



ELECTION OFFICE
TRAINING MANUAL



PRINCE WILLIAM COUNTY
OFFICE OF ELECTIONS

Welcome to Recertification Training



Recertification Training

Welcome

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

Manual

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

Housekeeping

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





Highlights

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 ONLY Primary

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**



Election Day Information

Republican Primary Only

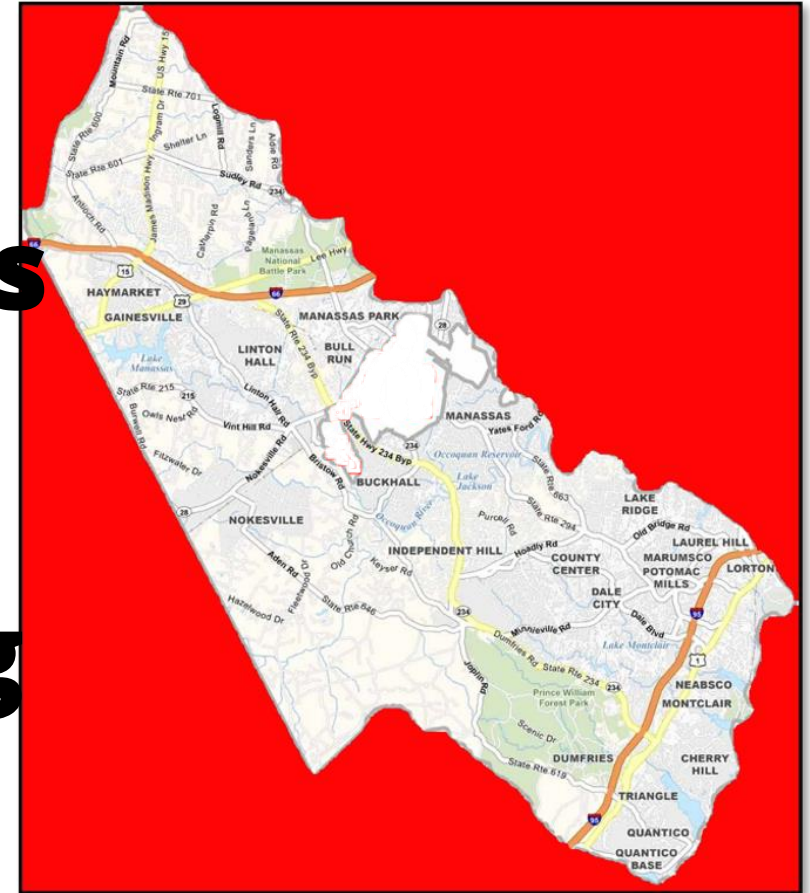
(always an open primary)



Election Day Information

*Copies of this statement
will be available in Chief*

- ***"The Democrat candidates are unopposed in this election, so there is no Democratic Primary being held."***





Candidate Drop Out

CD 7

CD10

When we have a candidate drop out...here are the details:

- Signs will be posted at precinct and in each marking station
- Sign verbiage example:

“This candidate has withdrawn from this election after the ballots were printed”

Commonwealth of Virginia, Official Ballot Estado de Virginia, Papeleta Oficial		Commonwealth of Virginia, Official Ballot Estado de Virginia, Papeleta Oficial	
Prince William County Republican Party Primary Election Tuesday, August 4, 2026		Prince William County Eleccion Primaria Partido Republicano Martes, Agosto 4, 2026	
Instructions Instrucciones	Begin voting here Comience a votar aqui	Begin voting here Comience a votar aqui	Begin voting here Comience a votar aqui
To vote for a candidate, fill in the box next to the name. If you want to change a vote or if you have made a mistake, ask an election worker for a replacement ballot. If you make marks on the ballot besides filling in the box, your votes may not be counted.	Member United States Senate Miembro Senado de los Estados Unidos Vote for only one Vote por solo uno	Member United States Senate Miembro Senado de los Estados Unidos Vote for only one Vote por solo uno	Member United States Senate Miembro Senado de los Estados Unidos Vote for only one Vote por solo uno
<i>Para votar por un candidato, llene la casilla al lado del nombre. Si desea cambiar un voto o si ha cometido un error, solicite a un funcionario electoral una papeleta de reemplazo. Si usted hace marcas en la papeleta ademas de llenar la casilla, es posible que sus votos no se cuenten.</i>	☐ Bert Mizusawa ☐ Kim Farington ☐ David E. Williams	☐ Bert Mizusawa ☐ Kim Farington ☐ David E. Williams	☐ Bert Mizusawa ☐ Kim Farington ☐ David E. Williams
	Member House of Representatives 7th District Miembro Cámara de Representantes Distrito 7 Vote for only one Vote por solo uno	Member House of Representatives 10th District Miembro Cámara de Representantes Distrito 10 Vote for only one Vote por solo uno	Member House of Representatives 10th District Miembro Cámara de Representantes Distrito 10 Vote for only one Vote por solo uno
	☐ Philip A. Harding ☐ Doug A. Ollivant ☐ Rick S. Smithers	☐ Dave T. Beckwith ☐ M. Sam Wong ☐ Anthony L. Suttles ☐ Julie Anna Perry	☐ Dave T. Beckwith ☐ M. Sam Wong ☐ Anthony L. Suttles ☐ Julie Anna Perry
	End of Ballot Fin de papeleta	End of Ballot Fin de papeleta	End of Ballot Fin de papeleta





Candidate Drop Out



NOTICE OF WITHDRAWAL

M. Sam Wong is no longer a candidate for Member
House of Representatives 10th District.

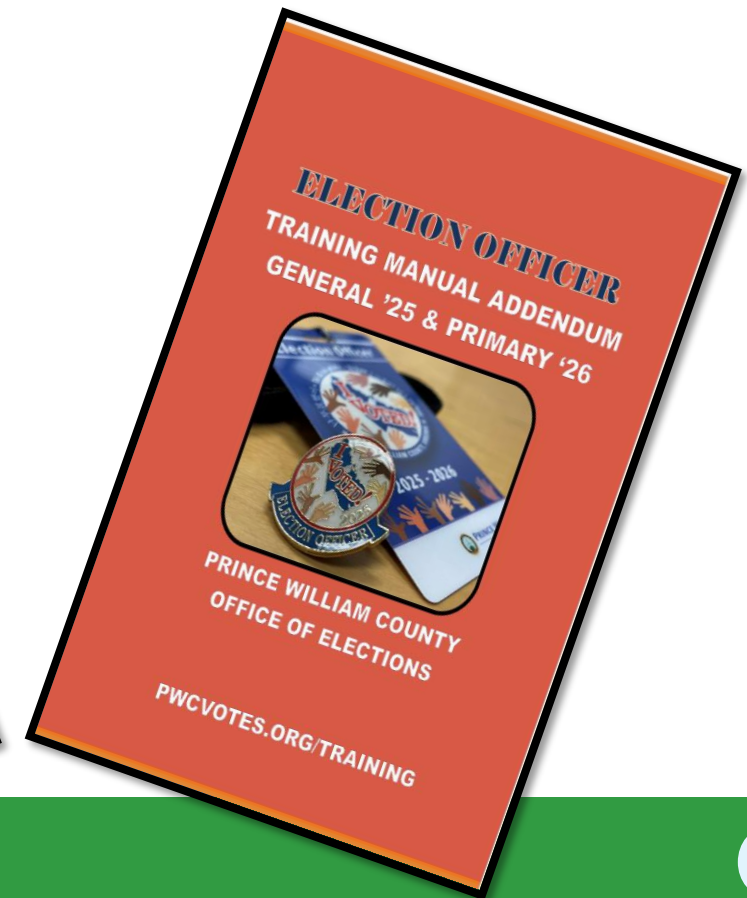
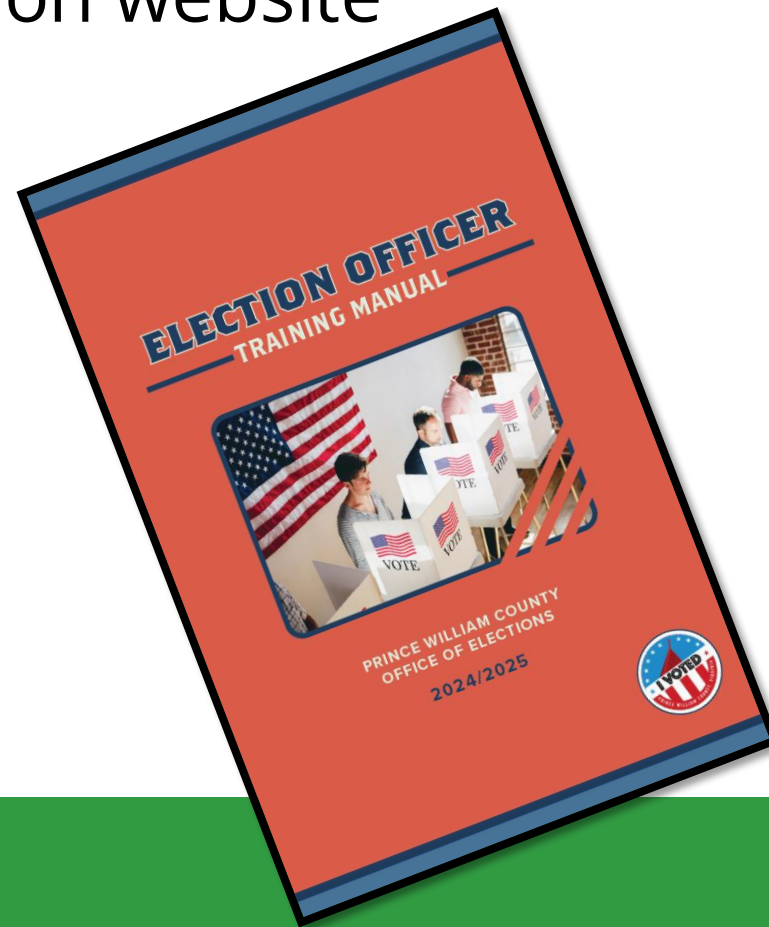
This candidate withdrew after the ballot had
already been printed and therefore still appears on
the ballot.





Election Officer Training Manual

- Please see the NEW Addendum for additional information
- Both are located on website





Announcement

Lanyards and pins:

- Your main identification for the day
- Use your existing lanyards
- Extras lanyards available on election day in drop box





What to wear & officer guidelines

New dress code for warm weather
See addendum for details



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Pre-Election & Monday Early Set-up Checklists

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Pre-Election Chief Checklist

Basics

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

PRINCE WILLIAM COUNTY, VA

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Monday Setup

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

MONDAY SETUP CHECKLIST

Setup & Open

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

PRINCE WILLIAM COUNTY, VA

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



Precinct Opening and Closing Checklists

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PRECINCT OPENING CHECKLIST

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

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

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

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SETUP & OPEN

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Closing Checklist

COMPLETE ALL THESE TASKS AFTER VOTERS LEAVE

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

CHECK YOUR WORK

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

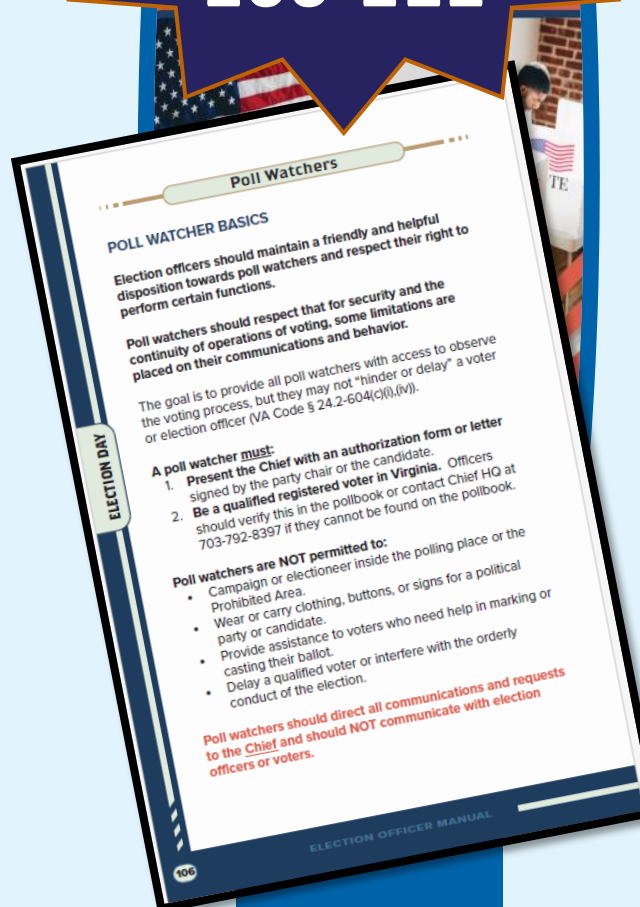
PRINCE WILLIAM COUNTY, VA

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Poll Watcher - Basics

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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



Chief Election Day – Opening Checklist

Prioritize
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.

- ☐ **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 not received all forms 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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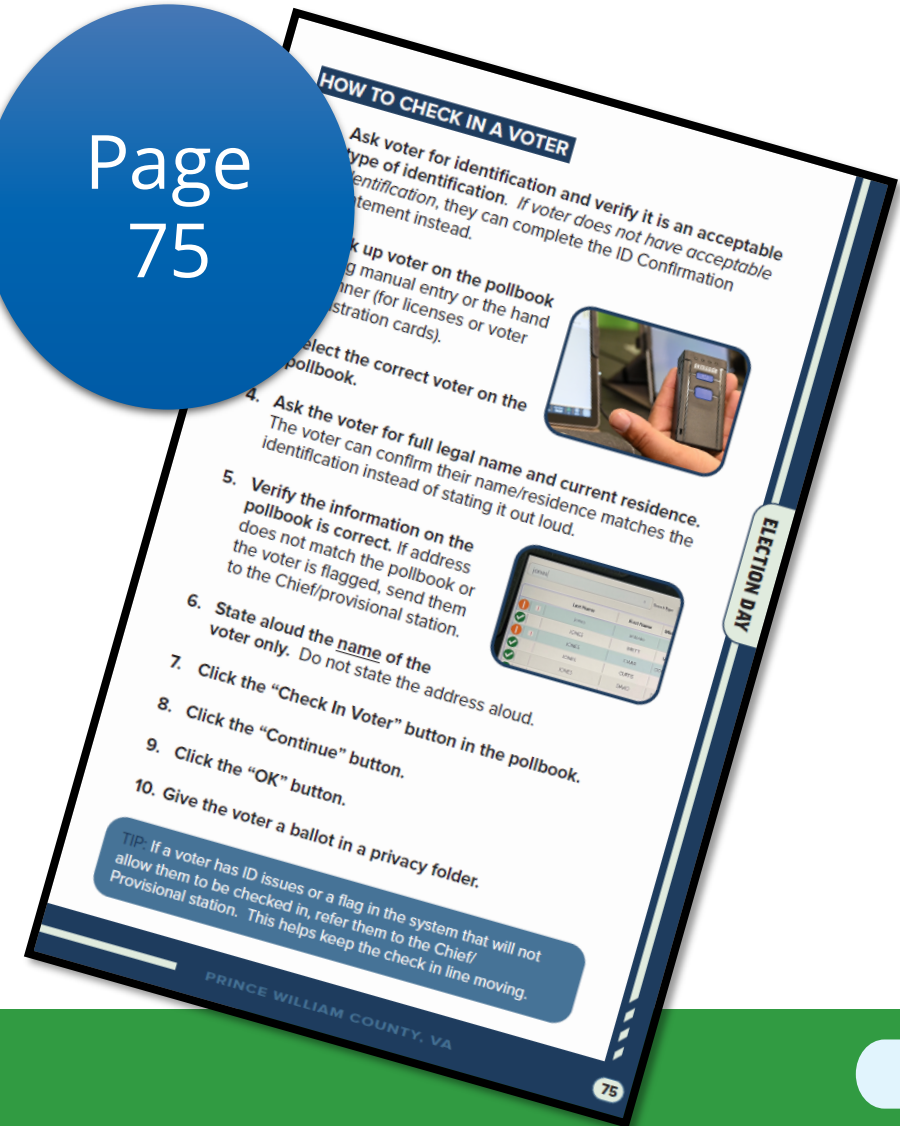


Pollbooks – How to check in a voter

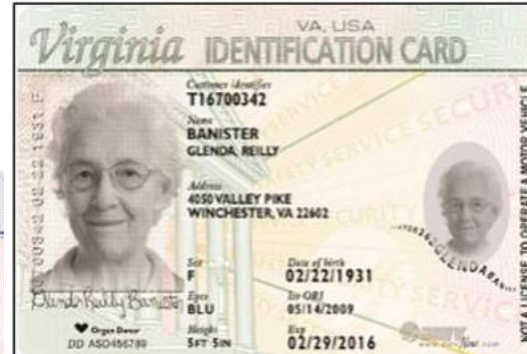
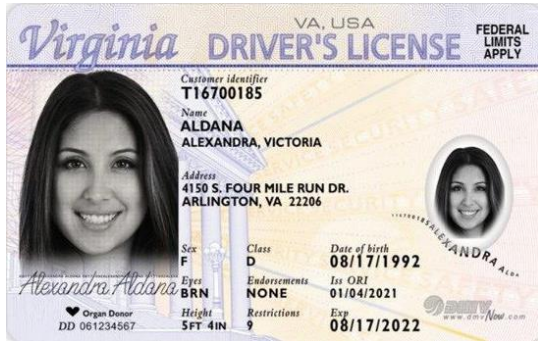
Please read and study
BEFORE election day

Must request name and
address and recite name
only back to voter!

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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:

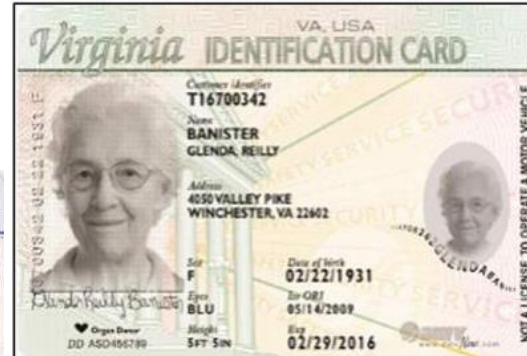
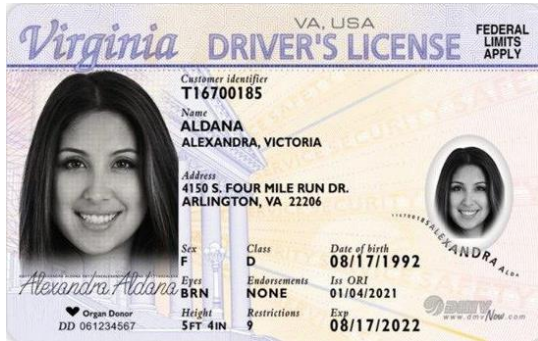
- **“The Democrat candidates are unopposed in this election, so there is no Democratic Primary being held.”**

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



The image displays two versions of the 'Affirmation of Eligibility' form. The top version is the English form, and the bottom version is the Spanish form. Both forms are from the Virginia Department of Elections, Commonwealth of Virginia. The English form includes sections for Officer of Election completion, voter affirmation, and a warning about election fraud. The Spanish form is a direct translation of the English form. The forms are dated 07/2026.

Pollbook – Setup

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

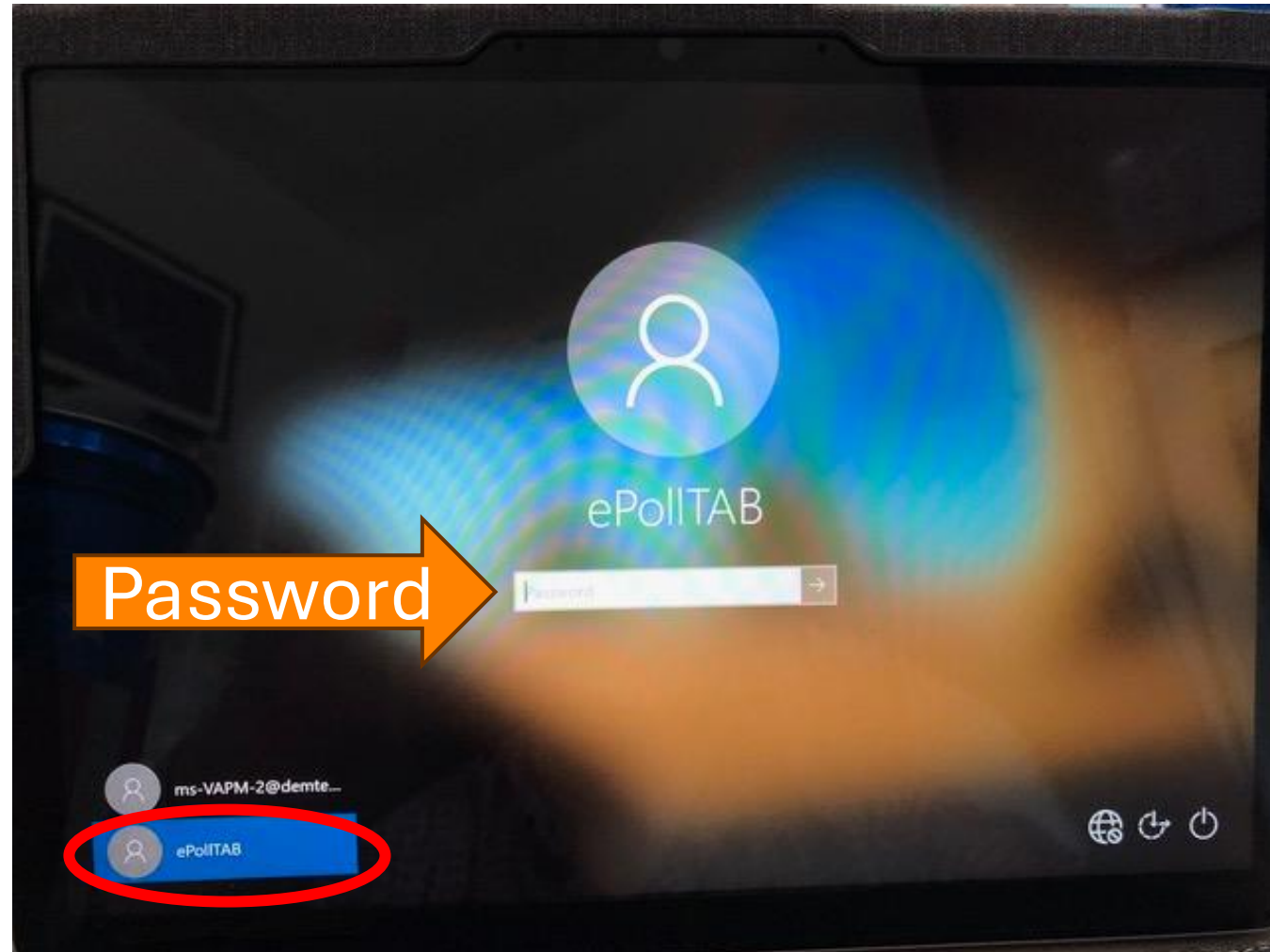


- Do not remove the white Merlin Equipment





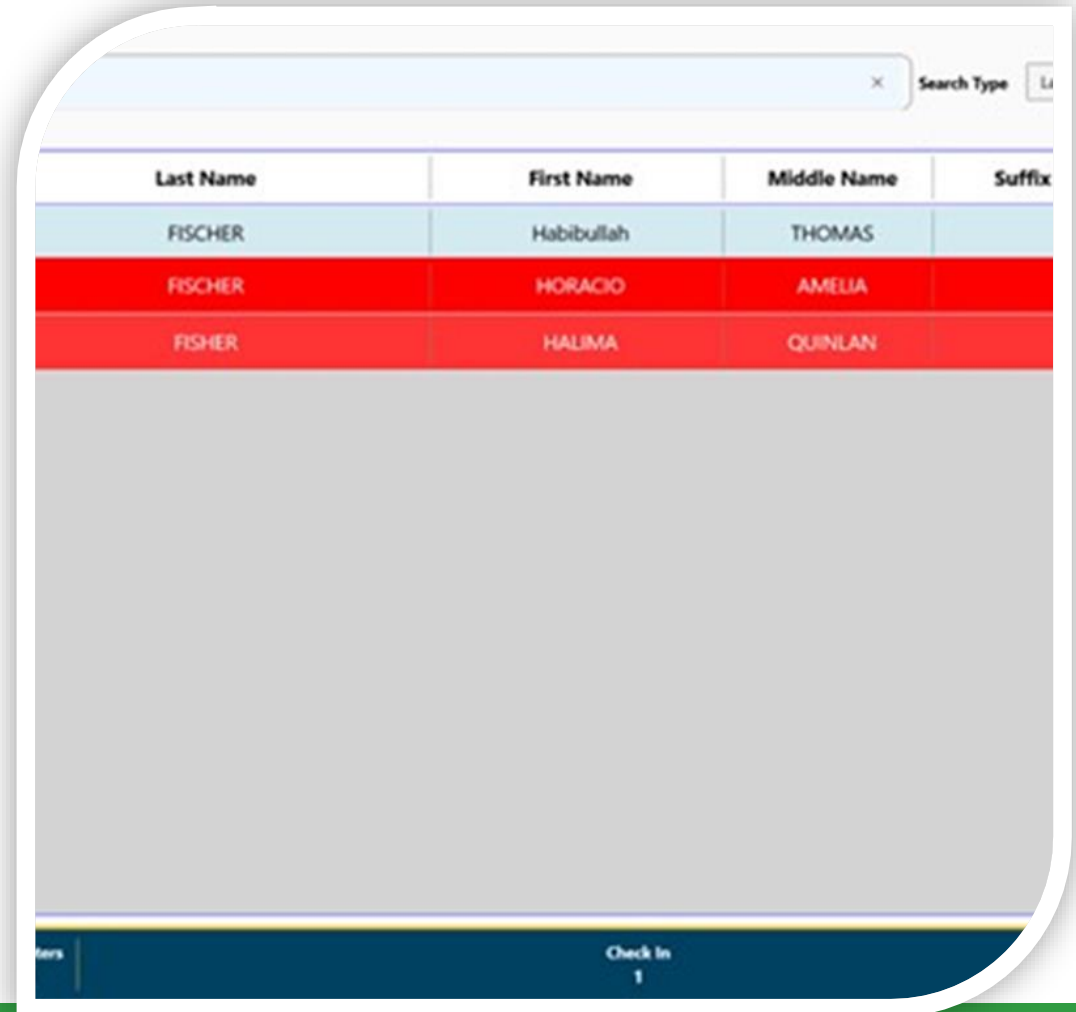
Pollbook – Startup Step 1





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: 10Senate: 029House: 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

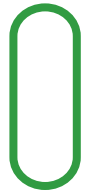
0101
usr0101a

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

Voter ID: 111111111
Absentee:
Status: Active

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

Check In Info:

NEW – Check In Info

will be blank prior to checking in a voter

VOTER INFORMATION

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

Voter ID: 111111111
Absentee:
Status: Active

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

Check In Info:
2025-10-07 09:01:57 AM
usr0101a

Check In Time & User/Device

will display if voter info screen
is reopened





Pollbook – Default Screen

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

Voters in PCT

Counter

Statuses

User

Poll

Sync

Power

2025/10/07
9:12:28 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

0

59%





Pollbook – Default Screen

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

Advanced Search

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

Menu
“Hamburger Icon”



2025/10/07
9:12:28 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

 0

 59%







Pollbook – System Operations

Tap here to Search

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

Advanced Search

Last Name

Year of Birth

Voter ID

System

Log Out of Pollbook

Peripheral Devices

Import Audits

Export Audits

Import Live Backup

Auto Issue Logs

Sync Status

Polls

Open Polls

Suspend Polls

Close Polls

Complete Election

Summary

Pollbook Summary

Location Summary

Add Location Note

Utilities

Street Look-up

Polling Locations

Print Ballot

Add Voter

Device Voter Activity

Close

Open Polls

Pollbook Summary

2025/10/07 8:57:00 AM

Total Voters 351

Check In 0

0101 usr0101a

Poll Status Closed

0

45%





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



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iPad – Tallypoint



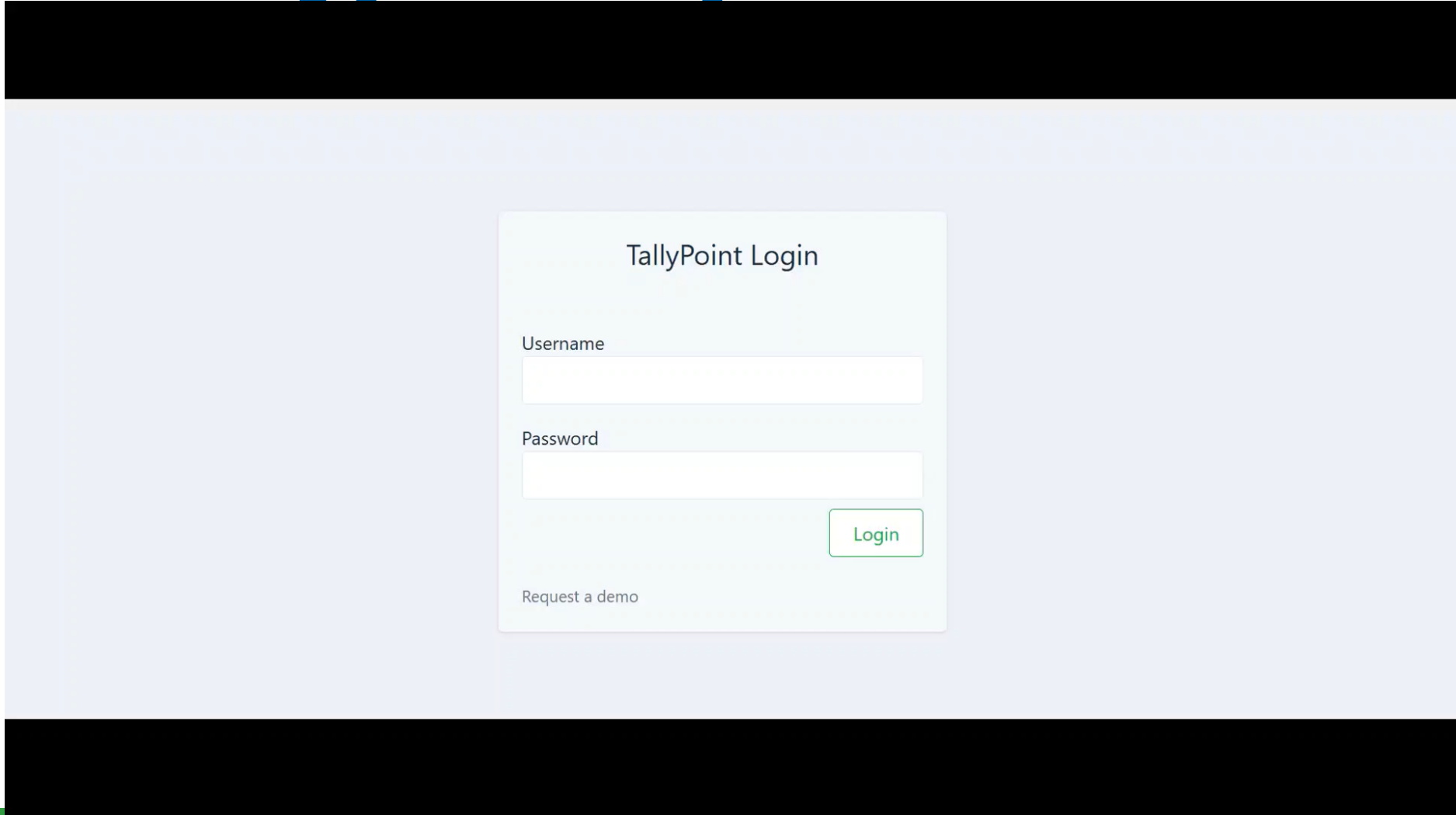
TallyPoint

Wake up iPad and find Tallypoint
Tallypoint asks if you are ready to open
If Scanner and Pollbook good, click READY





iPad – Tallypoint Operations



TallyPoint Login

Username

Password

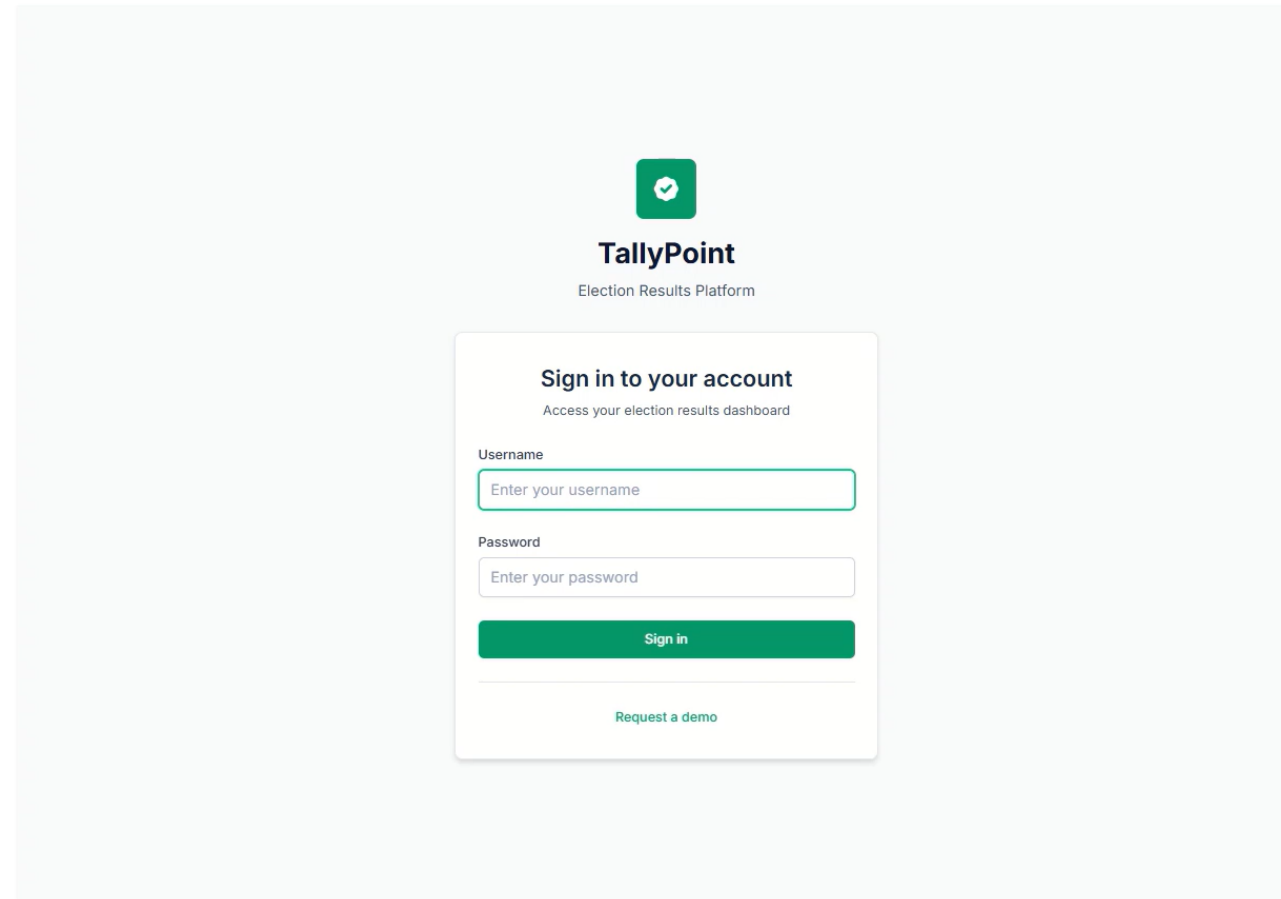
Login

[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/>)

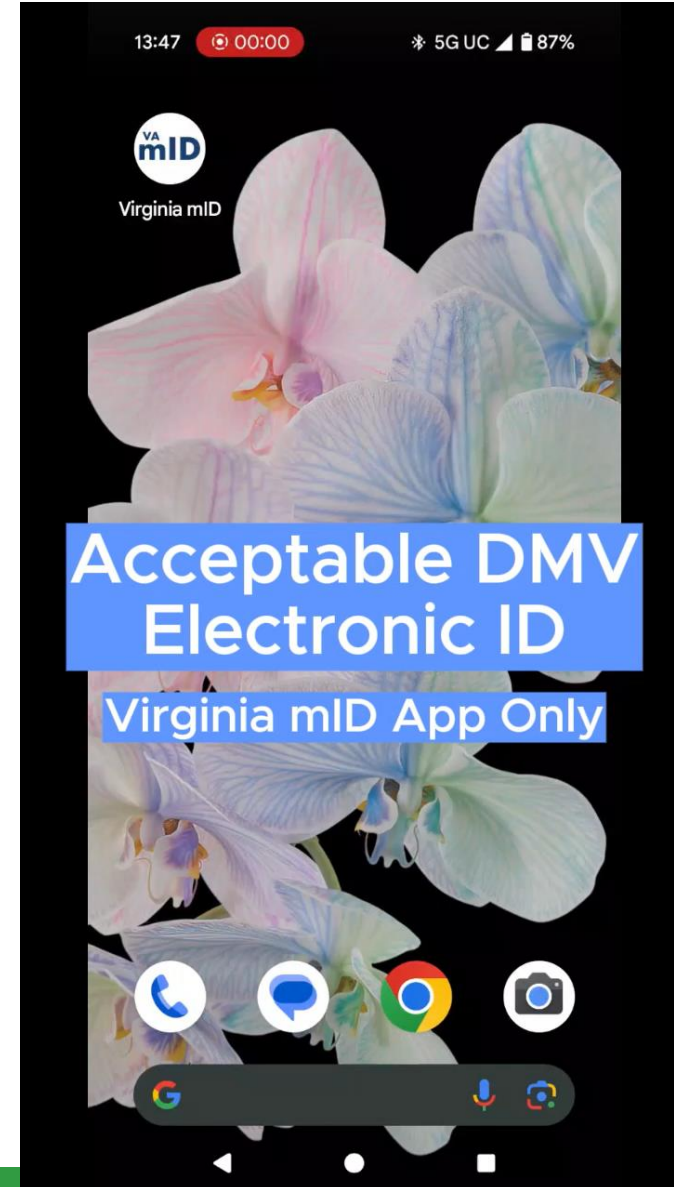
Virginia Code § 24-2-643(B)

Rev. 8/2023



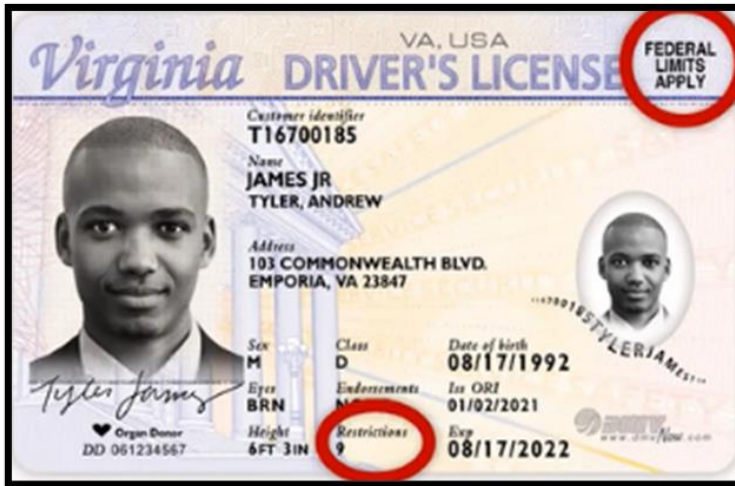
Acceptable Voter IDs

- 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	<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.





Pollbook “Flags”

?	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

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





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

Solicitud de Registro

Los puntos marcados con asterisco (*)

1. ☐ SI ☐ NO

* Soy ciudadano/a de los Estados Unidos de América.

2. * Apellido

* Nombre

* Domicilio (No puede ser un correo electrónico)

* Ciudad/pueblo

Correo electrónico

3. * ¿Alguna vez ha sido declarado incapaz mental y no ha sido rehabilitado?

4. ☐ Soy miembro activo/a de una organización política o de un partido político.

☐ Proporciono una dirección de correo electrónico.

☐ Proporciono un aparato de fax.

☐ Es o fue agente de seguridad.

☐ Se le otorgó una orden de arresto.

☐ Tiene por su seguridad.

☐ Es o fue participante en un programa de protección de testigos.

☐ Ha sido autorizado/a para el uso de la fuerza.

☐ Un funcionario electo.

Mi dirección postal (Código de correo postal)

5. ☐ Ahora estoy registrado/a.

6. ☐ Estoy interesado/a en registrarme.

7. **Afirmación:** Juro/afirmo que la información que he proporcionado es verdadera y correcta.

Firma

☐ Al marcar esta casilla, afirmo que he leído el Aviso de Privacidad.

* Recibo de la Solicitud

El recolector de solicitudes debe entregarle un plazo de 10 días o antes de la fecha de la próxima elección.

Puede verificar la condición de su registro en línea en www.elections.virginia.gov.

Si no recibe la confirmación de la condición de su registro de votante en un plazo de 30 días, comuníquese con su registrador de votantes local o el Departamento de Elecciones de Virginia.

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

¡Gracias por solicitar votar en Virginia!

2023-2024

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 * Date of birth * Gender

2. * Last name * First name * Middle name * Residence address (May not be a P.O. Box) * City/Town * ZIP * E-mail * Phone

3. * Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote? * IF YES, has your right to vote been restored? * IF YES, when?

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/register.

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!

2023-2024

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? → ----- When 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
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
101	Brentsville	Brentsville District High School	12109 Aden Road	10	29	22
102	Cedar Point	Cedar Point Elementary School	12601 Braemar Parkway	10	30	22
103	Glenkirk	Glenkirk Elementary School	8584 Sedge Wren Drive	10	30	22
104	Nokesville	Patriot High School	10504 Kettle Run Road	10	29	22
105	Piney Branch	Piney Branch Elementary School	8301 Linton Hall Road	10	30	22
106	Unity Reed	Unity Reed High School	8820 Rixley Lane	10	30	21
107	Marsteller	Marsteller Middle School	14000 Sudley Manor Drive	10	30	22
108	Victory	Victory Elementary School	12001 Tygart Lake Drive	10	30	22
109	Chris Yung	Chris Yung Elementary School	12612 Fog Light Way	10	30	22
110	Buckland Mills	Buckland Mills Elementary School	10511 Wharfedale Place	10	30	21
111	Limestone	Gainesville Middle School	8001 Limestone Drive	10	30	22
112	Burke-Nickens	Haymarket Elementary School	15500 Learning Lane	10	30	21
113	Lakes	Victory Lakes Clubhouse	12600 Victory Lakes Loop	10	30	22
114	Bristow Run	Bristow Run Elementary School	8900 Worthington Drive	10	30	22
201	Hylton	Hylton High School	14051 Spriggs Road	7	29	24
202	West Gate	West Gate Elementary School	8031 Urbanna Road	10	30	21
203	Bennett	Bennett Elementary School	8800 Old Dominion Drive	10	29	22
204	Ellis	Ellis Elementary School	10400 Kim Graham Lane	10	30	20
205	Buckhall	Buckhall United Methodist Church	10251 Moore Drive	10	29	22
206	Coles	Coles Elementary School	7405 Hoadly Road	10	29	22
207	Spriggs	Heritage Baptist Church	14510 Spriggs Road	7	29	24
208	Colgan	Colgan High School	13833 Dumfries Rd	7 / 10	29	24
209	Independent Hill	Kelly Leadership Center	14715 Bristow Road	10	29	22
210	Yates Ford	Buckhall Fire Station	7190 Yates Ford Road	10	29	22
211	Signal Hill	Signal Hill Elementary School	9553 Birmingham Drive	10	29	20
212	Yorkshire	Yorkshire Elementary School	7610 Old Centerville Road	10	30	20
213	Parkside	Parkside Middle School	8602 Mathis Ave	10	30	20
214	Lucasville	Lake Jackson Fire Station	11310 Coles Drive	10	29	22
215	Rosa Parks	Rosa Parks Elementary School	13448 Princedale Drive	7	29	24
301	Dumfries	Dumfries Community Center	17755 Main Street	7	29	23
302	Potomac	Potomac High School	3401 Panther Pride Drive	7	33	23
303	Graham Park	Graham Park Middle School	3613 Graham Park Road	7	29	23
304	Quantico	Lillian Carden Community Center	222 3RD Avenue	7	29	23
305	Forest Park	Forest Park High School	15721 Forest Park Drive	7	29	24
306	Four Seasons	First Mount Zion Baptist Church	16622 Dumfries Road	7	29	24
307	Henderson	Henderson Elementary School	3798 Waterway Drive	7	29	24
308	Montclair	Montclair Elementary School	4620 Tallowood Drive	7	29	24
309	Ashland	Ashland Elementary School	15300 Bowman's Folly Drive	7	29	24
310	PW Forest Park	First Mount Zion Bpst Church	16622 Dumfries Road	7	29	23
311	Swans Creek	Swans Creek Elementary School	17700 Wayside Drive	7	29	23
312	Triangle	Triangle Elementary School	3615 Lions Field Road	7	29	23
313	Cardinal	Nealeco Baptist Church	15545 Cardinal Drive	7	29	24
314	Cabin Branch	Forest Park High School	15721 Forest Park Drive	7	29	24
315	Williams	Williams Elementary School	3100 Panther Pride Drive	7	29	23
316	Potomac Shores	Potomac Shores Middle School	17851 Woods View Drive	7	29	23
401	Evergreen	Evergreen Fire Station	3510 James Madison Highway	10	30	21
402	Gravelly	Gravelly Elementary School	4870 Waverly Farm Drive	10	30	21
403	Bull Run	Bull Run Middle School	6308 Catharpin Road	10	30	21
404	Unity Braxton	Unity Braxton Middle School	10100 Lomond Drive	10	30	21
405	Ben Lomond	Pat White Center	10501 Copeland Drive	10	30	21
406	Alvey	Alvey Elementary School	5300 Waverly Farm Drive	10	30	21
407	Heritage Hunt	Clubhouse of Heritage Hunt	8801 Arthur Hills Drive	10	30	21

Page 1 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

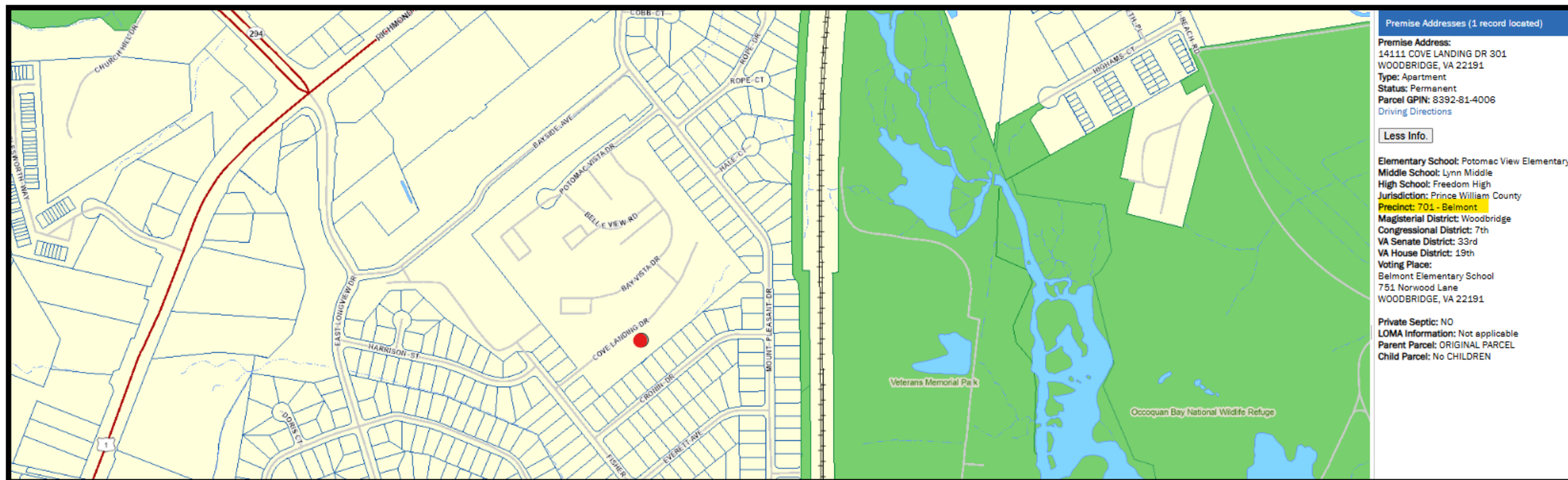
Address provided: **1309 Hazelwood Drive, Nokesville**

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

New address or new name

Voter Address Update Form



Solicitud de Registro

Los puntos marcados con asterisco (*) son obligatorios. Si no completa todos los ítems marcados con *, su solicitud puede ser denegada. (Ver instrucciones en el reverso).

1. ☐ SÍ ☐ NO
* Soy ciudadano/a de los Estados Unidos de América.

2. * Apellido _____
* Nombre _____
* Domicilio (No puede ser correo electrónico) _____
* Ciudad/pueblo _____
Correo electrónico _____

3. * ¿Alguna vez ha sido declarado incapaz mental y no puede votar?

4. ☐ Soy miembro activo de una organización política.
☐ Proporciono una dirección de correo electrónico para mi grupo familiar.
☐ Es o fue agente de la policía o de la fuerza armada.
☐ Se le otorgó una orden de restricción.
☐ Teme por su seguridad o la de su familia.
☐ Es o fue participante en un programa de protección.
☐ Ha sido autorizado para votar.
☐ Un funcionario electo.
Mi dirección postal (Código de correos) _____

5. ☐ Ahora estoy registrado en otro estado: _____ (Indicar el estado de la anterior inscripción).

6. ☐ Estoy interesado/a en ser un Oficial de Elecciones (trabajador de papeleta) el Día de Elecciones. Por favor envíame la información.

7. **AFFIRMACIÓN: Juro/afirmo, bajo pena de multa por falsedad, que la información que he proporcionado es verdadera. He leído el Aviso de Privacidad.**

* Firma _____

☐ Al marcar esta casilla, afirmo que soy un individuo con discapacidades físicas y la información que he proporcionado es verdadera. Según el Artículo II, Sección 2 de la Constitución de Virginia, los individuos con discapacidades físicas no están obligados a firmar la solicitud de inscripción para votar.

*Recibo de la Solicitud

El recolector de solicitudes debe entregarle el recibo de la solicitud en un plazo de 10 días o antes de la fecha de inscripción para la próxima elección. Puede verificar la condición de su inscripción en línea en www.elections.virginia.gov. Si no recibe la confirmación de la condición de su registro de votante en un plazo de 30 días, comuníquese con su registrador de votantes local o el Departamento de Elecciones de Virginia.

Virginia Voter Registration Application

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 _____ * 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

Date application received

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!

VB 8002A-1 rev 05/2015



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

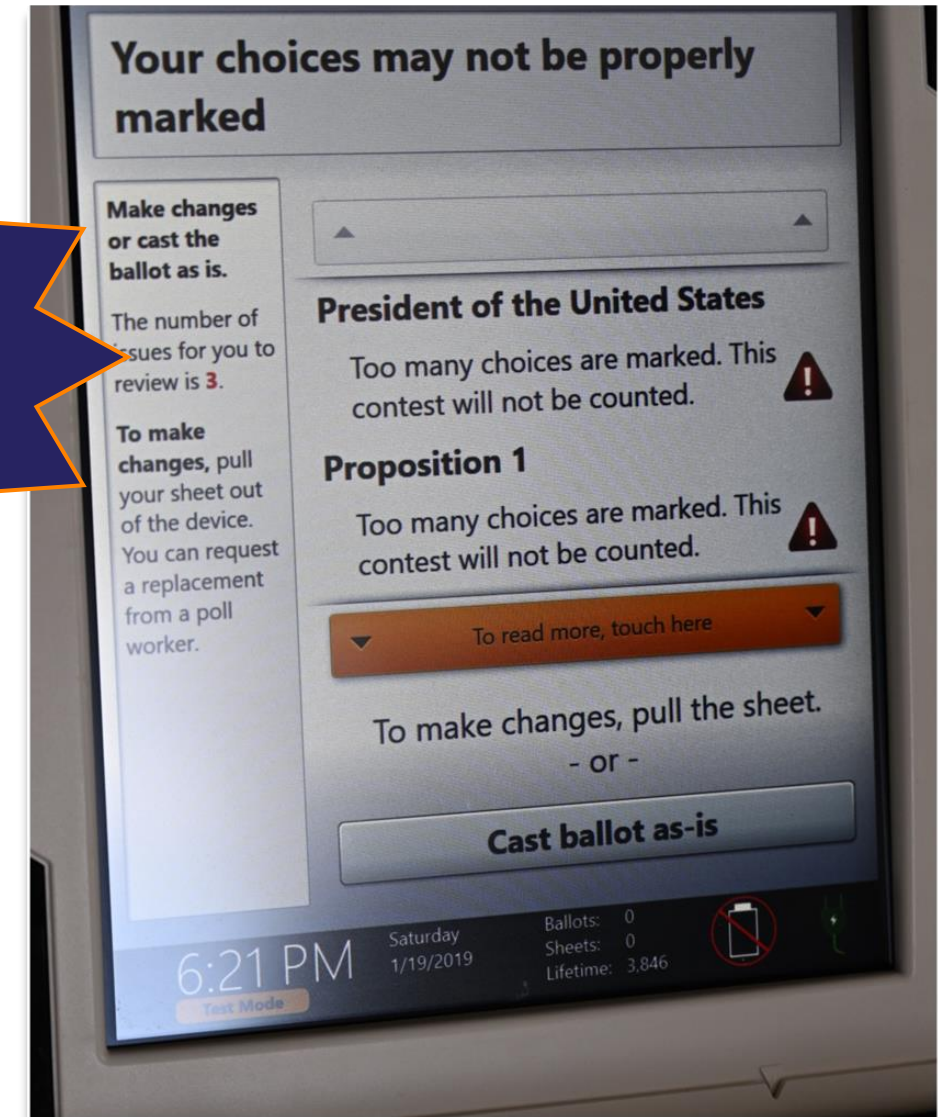




Rejected Ballots

Manual
Page 93-
95

- Overvote
- Blank Ballot
- Ballot Error / Misfeed

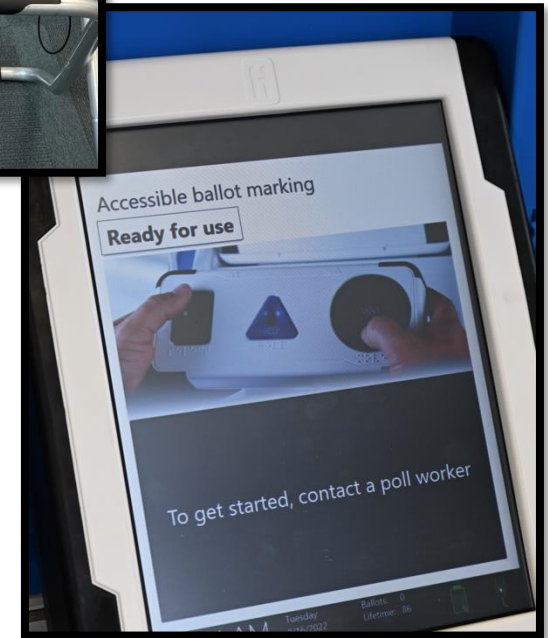


Touch Writer - ADA

- **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 (Common Mistakes)

- Double check PRECINCT (most common)
 - Verify precinct on CO Pollbook
- ID will be verified at Chief Table
- Citizenship question MUST be marked
- Felony question
- Check the “Did you check ID” box
- EO “signature” at bottom of envelope

TallyPoint

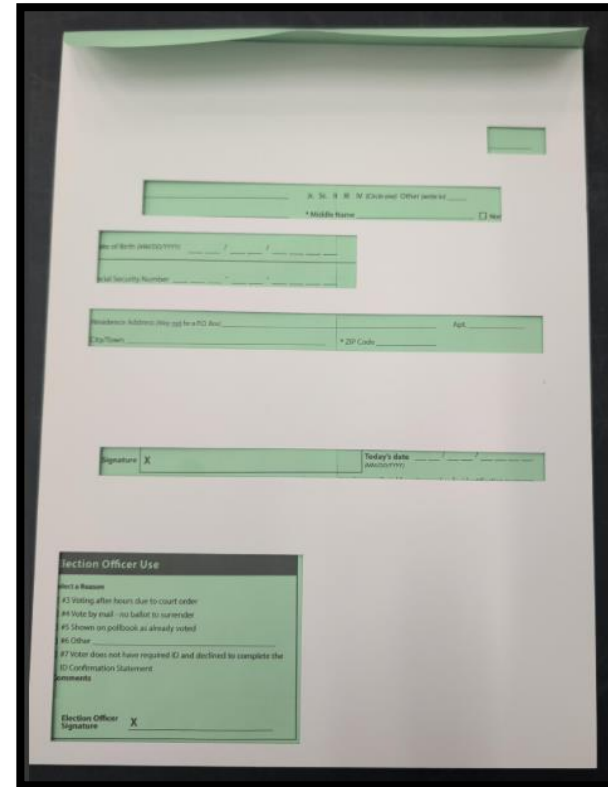
The image shows two forms from the Prince William Office of Elections. The top form is a 'Same Day Registration Provisional Ballot' and the bottom form is a 'Manual' form. An orange arrow points from the 'TallyPoint' text to the 'Same Day Registration Provisional Ballot' form. A blue starburst graphic with the text 'Manual 96 - 101' is overlaid on the bottom right of the forms.



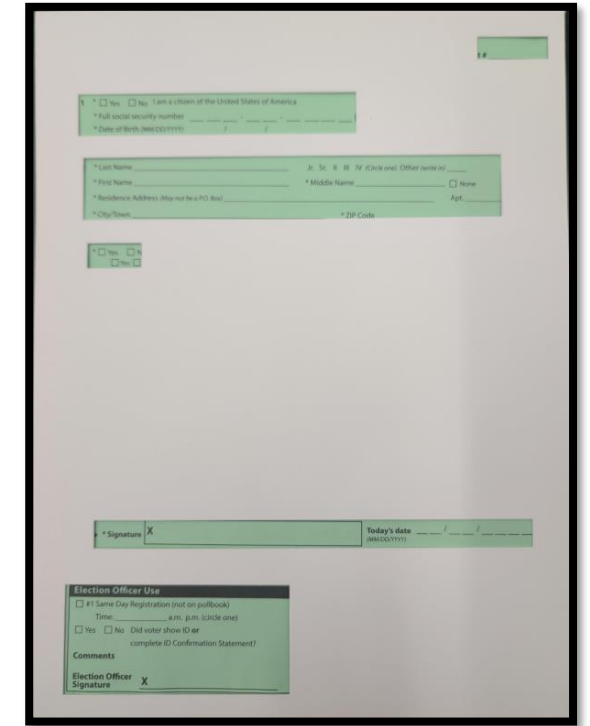
Provisionals / Same Day Registration

**Overlays will be
provided to assist
in your accuracy**

PLEASE USE THEM

A photograph of a Provisional Envelope Overlay form. The form is white with green text and lines. 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. There is a section for "Election Officer Use" with checkboxes for various reasons (e.g., #3 Voting after hours, #4 Vote by mail, #5 Shown on pollbook as already voted, #6 Other, #7 Voter does not have required ID) and a space for "Election Officer Signature".

Provisional Envelope
Overlay

A photograph of an SDR Envelope Overlay form. The form is white with green text and lines. 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. There is a section for "Election Officer Use" with checkboxes for "Same Day Registration (not on pollbook)" and "Did voter show ID or complete ID Confirmation Statement?", and a space for "Election Officer Signature".

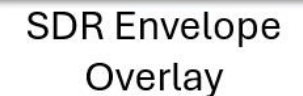
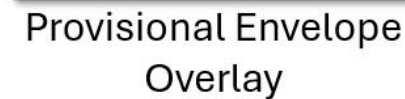
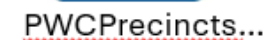
SDR Envelope
Overlay



PRINCE WILLIAM
Office of Elections

[illegible]

To use the Interactive “What If’s.”

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

Map tool – PWC Precincts



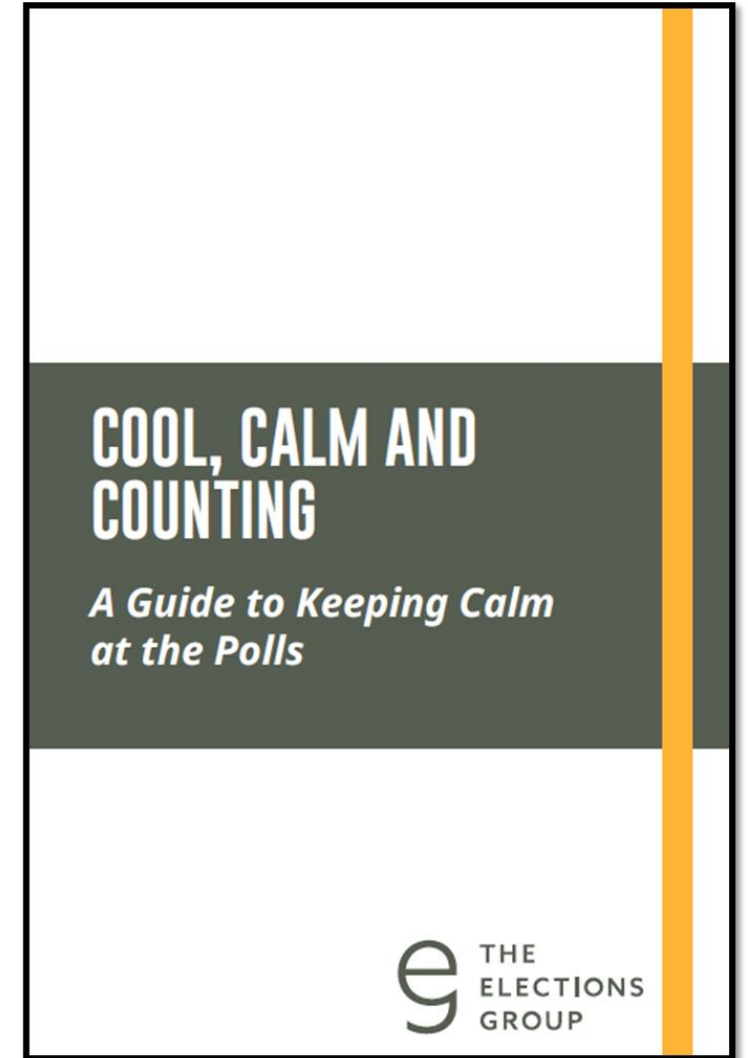
Tools to use for Provisional perfection



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

Closing Checklist in the Manual

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

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119

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



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 WORK

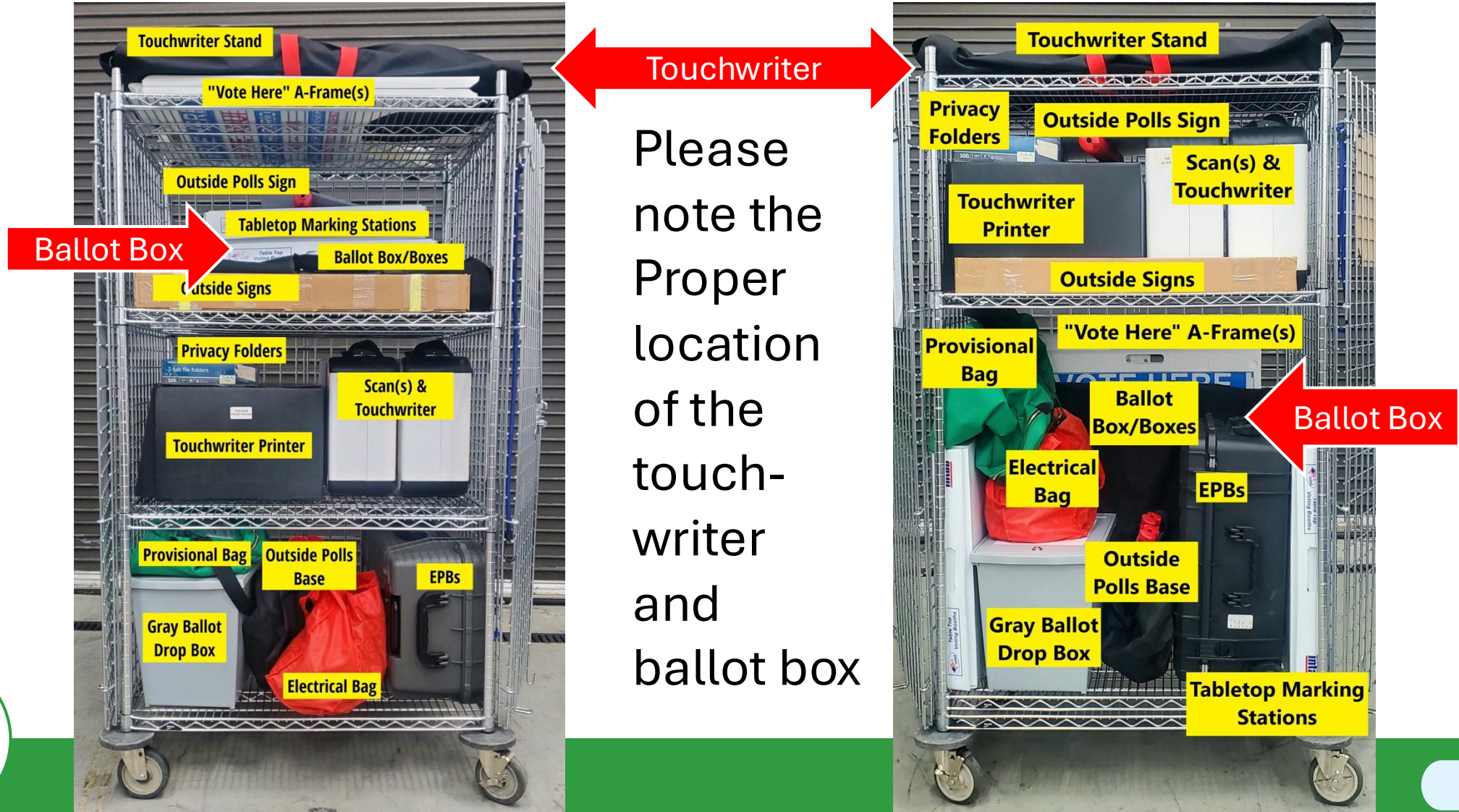
☐ Close the pollbooks (p. 124)
☐ Remove ballots from ballot scanner and pack Box #3
☐ Pack the Scanner (p. 121) and Ballot Box (p. 122)
☐ Breakdown and pack the Touch Writer/printer (p. 123)
☐ Chief completes the SOR (p. 125)
☐ Pack unused ballots in Box #6
☐ Empty Ballot Drop Box into (new) Envelope #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)

CLOSING

PRINCE WILLIAM COUNTY, VA

119

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 by hand			0
Total Number of Votes Cast Add the number of votes cast on machine(s) and the number of counted by hand.			100

Part 2b. Drop Box.

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

Part 3. Discrepancies.

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

Part 4. Certification.

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

Signatures of Election Officials

1	(Chief) 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

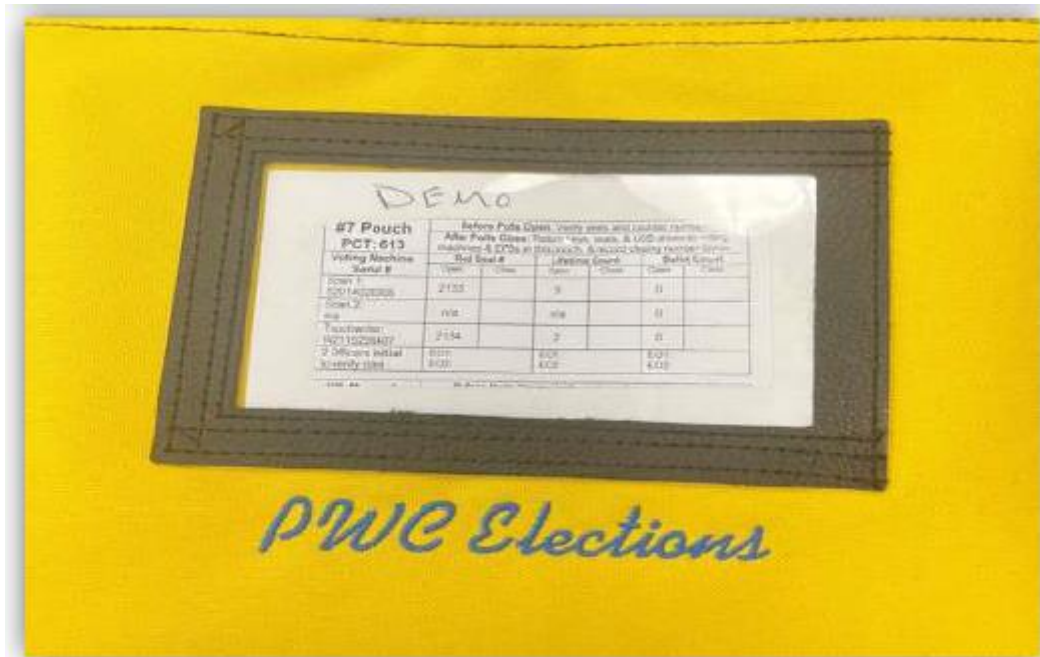
REV 9/09

Tally Tape

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



Yellow #7 Pouch – Location of all Seals



**Double check all
Provisionals and paperwork!**



Take a Sec...Double Check! Leave No Blank Behind!

68



Supply Return Form

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

EOs Returning:

Print Name: _____
Phone: _____

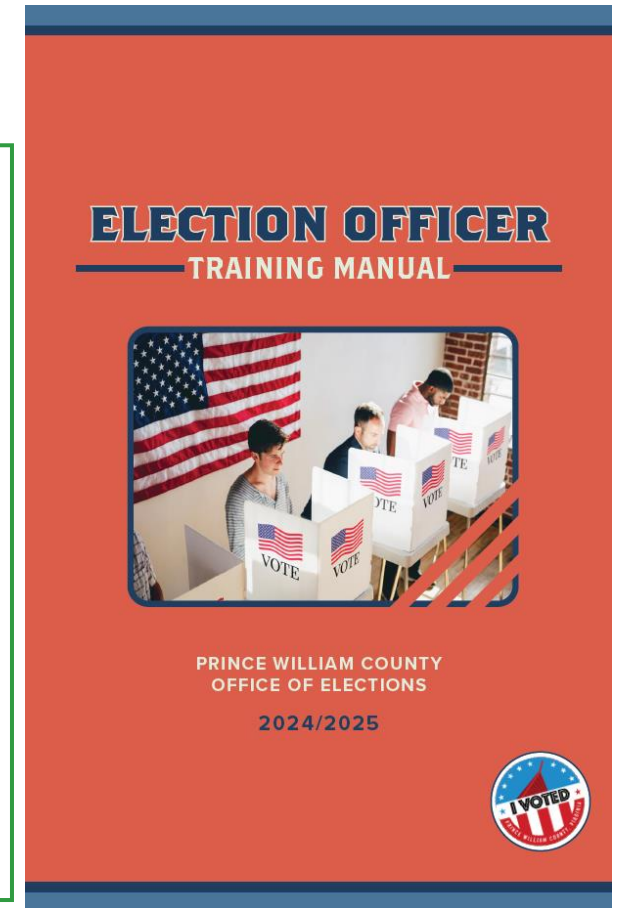
Print Name: _____
Phone: _____

Office Use Only

PRINCE WILLIAM
Office of Elections

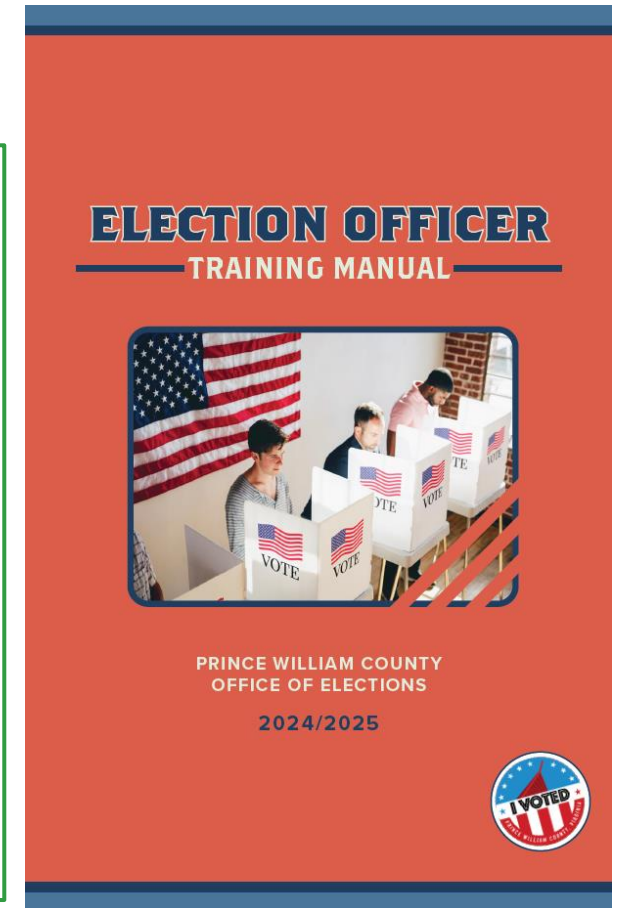
Training Manual Review

- 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



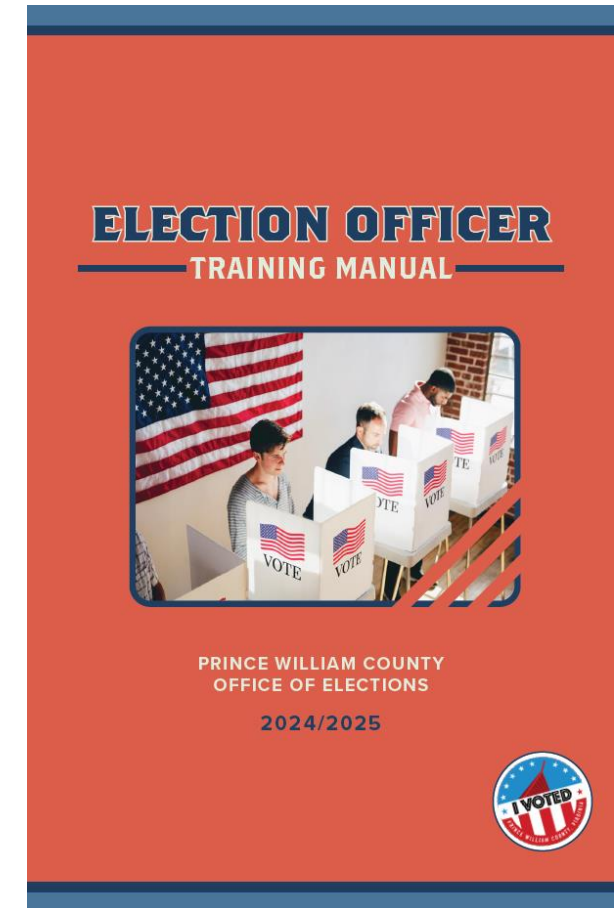
Training Manual Review

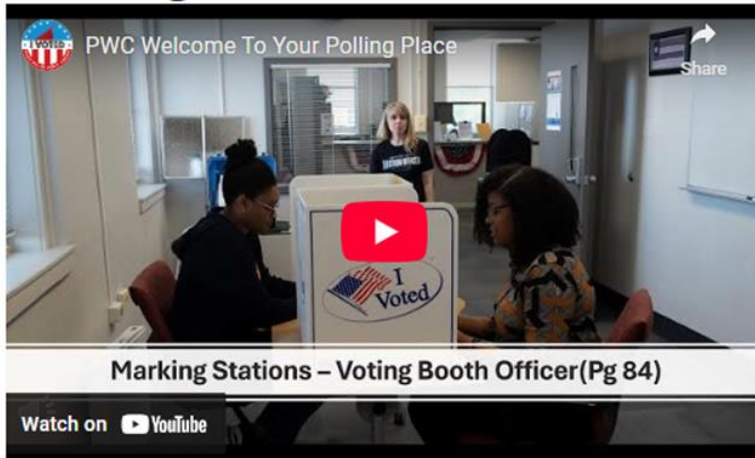
- Pg. 80 – Absentee Ballot Situations
- Pg. 82 – Paper Pollbook (in the cage)
- Pg. 86 – TouchWriter for ADA voters
- Pg. 102 – 40 ft Prohibited Area
- Pg. 103– Firearms



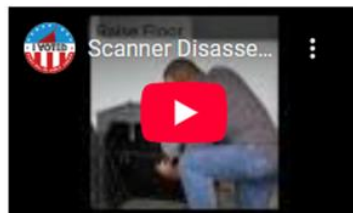
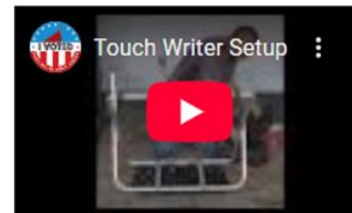
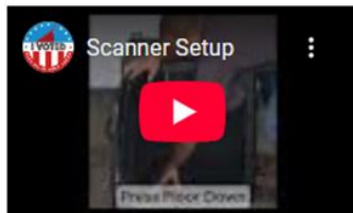
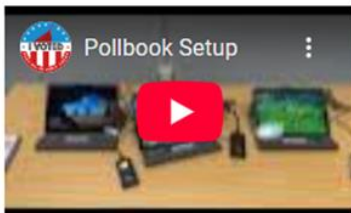
Training Manual Review

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





pwcvotes.org/training



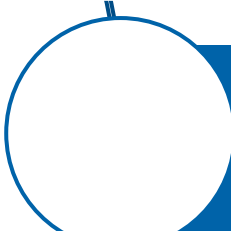
- 10+ Videos
- Training Slides & Videos
- Manual



Final Notes



**If you have a change in your banking info
Call office for assistance**



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



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





Final Notes:

Take a sec ... Double Check!

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





Final Notes:

Does This Look Familiar?

Affidavit of Confirmation

I, _____, serving as Chief Election Officer for Precinct _____, do hereby affirm that, to the best of my knowledge, identification was checked for all voters who cast a provisional ballot at this precinct during the election held on April 21, 2026.

I certify that this statement is true and correct to the best of my knowledge and belief.

Chief Election Officer Name: _____

Signature: _____

Date: _____

Precinct: _____

If Yes, Take a Sec ... Double Check!



The background image shows a voting station with an American flag hanging on the wall. Several people are standing behind voting booths. One booth on the left has a sign with an American flag and the word "VOTE". Another booth on the right has a sign with the word "HOUSE". The image is overlaid with a large white oval containing text.

Workshops

Old Manassas Court House

Last 2 weeks in July – Email with dates coming soon



Thank You!

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

We cannot do this without you!