



ELECTION OFFICE
TRAINING MANUAL



PRINCE WILLIAM COUNTY
OFFICE OF ELECTIONS

Welcome New Chief Training



New Chief Training

Welcome

- **This training will be approximately two hours**

Manual

- **Please have your manual available. Manual and slides available on website under Training**

Housekeeping

- **There will be a break halfway through class**
- **Ask questions**





PWC Officer Essentials

Congratulations Prince William County – Election Officers

- Top in the state for elections voter satisfaction for efficiency and customer service
- 2.3% Improvement in Provisional ballot acceptance

Excellence Prince William County – Department of Elections

- Multi awards achieved by PWC in one year! (That's by you!) Can't do this without you!

Headquarters Go Team!

- Introductions to your support staff
- Experiences and knowledge – Priceless!



Prince William County Electoral Board



Heidi Stirrup
(Chair)



Yolanda D. Montgomery
(Vice-Chair)



Keith Scarborough
(Secretary)



Election Day Information

Election Day: August 4, 2026

Type: Republican Primary Only

Work Hours: 5:00 AM ~ 8:30 PM

Voting Hours: 6:00 AM – 7:00 PM



Please don't talk politics or wear political clothing
Sample ballots are on our websites- **pwcvotes.org**





New Responsibilities as Chief

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

Roster & facility contacts are in your officer portal

Your manual is your Best Friend – Look for Checklists

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

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

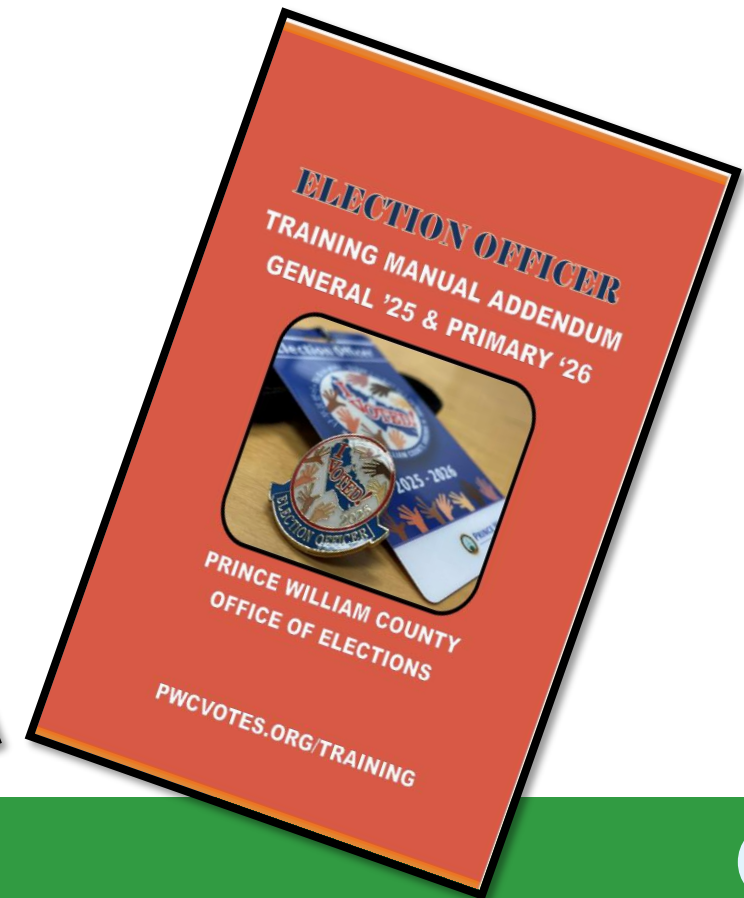
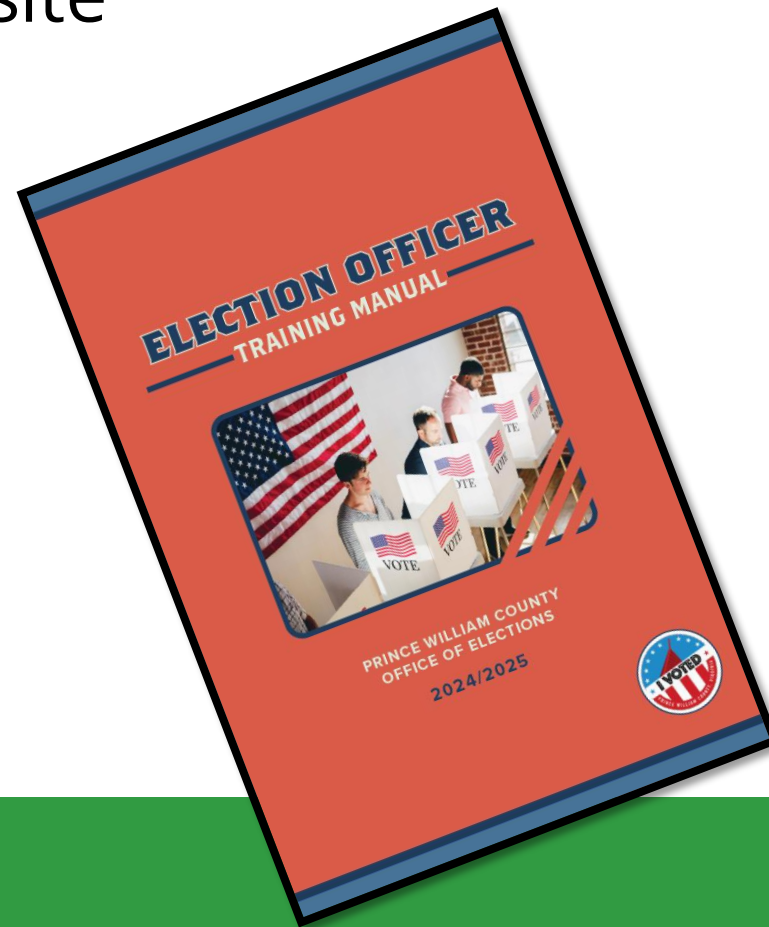
Coordinate with your team & facility regarding early Monday set-up prior to election day





Election Officer Training Manual

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





Announcement

Lanyards:

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





What to wear & officer guidelines

New dress code for warm weather
See addendum for details

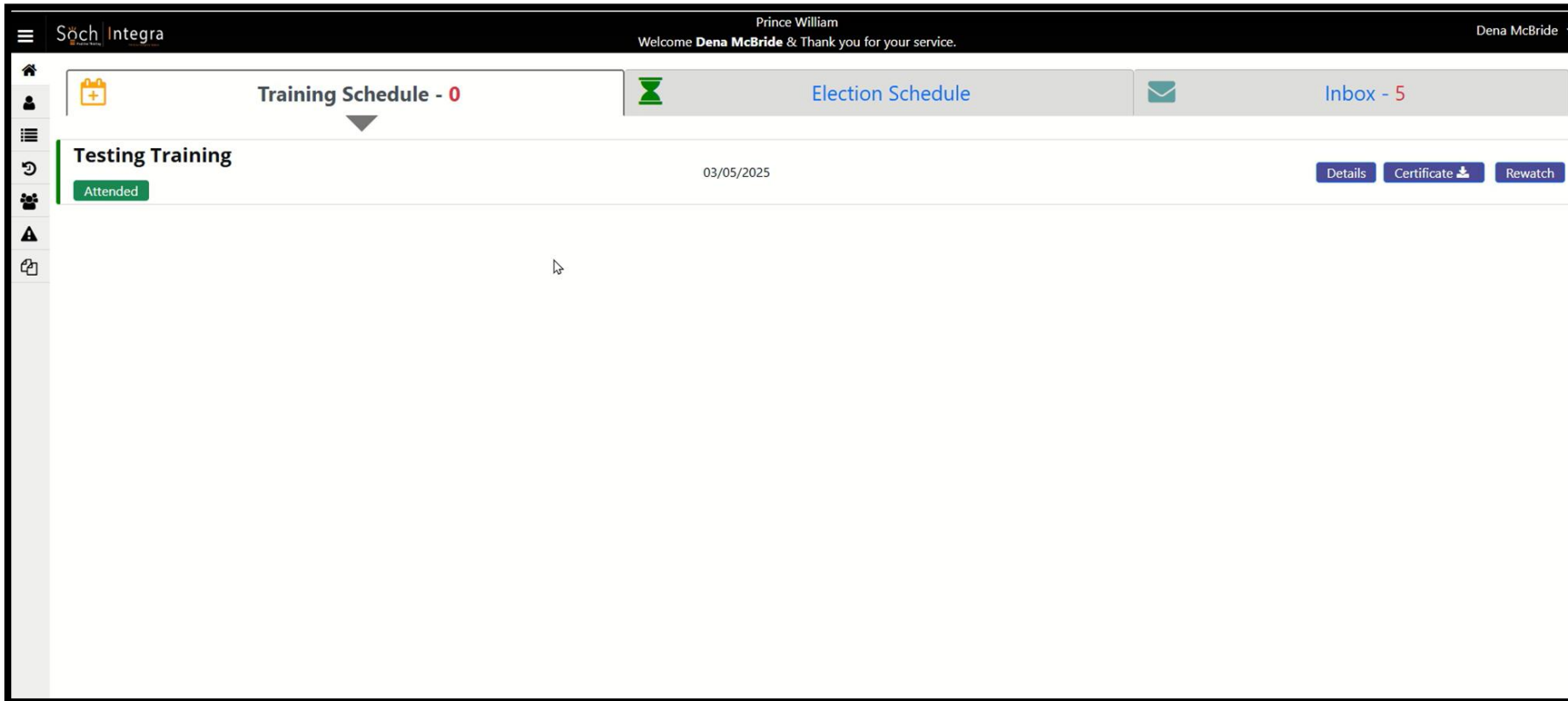


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Access Roster and Facility Contacts



See video in "Officer Portal" for details





Chief Supply Pick-up at warehouse

Plan to spend 1 hour reviewing items in bag

Provisional ballots and resources in bag

Chief Binder information review i.e. Supply Return Form

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



Pick Up Times

July 30th – 10:00 AM to 7:00 PM

July 31th – 10:00 AM to 6:00 PM

August 1st – 9:00 AM to 1:00 PM



See video in “Officer Portal” for details



List of Forms – in Chief Binder



9250 LEE AVENUE, SUITE 1, MANASSAS, VA, 20110
WWW.PWCVOTES.ORG

Election Day Forms - Overview

Voter Forms (Returned in Envelope 8)

1. Voter Registration Form

- Used to register voters (not required if voting SDR)
- Required to update voter information for future elections (i.e. address or name change)



9250 LEE AVENUE, SUITE 1, MANASSAS, VA, 20110
WWW.PWCVOTES.ORG

Chief Forms:

8. Election Day Oath Form

- Oath administered to all EOs by CO on election morning—Should be one of first tasks completed
- CO needs to sign line #1 on election day morning
- Return in Envelope 2

9. Pollbook Summary Report

- Records pollbook counters before polls open and after polls close
- Return in Envelope 2

10. Pink Compensation Form

- Documents EO attendance—Required for payroll
- Return in Envelope 8

11. Ballot Receipt

- Signed by CO at supply pickup
- Contains precinct ballot inventory total
- Return in Envelope 2

12. SOR Part F

- Used to log inconsistencies, errors, or unusual occurrences that arise
- Examples: mismatched ballot counts, equipment malfunctions, or any deviations from standard procedures
- Return in Envelope 2

13. Yellow Return Sheet

- Yellow summary sheet that records equipment serial numbers and requires signature of all election officers
- A copy of zero tape and tally tape must be attached
- Return in Envelope 2A

14. SOR-Statement of Results

- Summarizes the election results from a polling place
- Two copies, one copy for the Circuit Court and one copy for the Director of Elections
- Requires signature from all election officers
- Zero tape and tally tapes must be attached to each copy
- Return in Envelope 2

15. Supply Return Sheet

- Checklist of items that must be turned in on election night
- Requires names and signatures of two election officers from different parties dropping off items
- Also required for supply drop-off stipend



Pre-Election & Monday Early Set-up Checklists

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Pre-Election Chief Checklist

Basics

- ☐ **Complete Training**
Training requirements and instructions for registering for training will be in your assignment letter that you receive via email prior to the election. Call 703-792-6470 or email electionofficer@pwcgov.org for support or assistance.
- ☐ **Communicate with your Election Officers**
Send an introductory email to your officers roughly 5-6 weeks before the election. Confirm they will be working and encourage them to sign up for training.
- ☐ **Contact the Election Officer Team for Assistance**
Contact the office at 703-792-6470 or by email at electionofficer@pwcgov.org if you have any questions.
- ☐ **Visit your Precinct in Advance**
Review your layout, parking, and entry door, find out if you will have access prior to Election Day, and confirm who will open the building for you. Report any issues to 703-792-8397 or electionofficer@pwcgov.org.
- ☐ **Communicate with your Election Officers ... Again**
After the precinct visit, send an email to your officers. Tell them what to expect on Election Day such as parking, entry door, etc. This is also an opportunity to make sure your officers' intent to serve has not changed.
- ☐ **Vote Early**
Vote at one of the early voting locations or by mail.
- ☐ **Pick up Chief Supplies**
Dates and hours for pickup will be provided at training and reminders will be sent via email. Make sure to inventory the contents of your Chief bag before Election Day.
- ☐ **Read the Friday Night Letter**
The Office of Elections will email a letter the Friday before the election. Read it for any key updates or notices.

PRINCE WILLIAM COUNTY, VA

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Monday Setup

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

MONDAY SETUP CHECKLIST

Setup & Open

- ☐ Set up tables and chairs in voting room.
- ☐ Hang all indoor signs in voting room and hallways.
- ☐ Place electrical cables in position and tape down.
- ☐ Set up the voting booths.
- ☐ Set up the ballot box (do not open the ballot scanner).
- ☐ Set up the TW printer (do not open the Touch Writer).
- ☐ Chief: Inventory the contents of the Cage and contact Chief HQ at 703-792-8397 if anything is missing.
- ☐ Chief: Review evacuation checklist and select a meeting point in case of an emergency.
- ☐ Chief: Lock the Cage with election equipment, pollbooks, and ballots inside.
- ☐ Secure the room before leaving on Monday.

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Don't forget to find out where your cage is going to be stored!



Monday Night Set-up Reminders



- ▶ This is voluntary – please invite your entire team
- ▶ NOTE: Schools may not be available for Monday – Inquire EARLY
- ▶ Bring your Chief Bag in your home on Monday night
- ▶ DO NOT remove ANY electronics from cage
- ▶ Create a plan for which officer (usually the Asst. Chief) will be driving ballots back to warehouse/main office on election night
- ▶ Assign duties to your team for a successful set-up on Election Day morning

Precinct Opening and Closing Checklists

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PRECINCT OPENING CHECKLIST

The following tasks need to be completed by the officers. The Chief will assign officers to different tasks. If the Chief and/or facility person admitting the team is not present by 5:15 am (at the latest), please call Chief HQ at 703-792-8397.

Complete **PRIORITY** tasks by 5:30 am so you can get technical support from Chief HQ if you have any issues.

- ☐ Complete unfinished setup from Monday (p. 29).
- ☐ **PRIORITY: Open the Ballot Scanner.**
 - Print **three** ballot scanner Zero Reports.
 - Post one copy on the wall near the scanner and place the other two copies into Envelope #2.
- ☐ **PRIORITY: Open the pollbooks.**
 - Complete the Pollbook Summary Report.
- ☐ **PRIORITY: Open the Touch Writer.**
 - Print **one** Touch Writer Zero Report.
 - Post it on the wall near the Touch Writer.
- ☐ Log in to TallyPoint and click "This Precinct is Ready" when all priority equipment is open and ready.
- ☐ Setup outdoor signs and mark the 40' prohibited area.
- ☐ Make sure the polling place is accessible for voters.
 - Establish the curbside voting space.
 - Assemble the bell, plug in the receiver, and test it.
 - Make sure paths and walkways are clear.
- ☐ Place the Ballot Drop Box in a secure location.
- ☐ Verify the information on the #7 pouch index card.
- ☐ Open the doors at 6:00 am (even if not fully ready).

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SETUP & OPEN

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Closing Checklist

COMPLETE ALL THESE TASKS AFTER VOTERS LEAVE

- ☐ Close the doors to the polling place
- ☐ Check emergency ballot bag (scan ballots)
- ☐ Complete the Pollbook Summary
- ☐ Close Polls on the ballot scanner (p. 120)
- ☐ **PRIORITY: Chief: Report results in Tallypoint**
Double check all work for accuracy. Complete by 7:45.
- ☐ Close the pollbooks (p. 124)
- ☐ Remove ballots from ballot scanner and pack Box #3
- ☐ Pack the Scanner (p. 121) and Ballot Box (p. 122)
- ☐ Breakdown and pack the Touch Writer/printer (p. 123)
- ☐ Chief completes the SOR (p. 125)
- ☐ Pack unused ballots in Box #6
- ☐ Empty Ballot Drop Box into (new) Envelope #9 (p. 125)

CHECK YOUR WORK

- ☐ Clean up the polling place (p. 126)
- ☐ Complete polling place closing paperwork (p. 128)
- ☐ Make sure officers sign **ALL** tapes and required forms
- ☐ Pack and seal all the envelopes properly (p. 128)
- ☐ Double-check you have all drop off items (p. 130)
- ☐ Two officers must return ballots and key items (p. 130)

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Chief Election Day – Opening Checklist

3 most important tasks to complete 1st:

Set up – Pollbooks, Scanners & Tallypoint



... TUESDAY OPENING ...

CHIEF OPENING CHECKLIST

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

SETUP & OPEN

- ☐ **Admit Poll Watchers.**
Allow one authorized representative of each party/candidate present at 5:00 am to observe opening. At 6:00 am, allow up to three representatives for each party.
- ☐ **Complete the Election Officer Oath.**
 - Chief administers the oath and reads "Ballots Cast" to all officers.
 - All officers must sign the Oath.
 - Chief signs/dates Oath twice; place in Env. #8.
 - Pages (if present) sign Oath.
- ☐ **Complete the Pink Compensation Form.**
 - Have all officers verify their information.
 - If you are concerned you have to call Chief HQ by 5:30 am, call Chief HQ at 703-792-8399.
 - Print "No Show" for missing officers at 6:00 am.
 - Place the signed form in Env. #8.
- ☐ **Verify that the Provisional Ballot Bag is empty.**
Close the zipper and seal the bag with the provided seal (*right*). 
- ☐ **Assign officers to the tasks listed on the next page.**
- ☐ **Verify all tasks on this page and the next page are complete.**

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PRINCE WILLIAM
Office of Elections

Special Assistants



They are YOUR support staff

They will review SA Checklist with you

Checklist found in Chief Binder – Review it

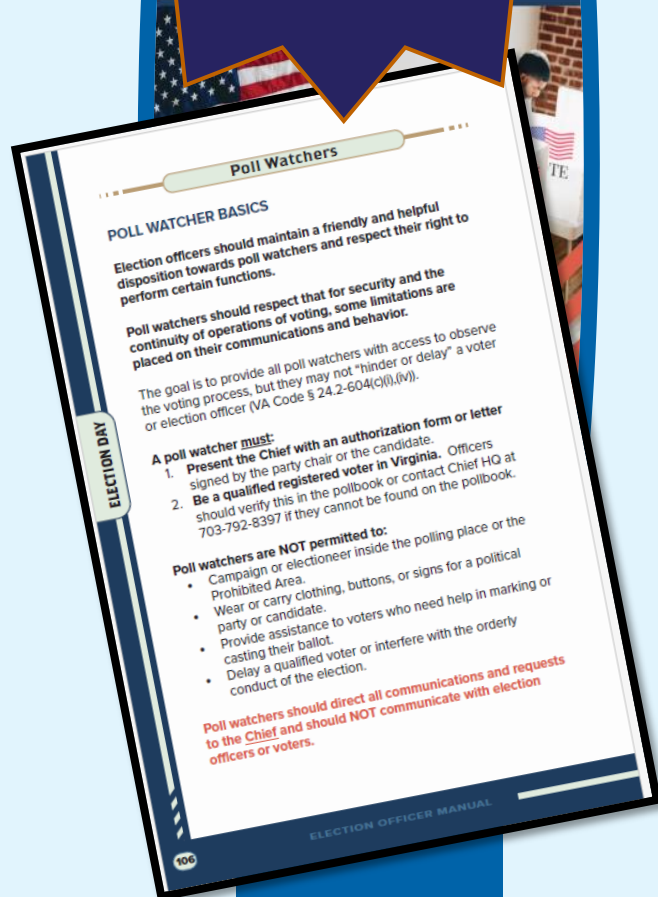
ALL backup supplies provided by SA

Any additional questions – call HQ

Poll Watcher - Basics

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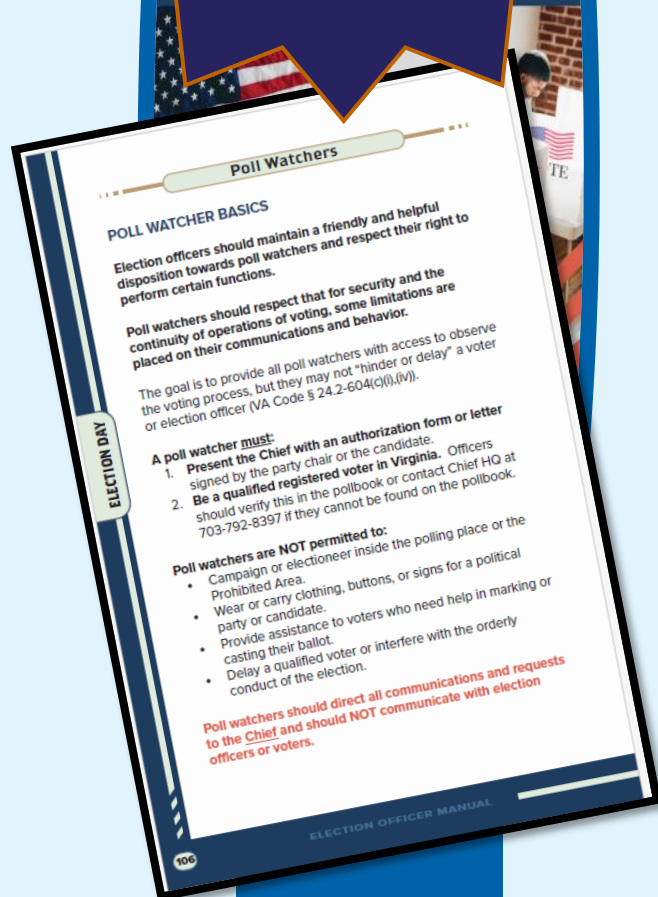
- **Before 6 AM (set-up)– one poll watcher per party**
- **After 6 AM – up to three poll watchers per party**
- **They MUST present a signed authorization from PWC or Virginia**
- **We CANNOT accept an authorization form from another county in VA**
- **They MUST be a registered voter in VA – if you can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



Poll Watcher - Basics

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- They **CANNOT** assist/interfere with voters in any process
- They **CANNOT** wear political clothing
- They **ARE** allowed to see and hear activity on the Pollbook at the check-in station
- They **CANNOT** violate any voter's privacy
- Poll Watcher guidelines in Blue

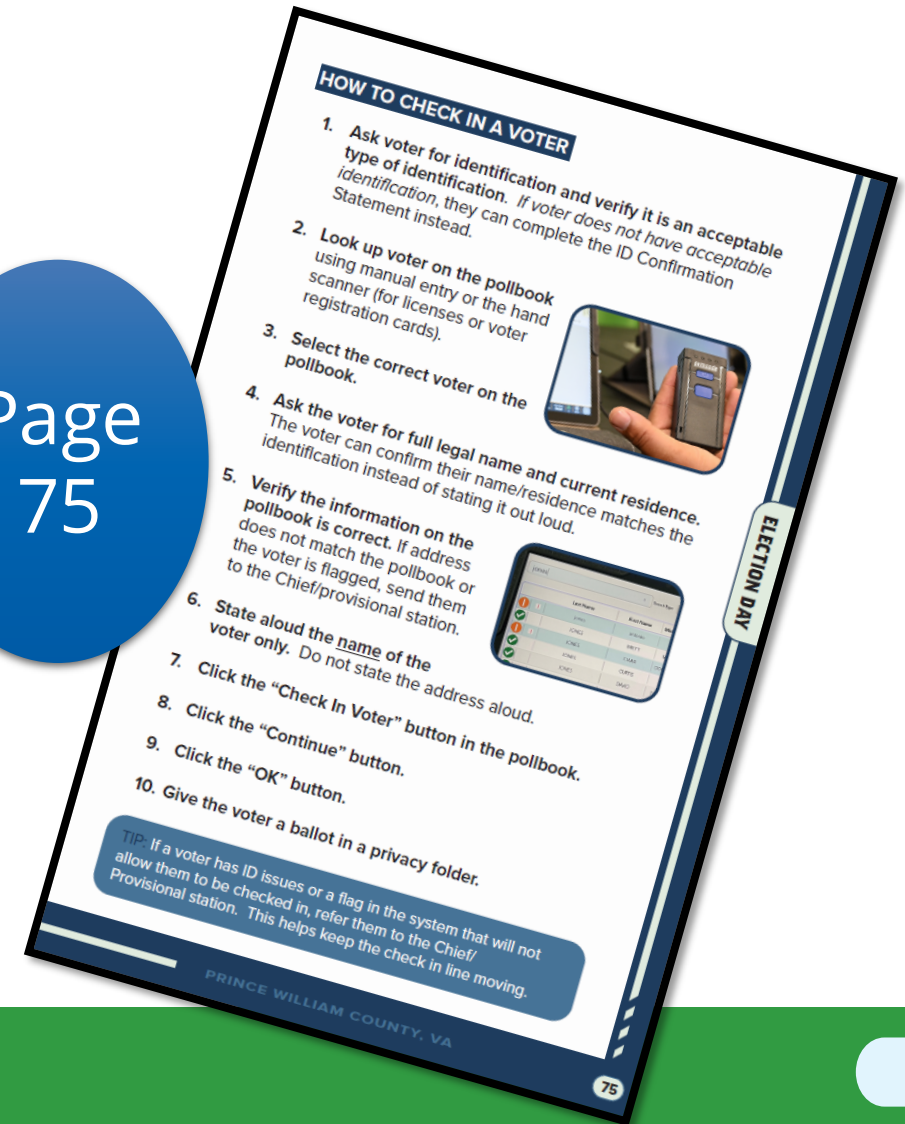




Pollbooks – How to check in a voter

Please read
and study
BEFORE
election day

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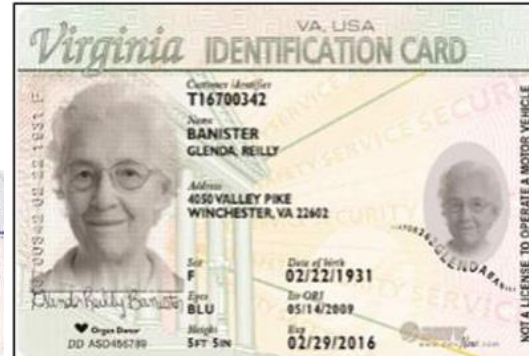
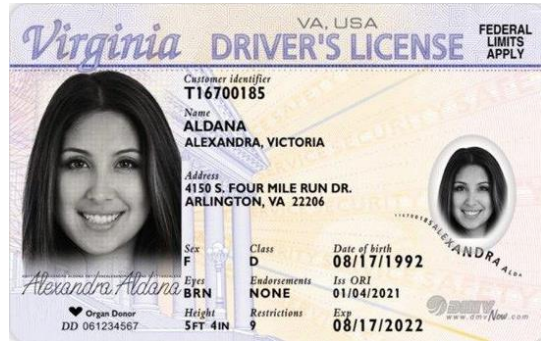


How to Ask for Voter Information

“Hi!, there is only a Republican Primary being held. Would you like to continue?”

If voter asks why, respond with:

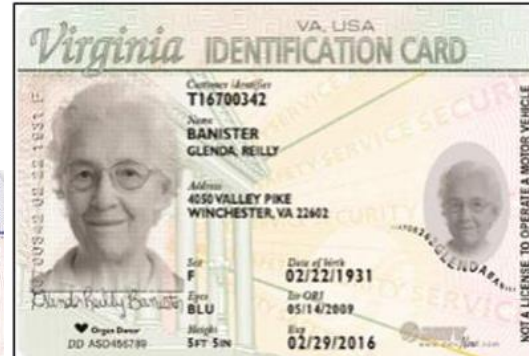
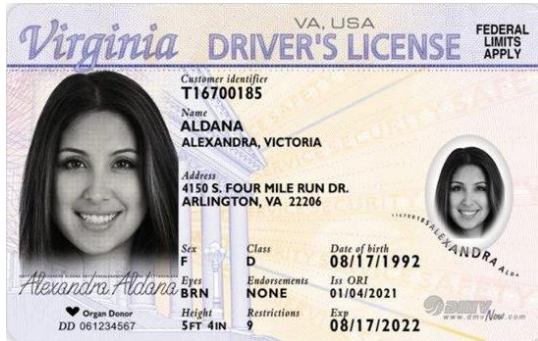
“There is no Democratic Primary being held because the Democratic incumbents are unopposed in this election. They will be on the ballot in November.”



Reminder – Only accept VA drivers' license



How to Ask for Voter Information



- Please hand me your Identification
- Please state your full name and address, (orally or in writing)
- As the voter states information, your eyes are on the Pollbook to confirm what is said
- Hand back ID stating Voter's full name



Reminder – Only accept VA drivers' license

How to Ask for Voter Information



- If a 17 year old will be 18 years old by the November General Election, they are eligible to vote in Primary Elections.



Reminder – Only accept VA drivers' license



Affirmation of Eligibility Form change

- One-sided now
- Spanish on back

Voter/Citizen to Voter
Challenge has been
removed

This form will ONLY be used
for Inactive Voters and
address confirmation



ENGLISH FORM:

COMMONWEALTH OF VIRGINIA
DEPARTMENT of ELECTIONS
AFFIRMATION OF ELIGIBILITY
§§ 24.2-428.2, 24.2-643, and 24.2-652 of the Code of Virginia

SECTION A - OFFICER OF ELECTION MUST COMPLETE

PRECINCT NUMBER/NAME _____ CONG. DIST. _____ DATE _____
OFFICER OF ELECTION NAME: _____
HAVE VOTER READ AFFIRMATION OF VOTER BELOW [OR READ AFFIRMATION TO VOTER].
HAVE VOTER SIGN AND PRINT HIS/HER FULL NAME - BEFORE VOTING.

CHECK THE BOX THAT APPLIES TO THE REASON YOU ARE ISSUING AN AFFIRMATION. IF VOTER HAS NO I.D., AND REFUSES TO COMPLETE THE I.D. CONFIRMATION STATEMENT, THE VOTER MUST COMPLETE A PROVISIONAL BALLOT.

☐ VOTER'S NAME MARKED "INACTIVE" OR WITH "?" ON POLLBOOK... AND VOTER'S NAME OR ADDRESS HAS NOT CHANGED.
☐ VOTER'S NAME OMITTED FROM POLLBOOK IN ERROR; REGISTRAR AUTHORIZES OFFICER TO ADD NAME.

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

AFFIRMATION OF VOTER

"I DO HEREBY STATE, SUBJECT TO FELONY PENALTIES FOR MAKING FALSE STATEMENTS PURSUANT TO §24.2-1016,

THAT I AM A CITIZEN OF THE UNITED STATES;
THAT I AM AT LEAST 18 YEARS OF AGE (OR WILL BE ON THE ____ DAY OF _____);
THAT I AM A RESIDENT OF THE COMMONWEALTH OF VIRGINIA, OR THAT I HAVE BEEN A RESIDENT OF THIS COMMONWEALTH WITHIN THE PRECEDING 30 DAYS AND AM VOTING ONLY FOR ELECTORS OF PRESIDENT AND VICE PRESIDENT OF THE UNITED STATES;
THAT ACCORDING TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, I AM NOT DISQUALIFIED FROM VOTING BY THE CONSTITUTION AND LAWS OF THIS COMMONWEALTH;
THAT MY FULL NAME IS _____;
THAT IN SUCH NAME I WAS DULY REGISTERED AS A VOTER OF THIS PRECINCT;
THAT I AM NOW OR AT SOME TIME SINCE THE LAST NOVEMBER GENERAL ELECTION HAVE BEEN AN ACTUAL RESIDENT OF THIS PRECINCT - OR - THAT I HAVE BEEN AN ACTUAL RESIDENT OF THIS PRECINCT AT SOME TIME SINCE THE SECOND PRECEDING GENERAL FEDERAL ELECTION - AND HAVE BEEN AND CONTINUE TO BE A RESIDENT OF THIS COUNTY OR CITY AND THIS CONGRESSIONAL DISTRICT;
IF I AM VOTING IN A TOWN ELECTION TODAY, THAT I AM CURRENTLY A RESIDENT OF THAT TOWN;
THAT I AM THE IDENTICAL PERSON I REPRESENT MYSELF TO BE;
AND THAT I HAVE NOT VOTED IN THIS ELECTION AT THIS OR ANY VOTING PLACE AND WILL NOT VOTE IN THIS ELECTION AT ANY OTHER VOTING PLACE."

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____
CURRENT RESIDENCE ADDRESS: _____
CITY/TOWN/STATE/ZIP: _____
DATE MOVED TO THIS ADDRESS: MONTH _____ DAY _____ YEAR _____
DAYTIME TELEPHONE NUMBER: _____
PRINTED VOTER NAME: _____ VOTER SIGNATURE: _____

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

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

ELECT-651 Rev. 07/2026

SPANISH FORM:

DEPARTAMENTO DE ELECCIONES
AFIRMACIÓN DEL VOTANTE
§§ 24.2-428.2, 24.2-643, and 24.2-652 of the Code of Virginia

SECCIÓN A - OFICER DE ELECCIONES DEBE COMPLETAR

PRECINCT NUMBER/NOMBRE _____ CONG. DIST. _____ FECHA _____
OFICER DE ELECCIONES NOMBRE: _____
HABER VOTER LEER AFIRMACIÓN DE VOTER ABAJO [O LEER AFIRMACIÓN AL VOTER].
HABER VOTER FIRMAR Y IMPRIMIR SU NOMBRE COMPLETO - ANTES DE VOTAR.

VERIFICAR LA CAJA QUE SE APLICA A LA RAZÓN POR LA QUE SE EMITE UNA AFIRMACIÓN. SI EL VOTER NO TIENE C.I.D., Y SE REFUSA A COMPLETAR EL ESTADO DE CONFIRMACIÓN DE C.I.D., EL VOTER DEBE COMPLETAR UNA BALOTA PROVISIONAL.

☐ EL NOMBRE DEL VOTER FUE MARCADO "INACTIVO" O CON "?" EN EL LIBRO DE VOTANTES... Y EL NOMBRE O DIRECCIÓN DEL VOTER NO HA CAMBIADO.
☐ EL NOMBRE DEL VOTER FUE OMITIDO DEL LIBRO DE VOTANTES POR ERROR; EL REGISTRADOR AUTORIZA AL OFICER A AGREGAR EL NOMBRE.

SECCIÓN B - EL VOTANTE DEBE COMPLETAR, LA AFIRMACIÓN DEL VOTER ES REQUERIDA
EL VOTER DEBE PROPORCIONAR TODA LA INFORMACIÓN ABAJO Y FIRMAR.
EL VOTER QUE SE REFUSA A COMPLETAR EL FORMULARIO COMO SE REQUERIE, NO PUEDE VOTAR.

AFIRMACIÓN DEL VOTER

"YO HEREBY STATE, SUJETO A PENALIDADES POR HACER DECLARACIONES FALSAS DE ACUERDO CON §24.2-1016,

QUE SOY CIUDADANO DE ESTADOS UNIDOS;
QUE SOY MAYOR DE 18 AÑOS (O SERÉ EL ____ DÍA DE _____);
QUE SOY RESIDENTE DE LA COMUNIDAD DE VIRGINIA, O QUE HE SIDO RESIDENTE DE ESTA COMUNIDAD DENTRO DE LOS 30 DÍAS ANTERIORES Y QUE VOTO ÚNICAMENTE POR ELECTORES DEL PRESIDENTE Y VICE PRESIDENTE DE LOS ESTADOS UNIDOS;
QUE, A MI LEAL SABER Y EN BASE A LA MEJOR INFORMACIÓN Y CREENCIAS, NO ESTOY DESQUALIFICADO PARA VOTAR POR LA CONSTITUCIÓN Y LEYES DE ESTA COMUNIDAD;
QUE MI NOMBRE COMPLETO ES _____;
QUE FUI DEBIDAMENTE REGISTRADO COMO VOTER DE ESTE PRECINCTO;
QUE AHORA, O EN ALGÚN MOMENTO DESDE LAS ÚLTIMAS ELECCIONES GENERALES DE NOVIEMBRE, HE SIDO RESIDENTE ACTUAL DE ESTE PRECINCTO - O - QUE HE SIDO RESIDENTE ACTUAL DE ESTE PRECINCTO EN ALGÚN MOMENTO DESDE LAS SEGUNDAS ELECCIONES GENERALES FEDERALES - Y HE SIDO Y CONTINUO SIENDO RESIDENTE DE ESTE CONDADO O CIUDAD Y ESTE DISTRITO CONGRESIONAL;
SI ESTOY VOTANDO EN UNA ELECCIÓN DE HOY, QUE SOY RESIDENTE ACTUAL DE ESTE MUNICIPIO;
QUE YO SOY LA MISMA PERSONA QUE ME REPRESENTO;
Y QUE NO HE VOTADO EN ESTA ELECCIÓN EN NINGÚN OTRO LUGAR DE VOTACIÓN."

ÚLTIMOS 4 DÍGITOS DEL NÚMERO DE SEGURIDAD SOCIAL: _____ FECHA DE NACIMIENTO: _____
DIRECCIÓN DE RESIDENCIA ACTUAL: _____
CIUDAD/ PUEBLO/ ESTADO/ CÓDIGO POSTAL: _____
FECHA EN QUE SE MUDÓ A ESTA DIRECCIÓN: MES _____ DÍA _____ AÑO _____
NÚMERO TELEFÓNICO PARA CONTACTAR AL VOTER: _____
NOMBRE EN LETRA IMPRINTA DEL VOTER: _____
FIRMA DEL VOTER: _____

NOTA DE PRIVACIDAD: La sección 24.2-651 del Código de Virginia requiere que la persona cuya elegibilidad para votar es cuestionada firme una declaración legal. Si usted no completa esta declaración legal, no podrá votar en esta elección. Su formulario completado puede ser proporcionado a funcionarios gubernamentales y terceros con fines relacionados con la elección.

ADVERTENCIA: HACER UNA DECLARACIÓN SUSTANCIALMENTE FALSA EN ESTE FORMULARIO CONSTITUYE EL DELITO DE FRAUDE ELECTORAL, SUJETO A CASTIGO DE ACUERDO CON LA LEY DE VIRGINIA COMO UN DELITO GRAVE. LAS PERSONAS QUE INFRINGAN LA LEY PUEDEN RECIBIR UNA CONDENA DE HASTA 10 AÑOS EN PRISIÓN, O HASTA 12 MESES EN LA CARCEL Y/O RECIBIR MULTAS DE HASTA \$2,500.

ELECT-651 Rev. 07/2026



Pollbook Setup – Trainer Demo

- Do not take out items below white foam
- See the STOP sign

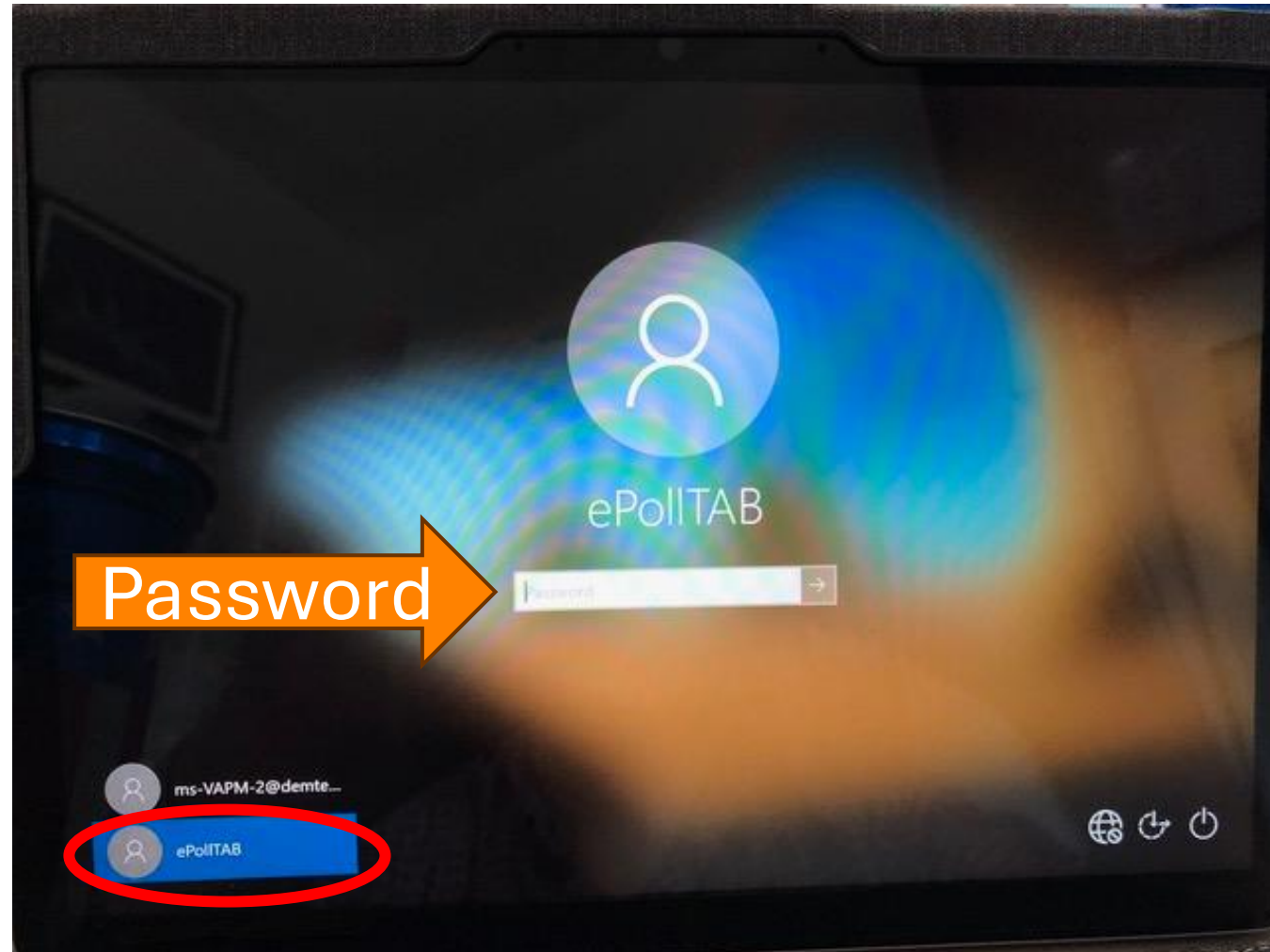


- Do not remove the white Merlin Equipment





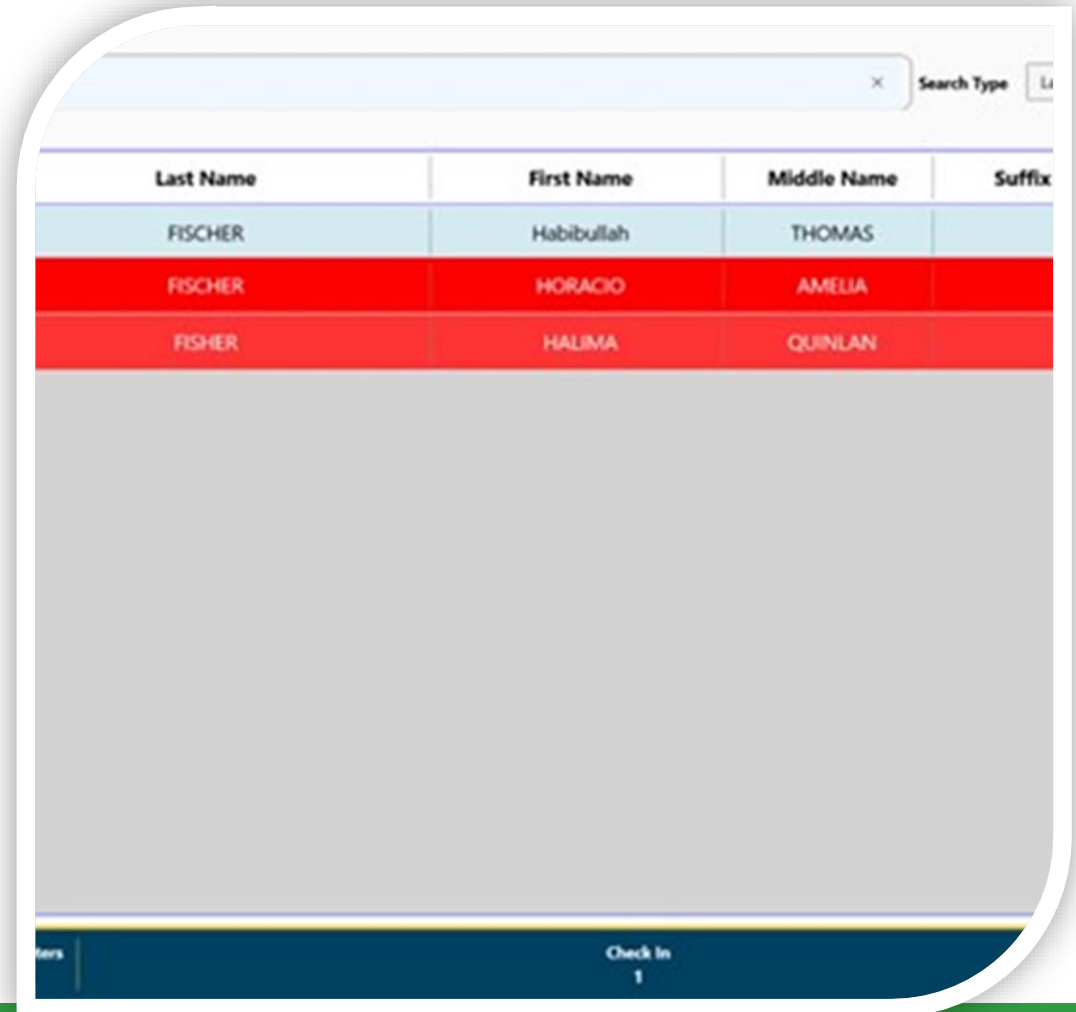
Pollbook – Startup Step 1





Pollbook Reminders

- **Three letters of last name, then a comma, then three letters of first name (add comma and “year of birth” if needed)**
- **Remember there is an Advanced Search – See Leadership for assistance**



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



Voter Information Screen

VOTER INFORMATION

First Name: Albert
Middle Name: NMN
Last Name: Smith
Suffix:
Year of Birth: 2000
Address: 11777 Gallop Ln
City: Bristow
Check In Info:

Voter ID: 111111111
Absentee:
Status: Active

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

Add Voter Note

 Ready to Check-In.

Check Voter In

Return to Search

2025/10/07
8:59:00 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

0
46%





Check the Red Text Information

VOTER INFORMATION

First Name: Albert

Middle Name: NMN

Last Name: Smith

Suffix:

Year of Birth: 2000

Address: 11777 Gallop Ln

City: Bristow

Check In Info:

Voter ID: 111111111

Absentee:

Status: Active

Precinct: 101 - BRENTSVILLE

Congress: 10

Town:

Senate: 029

House: 022

Add Voter Note

✓ Ready to Check-In.

Check Voter In

Return to Search

2025/10/07
8:59:00 AM

Total Voters
351

Check In
0

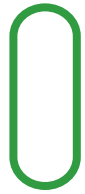
0101
usr0101a

Poll Status
Open

0

46%





Check Voter In

VOTER INFORMATION

First Name: Albert

Middle Name: NMN

Last Name: Smith

Suffix:

Year of Birth: 2000

Address: 11777 Gallop Ln

City: Bristow

Check In Info:

Voter ID: 111111111

Absentee:

Status: Active

Precinct: 101 - BRENTSVILLE

Congress: 10

Senate: 029

House: 022

Town:

Add Voter Note



Ready to Check-In.

Check Voter In

Return to Search



2025/10/07
8:59:00 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

0

46%



Check Voter In – Additional Questions

VOTER INFORMATION

First Name: Albert
Middle Name: NMN
Last Name: Smith
Suffix:
Year of Birth: 2000
Address: 11777 Gallen Ln
City: Brist

Voter ID: 111111111
Absentee:
Status: Active

Check In Info:

Please give Voter Ballot
Ballot Style 1

☐ OutsidePolls
☐ Affidavit

Continue

Cancel

Add Voter Note

✓ Ready to Check-In.

Check Voter In

Return to Search

2025/10/07
9:00:54 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

0

48%



Check Voter In – Last Question

VOTER INFORMATION

First Name: Albert

Middle Name: NMN

Last Name: Smith

Suffix:

Year of Birth: 2000

Address: 11777 Gallop Ln

City: Bristow

Check In Info:

Success

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

Ok

House: 022

Add Voter Note

Ready to Check-In.

Check Voter In

Return to Search

2025/10/07
9:01:35 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

0

49%



Check Voter In – Completed

Search Type

Last Name, First Name, Year of Birth

Search All
 ☐

Advanced Search

	Last Name	First Name	Middle Name	Suffix	Year of Birth	Voter ID
 	Smith	Albert	NMN		2000	11111111
	Smith	Brian	NMN		2000	11111112
	Smith	Charles	NMN		2000	11111113
	Smith	Dexter	NMN		2000	11111114
	Smith	Elizabeth	NMN		2000	11111115
	Smith	Frederick	NMN		2000	11111116
	Smith	George	NMN		2000	11111117
	Smith	Hanah	NMN		2000	11111118
	Smith	Igor	NMN		2000	11111119
	Smith	Jimmy	NMN		2000	11111120

2025/10/07
 9:02:05 AM

Total Voters
 351

Check In
 1

0101
 usr0101a

Poll Status
 Open

 0

 49%





Time Stamp (Double Check)

VOTER INFORMATION

First Name: Albert
Middle Name: NMN
Last Name: Smith
Suffix:
Year of Birth: 2000
Address: 11777 Gallop Ln
City: Bristow
Check In Info:

Voter ID: 111111111
Absentee:
Status: Active

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

NEW – Check In Info

will be blank prior to checking in a voter

VOTER INFORMATION

First Name: Albert
Middle Name: NMN
Last Name: Smith
Suffix:
Year of Birth: 2000
Address: 11777 Gallop Ln
City: Bristow
Check In Info:

Voter ID: 111111111
Absentee:
Status: Active

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

Check In Time & User/Device

will display if voter info screen
is reopened





Pollbook – Default Screen

Search TypeLast Name, First Name, Year of BirthSearch All☐

Advanced Search

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

Voters in PCT

Counter

Statuses

UserPollSyncPower

2025/10/07 9:12:28 AM

Total Voters351

Check In0

0101usr0101a

Poll StatusOpen

0

59%





Pollbook – Default Screen

Search Type Last Name, First Name, Year of Birth Search All ☐

Advanced Search

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

Menu
“Hamburger Icon”



2025/10/07
9:12:28 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

 0

 59%







Pollbook – System Operations

Tap here to Search

Search TypeLast Name, First Name, Year of BirthSearch All

Advanced Search

Last Name

Year of BirthVoter ID

System

Log Out of PollbookPeripheral DevicesImport AuditsExport AuditsImport Live BackupAuto Issue LogsSync Status

Polls

Open PollsSuspend PollsClose PollsComplete Election

Summary

Pollbook SummaryLocation SummaryAdd Location Note

Utilities

Street Look-upPolling LocationsPrint BallotAdd VoterDevice Voter Activity

Close

Open Polls

Pollbook Summary

2025/10/07 8:57:00 AM

Total Voters351

Check In0

0101usr0101a

Poll StatusClosed

0

45%





Pollbook – System Operations

Tap here to Search

Search Type Last Name, First Name, Year of Birth Search All

Advanced Search

Last Name

Year of Birth

Voter ID

System

Log Out of Pollbook Peripheral Devices Import Audits Export Audits Import Live Backup Auto Issue Logs Sync Status

Polls

Open Polls Suspend Polls Close Polls Complete Election

Summary

Pollbook Summary Location Summary Add Location Note

Utilities

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

Close

Pollbook Summary - 1st

Close Polls

2025/10/07 8:57:00 AM

Total Voters 351

Check In 0

0101 usr0101a

Poll Status Closed

0

45%





QR Codes - 2 Minute “Set-Up” Videos





Ballot Scanner and Touchwriter Set Up

- Process takes 10 to 20 minutes
- Have equipment officer working on pollbooks at the same time YOU are working on this equipment

(trainer demo)



Manual
Pg 43-53





iPad – Tallypoint (hands on)

Wake up iPad and find Tallypoint



TallyPoint

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

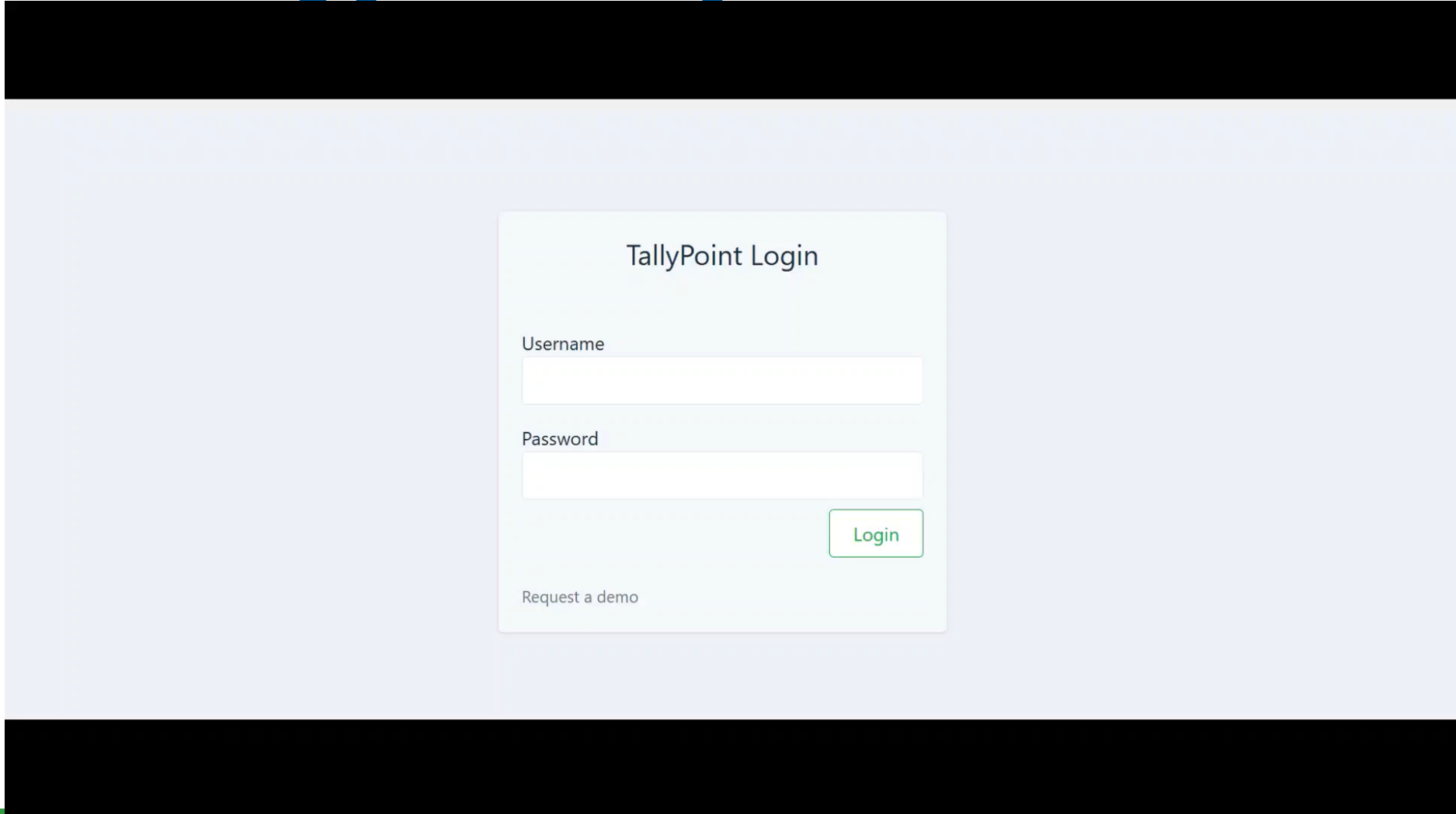


This precinct is ready >





iPad – Tallypoint Operations



TallyPoint Login

Username

Password

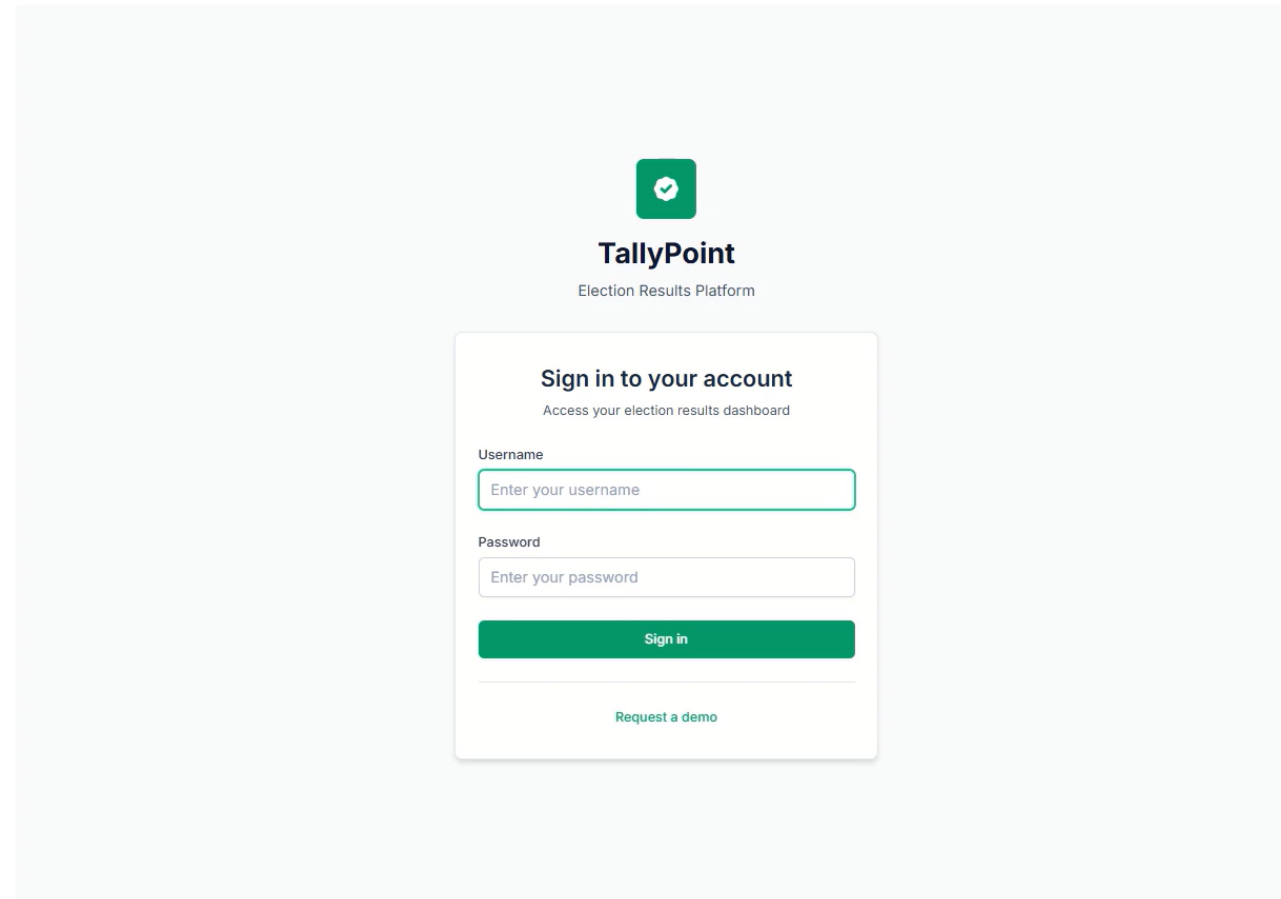
Login

[Request a demo](#)





iPad – Tallypoint Operations – New Look





TallyPoint
Election Results Platform

Sign in to your account
Access your election results dashboard

Username

Password

[Sign in](#)

[Request a demo](#)





iPad – Tallypoint

Reminders:

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



TallyPoint

Delegate the hourly turnout TallyPoint number submission to an EO – they will remind you and you can input the data



iPad – Other Applications



Translate

To translate for a voter.



Interactive Wha...

To use the Interactive “What If’s.”



PWCPrecincts...

Map tool – PWC Precincts





Acceptable Voter IDs

- **Note 1:** Only 2 IDs are required to have a photo:
 - Employer issued ID
 - School ID issued by a school outside Virginia
- **Note 2:** Never turn a voter away for lack of valid ID - Always offer the option to sign the ID Confirmation Statement



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Voter Identification

All voters casting a ballot in-person will be asked to show one form of identification. Any voter who does not present acceptable identification may instead sign a statement, subject to felony penalties, that they are the named registered voter who they claim to be. Any voter who does **not** present acceptable identification or sign this statement **must** vote a provisional ballot.

Identification	Is Accepted?
Virginia driver's license	Yes, may be current or expired.
Virginia DMV-issued ID card	Yes, may be current or expired.
Valid employee ID card, containing a photograph, issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID	Yes
Valid student ID issued by a public or private high school or institution of higher education located in Virginia	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid U.S. passport or passport card	Yes
Government-issued ID card from a federal, Virginia, or local political subdivision	Yes
Voter ID card issued by the Department of Elections	Yes
Voter confirmation documents	Yes
Valid tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by Virginia.**
Nursing home resident ID	Yes, if issued by a government facility.
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes. The document cannot be more than 12 months old. Acceptable in physical or electronic form.
Any other current government document containing the name and address of the voter	Yes. Acceptable in physical or electronic form.
Signed ID Confirmation Statement	Yes
Out-of-state driver's license	No
Student ID from a high school located outside of Virginia	No
Membership card from private organization displaying a photograph	No
Credit card displaying a photograph	No
Virginia Driver Privilege card (limited-duration license, permit or special identification card)	No. Nearly identical in appearance to driver's license or DMV-issued ID card. Front of card will display "9" under restrictions; back will state that the restriction is "Limited duration."

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

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

Virginia Code § 24-2-643(B)

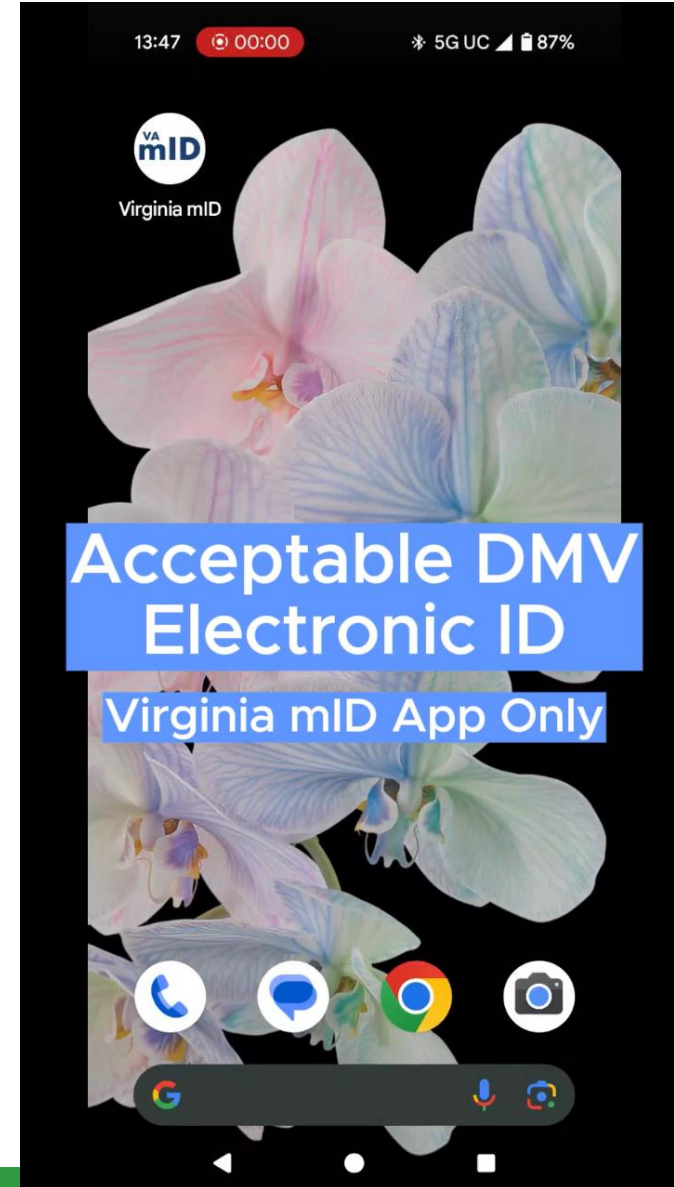
Rev. 8/2023





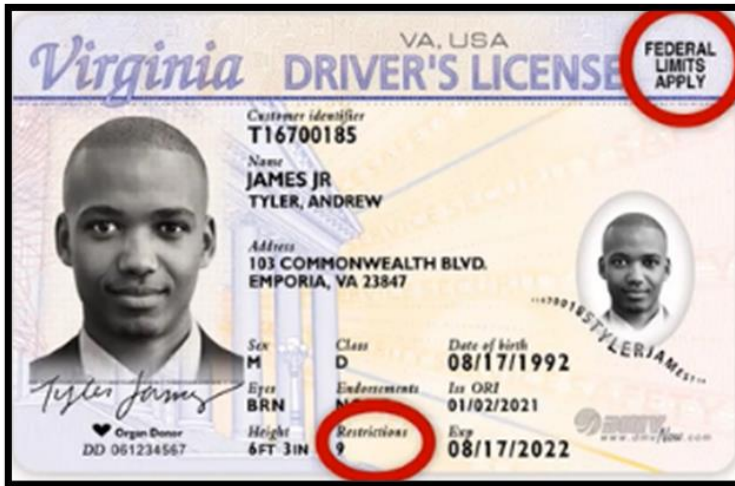
Acceptable Voter IDs

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



Pollbooks - Driver's Privilege

Page
79



NOTE: If all three requirements are met – This ID is not acceptable. Chief may issue an Affirmation of Eligibility if it is known or suspected that the voter is not eligible

If the restriction code is a 9, please notify the Chief. The restriction code does not necessarily mean that the voter is not a citizen. Other restrictions could include medical, physical, etc.



Always call HQ if unsure



Pollbook "Flags"

When Checking in a Voter "States & Tags"



August 2026 Voter States & Tags (Election Day)

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





Pollbook “Flags”

PID	<u>Only applicable for Federal Elections</u> Voter must present valid photo ID or copy of a current utility bill, bank statement, government paycheck, paycheck, or other government document containing the name and address of the voter. *An ID Confirmation Statement is <u>NOT</u> valid for PID voters.
------------	--

Please read carefully! No ID Confirmation Statement allowed

?	Inactive Voter or Address Confirmation If Voter <u>has not</u> moved, complete Affirmation of Eligibility form and voter may vote on machine. If voter <u>has</u> moved, follow the Move Rules Chart.
----------	--

Inactive? Have not moved? Update status will remove the “?” Flag





When to Send Voter to the Chief

- **Inactive/Address Confirmation Voters**
- **Absentee Issued**
- **Wrong Polling Place (or cannot find on Countywide Lookup)**
- **Overseas**
- **Already Voted**





PRINCE WILLIAM
Office of Elections

Welcome to



Move Rules – Exercise



Virginia Voter Registration Application

Use blue or black ink

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

1. ☐ YES ☐ NO
* I am a citizen of the United States of America. Full social security number -- ☐ No SSN was ever issued. * Date of birth / / * Gender

2. * Last name Jr. Sr. II III IV (Circle if applicable)
* First name * Middle name ☐ None
* Residence address (May not be a P.O. Box) Apt #
* City/Town * ZIP
E-mail Phone --

3. * Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote? ☐ YES ☐ NO If YES, has your right to vote been restored? ☐ YES ☐ NO

4. ☐ I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.
☐ I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.
☐ I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:
☐ An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
☐ Been granted a court issued protective order.
☐ In fear for personal safety from being threatened or stalked by another person.
☐ A participant in the Virginia Attorney General's Address Confidentiality Program.
☐ Been approved to be a foster parent.
☐ 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: (Indicate state of previous registration)

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

7. AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true. I authorize the cancellation of my current registration and I have read the Privacy Act Notice.
Signature Today's date / /

☐ By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

Virginia Voter Registration Application Receipt

The application collector must submit your completed application within 10 days or by the deadline to register for the next election, whichever comes first. You can check your voter registration status online at www.elections.virginia.gov/registration. If you do not receive confirmation of your voter registration status within 30 days, contact your local voter registrar or the Virginia Department of Elections.

Name, phone and e-mail of office, group or individual receiving application

Thank you for applying to vote in Virginia!

Nombre, teléfono y correo electrónico de la oficina, grupo o persona que recibe la solicitud

¡Gracias por solicitar votar en Virginia!

ADDRESS CHANGES

MOVE RULES

Use this "Moving Conditions" chart when a voter has moved.
Ask the voter:

Question #1: Where did you move?

Question #2: When did you move?

How far did voter move? →	Within precinct	Within county/city AND congressional district (but not the same precinct).	To a different county/city OR congressional district (still within Virginia)	Outside of Virginia
When did voter move? ↓				
On or After November 5, 2025	Voter can vote on machine at precinct where registered (optional: complete white Voter Registration Application)	Voter can vote on machine at precinct where registered (optional: complete white Voter Registration Application) OR SDR at precinct where they live.	Voter can vote on machine at precinct where registered (optional: complete white Voter Registration Application) OR SDR at precinct where they live.	Voter is no longer eligible to vote in Virginia.
From November 9, 2022 through November 4, 2025		Voter can vote on machine after completing Affirmation of Eligibility OR SDR at precinct where they live.	SDR Voter must vote using SDR in precinct where they now live.	
On or Before November 8, 2022		SDR Voter must vote using SDR in precinct where they now live.	SDR Voter must vote using SDR in precinct where they now live.	

What-Ifs/Move Rules (Rev. 12/2025)

PRINCE WILLIAM COUNTY OFFICE OF ELECTIONS LIST OF PRECINCTS AND POLLING PLACES

PCT	Precinct Name	Polling Place Name	Polling Place Address	CD	SD	HD
408	101 Brentsville	Brentsville District High School	12109 Aden Road	10	29	22
409	102 Cedar Point	Cedar Point Elementary School	12601 Braemar Parkway	10	30	22
410	103 Glenkirk	Glenkirk Elementary School	8584 Sedge Wren Drive	10	30	22
411	104 Nokesville	Patriot High School	10504 Kettle Run Road	10	29	22
412	105 Piney Branch	Piney Branch Elementary School	8301 Linton Hall Road	10	30	22
413	106 Unity Reed	Unity Reed High School	8820 Ruxley Lane	10	30	21
414	107 Marsteller	Marsteller Middle School	14000 Sudley Manor Drive	10	30	22
501	108 Victory	Victory Elementary School	12001 Tygart Lake Drive	10	30	22
502	109 Chris Yung	Chris Yung Elementary School	12612 Fog Light Way	10	30	22
503	110 Buckland Mills	Buckland Mills Elementary School	10511 Wharfedale Place	10	30	21
504	111 Limestone	Gainesville Middle School	8001 Limestone Drive	10	30	22
505	112 Burke-Nickens	Haymarket Elementary School	15500 Learning Lane	10	30	21
506	113 Lakes	Victory Lakes Clubhouse	12600 Victory Lakes Loop	10	30	22
507	114 Bristow Run	Bristow Run Elementary School	8860 Worthington Drive	10	30	22
508	201 Hyllon	Hyllon High School	14551 Springs Road	7	29	24
509	202 West Gate	West Gate Elementary School	8051 Urbanna Road	10	30	21
510	203 Bennett	Bennett Elementary School	8800 Old Dominion Drive	10	29	22
511	204 Ellis	Ellis Elementary School	10400 Kim Graham Lane	10	30	20
512	205 Buckhall	Buckhall United Methodist Church	10251 Moore Drive	10	29	22
513	206 Coles	Coles Elementary School	7405 Hoadly Road	10	29	22
514	207 Springs	Heritage Baptist Church	14510 Springs Road	7	29	24
515	208 Colgan	Colgan High School	13833 Dumfries Rd	7 / 10	29	24
516	209 Independent Hill	Kelly Leadership Center	14715 Bristow Road	10	29	22
517	210 Yates Ford	Buckhall Fire Station	7190 Yates Ford Road	10	29	22
518	211 Signal Hill	Signal Hill Elementary School	9553 Birmingham Drive	10	29	20
519	212 Yorkshire	Yorkshire Elementary School	7610 Old Centreville Road	10	30	20
520	213 Parkside	Parkside Middle School	8602 Mathis Ave	10	30	20
521	214 Lucasville	Lake Jackson Fire Station	11310 Coles Drive	10	29	22
522	215 Rosa Parks	Rosa Parks Elementary School	13448 Princedale Drive	7	29	24
523	301 Dumfries	Dumfries Community Center	17755 Main Street	7	29	23
524	302 Potomac	Potomac High School	3401 Panther Pride Drive	7	33	23
525	303 Graham Park	Graham Park Middle School	3613 Graham Park Road	7	29	23
526	304 Quantico	Lillian Carden Community Center	222 3RD Avenue	7	29	23
527	305 Forest Park	Forest Park High School	15721 Forest Park Drive	7	29	24
528	306 Four Seasons	First Mount Zion Baptist Church	16622 Dumfries Road	7	29	24
529	307 Henderson	Henderson Elementary School	3799 Waterway Drive	7	29	24
530	308 Montclair	Montclair Elementary School	4620 Tallowood Drive	7	29	24
531	309 Ashland	Ashland Elementary School	15300 Bowmans Folly Drive	7	29	24
532	310 PW Forest Park	First Mount Zion Bpst Church	16622 Dumfries Road	7	29	23
533	311 Swans Creek	Swans Creek Elementary School	17700 Wayside Drive	7	29	23
534	312 Triangle	Triangle Elementary School	3615 Lions Field Road	7	29	23
535	313 Cardinal	Neabasco Baptist Church	15545 Cardinal Drive	7	29	24
536	314 Cabin Branch	Forest Park High School	15721 Forest Park Drive	7	29	24
537	315 Williams	Williams Elementary School	3100 Panther Pride Drive	7	29	23
538	316 Potomac Shores	Potomac Shores Middle School	17851 Woods View Drive	7	29	23
539	401 Evergreen	Evergreen Fire Station	3510 James Madison Highway	10	30	21
540	402 Gravelly	Gravelly Elementary School	4670 Waverly Farm Drive	10	30	21
541	403 Bull Run	Bull Run Middle School	6308 Catharpin Road	10	30	21
542	404 Unity Braxton	Unity Braxton Middle School	10100 Lomond Drive	10	30	21
543	405 Ben Lomond	Pat White Center	10501 Copeland Drive	10	30	21
544	406 Alvey	Alvey Elementary School	5300 Waverly Farm Drive	10	30	21
545	407 Heritage Hunt	Clubhouse of Heritage Hunt	6601 Arthur Hills Drive	10	30	21

Page 1 of 2

Updated: August 2022

Page 2 of 2

Updated: August 2022



Move Rules – Example



Clear Results

Search Results < Back

Premise Addresses (1 record located)

Premise Address:
13009 HAZELWOOD DR
NOKESVILLE, VA 20181
Type: Single Family Detached
Status: Permanent
Parcel GPIN: 7491-49-3466
[Driving Directions](#)

[Less Info.](#)

Elementary School: Nokesville K-8
Middle School: Nokesville K-8
High School: Brentsville District High
Jurisdiction: Prince William County
Precinct: 101 - Brentsville
Magisterial District: Brentsville
Congressional District: 10th
VA Senate District: 29th
VA House District: 22nd
Voting Place:
Brentsville District High School
12109 Aden Road
NOKESVILLE, VA 20181

Private Septic: YES
LOMA Information: Not applicable
Parent Parcel: ORIGINAL PARCEL
Child Parcel: No CHILDREN

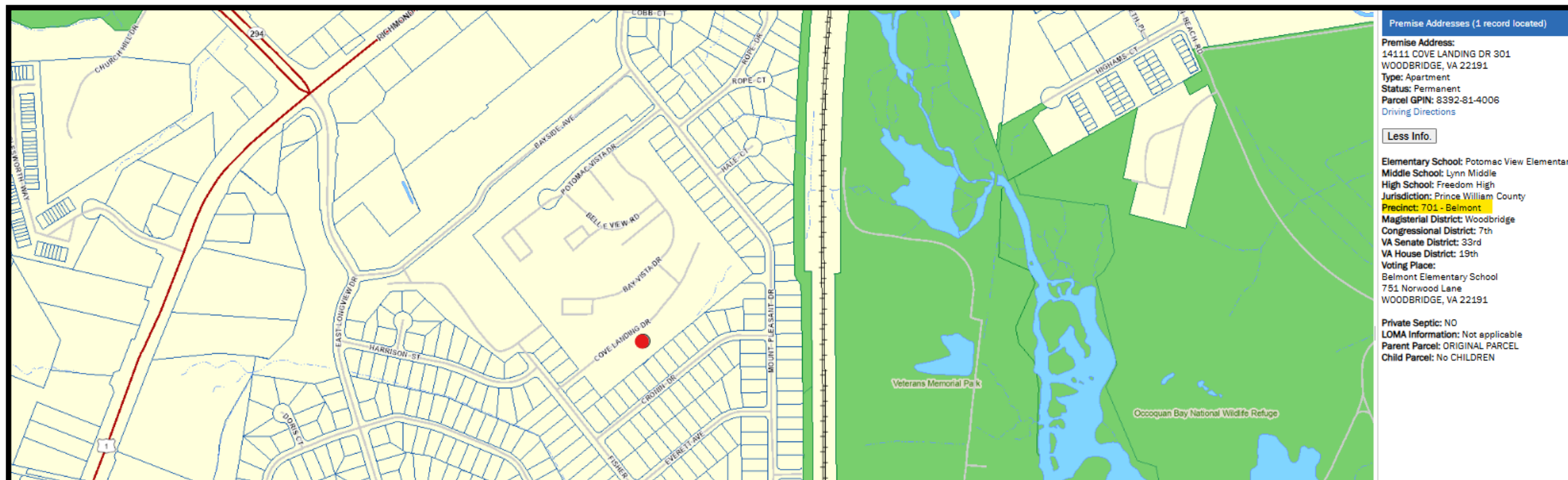
Address provided: **1309 Hazelwood Drive, Nokesville**

Precinct 101 - Congressional District 10





Move Rules - Example



Address on Pollbook: **14111 Cove Landing Dr Apt 301, Woodbridge**

Precinct 701 - Congressional District 7





Move Rules - Example

12048 Hooker Ln, Nokesville

11777 Gallop Ln, Bristow

12909 Fleetwood Dr, Nokesville

13615 Carriage Ford Rd, Nokesville



Move Rules

New address or New name

Voter Registration Form

(make note on top of form)



PRINCE WILLIAM
Office of Elections

Use blue or black ink

Virginia Voter Registration Application

Starred (*) items are required. If you do not complete all of the items that are marked *, your application may be denied (See instructions on reverse side).

1. ☐ YES ☐ NO * I am a citizen of the United States of America. * Full social security number [][]-[][]-[][][][] ☐ No SSN was ever issued. Date of birth [][]/[][]/[][][][] * Gender _____ 2. * Last name _____ Jr. Sr. II III IV (Circle if applicable) * First name _____ * Middle name _____ ☐ None * Residence address (May not be a P.O. Box) _____ Apt # _____ * City/Town _____ * ZIP _____ E-mail _____ Phone [][][]-[][][]-[][][][][] 3. * Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote? ____ ☐ YES ☐ NO IF YES, has your right to vote been restored? ____ ☐ YES ☐ NO 4. ☐ I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen. ☐ I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless. ☐ I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/have: ☐ 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) _____ _____	* Signature _____ Today's date: [][]/[][]/[][][][] ☐ By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.
---	--

* Virginia Voter Registration Application Receipt

The application collector must submit your completed application within 10 days or by the deadline to register for the next election, whichever comes first. You can check your voter registration status online at www.elections.virginia.gov/voterregistration. If you do not receive confirmation of your voter registration status within 30 days, contact your local voter registrar or the Virginia Department of Elections.

Name, phone and e-mail of office, group or individual receiving application

[][]/[][]/[][][][]
Date application received

Thank you for applying to vote in Virginia!

jGracias por solicitar votar en Virginia!

VA-NVRA-1 una 05/2025



Marking Station Reminders

- No Talking While in the Marking Station
- Cell Phone research is allowed





Ballot Scanner

- Ballots can be scanned on either side
- Stand behind scanner when in use
- See the blue light
- Rejected ballot, engage with voter to determine issue



Manual
Page 92

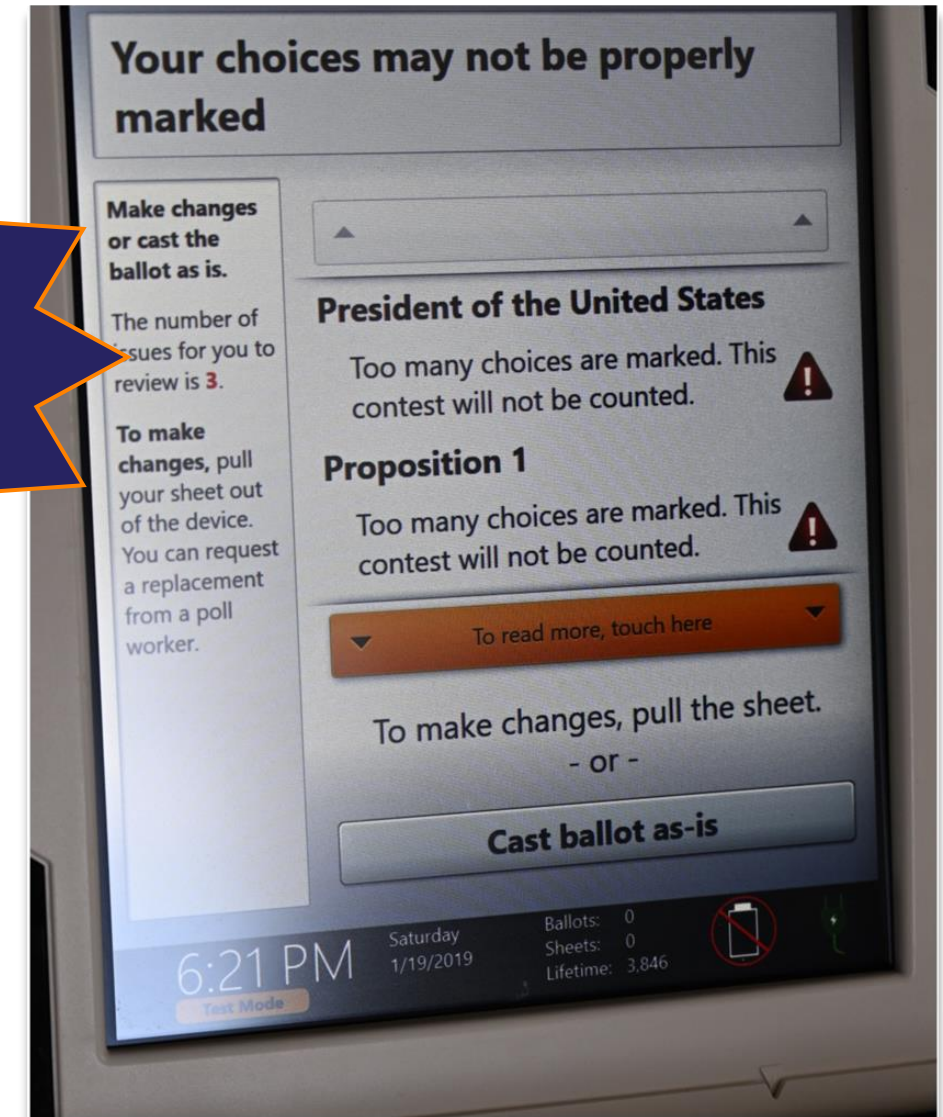




Rejected Ballots

Manual
Page 93-
95

- Overvote
- Blank Ballot
- Ballot Error / Misfeed

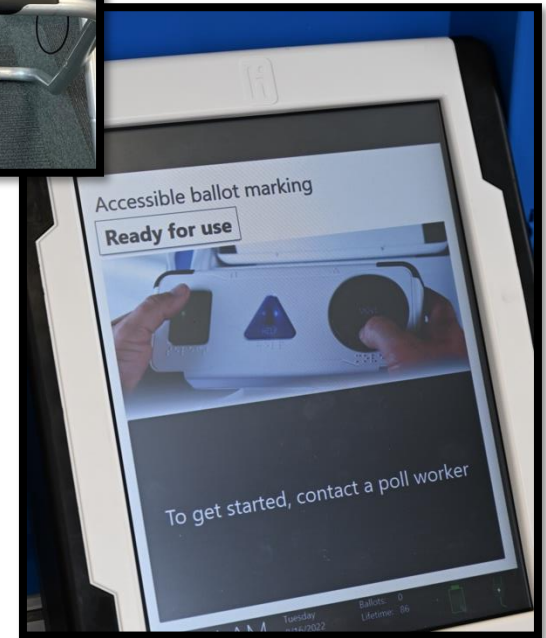


Touch Writer - ADA

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



**Manual
Page 87**



Provisionals / Same Day Registration

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



PRINCE WILLIAM
Office of Elections

Tallypoint

Time Completed: _____ am/pm

11000

Provisional Ballot - All other provisional reasons

Precinct # _____

Primary elections—Party ballot ☐ ☐

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

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

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

3 * Social Security Number _____
Last 4 digits indicated: _____

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

5 Email _____ Phone _____

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

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

Same Day Registration Provisional Ballot

Voter resides in this precinct but is not on this precinct's pollbook

Precinct # _____

Primary elections—Party ballot ☐ ☐

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

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

2 * Last Name _____ Jr. Sr. III IV (Circle one) Other (write in) _____
* First Name _____ * Middle Name _____
* Residence Address (May not be a P.O. Box) _____
* City/Town _____ * ZIP Code _____
Email _____ Phone _____

3 ☐ Yes ☐ No I have been convicted of a felony or judged mentally incapacitated.
☐ Yes ☐ No, has your right to vote been restored?

4 ☐ I am an active-duty uniformed services member, spouse or dependent; or
☐ I am providing a mailing address (below) because my residence address cannot receive mail.
☐ I am providing a Virginia P.O. Box (below) to protect my residence address from public access:
☐ An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia
☐ Been granted a court issued protective order.
☐ In fear for personal safety from being threatened or stalked by another person.
☐ A participant in the Virginia Attorney General's Address Confidentiality Program.
☐ Been approved to be a foster parent.
☐ A current or former state or local election official, their employee, or Commonwealth elector for

My mailing address
(Complete only if you have checked a box in this section)

5 ☐ I am currently registered to vote in another state. Name of state _____

6 ☐ I am interested in being an officer of election (poll worker) on Election Day. Send me information.

7 * AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election. I authorize the cancellation of my current registration and I hereby affirm that I have read the Privacy Act Notice and Warning. (See other side of envelope for Privacy Act Notice and Warning.)

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

☐ By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

Election Officer Use

☐ #1 Same Day Registration (not on pollbook)
Time: _____ a.m. p.m. (circle one)
☐ Yes ☐ No Did voter show ID or complete ID Confirmation Statement?

Comments _____

Election Officer Signature X _____

Office/Election Board Use

Voter ID # _____

Adjudication ☐ Count ☐ Do not count

Voter Identification

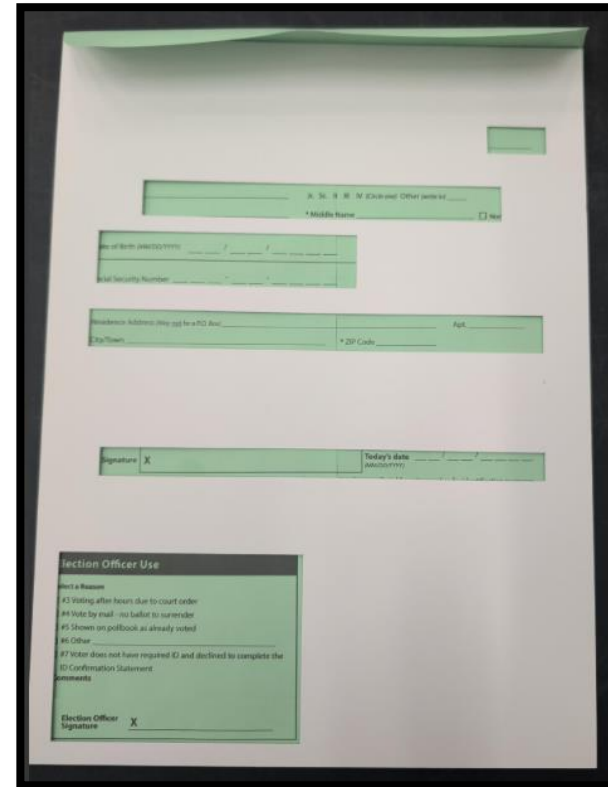
1. If the voter returns with the proper identification, check this box and sign ☒ X

2. Attach a copy of the identification document.

Manual 96 - 101

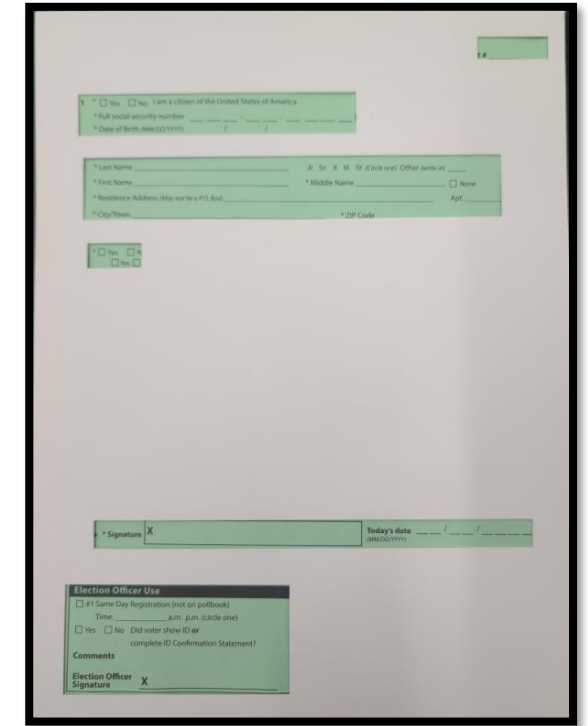
Provisionals / Same Day Registration

Overlays will
be provided to
assist in your
accuracy



This form is used for provisional registration. It includes fields for: Last Name, First Name, Middle Name, Date of Birth, Full Social Security Number, Residence Address, City/Town, ZIP Code, Signature, and Today's date. A section titled "Election Officer Use" contains checkboxes for various reasons (e.g., "I3 Voting after hours due to court order", "I4 Vote by mail - no ballot to surrender") and a space for comments. The Election Officer Signature field is marked with an 'X'.

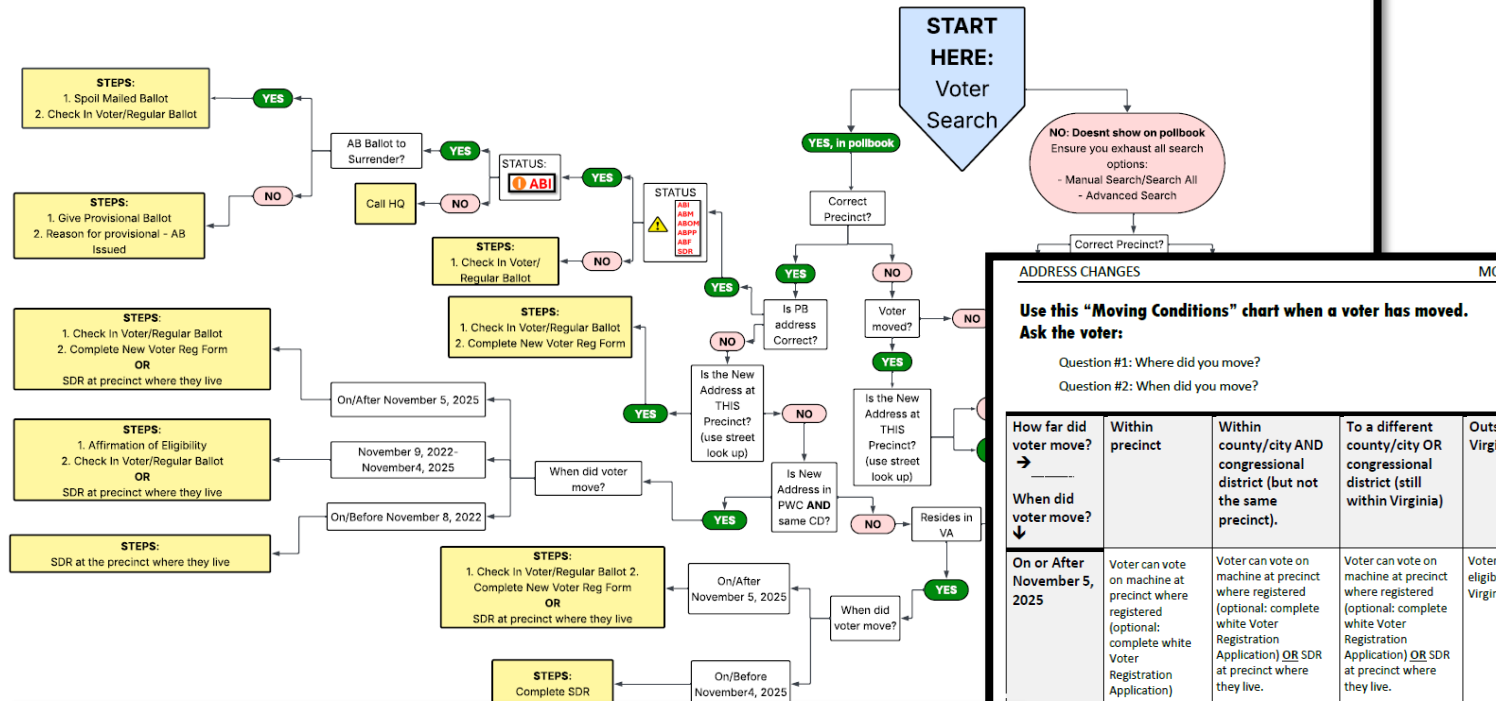
Provisional Envelope
Overlay



This form is used for Same Day Registration. It includes fields for: Last Name, First Name, Middle Name, Date of Birth, Full Social Security Number, Residence Address, City/Town, ZIP Code, Signature, and Today's date. A section titled "Election Officer Use" contains checkboxes for "Same Day Registration (not on pollbook)" and "Did voter show ID or complete ID Confirmation Statement?". The Election Officer Signature field is marked with an 'X'.

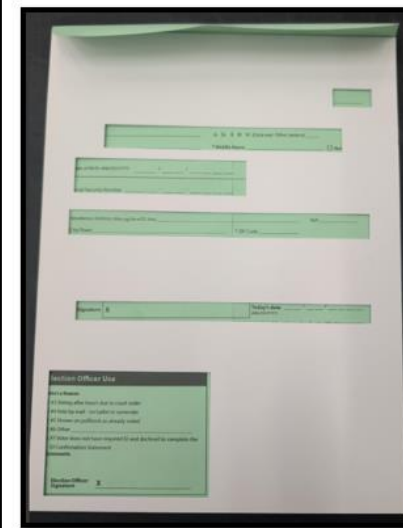
SDR Envelope
Overlay

Election Day Provisional Flow Chart

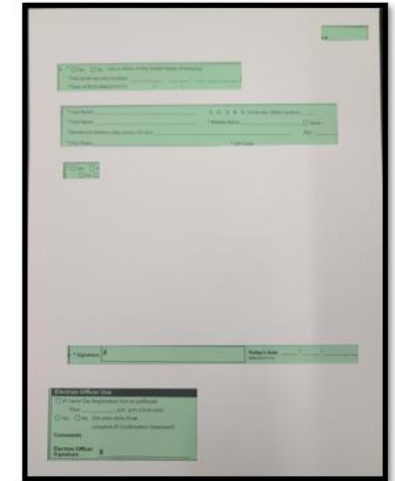


To use the Interactive “What If’s.”

Interactive Wha...



Provisional Envelope Overlay



SDR Envelope Overlay

ADDRESS CHANGES				
Use this "Moving Conditions" chart when a voter has moved. Ask the voter:				
Question #1: Where did you move?				
Question #2: When did you move?				
How far did voter move? → _____	Within precinct	Within county/city AND congressional district (but not the same precinct).	To a different county/city OR congressional district (still within Virginia)	Out of Virginia
When did voter move? ↓ _____				
On or After November 5, 2025	Voter can vote on machine at precinct where registered (optional: complete white Voter Registration Application)	Voter can vote on machine at precinct where registered (optional: complete white Voter Registration Application) OR SDR at precinct where they live.	Voter can vote on machine at precinct where registered (optional: complete white Voter Registration Application) OR SDR at precinct where they live.	Voter eligible to vote in Virginia
From November 9, 2022 through November 4, 2025		Affirmation of Eligibility voter can vote on machine after completing Affirmation of Eligibility OR SDR at precinct where they live.	SDR Voter must vote a provisional ballot AND complete a Green Voter Registration Application in precinct where they currently live.	
On or Before November 8, 2022		SDR Voter must vote a provisional ballot AND complete a Green Voter Registration Application in precinct where they currently live.	SDR Voter must vote a provisional ballot AND complete a Green Voter Registration Application in precinct where they currently live.	

What-ifs/Move Rules (Rev. 12/2025)



PWCPrecincts...

Map tool – PWC Precincts

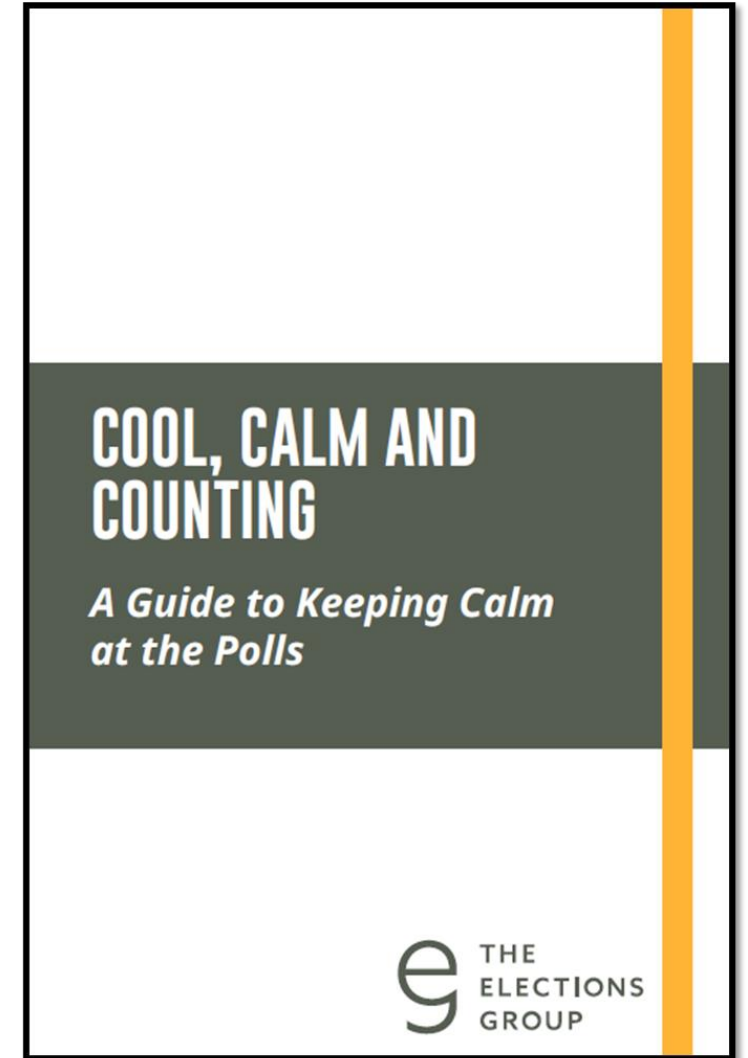


Tools to use for Provisional perfection



De-Escalation

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





Polls Closed

Please use the Closing Checklist in the Manual

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

Page
119

Closing Checklist

COMPLETE ALL THESE TASKS AFTER VOTERS LEAVE

PRIORITY TASKS

- ☐ Close the doors to the polling place
- ☐ Check emergency ballot bag (scan ballots)
- ☐ Complete the Pollbook Summary
- ☐ Close Polls on the ballot scanner (p. 120)
- ☐ **PRIORITY** Chief: Report results in Tallypoint
Double check all work for accuracy. Complete by 7:45.

CHECK YOUR

- ☐ Close the pollbooks (p. 124)
- ☐ Remove ballots from ballot scanner and pack Box #3
- ☐ Pack the Scanner (p. 121) and Ballot Box (p. 122)
- ☐ Breakdown and pack the Touch Writer/printer (p. 123)
- ☐ Chief completes the SOR (p. 125)
- ☐ Pack unused ballots in Box #6
- ☐ Empty Ballot Drop Box into (new) Envelope #9 (p. 125)
- ☐ Clean up the polling place (p. 126)
- ☐ Complete polling place closing paperwork (p. 128)
- ☐ Make sure officers sign ALL tapes and required forms
- ☐ Pack and seal all the envelopes properly (p. 128)
- ☐ Double-check you have all drop off items (p. 130)
- ☐ Two officers must return ballots and key items (p. 130)

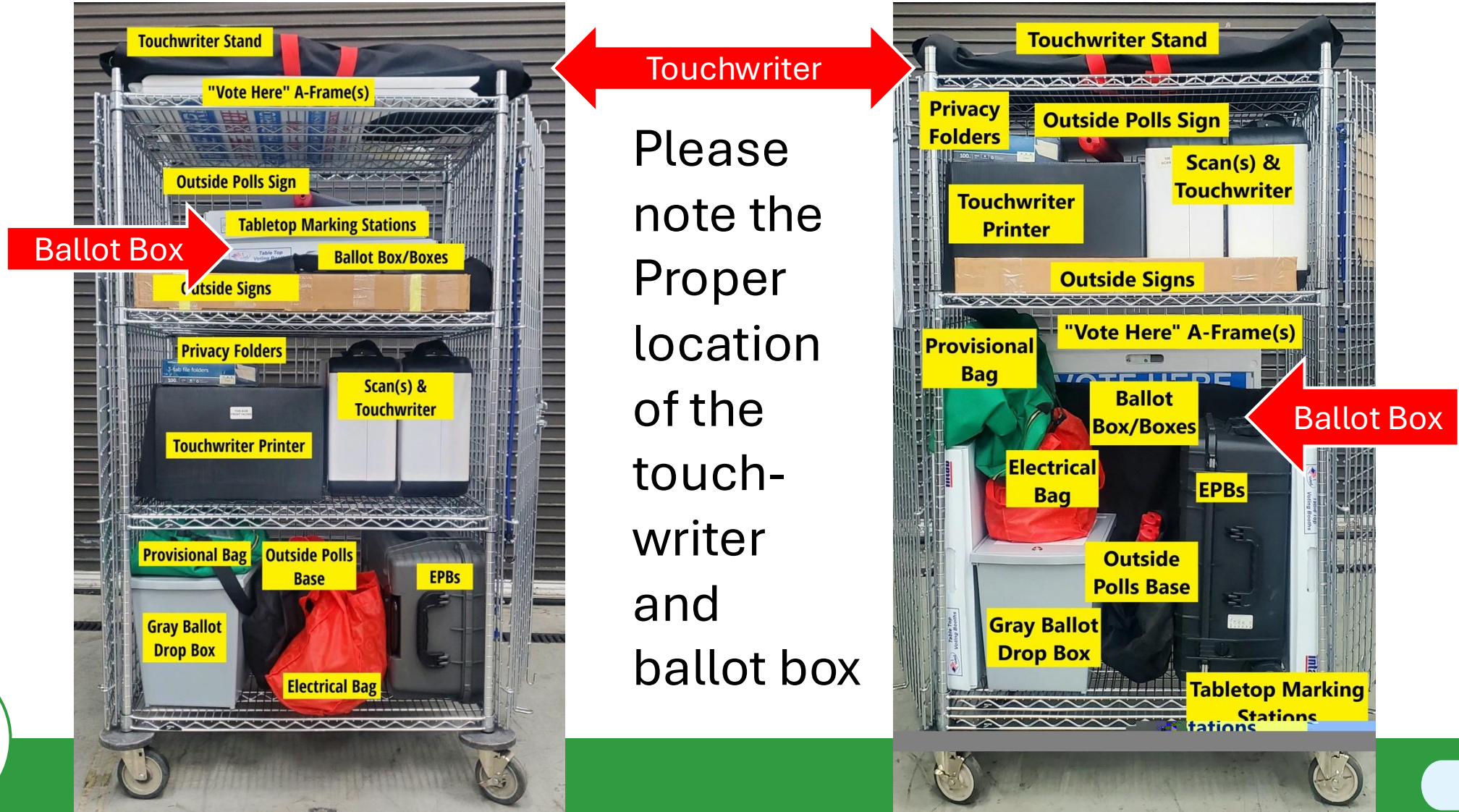
PRINCE WILLIAM COUNTY, VA

119



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

Cage Return - Inspection





Completing the Statement of Results

- Election day precinct summary
- 2 copies (both must be completed)
- Attach one Zero Tape and one Tally Tape to each copy (Ballot Scanner Only)
- Arrives in CO Binder
- Return in Envelope #2
- Most common error(s)

Missing data

Tapes not attached



STATEMENT OF RESULTS 2

CIRCUIT COURT COPY

PLACE IN ENVELOPE 2

November 4, 2025, General Election
Prince William County, Virginia
712 Leesylvania

1. Voter Check in numbers from Pollbook Summary

Total Number of Voters Checked In	100
Outside Polls Voters	5

2. Ballots Cast numbers from tally tapes

Number of Votes Cast on Machine(s)			TOTAL BALLOTS CAST
Scan 1 Serial: S1500089506			
Scan 2 Serial:			
Scan 1	+	Scan 2	=
80		20	100
Number of ballots counted <u>by hand</u>			0
Total Number of Votes Cast Add the number of votes cast on machine(s) and the number of counted by hand.			100

Part 2b. Drop Box.

Total Number of Ballots Received in Drop Box	8
--	---

Part 3. Discrepancies.

Does the Total Number of Voters Checked In = the Total Number of Votes Cast in Precinct? ☒ Yes ☐ No
If "No," please explain all discrepancies on Part F Form.

Part 4. Certification.

We hereby certify that the two copies of the Statement of Results are a complete record of this election and that all of the information entered hereon is true and correct.

Signatures of Election Officials

1	(Chief) John Smith	8	
2	(Assistant Chief) Max Rogers	9	
3	Julie Thornton	10	
4	Marc Carter	11	
5	Eshal Archer	12	
6	Eryn Lopez	13	
7		14	

Tally Tape

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



Completing the Statement of Results

- Serves as a public inspection form
- Attach one Zero Tape and one Tally Tape (Ballot Scanner Only)
- Arrives in CO Binder
- Return in Envelope #2A
- Most common error(s)
 - Missing signatures



(RETURN IN ENVELOPE 2A)

COMMONWEALTH OF VIRGINIA

YELLOW PRINTED RETURN SHEET

November 4, 2025 – General Election

DATE OF ELECTION

COUNTY/CITY

PRINCE WILLIAM COUNTY

PRECINCT: 101 Brentsville

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

THE CLERK OF THE CIRCUIT COURT MUST MAKE IT AVAILABLE FOR PUBLIC INSPECTION ON THE DAY FOLLOWING THE ELECTION AND FOR 60 DAYS THEREAFTER.

We hereby certify that the attached totals tapes are a true and correct copy of the election results printed out by the Verity Optical Scanner voting machine(s) used in this precinct.

Verity Scanner Serial # S15009999999 Verity Scanner Serial # Verity TW Serial # W15009999998

1. *John Smith* Chief Officer of Election

2. *Max* Assistant Chief Officer of Election

3. *Rogers* Officer of Election

4. *lie Thornton* Officer of Election

5. *Eshal* Officer of Election

6. *Ancher* Officer of Election

7. Officer of Election

8. Officer of Election

9. Officer of Election

10. Officer of Election

11. Officer of Election

12. Officer of Election

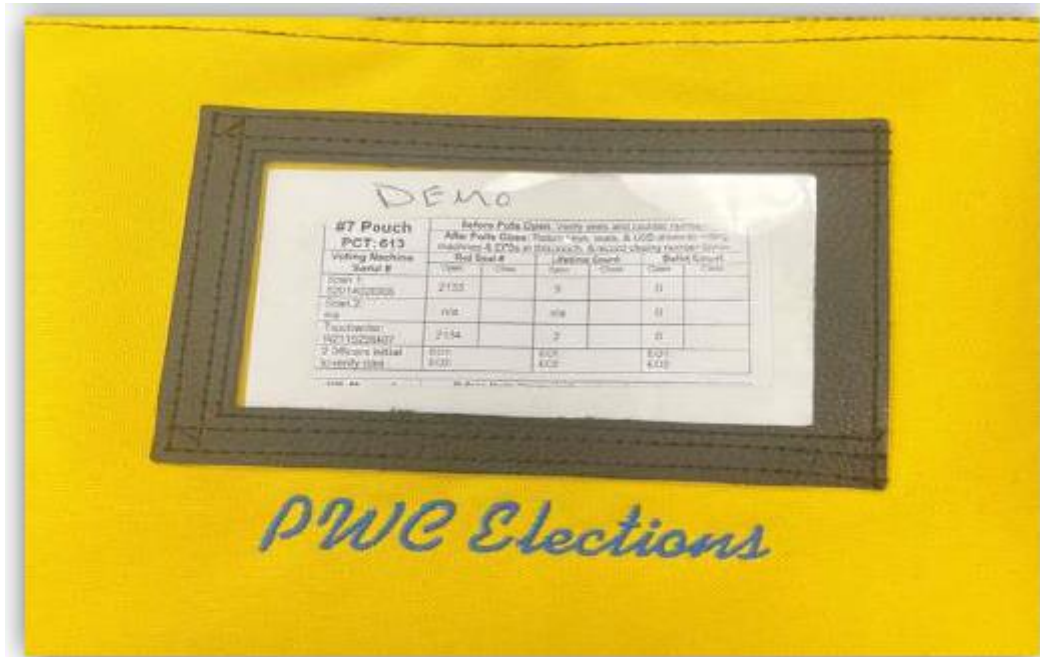
\$BE-658

PWC Nov 03/21

REV 9/09

Tally Tape

John Smith
Max Rogers
Julie Thornton
Marc Carter
Eshal Ancher
Eryn Lopez



Envelope Guide – in Chief Binder



PRINCE WILLIAM
Office of Elections

ELECTION OFFICERS
COMPLETE THIS SECTION AFTER POLLS CLOSE.

Election Date: November 5, 2024

County: Prince William

Precinct: _____

Total Provisional Ballots Enclosed: _____

PROVISIONAL
ENVELOPES

ENCLOSE IN THIS ENVELOPE ALL
PROVISIONAL BALLOT ENVELOPES CAST
DURING NORMAL VOTING HOURS

1A

TO: CLERK OF THE
CIRCUIT COURT

ON THE DAY AFTER THE ELECTION:

■ GIVE THIS ENVELOPE TO THE ELECTIONAL BOARD.

■ THEY WILL RETURN IT TO YOU RESEALED

RETENTION: TWO YEARS - FEDERAL ELECTIONS;
ONE YEAR - ALL OTHER ELECTIONS;

DISPOSITION: DESTROY

REV 7/24

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

ENVELOPE 1A

CONTENTS

Same Day Registration Provisional Ballot

Voter resides in this precinct but is not on this precinct's pollbook

SDR

Precinct # _____

Primary elections—Party ballot ☐ P ☐ 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. III IV (Circle one) Other (write in) _____

* First Name _____ * Middle Name _____ ☐ None

* Residence Address (May not be a P.O. box) _____ Apt. _____

* City/Town _____ * ZIP Code _____

Email _____ Phone _____

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

4 ☐ I am an active-duty uniformed services member, spouse or dependent, or an overseas citizen.

☐ I am providing a mailing address (below) because my residence address cannot receive mail as I am homeless.

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

☐ #1 Same Day Registration (not on pollbook)

Time: _____ a.m. p.m. (circle one)

☐ Yes ☐ No Did voter show ID or complete ID Confirmation Statement?

Comments _____

Election Officer Signature _____

Office/Electional Board Use

Voter ID # _____

Adjudication ☐ Count ☐ Do not count

Voter Identification

1. If the voter returns with the proper identification, check this box and sign: ☒ X

2. Attach a copy of the identification document.

ELEC1453-English-07/2024

Provisional Ballot Envelopes (9.5"x12.5")



Supply Return Form

Returning officers
should be from
opposite parties

Form found on
back of Chief
Binder



SUPPLY RETURN FORM Presidential General | November 5, 2024

Bring this completed form with you to Supply Return in the White Bag.
Please stay in your vehicle when returning supplies.

PCT # _____

Hand to Elections Staff		Trunk or Backseat	
EO Check	Staff Check	EO Check	Staff Check
☐	☐	☐	☐
White Bag and this form (filled out) with Cellphone, Tablet, and Chargers powered off		Chief Bag with #3 Tamper Tape	
☐	☐	☐	☐
#9 Envelope With Ballots Enclosed Tamper Tape With completed Chain Of Custody Form & Quantity (even if zero)		#6 (including unused provisional) Tamper Tape	
☐	☐	☐	☐
#1A Envelope Tamper Tape Ballot Quantity _____		Chief Bag Items Binder, Law Book, etc.	
☐	☐		
#1B Envelope Ballot Quantity _____			
☐	☐		
#2 Envelope Tamper Tape			
☐	☐		
#2A Envelope Tamper Tape			
☐	☐		
#4 Envelope Tamper Tape			
☐	☐		
#7 Yellow Pouch Containing: vDrive(s) (Verity Drives) EPB Flash Drive(s) Keys Seals			
☐	☐		
#8 Envelope Do NOT Seal			
☐	☐		
X Envelope Seal with Tamper Tape only if used			

EOs Returning:

Print Name: _____
Phone: _____

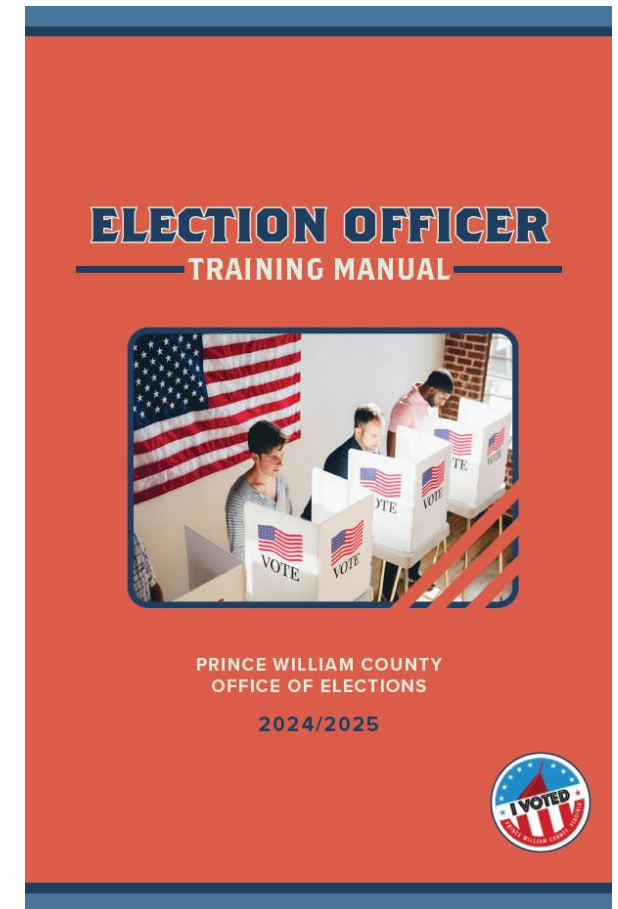
Print Name: _____
Phone: _____

Office Use Only

PRINCE WILLIAM
Office of Elections

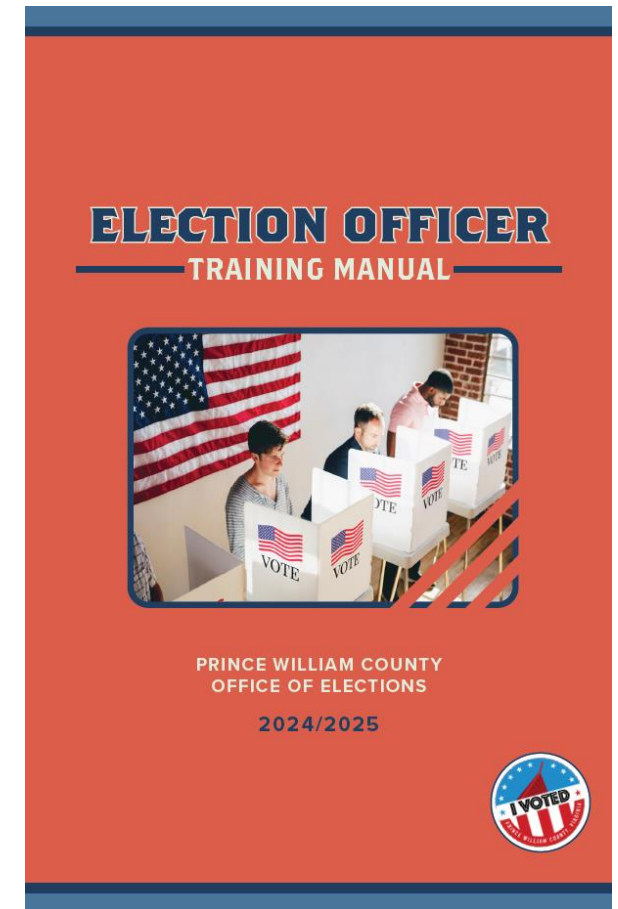
Training Manual Review

- Pg. 20 – Request for Assistance
- Pg. 23 – Service Animals
- Pg. 25 – Removal of election officers
- Pg. 71 – Ballot Drop Box
- Pg. 72 & 73 – Outside Polls Voter



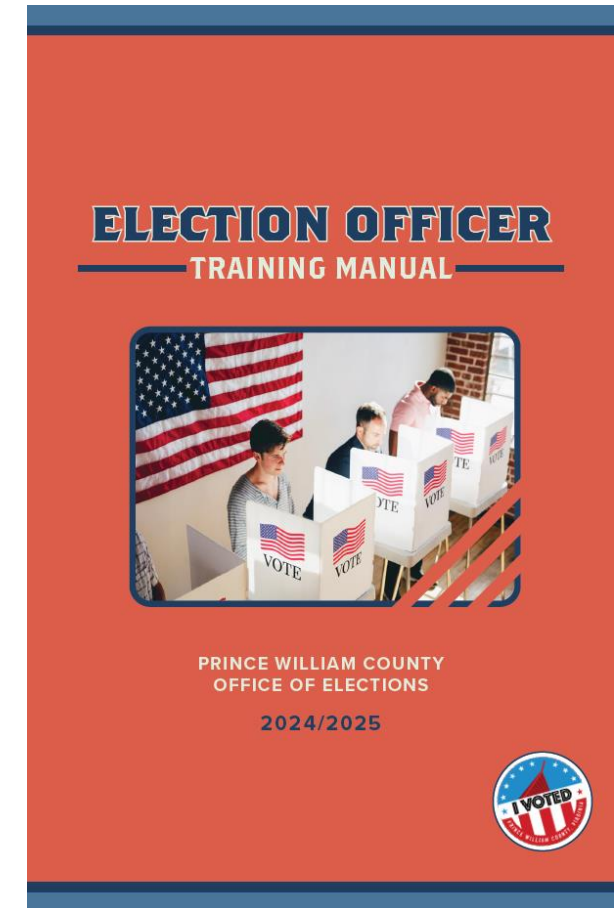
Training Manual Review

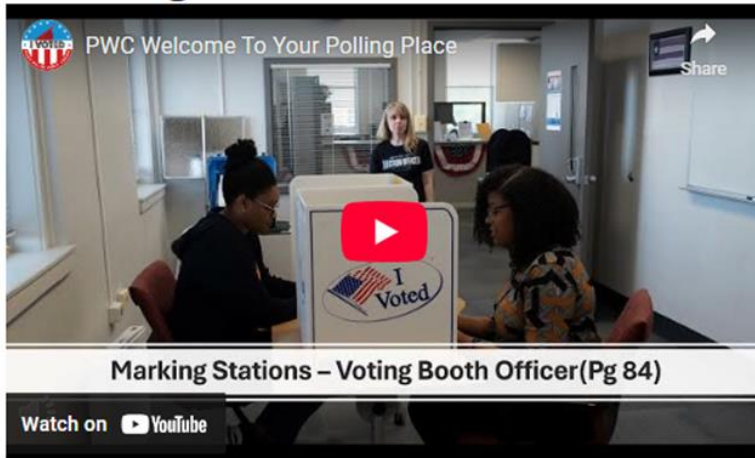
- Pg. 80 – Absentee Ballot Situations
- Pg. 82 – Paper Pollbook (in the cage)
- Pg. 86 – TouchWriter for ADA voters
- Pg. 102 – 40 ft Prohibited Area
- Pg. 103– Firearms



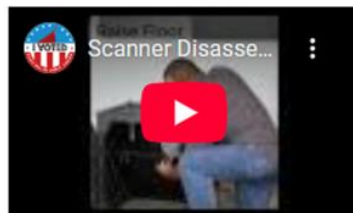
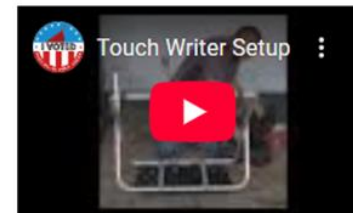
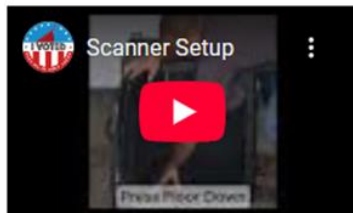
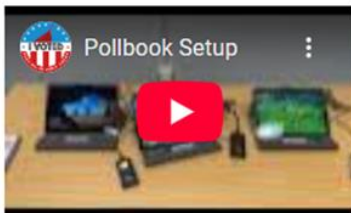
Training Manual Review

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





pwcvotes.org/training



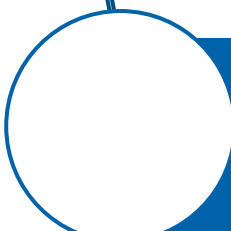
- 10+ Videos
- Training Slides & Videos
- Manual



Final Notes



Make sure to register in the Officer Portal and county payroll – Mobius (Assignment Letter)



Contact your team with Election Day Information and possible Monday set-up details



If you have not heard from your officers 2 WEEKS BEFORE the election, send an email to electionofficer@pwcgov.org or call the Staffing Department at 703.792.6485





Final Notes:

Take a sec ... Double Check!

Please remember that your paperwork is audited in the CANVASS process conducted immediately after the election, before certification and you may be asked to come into the main office to complete paperwork. Please take your time and double check!



The background of the image shows a blurred scene of people standing at voting stations. There are American flags on the walls and on the voting booths. The text is overlaid on a light blue circular graphic.

Workshops

Old Manassas Court House

July 15th 10 AM – 6 PM

July 22nd 10 AM – 6 PM

July 23rd 10 AM – 4 PM

The background of the slide is a blue-tinted photograph of several people standing at voting stations. Each station consists of a white privacy screen on a metal tripod stand. An American flag is visible in the background, hanging from a pole. The people are seen from the waist down or their heads are visible above the screens. The overall scene is dimly lit, with the primary light source being the ambient room light, giving it a somber and official feel.

Thank You!

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

We can not do this without you!