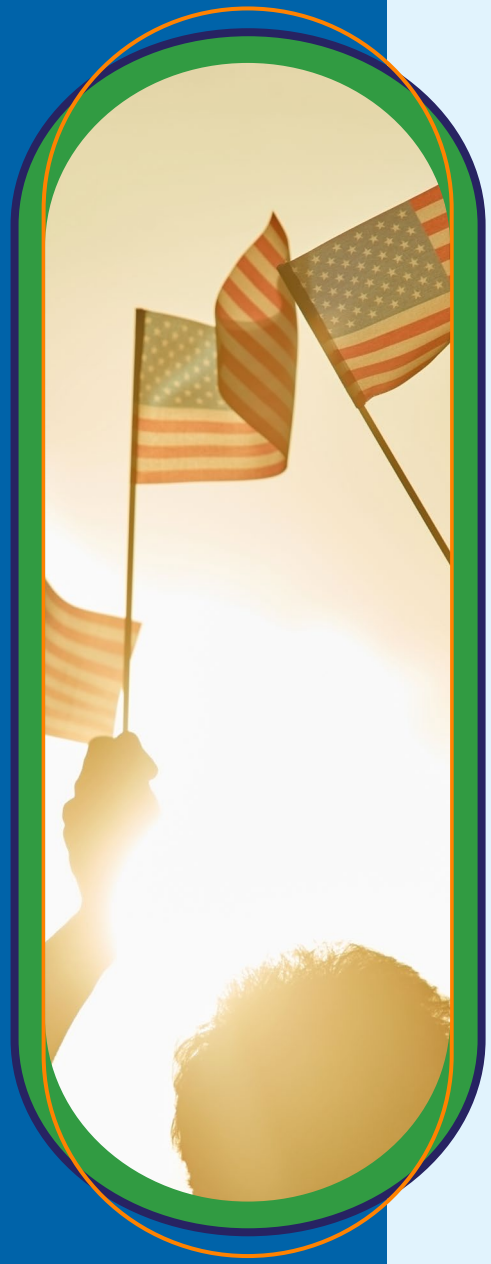
PRINCE WILLIAM
Office of Elections



Processing Absentee Ballots

Preprocessing, CAP, and CAP-PE

PRINCE WILLIAM
Office of Elections

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Office of Elections

Absentee Overview

What is an Absentee Ballot?

- Allows a voter to cast their ballot when they are unable to vote on Election Day.
  - Out of town
  - Illness/Disability
  - Military/Overseas (UOCAVA)
  - College students
  - Convenience – no excuse needed!
- The voter receives their ballot by mail or email (UOCAVA and ADA).

Absentee Process

APPLICATION
Voters complete an application to receive a ballot by mail.

REVIEW/ENTRY
Staff verifies the application is complete and enters the information in the state voter database.

DATA PREP
Staff prepares data from voters that have requested a mail ballot and send it to our vendor.

BALLOTS MAILED
Starting 45 days prior to the election, ballots are mailed to each PWC voter.

DELIVERED
Ballots arrive at voters' homes and they can return them by mail or in person.

VOTING OPTIONS
Voters return their mail ballot or opt to vote in person.

Absentee Process (cont.)

INTAKE

Ballots arrive at our office where they are date stamped, entered into the state voter database, and checked for material omissions.

ELECTION OFFICER REVIEW

In the final step, a bipartisan team of election officers review the envelope, check in the voter on a pollbook, and separate the ballot from the envelope. Any issues not already identified go to curing.

BALLOT CURING

Ballots with material omissions are documented and the voter is contacted to allow them to correct the issue.

BALLOTS ARE COUNTED

Ballots are scanned with a high-speed scanner and hand counts are performed by officers if needed. Results are reported on election night and certified after ALL ballots are counted.

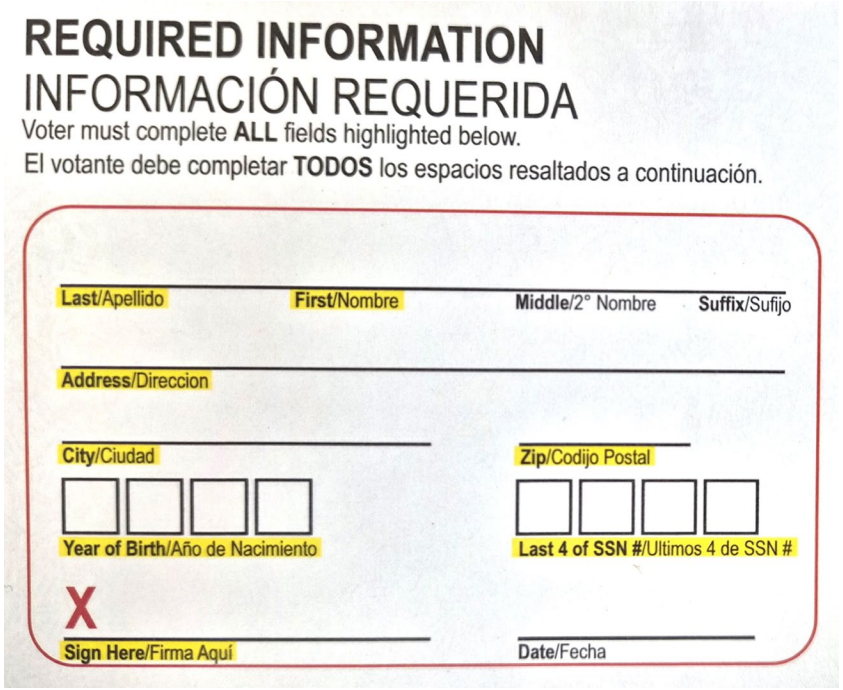
What are Preprocessing, CAP, and CAP-PE?

PRINCE WILLIAM
Office of Elections

- **Preprocessing** – held prior to Election Day
- **CAP** - **C**entral **A**bsentee **P**recinct, held on Election Day
- **CAP-PE** - CAP **P**ost **E**lection, held after Election Day

Required Information and Material Omissions

- Voters are <u>required</u> to provide:
  - full name (first and last);
  - full registered address;
  - the voter's SSN4;
  - the voter's YOB; and
  - the voter's signature.


REQUIRED INFORMATION
INFORMACIÓN REQUERIDA
Voter must complete **ALL** fields highlighted below.
El votante debe completar **TODOS** los espacios resaltados a continuación.

Last/Apellido **First**/Nombre **Middle**/2° Nombre **Suffix**/Sufijo

Address/Direccion

City/Ciudad **Zip**/Codijo Postal

Year of Birth/Año de Nacimiento **Last 4 of SSN #**/Ultimos 4 de SSN #

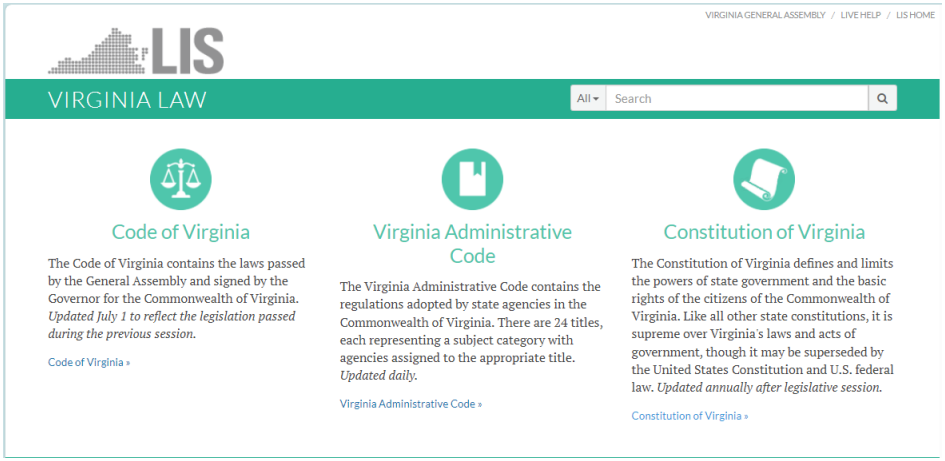
X

Sign Here/Firma Aquí **Date**/Fecha

- Any missing or incorrect information is considered a material omission.

Administrative Code of Virginia §1VAC 20-70-20

Might Be Material Omissions



- Voters are <u>not</u> required to provide (*except maybe sometimes*):
  - apartment number
  - the date
  - zip code, unless the city was missing (and vice-versa)
  - middle name, unless they only provided a first initial
- Virginia election law also addresses some other less-common situations.

Ballot Curing

- Any material omissions send the ballot to Curing.
- The voter's envelope is what needs to be "cured", not the ballot inside.

Ballot Curing Options

- The voter has options for remedying their envelope:
  - Voter Affidavit
  - Fix their envelope
  - Vote in person
  - Reissued ballot (if 11+ days before the election)

- The voter has until noon on the third day after the election to fix their issue.

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Office of Elections

Mail Processing

Examples of Ballot Envelopes in PWC

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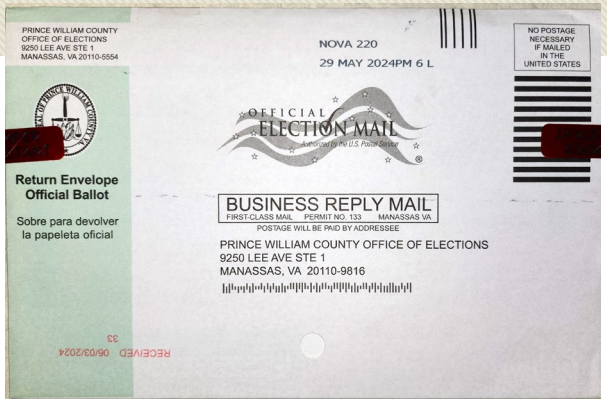
Office of Elections

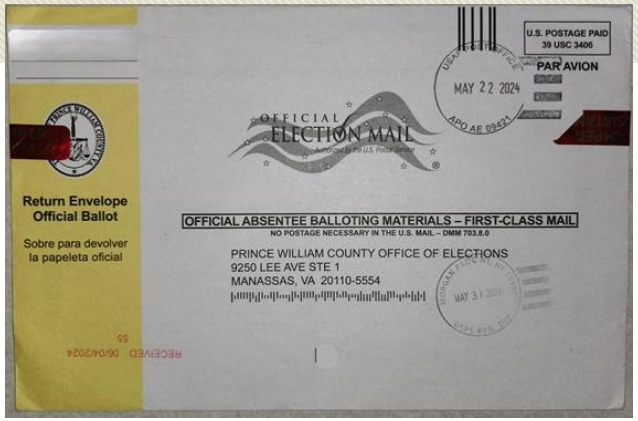
Green Return Envelope

- Domestic voters or ADA voters
- Sent by mail
- Returned by mail or drop-box



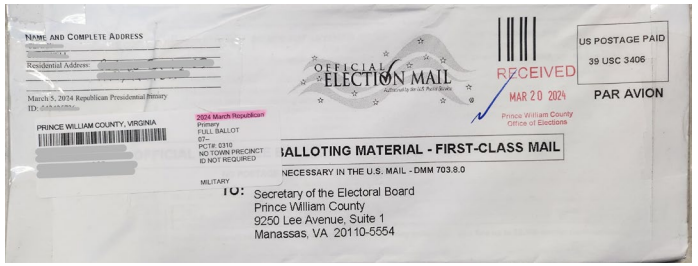
Yellow Return Envelope

- Military/Overseas voters
- Sent by mail
- Returned by mail



UOCAVA Email Envelope

- Military/Overseas voters
- Sent by email
- Returned by mail



PWCVOTES.ORG
PRINCE WILLIAM COUNTY, VIRGINIA

Team Tables

- Each team will be comprised of two election officers, an EPB, and a binder.

- The binder contains:
  - The Daily Certification Sheet/EPB worksheet
  - The Ballot Reconciliation Sheet
  - Job aids
  - Time reporting info

Receipt and Counting

- Batches of envelopes are distributed by staff.
- The ballots received are
  - date-stamped
  - initialed
  - counted

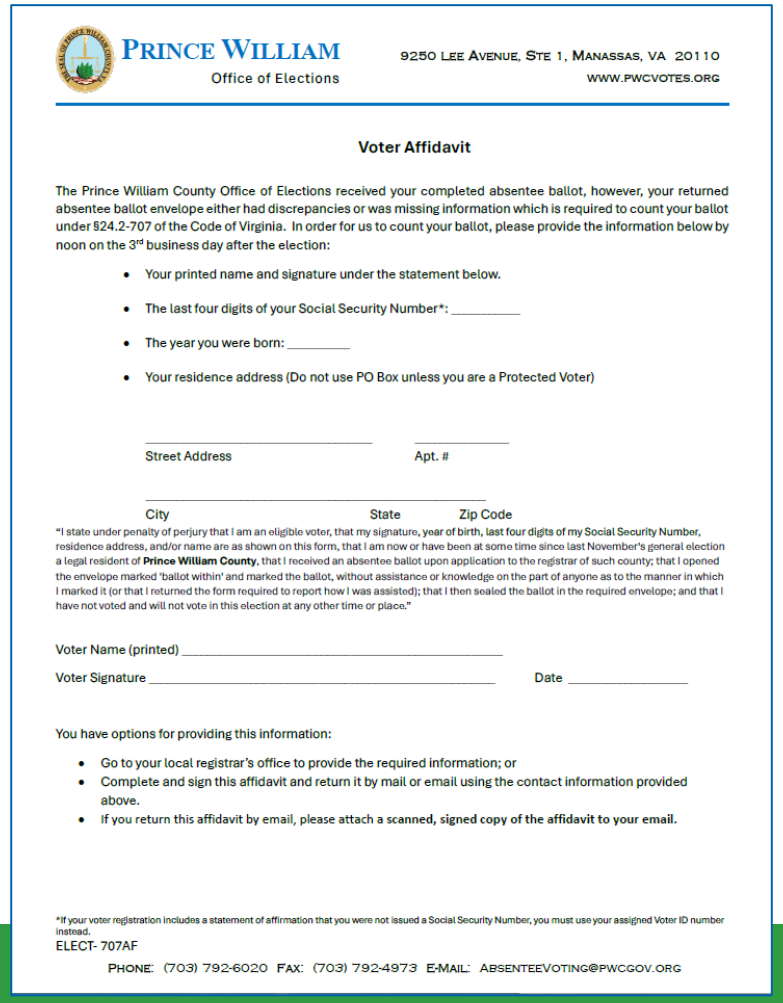
Initial Validation

- Voter information on envelope is evaluated.
  - Is it the correct election?
  - Are all required fields filled?
  - Does the info match?
    - SSN4 and YOB are verified by staff beforehand
  - Any codes to indicate there's extra papers inside?
    - Reissue-Gold
    - NA
    - ID Required (HAVA – Federal elections only)

- Is there an affidavit attached? If so, use the affidavit to validate voter eligibility.

Voter Affidavit

Voter Affidavit



PRINCE WILLIAM
Office of Elections

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

Voter Affidavit

The Prince William County Office of Elections received your completed absentee ballot, however, your returned absentee ballot envelope either had discrepancies or was missing information which is required to count your ballot under §24.2-707 of the Code of Virginia. In order for us to count your ballot, please provide the information below by noon on the 3rd business day after the election:

- Your printed name and signature under the statement below.
- The last four digits of your Social Security Number*: _____
- The year you were born: _____
- Your residence address (Do not use PO Box unless you are a Protected Voter)

_____ _____
Street Address Apt. #

_____
City State Zip Code

"I state under penalty of perjury that I am an eligible voter, that my signature, year of birth, last four digits of my Social Security Number, residence address, and/or name are as shown on this form, that I am now or have been at some time since last November's general election a legal resident of **Prince William County**, that I received an absentee ballot upon application to the registrar of such county; that I opened the envelope marked 'ballot within' and marked the ballot, without assistance or knowledge on the part of anyone as to the manner in which I marked it (or that I returned the form required to report how I was assisted); that I then sealed the ballot in the required envelope; and that I have not voted and will not vote in this election at any other time or place."

Voter Name (printed) _____

Voter Signature _____ Date _____

You have options for providing this information:

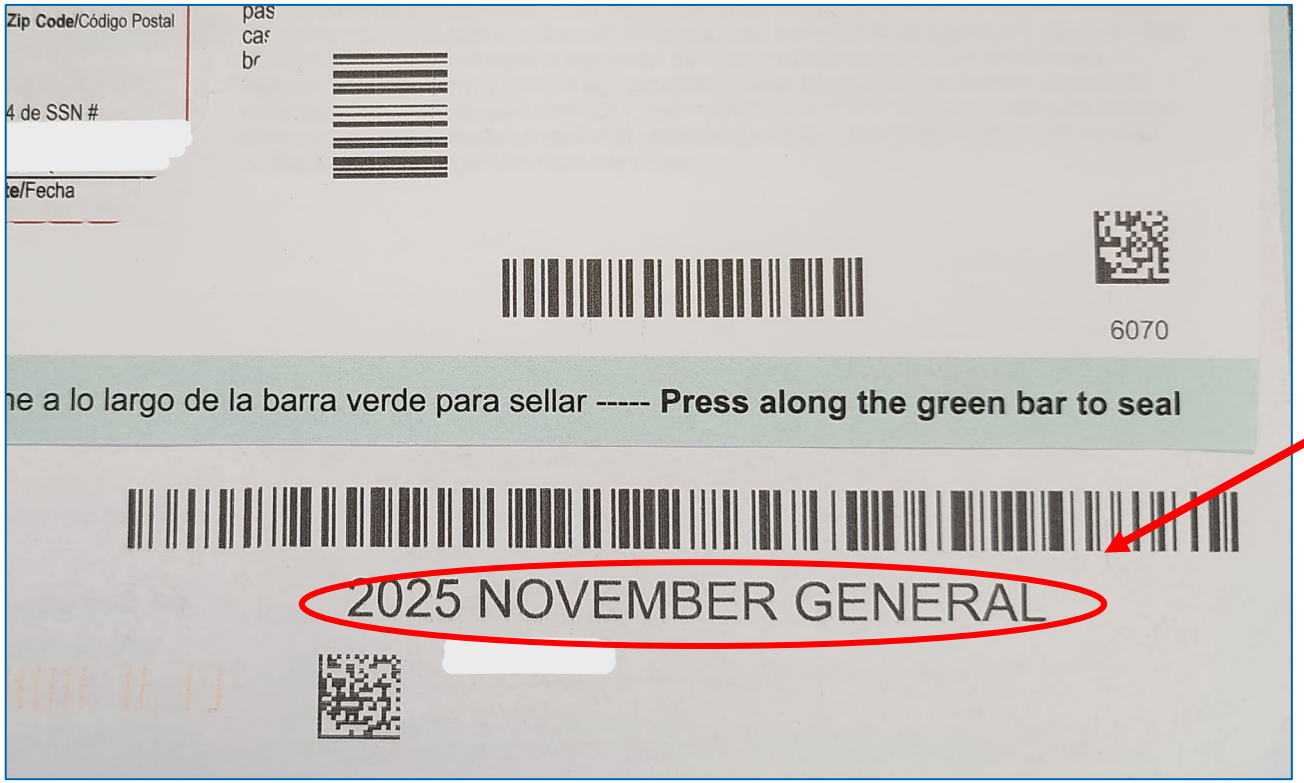
- Go to your local registrar's office to provide the required information; or
- Complete and sign this affidavit and return it by mail or email using the contact information provided above.
- If you return this affidavit by email, please attach a **scanned, signed copy of the affidavit to your email.**

*If your voter registration includes a statement of affirmation that you were not issued a Social Security Number, you must use your assigned Voter ID number instead.

ELECT- 707AF

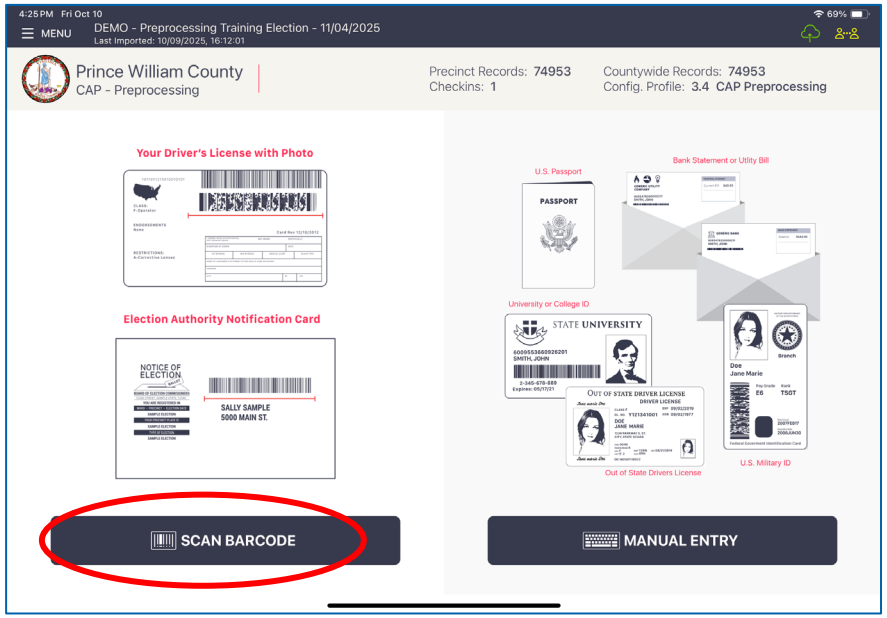
PHONE: (703) 792-6020 FAX: (703) 792-4973 E-MAIL: ABSENTEEVOTING@PWCGOV.ORG

Comparison to Pollbook

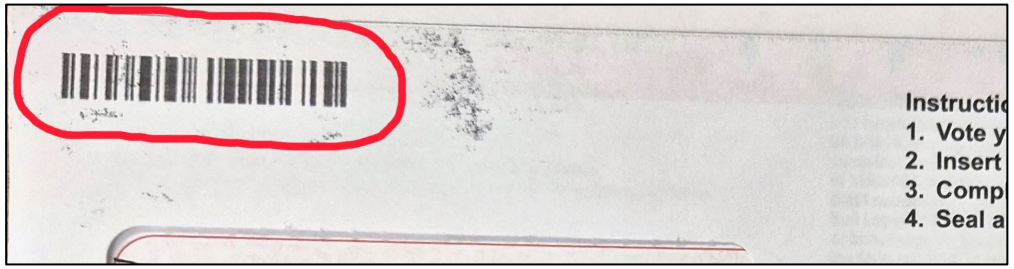


Verify the ballot is for the current election.

Comparison to Pollbook



EPB Officer selects “Scan Barcode” on the Poll Pad.



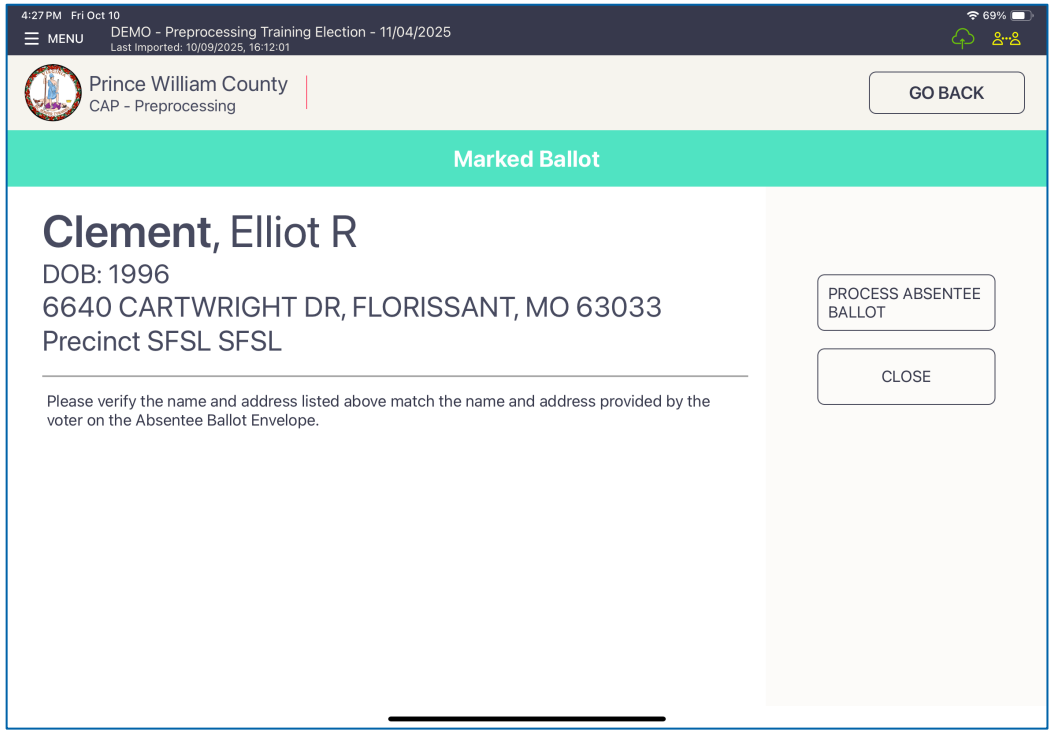
EPB Officer pulls up voter on pollbook

Scan barcode near the upper left corner of the envelope

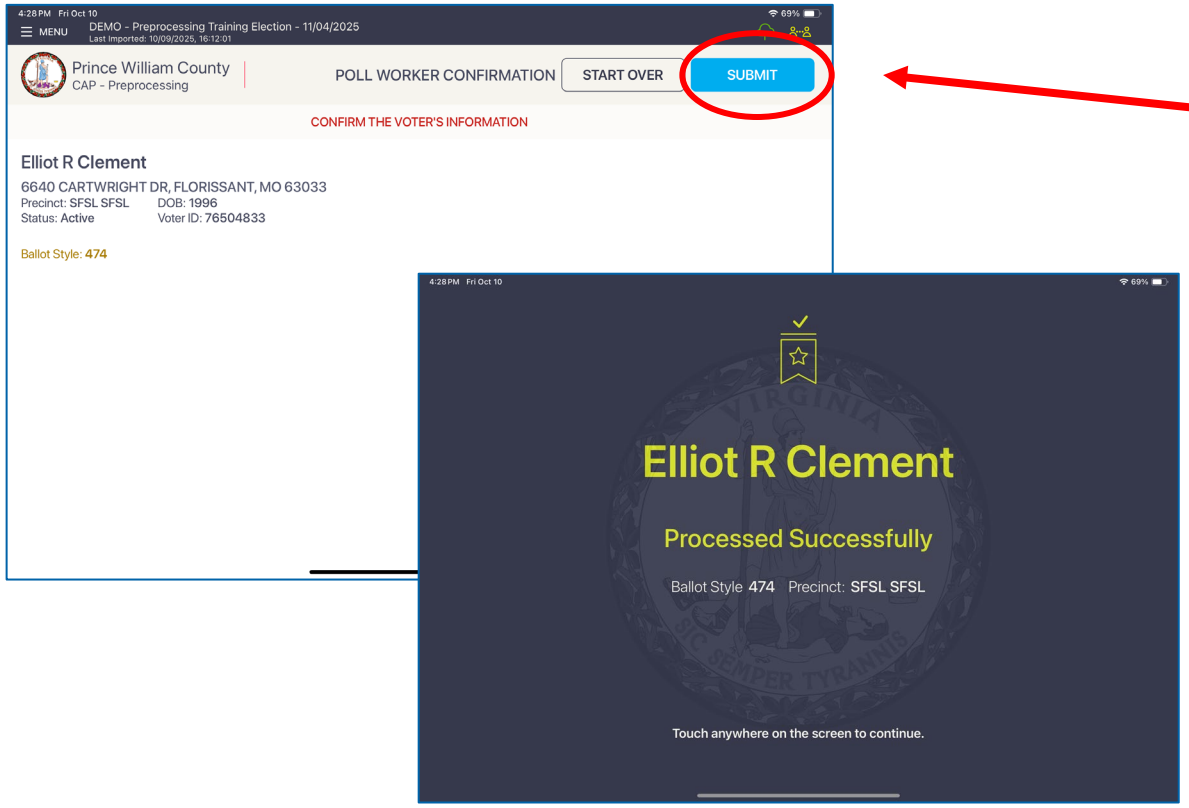
Use hand to block other barcodes/QR codes, if necessary.

Comparison to Pollbook

- The Ballot Officer reads the name and address provided by the voter to the EPB Officer, who compares the information against the pollbook.
- If all matches, click “Process Absentee Ballot”



Comparison to Pollbook

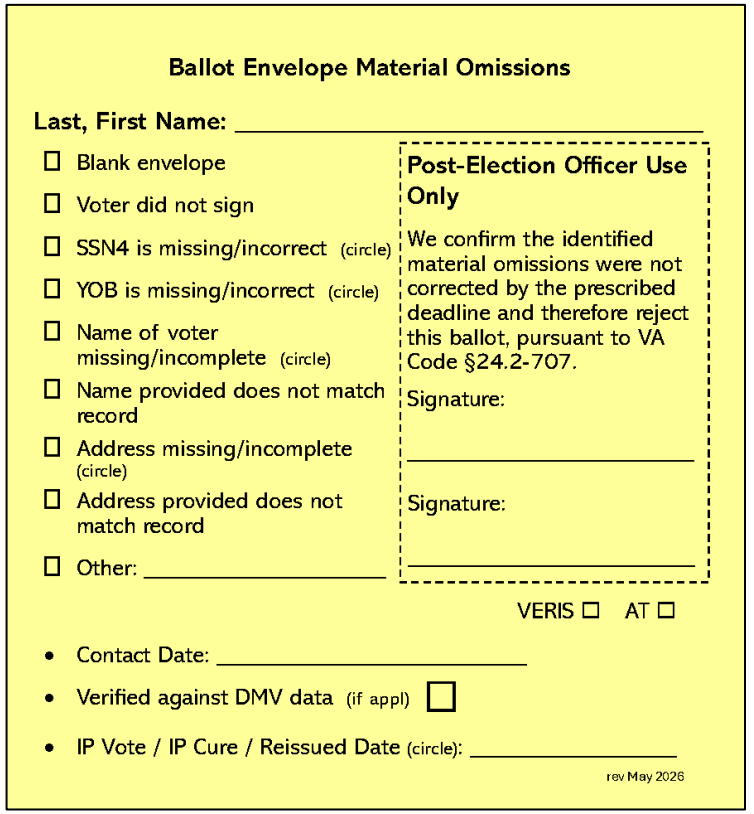


- Confirm the voter's info and click "Submit"
- Voter Processed Successfully!

  Wait a few seconds or tap screen to start process with next ballot envelope.

Determining Eligibility

- Once the voter is checked-in on EPB, the envelope is placed in the white Ready to Scan basket.
- If there's an issue with the information provided by the voter, the voter is not checked-in on the pollbook.
  - Complete the cure tag
  - Attach the tag to the envelope and placed in the **blue Cure/Reject** basket.
  - Do not sign unless instructed by staff



Ballot Envelope Material Omissions

Last, First Name: _____

- ☐ Blank envelope
- ☐ Voter did not sign
- ☐ SSN4 is missing/incorrect (circle)
- ☐ YOB is missing/incorrect (circle)
- ☐ Name of voter missing/incomplete (circle)
- ☐ Name provided does not match record
- ☐ Address missing/incomplete (circle)
- ☐ Address provided does not match record
- ☐ Other: _____

Post-Election Officer Use Only

We confirm the identified material omissions were not corrected by the prescribed deadline and therefore reject this ballot, pursuant to VA Code §24.2-707.

Signature: _____

Signature: _____

VERIS ☐ AT ☐

- Contact Date: _____
- Verified against DMV data (if appl) ☐
- IP Vote / IP Cure / Reissued Date (circle): _____

rev May 2026

Counting and Opening

- After the entire batch has been evaluated, the envelopes in each basket are counted and recorded on Ballot Reconciliation sheet.

- Envelopes from the white Ready to Scan basket are brought to the mail machine and opened.

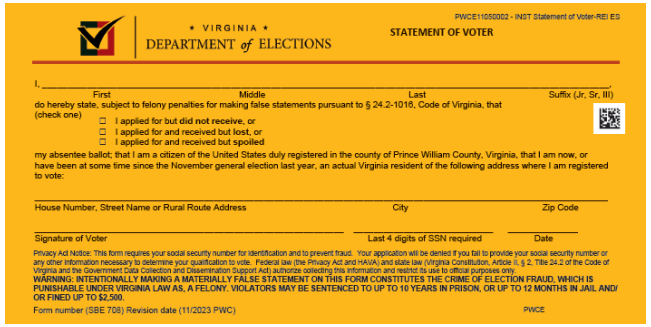
- Opened envelopes are brought back to the team table and the ballots are removed one at a time.
  - Ballots go back in white Ready to Scan basket
  - Empty envelopes get stacked together

Further Examination

- Any required documents found inside must be examined for completion.
- The completed forms (gold, blue) and any extraneous items go back into the voter's envelope.
- Copies of IDs must be turned in to staff.

Documents Found with the Ballot

Gold Form



VIRGINIA
DEPARTMENT of ELECTIONS

STATEMENT OF VOTER

I, _____
First Middle Last Suffix (Jr, Sr, III)

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

- ☐ I applied for but did not receive, or
- ☐ I applied for and received but lost, or
- ☐ I applied for and received but spoiled

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

_____
House Number, Street Name or Rural Route Address City Zip Code

_____ _____ _____
Signature of Voter Last 4 digits of SSN required Date

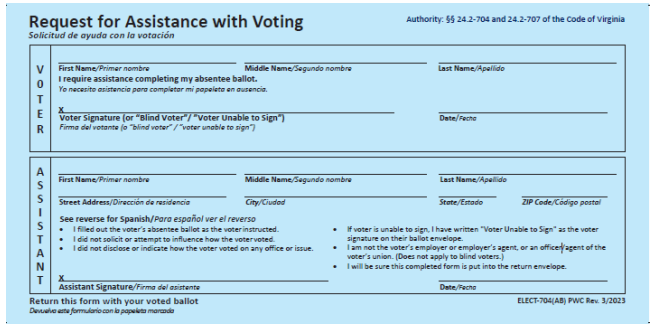
Privacy Act Notice: This form requires your social security number for identification and to prevent fraud. Your application will be denied if you fail to provide your social security number or any other information necessary to determine your qualification to vote. Federal law (the Privacy Act and HAVA)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

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

Form number (SBE 708) Revision date (11/2023 PWC) PWCE

- REISSUE-GOLD
- <u>required</u> to be completed and returned by the voter

Blue Needs Assistance



Request for Assistance with Voting
Solicitud de ayuda con la votación

Authority: §§ 24.2-704 and 24.2-707 of the Code of Virginia

VOTER

First Name/*Primer nombre* Middle Name/*Segundo nombre* Last Name/*Apellido*

I require assistance completing my absentee ballot.
Yo necesito asistencia para completar mi papeleta en ausencia.

X
Voter Signature (or "Blind Voter"/ "Voter Unable to Sign")
Firma del votante (o "blind voter" / "voter unable to sign") Date/*Fecha*

ASSISTANT

First Name/*Primer nombre* Middle Name/*Segundo nombre* Last Name/*Apellido*

Street Address/*Dirección de residencia* City/*Ciudad* State/*Estado* ZIP Code/*Código postal*

See reverse for Spanish/*Para español ver el reverso*

- I filled out the voter's absentee ballot as the voter instructed.
- I did not solicit or attempt to influence how the voter voted.
- I did not disclose or indicate how the voter voted on any office or issue.
- If voter is unable to sign, I have written "Voter Unable to Sign" as the voter signature on their ballot envelope.
- I am not the voter's employer or employer's agent, or an officer/agent of the voter's union. (Does not apply to blind voters.)
- I will be sure this completed form is put into the return envelope.

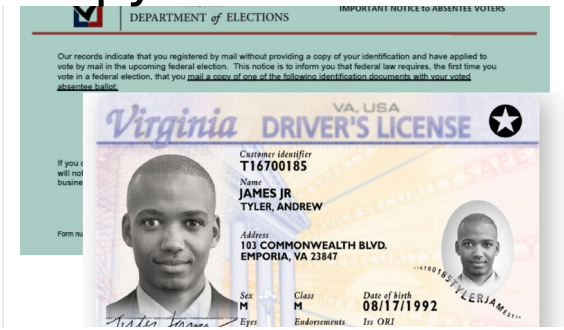
X
Assistant Signature/*Firma del asistente* Date/*Fecha*

Return this form with your voted ballot
Devuelva esta formulario con la papeleta marcada

ELECT-704(AB) PWC Rev. 3/2023

- NA
- Not required to be returned, but if it is, it <u>must</u> be completed correctly.
- Both voter signature fields must match.

Copy of Voter's ID



DEPARTMENT of ELECTIONS

IMPORTANT NOTICE TO ABSENTEE VOTERS

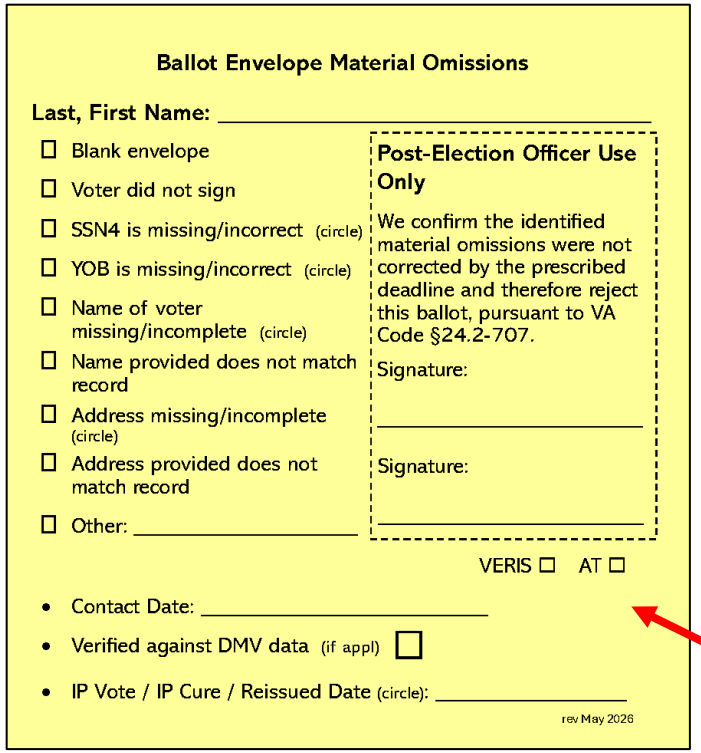
Our records indicate that you registered by mail without providing a copy of your identification and have applied to vote by mail in the upcoming federal election. This notice is to inform you that federal law requires, the first time you vote in a federal election, that you mail a copy of one of the following identification documents with your voted absentee ballot:

Virginia DRIVER'S LICENSE
VA, USA

Customer identifier
T16700185
Name
JAMES JR
TYLER, ANDREW
Address
103 COMMONWEALTH BLVD.
EMPORIA, VA 23847
Sex M Class M Date of birth 08/17/1992
Eyes Endorsements Iss ORI

- ID REQUIRED (Federal elections only)
- HAVA voters <u>must</u> have a copy of their ID inside the envelope.
- This document is given to staff to update voter's record.

Unexpected Contents



Ballot Envelope Material Omissions

Last, First Name: _____

- ☐ Blank envelope
- ☐ Voter did not sign
- ☐ SSN4 is missing/incorrect (circle)
- ☐ YOB is missing/incorrect (circle)
- ☐ Name of voter missing/incomplete (circle)
- ☐ Name provided does not match record
- ☐ Address missing/incomplete (circle)
- ☐ Address provided does not match record
- ☐ Other: _____

Post-Election Officer Use Only

We confirm the identified material omissions were not corrected by the prescribed deadline and therefore reject this ballot, pursuant to VA Code §24.2-707.

Signature: _____

Signature: _____

VERIS ☐ AT ☐

- Contact Date: _____
- Verified against DMV data (if appl) ☐
- IP Vote / IP Cure / Reissued Date (circle): _____

rev May 2026

- If the ballot is torn, has foreign material on it, or is an irregular email ballot:
  - ballot goes in the **pink Hand Count** basket
  - envelope is stacked with other empties
  - voter remains checked-in on the EPB

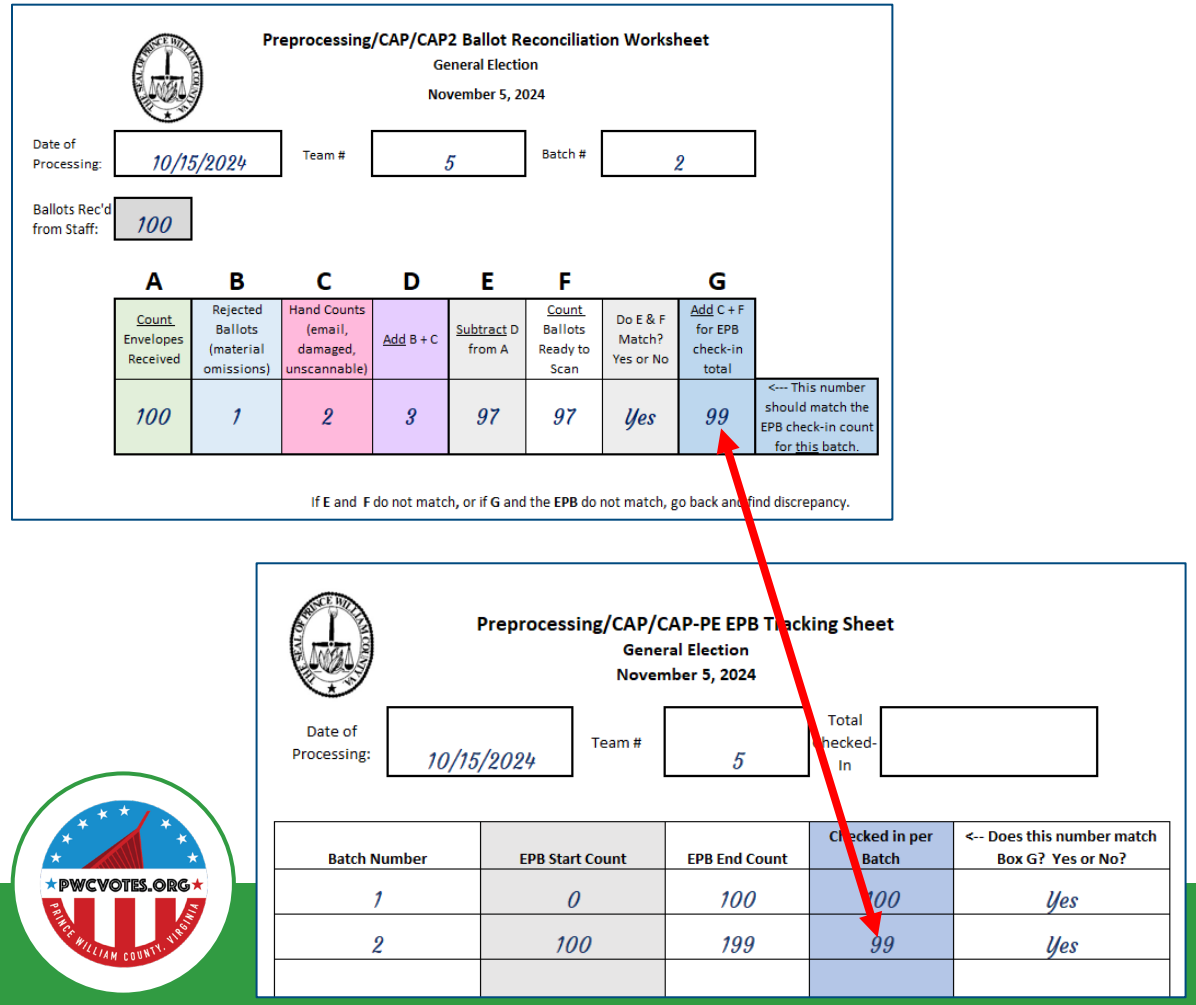
- If the ballot is missing and/or the required documents are missing or not completed properly:
  - all contents go back in the envelope
  - envelope is tagged and placed in the **blue Cure/Reject** basket
  - voter is un-checked from the EPB

Counting and Reconciliation

- After opening all envelopes
  - count all ballots in the Ready to Scan basket
  - count all ballots in the **Hand Count** basket
  - count all empty envelopes
  - count all ballots in the **Cure/Reject** basket

- The total number of ballots in both the **Hand Count** and Ready to Scan baskets together should equal the number of empty envelopes.

Counting and Reconciliation



Preprocessing/CAP/CAP2 Ballot Reconciliation Worksheet
General Election
November 5, 2024

Date of Processing: 10/15/2024 Team # 5 Batch # 2

Ballots Rec'd from Staff: 100

A	B	C	D	E	F		G	
Count Envelopes Received	Rejected Ballots (material omissions)	Hand Counts (email, damaged, unscannable)	Add B + C	Subtract D from A	Count Ballots Ready to Scan	Do E & F Match? Yes or No	Add C + F for EPB check-in total	
100	1	2	3	97	97	Yes	99	<--- This number should match the EPB check-in count for this batch.

If **E** and **F** do not match, or if **G** and the **EPB** do not match, go back and find discrepancy.

Preprocessing/CAP/CAP-PE EPB Tracking Sheet
General Election
November 5, 2024

Date of Processing: 10/15/2024 Team # 5 Total Checked-In

Batch Number	EPB Start Count	EPB End Count	Checked in per Batch	<-- Does this number match Box G? Yes or No?
1	0	100	100	Yes
2	100	199	99	Yes

- The combined number of scannable ballots (F) and hand count ballots (C) should match the check-in number on the EPB Tracking sheet.
- The number of empty envelopes should also match the check-in number for that batch on the EPB Tracking sheet.
- Record the basket totals on the Ballot Reconciliation sheet and do the math.

Preparing to Scan

- After all numbers are verified, bring all occupied baskets and the Ballot Reconciliation sheet to scanner.
- Empty envelopes are set aside for staff (Preprocessing) or packed in a #5 Box for the courthouse (CAP and CAP-PE).
- Envelopes in the **Cure/Reject** basket are placed in staff **Cure/Reject** basket.
- Ballots in the **Hand Count** basket are placed in Envelope X in staff **Hand Count** basket.

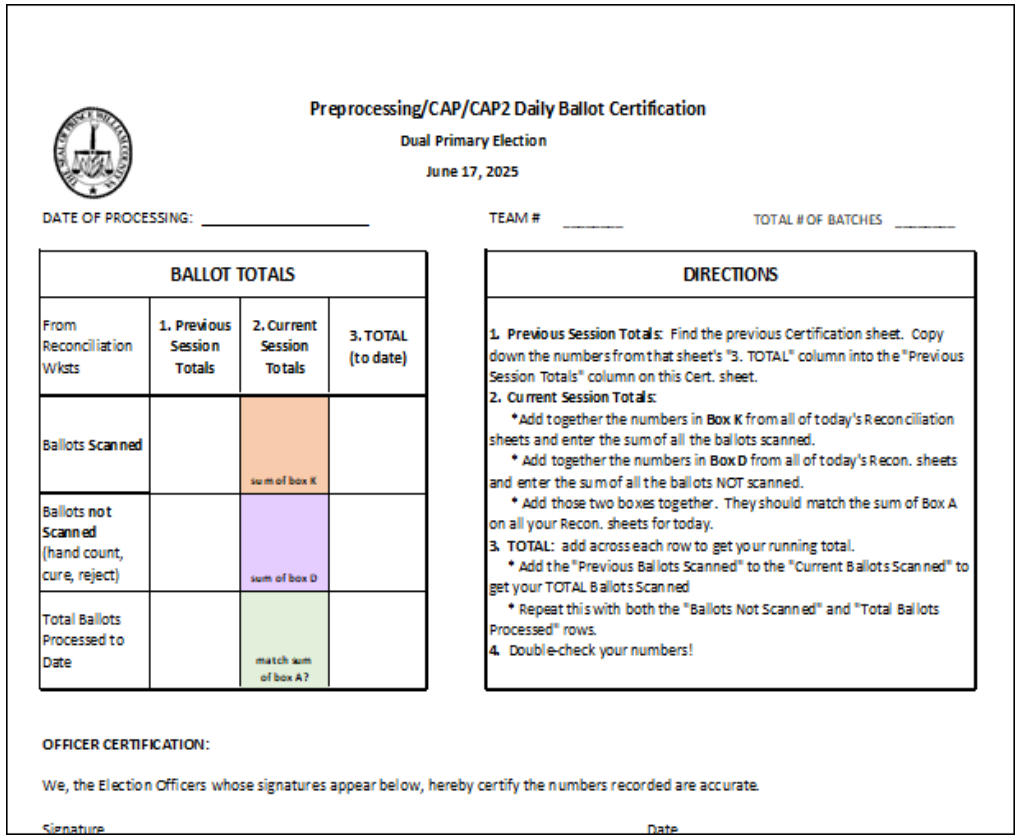
Scanning and Adjudicating

- Ballots in the Ready to Scan basket are run through the high-speed scanner.

- Listen for confirmation numbers from staff
  - starting and ending numbers
  - number of ballots scanned

- May need to adjudicate ballots containing overvoted races or write-in candidates.

Reconciliation and Certification



Preprocessing/CAP/CAP2 Daily Ballot Certification

Dual Primary Election

June 17, 2025

DATE OF PROCESSING: _____ TEAM # _____ TOTAL # OF BATCHES _____

BALLOT TOTALS			
From Reconciliation Wksts	1. Previous Session Totals	2. Current Session Totals	3. TOTAL (to date)
Ballots Scanned		sum of box K	
Ballots not Scanned (hand count, cure, reject)		sum of box D	
Total Ballots Processed to Date		match sum of box A?	

DIRECTIONS

1. **Previous Session Totals:** Find the previous Certification sheet. Copy down the numbers from that sheet's "3. TOTAL" column into the "Previous Session Totals" column on this Cert. sheet.
2. **Current Session Totals:**
   * Add together the numbers in **Box K** from all of today's Reconciliation sheets and enter the sum of all the ballots scanned.
   * Add together the numbers in **Box D** from all of today's Recon. sheets and enter the sum of all the ballots NOT scanned.
   * Add those two boxes together. They should match the sum of Box A on all your Recon. sheets for today.
3. **TOTAL:** add across each row to get your running total.
   * Add the "Previous Ballots Scanned" to the "Current Ballots Scanned" to get your TOTAL Ballots Scanned
   * Repeat this with both the "Ballots Not Scanned" and "Total Ballots Processed" rows.
4. Double-check your numbers!

OFFICER CERTIFICATION:

We, the Election Officers whose signatures appear below, hereby certify the numbers recorded are accurate.

Signature Date

- After all scanning done, the Ballot Reconciliation sheet must be completed to ensure all numbers match.
- The team receives another batch and starts again.
- At the end of the day the Daily Certification sheet is completed.
  - summary of that day's work
  - ongoing total of mail processed for this election
  - must be signed by all officers that worked that table

PRINCE WILLIAM
Office of Elections

Schedules and Time Reporting

Schedules

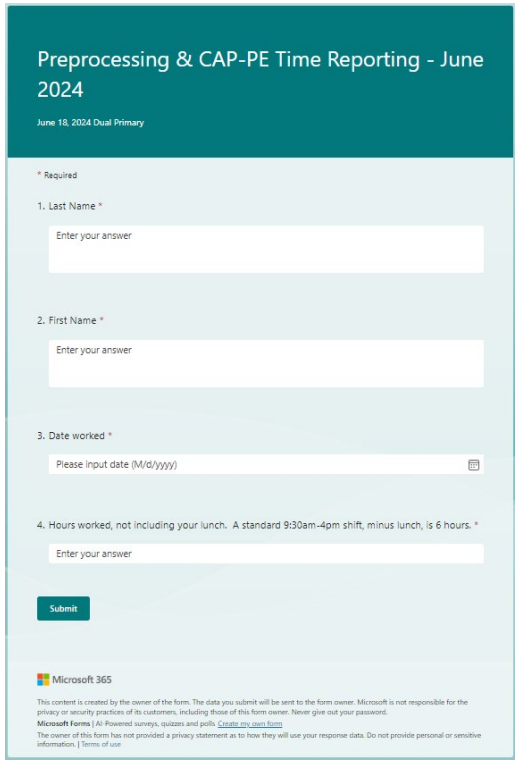
- Schedule is in Election Officer portal.
- Mail delivery and voter participation varies, so may not meet each day.
- Reminders will be sent each evening to confirm whether we are meeting the following day.
- Contact the Staffing Team for any questions regarding schedules or training.
  - Dena McBride
    - dmcbride@pwcgov.org
    - 703-792-6485
  - Rick Burroughs
    - hburroughs@pwcgov.org
    - 703-792-6482

Time Reporting

June 2024 Primary Election

Preprocessing and CAP-Post Election Time Sheet

https://forms.office.com/g/TzvJ8RCTtB



- Paid hourly.
- Enter hours worked (minus your lunch break) into the form at the end of your shift.
- QR code/URL are in your binder and posted around the room.
- If you already use Mobius Workforce, continue using it for Preprocessing/CAP-PE.

Mobius

- Work done outside of Election Day is paid hourly and paid bi-weekly.

- If not already in Mobius for hourly pay or haven't worked since before the previous election, you might need to be onboarded, including completing an I9 form and providing documents.
  - Can complete during work sessions
  - Questions should be directed to Robiul Islam
    - rislam@pwcgov.org
    - 703-792-7688

PRINCE WILLIAM
Office of Elections

Important Notes and Other Housekeeping

Authorized Representatives

- As in regular precincts, partisan observers are allowed to watch the proceedings.
  - must have signed letter of authorization from local or state party chair
  - must be registered to vote in Virginia
  - must stay in designated areas
  - one per party per pollbook

- Slight differences in Central Absentee Precinct due to PII and live ballots:
  - cannot view ballot envelopes
  - cannot use cell phone in precinct

Housekeeping

- Start time is 9:30am; doors will be unlocked by 9:20am.
- Allow time to park
  - Street parking
  - Large public lot on corner of Peabody & Mosby
- Bathrooms
  - Behind the 2nd floor ballroom (unisex)
  - Either side of lobby at bottom of stairs (Mens/Ladies)
- First floor is off-limits (except lobby bathrooms).
- Upstairs kitchen has microwave for warming food/drinks.

Table Manners and Breaks

- **Absolutely no food allowed at table.**
- May have a drink, but it must stay on the floor.
- Set phone on vibrate and off the table.
- Take breaks in-between batches.
  - If you absolutely need to get up while ballots are at the table, alert staff.
- Lunches will be scheduled due to space limitations.
- People may be rotated amongst workstations.