” for detailed instructions



# Poll Closing Tasks



See “Election Day Guide for Officers of Election” for detailed instructions

- Complete the Printed Return Sheet (yellow paper)
- Attach a complete set of voting machine tapes:
  - FVS Scanner      Zero Tape
  - Election Summary Tape (Results)
  - Write-in Report
  - FVT Tablet      Open Report
  - Close Report
  - Poll Pad      Opening Summary Report
  - Closing Summary Report
- Make sure that all Officers sign this form. Place in Envelope 2A.
- After completing the SORs and the Printed Return Sheet, place any additional voting machine tapes in Envelope 2B.



# Polls Closing Tasks

## Complete the Results Reporting Sheet

NOTE: Registrar name and phone number to call

- At top, enter:
  - Time you are calling the office, your name, and the name of person at the office taking your call.
- From the FVS scanner “Election Summary” tape, enter:
  - Pages Cast
  - Yes votes
  - No votes
  - Undervotes
  - Overvotes



**Results Report Sheet**  
 Montgomery County, Virginia  
 April 21, 2026 - Special Election  
 Precinct: A-1 101 Slusser's Chapel

**ENVELOPE 2B**



**Call Cyndi 540-250-1718**

TIME: \_\_\_\_\_  
 Called In By: \_\_\_\_\_  
 Taken By: \_\_\_\_\_  
 TOTAL PAGES CAST: \_\_\_\_\_

Proposed Constitutional Amendment

Yes	
No	
Undervotes	
Overvotes	

CURBSIDE VOTER LOG

Voted Outside the Polls	
-------------------------	--

PROVISIONAL LOG INFO (LOG=NUMBERS BELOW)

1. SDR - Same Day Registration	
3. After Hours - Court Order	
4. NO Ballot Surrendered	
5. Pollbook Shows Voted	
6. Other	
7. NO - ID Declined ID Statement	
Total must match the total on the back of ENVELOPE 1A/1B	



# Polls Closing Tasks

## Complete the Results Reporting Sheet

- From Curbside Voter Tally Sheet, enter:
  - Number of Curbside Voters
- From the cover page of the Provisional Ballot Log, enter the number of provisional ballots by type:
  - Each Reason for casting has its own entry
  - Total on the Reporting Sheet must match the total specified on back of each primary's 1A Envelope

**Results Report Sheet**  
 Montgomery County, Virginia  
 April 21, 2026 - Special Election  
**Precinct: A-1 101 Slusser's Chapel**

Call Cyndi 540-250-1718

TIME: \_\_\_\_\_  
 Called In By: \_\_\_\_\_  
 Taken By: \_\_\_\_\_  
 TOTAL PAGES CAST: \_\_\_\_\_

Proposed Constitutional Amendment

Yes	
No	
Undervotes	
Overvotes	

**ENVELOPE 2B**



**CURBSIDE VOTER LOG**

Voted Outside the Polls	
-------------------------	--

**PROVISIONAL LOG INFO (LOG=NUMBERS BELOW)**

1. SDR - Same Day Registration	
3. After Hours - Court Order	
4. NO Ballot Surrendered	
5. Pollbook Shows Voted	
6. Other	
7. NO - ID Declined ID Statement	
Total must match the total on the back of ENVELOPE 1A/1B	



# Polls Closing Tasks

## Seals for the Envelopes and Boxes



- A place for each Officer to sign.
- Color-coded to match the Envelopes and Forms.

<b>Envelope 4</b>	<b>Envelope/ Box 3A</b>	<b>Envelope/ Box 3A</b>	<b>Envelope/ Box 3A</b>	<b>Envelope 2A</b>
Required Signatures 2 Officers*	Required Signatures ALL Officers	Required Signatures ALL Officers	Required Signatures ALL Officers	Required Signatures 2 Officers*
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
1*	1*	1*	1*	1*
2*	2*	2*	2*	2*
3	3*	3*	3*	3
4	4*	4*	4*	4
5	5*	5*	5*	5
6	6*	6*	6*	6
7	7*	7*	7*	7
8	8*	8*	8*	8
	<b># Ballots</b>	<b># Ballots</b>	<b># Ballots</b>	
	3 Seals per Box/Envelope	3 Seals per Box/Envelope	3 Seals per Box/Envelope	
<b>Envelope 5</b>	<b>Envelope/ Box 3A</b>	<b>Envelope/ Box 3A</b>	<b>Envelope/ Box 3A</b>	<b>Envelope 2B</b>
Required Signatures 2 Officers*	Required Signatures ALL Officers	Required Signatures ALL Officers	Required Signatures ALL Officers	Required Signatures 2 Officers*
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
1*	1*	1*	1*	1*
2*	2*	2*	2*	2*
3	3*	3*	3*	3
4	4*	4*	4*	4
5	5*	5*	5*	5
6	6*	6*	6*	6
7	7*	7*	7*	7
8	8*	8*	8*	8
	<b># Ballots</b>	<b># Ballots</b>	<b># Ballots</b>	
	3 Seals per Box/Envelope	3 Seals per Box/Envelope	3 Seals per Box/Envelope	

Please use the Envelope's sticky flap or use packing tape.



# Polls Closing Tasks



## Seals for the Envelopes and Boxes

- Enter number of voted ballots contained in Envelope/Box 3A. This is the same as the number as “Pages Cast” on the Results Summary Tape.
- Seal lists the total number of Seals to apply to Box/Envelope if greater than one.

<b>Envelope/ Box 3A</b>	
Required Signatures	
ALL Officers	
Date:	_____
1*	_____
2*	_____
3*	_____
4*	_____
5*	_____
6*	_____
7*	_____
8*	_____
# Ballots	_____
<b>3 Seals per Box/Envelope</b>	

# Envelope/Box 3A

## Voted Ballots

Also enter the total number of voted ballots enclosed in the Box/Envelope on the label.

**3A**

**COUNTED BALLOTS**  
For use in accordance with 1 VAC 20-80-60

Type of Voting System:  OPTICAL SCAN  
ENCLOSED ...  
 COUNTED PAPER BALLOTS  
 COUNTED ABSENTEE BALLOTS

INSTRUCTIONS TO REGISTRARS & OFFICERS OF ELECTION:  
■ SEAL THIS ENVELOPE WITH LINES  
■ ALL OFFICIALS MUST SIGN AND DATE LABELS

**TO: CLERK OF THE CIRCUIT COURT**

**OPEN THIS ENVELOPE ONLY ...** ■ ON ORDER OF A COURT  
■ WITH AUTHORIZATION OF THE STATE BOARD OF ELECTIONS - § 24.2-469, CODE OF VIRGINIA

**RETENTION ...** ■ FEDERAL ELECTIONS - TWO (2) YEARS  
■ ALL OTHER ELECTIONS - ONE (1) YEAR

**DISPOSITION ...** DESTROY

NOV 2024

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istrict:

NOVEMBER 5, 2024  
GENERAL ELECTION  
MONTGOMERY COUNTY, VIRGINIA  
**101 PRECINCT A-1**  
Slusser's Chapel

**ENVELOPE or BOX 3A**

**Ballot Count:** \_\_\_\_\_

ENTER ONLY IF PRECINCT IS GOVERNOR, CONGRESSIONAL, STATE SENATE OR HOUSE DISTRICT

# Scanner Voting Machine Memory (USB Drive)

- Officers will remove voting machine memory (USB Drive) from the FVS ***after the voting machines are powered down***. Follow the “Closing the Polls” instructions.
- Place USB Drive in the reusable Pouch titled “FVS FreedomVote Scan, Pouch for Circuit Court.”



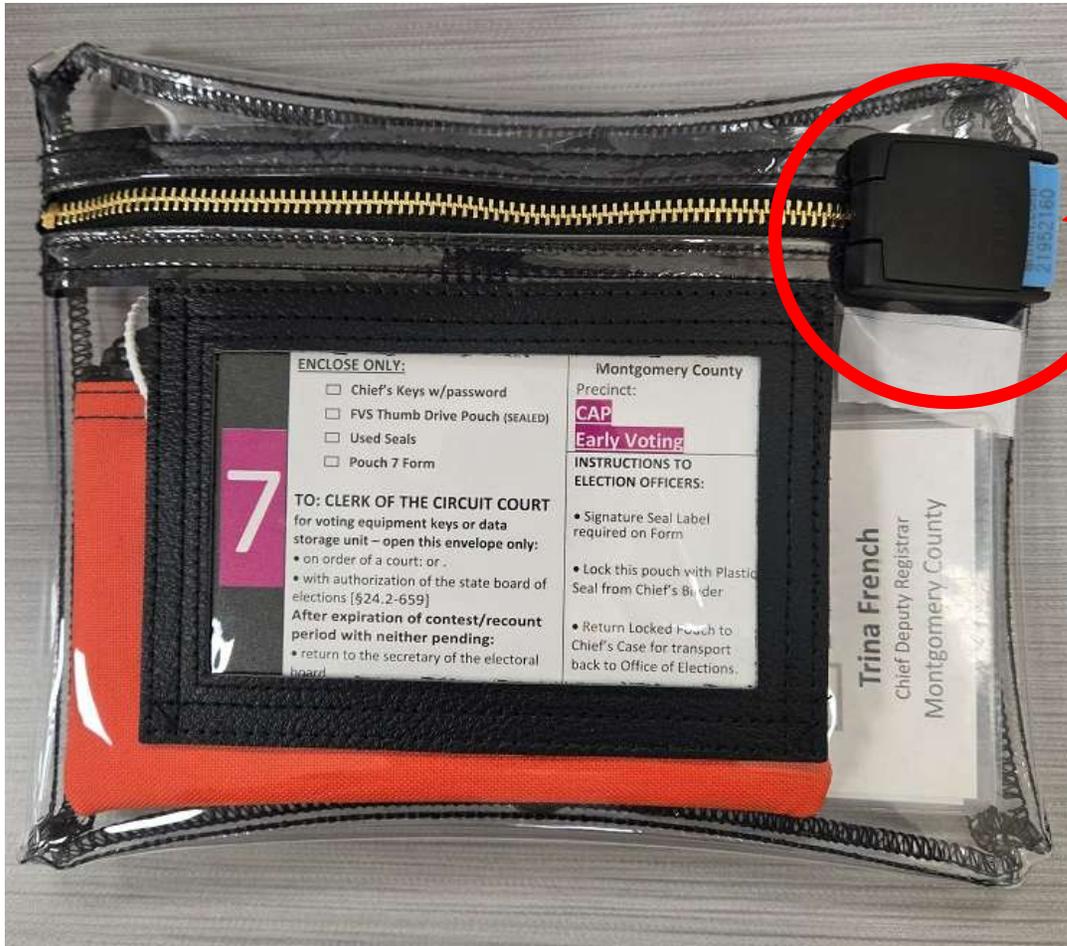
# Pouch for Ballot Scanner's USB Thumb Drive

- Apply numbered seal. Record seal number on Pouch 7 Form.
- Tail of seal must go through zipper and grommet as shown to properly secure the pouch.



# Pouch 7

- Fold Pouch 7 Form and place inside Pouch 7.



Note sealable clasp. Uses small, blue seal.

Unused small, blue seals are stored in the Chief's Binder.

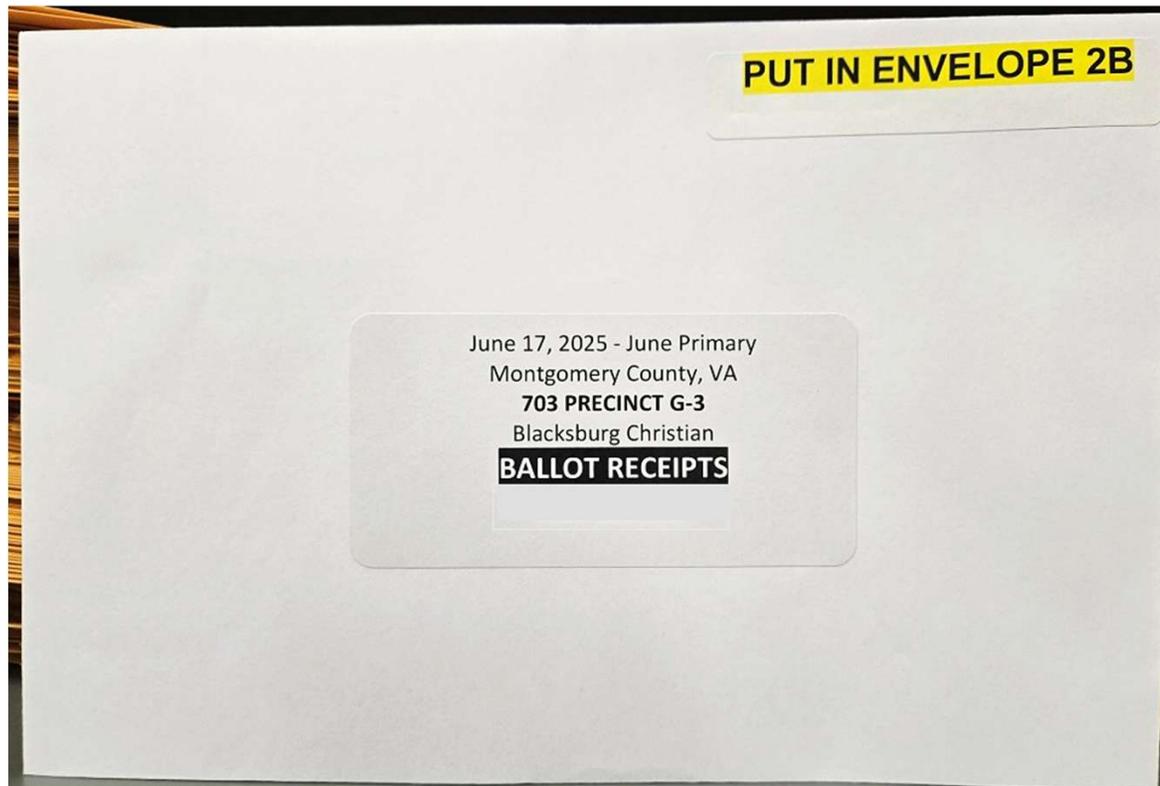
# Envelope 7 is now Pouch 7

- Make sure **Keys** and **Thumb Drive Pouch** can be confirmed visually.



# Ballot Receipt Envelope

- The Ballot Receipts printed by the Poll Pads are a vital record of the election.
- Place this envelope in Envelope 2B for return to the office on Election Night.





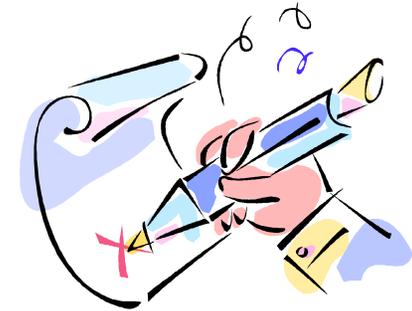
# Packing Voted Ballots



Voted Ballots will be returned to the Registrar's office in Box or Envelope 3A.

- **If fewer than 500 ballots have been scanned, use Envelope 3A.** (If more than 500 ballots have been scanned, use Box 3A. The box is delivered flat, so Officers will need to construct it.)
- Cut seal and unlock the rear door of the Scanner ballot box.
- Remove voted ballots and transfer to Box/Envelope 3A.
- Close Box/Envelope with packing tape.
- **Apply three seals. ALL Officer must sign seals.**
- **Enter number of voted ballots on these #3A seals.**
- **The Chief will take the voted ballots (#3A) with the Chief's case. The box(es) of unused ballots (#6) should be locked in the cage.**

# Signature Requirements



- Election Day Oath – **all Officers**
- Pay record – **all Officers**
- **SOR (both copies) – all Officers**
- Yellow Printed Sheet – **all Officers**
- Envelope/Box #3A (Voted Ballots) must be closed with tape and sealed with signatures of **ALL OFFICERS!**
- Ballot Receipts Envelope – two Officers
- Voting Machine Tapes – two Officers (Chief and Assistant Chief or designated Officers)
- Seals on numbered Election Materials Envelopes – two Officers

**When only two Officers are required to sign, the two Officers should be of different parties.**

**Best practice: Everybody sign everything!**



# Polls Closing Tasks



See “Election Day Guide for Officers of Election” for detailed instructions

- Remove all polling place signs and adhesive tape. Place signs in the cage. Leave polling place and inside of 40’ prohibited area clean and organized.
- Lock room and/or building.
- Return to the Registrar’s Office on ELECTION NIGHT:

- Chief’s case
- Envelope/Box #3A (Voted Ballots)
- Yellow Absentee Ballot Drop Bag
- AND all three Poll Pads!

A member of the Registrar’s staff will open the Drop Bag and count the dropped absentee ballots - or confirm there are no ballots - and then complete the final portion of the Ballot Collection form.

# Repacking the Cage



**BRING ALL THREE POLL PAD CASES BACK TO THE OFFICE ON ELECTION NIGHT!**

Yellow Absentee Ballot Drop Bag will be returned to the office by the Chief on Election Night.

Do NOT collapse the Box. Do NOT place Bag in cage for return.



Box/Envelope 6  
**UNUSED Ballots**

Cage inventory photos are posted on the inside of the cage doors.

- Put all LARGE rolls of tape in the Plastic Bin: Masking tape, painter's tape, and duct tape.
- Place the Scanner back in the cage with the handles facing the cage door.
- Lock wheels after cage is in place.

# Stand-Up Ballot Marking Booths



The case is 24 x 24 x 5 inches.

DO NOT PUT THESE BOOTHS IN THE CAGE. They must be transported to and from the polling place by the Chief or volunteer Officer.

If another Officer is assisting with the return, they may wait a day or two to bring it in.



# Delivery of Materials to the Office on Election Night



## Drop off procedure:

- In the parking lot, office volunteers can assist with removal of items from vehicle and transport into building, including Chief's case, Box 3A, Poll Pads, and stand-up marking booths, but NOT the yellow AB Drop Bag.
- Station 1 (outer lobby)
  - Chief will hand off AB Drop Bag to Deputy Registrar and be present while she confirms # contained and signs chain of custody "Ballot Collection" form.
- Station 2 (inner lobby)
  - Chief will meet with an Officer of Election who will aid in removal of Envelopes/Boxes and sort them into plastic bins.
  - Chief will retain Envelopes 1A (Provisional Ballots), 2A, and 2B.
  - Officers will move Box/Envelope 3A and Chief's case into office.



# Delivery of Materials to the Office on Election Night



## Drop off procedure (continued):

- Station 3 (inner lobby, behind/beyond Station 2)
  - Chief will meet with EB member who will:
    - Open 1A Envelope and pass it to a Deputy Registrar or assisting Officer of Election
    - Open 2B Envelope to make sure the Oath and SORs are signed, needed forms are present, and there is at least one complete set of machine tapes.
      - Ballot Record Report, Incident Report, Receipt for Ballots, Curbside Tally Sheet, Results Reporting Sheet



# 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.

**Call your designated staff member on their cell. If you cannot reach that person, call the office number: 540-382-5741.**



# Election Day Emergencies

- Electrical power outage
  - All facilities have emergency lighting sufficient to exit the building.
  - An electrical generator and operational lighting will be delivered to affected polling place.
  - Poll Pads will still communicate with one another, but the printers will not function. Officers will write Voter Passes by hand.

**Call your designated staff member on their cell. If you cannot reach that person, call the office number: 540-382-5741.**



# What to do in an Evacuation

- Voting Machine Officers should note “public counter” number on voting machine.
- *If possible*, take voting machines, Poll Pads, ballot 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 pm. Allow them to go to front of check-in line when they return.
- If voter must leave and has already been issued a ballot, voter must insert completed ballot in emergency ballot box or turn ballot in to the Chief.

# If you should run out of Provisional Ballots



Report situation to your designated staff member on their cell number. If you cannot reach them, call the office number: 540-382-5741

- Have voter use the ADA Tablet to create their Provisional Ballot,
- OR use a regular ballot and print “Provisional Ballot” by hand at the top of the ballot. Fold it in half before handing it the voter to mark.

Commonwealth of Virginia, Official Ballot		Auburn HS Full
County of Montgomery		04021
General and Special Elections		
Tuesday, November 5, 2024		
Making selections		<b>Provisional Ballot</b>
<p>To vote for a candidate, fill in the oval to the left of the name.</p> <p>To vote an issue, fill in the oval next to Yes or No.</p> <p>To write in a candidate who is not already on the ballot, fill in the oval and write the name of the person on the line.</p> <p>If you want to change a vote or if you have made a mistake, ask an election officer for another ballot.</p> <p>If you make marks on the ballot besides filling in the oval, your votes may not be counted.</p>		A small illustration showing a hand holding a pen and marking an oval on a ballot.
President and Vice President	Member	

# Failure of Electronic Pollbooks



- Report situation to your designated staff member on their cell. If you cannot reach them, call the office number: 540-382-5741.
- Use backup paper pollbooks and Pollbook Count Sheet to check in voters.
- Instructions for use of paper pollbooks are with the paper pollbooks in the zipped cover of the Chief's case.
- Allow voters to continue voting on regular equipment per the normal procedures.

# Failure of FVS Scanner



- Voters should continue to mark paper ballots.
  - Turn FVS and ballot box bin around so scanner slot is facing away from voters.
  - **Apply seal to Emergency Ballot Compartment door. Record seal on Pouch 7 Form.**
  - Have voters insert ballots in Emergency Ballot Compartment.
- 
- Wait until the polls close before scanning ballots from Emergency Ballot Compartment. Chief and one Officer will feed ballots into the scanner. Officers have the authority to override rejected ballots so any properly marked races can be counted.
  - If Emergency Ballot Compartment gets full, ballots may be moved by Chief and one Officer to Chief's Case which can serve as an Emergency Ballot Box.

# Closing Reminders



- [Election Day Guide \(2026\)](#)
- [Basic Training presentation \(Fall 2025\)](#)
- [Statement of Results - Completed Example \(November 2025\)](#)
- [Dos and Don'ts \(for Campaigners and Authorized Representatives\) \(July 2025\)](#) and [What Ifs \(Feb 2026\)](#)

Documents are available at the Montgomery County Registrar's website:

<https://www.montgomerycountymva.gov/1/departments-services/office-of-elections/officers-of-election>

The image features a close-up, slightly angled view of the American flag as it waves. The blue field with white stars is at the top, and the red and white stripes are below. The text "Thank you!" is centered in a bold, blue, sans-serif font with a slight 3D effect.

**Thank you!**