



Recertification Training

November 4, 2025 - General Election



Recertification Training



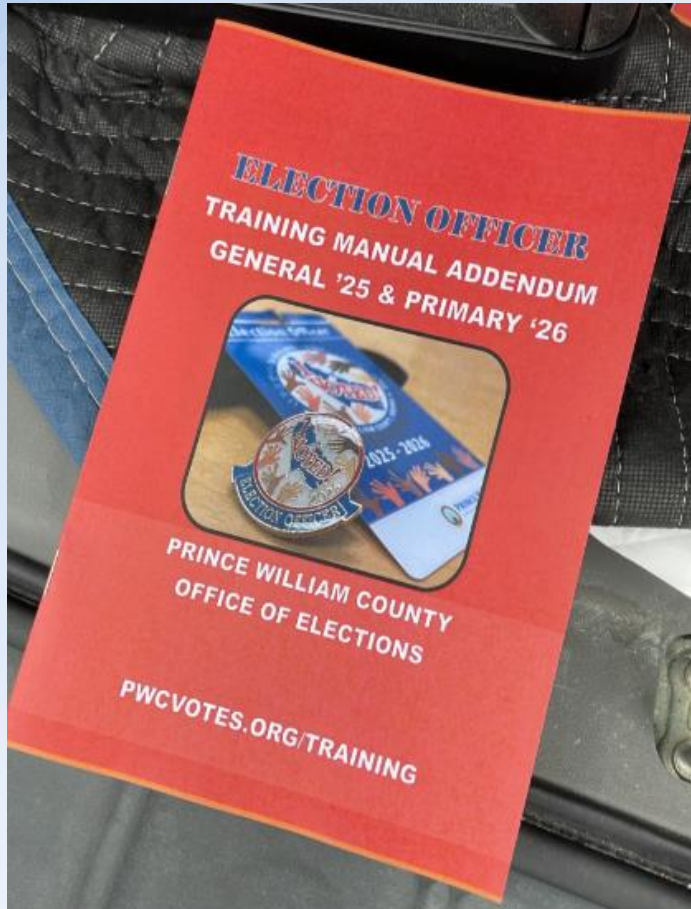
Welcome: This training will be approximately 2 hours and will include hands-on training

Manual: If you don't have your manual - please borrow one for the training - ADDENDUM Handout

Housekeeping: There will be one break halfway through

Questions: Please hold questions until the Q&A slides

Training Manual Addendum



Step By Step: Open The Pollbook

Final Step - Start the Pollbooks

Closing the Pollbooks

New Pollbook Feature

Supply Return Sheet

Prince William County Electoral Board



Marcus Moyer



Keith Scarborough



Heidi Stirrup

General Information



- **Election Day:** November 4, 2025
- **Type:** General Election
- **Work hours:** 5:00 am - ~ 8:30 pm
- **Voting Hours:** 6:00 am – 7:00 pm
- **Monday Setup:** Available
- **Officer in Charge:** Chief Officer

Announcements, Reminders & New Information!



- National Clearie Award and Honorable Mentions from the US Election Assistance Commission
- 335,000 Registered voters in PWC
- 7-9 officers per precinct in NOV
- Please don't talk politics or wear political clothing
- Sample ballots are on our websites- **pwcvotes.org**

Announcements, Reminders & New Info! Cont.



- Registration deadline is now 10 days (New Law)
- New equipment for June 2026 – new certification required
- New ID eligible – see VA State Acceptable ID List
- High School Student - Page Program is back!

Announcements, Reminders & New Info! Cont.



- **Vote Early**
- **Don't** display passwords or codes
- **Don't** pre-load your Election Folders with New Ballots
- **DO** get Tallypoint started as you are setting up Poll Books

Announcements, Reminders & New Info! Cont.



- No more Election Officer buttons. We now have lanyards with badges
- Pick up election day from Chief's Bag

Contests

Sample Ballot

VA - HD - 25 - Occoquan - Town

Commonwealth of Virginia, Official Ballot
Estado de Virginia, Papeleta Oficial

Prince William County
General and Special Elections
Tuesday, November 4, 2025

Condado de Prince William
Elecciones Generales y Especiales
Martes, Noviembre 4, 2025

Instructions
Instrucciones

To vote for a candidate, fill in the box next to the name.
To write in a qualified candidate who is not already on the ballot, fill in the box next to **Write-in** and write the name of the person on the line.
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.

*Para votar por un candidato, llene la casilla al lado del nombre.
Para escribir un candidato calificado que aun no esta en la papeleta, llene la casilla al lado de **Por escrito** y escriba el nombre de la persona en la linea.
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.*

Begin voting here
Comience a votar aqui

Governor
Gobernador

Vote for only one
Vote solo por uno

☐ Abigail D. Spanberger - D
☐ Winsome Earle-Sears - R
☐

Write-in Por escrito

Lieutenant Governor
Vicegobernador

Vote for only one
Vote solo por uno

☐ Ghazala F. Hashmi - D
☐ John J. Reid, II - R
☐

Write-in Por escrito

Attorney General
Procurador General

Vote for only one
Vote solo por uno

☐ Jay C. Jones - D
☐ Jason S. Miyares - R
☐

Write-in Por escrito

Member
House of Delegates
25th District
Miembro
Cámara de Delegados
Distrito 25

Vote for only one
Vote solo por uno

☐ Briana D. Sewell - D
☐

Write-in Por escrito

Tell voters
"Ballot
starts
here."

Statewide

- Governor
- LT Governor
- Attorney General

House of Delegates (PWC Districts)

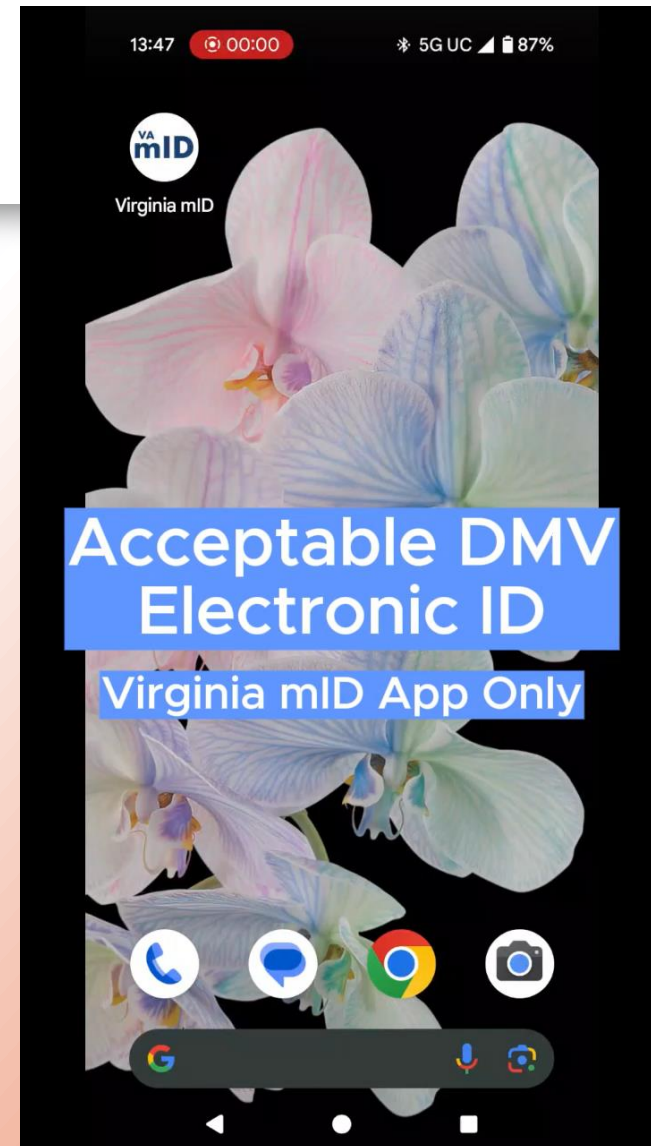
- 19th - 25th

Special Elections (No Party Identifiers)

- Gainesville Supervisor
(14 pcts: 401-414)
- Member Town Council
(1 pct - Occoquan)

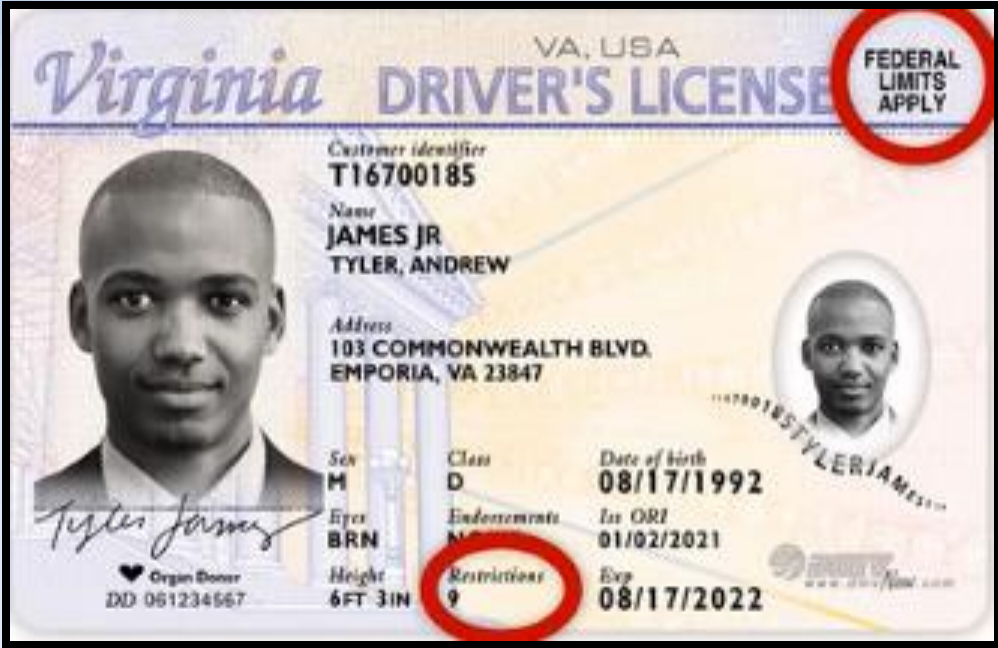
DMV Electronic ID Demo

- Can only be accessed via **VA mID** app
- Barcode is not scannable
 - Pollbook manual search only
- Not expected to be commonly used



Pollbooks

Driver's Privilege

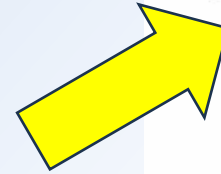


Is this ID acceptable?

Page
79

Spoiled Ballots

- We now TEAR the top left corner of the ballot and put the spoiled ballot and corner in envelope 4.



Tear
corner

Page 81

PWC Training
November 7, 2023
Prince William County

Precinct Training
Page 1 of 1

Please use a black or blue ink pen to mark your ballot. To vote for your choice in each contest, completely fill in the box next to your choice.

President

☒ George Washington

☒ Abraham Lincoln

☐ Write-in

Board of Supervisors

☒ Candidate A (D)

☒ Candidate B (R)

☒ Candidate C (I)

☐ Write-in

☐ Write-in

☐ Write-in

Extended Voting Hours

Should the election hours be extended to 8pm?

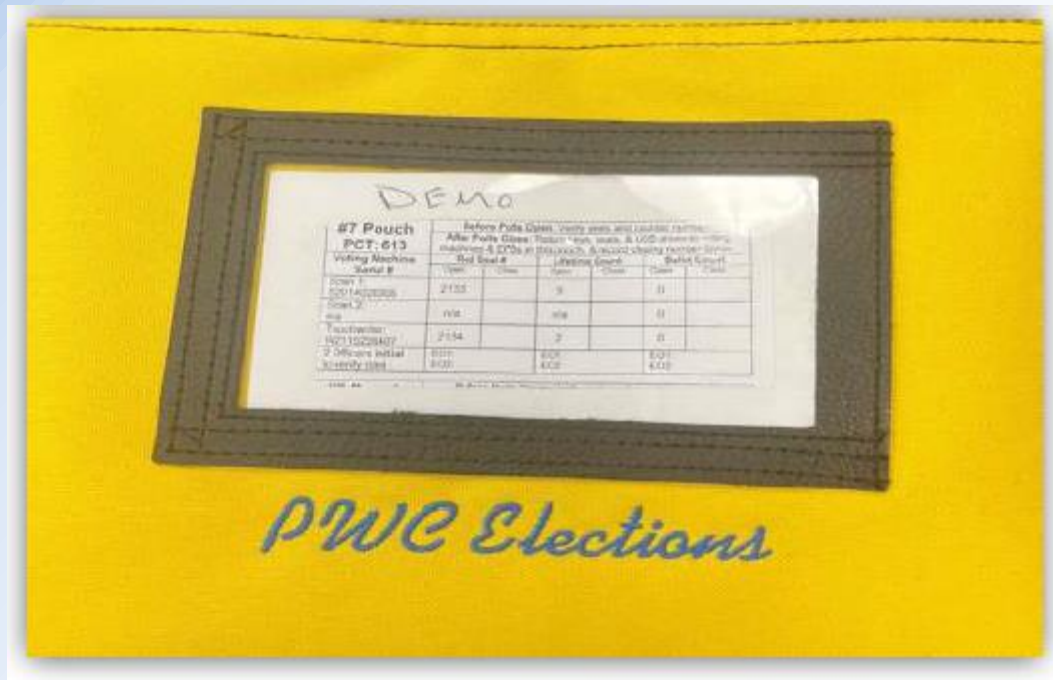
☒ Yes

☒ No

End of Ballot



Provisional Tab Seals will now be located in the Yellow #7 Pouch with the rest of the seals!



NEW

We've added a field in center left. See what time and which device they were checked in for situations where an EO believes that an individual has already voted.

VOTER INFORMATION

First Name: Albert
Middle Name: NEM
Last Name: Lincoln
Suffix:
Year of Birth: 2088
Address: 11777 Galloway Ln
City: Bristol

Voter ID: 111111209
Abandon:
Status: Active

Precinct: 101 - BRISTOLVILLE
Congress: 48
Senate: 222
House: 222
Town:

NEW - Check In Info
Will be blank prior to checking in a voter

Ready to Check In
Check In Now

Add Voter Name
Return to Search

STATUS: Inactive
Check In: 201
Check In: 1
Add Voter Name
Return to Search

VOTER INFORMATION

First Name: Albert
Middle Name: NEM
Last Name: Lincoln
Suffix:
Year of Birth: 2088
Address: 11777 Galloway Ln
City: Bristol

Voter ID: 111111209
Abandon:
Status: Active

Precinct: 101 - BRISTOLVILLE
Congress: 48
Senate: 222
House: 222
Town:

Checked In Time & User/Device
Will display if voter information screen is reopened

Warning: Voter is already checked in
Voter is already checked in

Warning: Voter is already checked in
Voter is already checked in

Add Voter Name
Return to Search

STATUS: Inactive
Check In: 201
Check In: 2
Add Voter Name
Return to Search



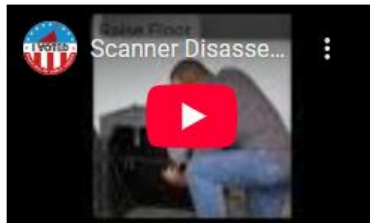
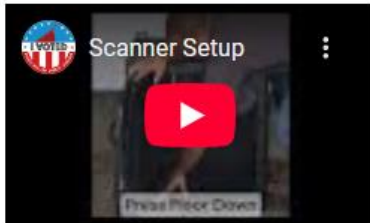
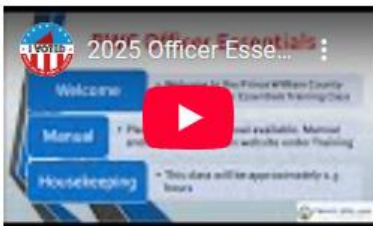
New QR Codes with 2 Min “Set-Up” Videos



Training Videos

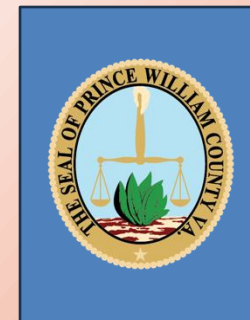


pwcvotes.org/training



- 10+ Videos
- PowerPoint
- Training Slides
- Manual

Please don't put the ballot box on the top of cage - ONLY the TW stand can go up there.



Your Cage Should be Delivered by 4pm on Monday Before Election Day!

The Operations Team will send you an email on Monday to let you know that your cage has been delivered!



NEW List of Forms



PRINCE WILLIAM
Office of Elections

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)
2. Affirmation of Eligibility
 - Voter has ? "Tag" stating either INACTIVE or on Confirmation Mailing in pollbook
 - If voter has not moved, then they need to fill out the Affirmation of Eligibility and vote of the machine
 - If voter has moved follow the Moving Conditions chart.
 - If voter refuses to fill out the Affirmation of Eligibility – They can do a Provisional
3. Assistance Form (16yr and older are required to complete form)
 - Voter with physical disability or inability to read or write
 - The person assisting, in any case, cannot be a poll watcher, an employer, or union representative
 - EOs can assist
 - Children 15 yr. and under can accompany/assist voter with all voting processes – no form needed
4. ID Confirmation Statement Form
 - Does not present an acceptable ID – But ARE on the pollbook
 - Must complete form before voting on machine
5. Removal from AB List Form
 - Have voter fill out when they object to receiving the Absentee Ballot automatically each election-They will be removed from the permanent list

Provisional Forms (Returned in Envelope 1A)

6. SDR – Registration Form (green envelope)
 - Registering and Voting – Missed registration deadline
 - Only do an SDR if they are not in the pollbook, and they live within your precinct boundaries
 - If a voter doesn't have ID (and they won't sign the ID confirmation) – They will need to provide an ID by the Provisional Hearing, which can be emailed or brought to Main Office by noon on the Friday after the election
7. Regular Provisional Ballot (green envelope)
 - Vote by mail-no ballot to surrender – But ARE in the poll book
 - Shown on pollbook as already voted
 - Other unique situations – with HQ direction
 - If a voter doesn't have ID and they won't sign the ID confirmation – They will need to provide an ID by the Provisional Hearing, which can be emailed or brought to Main Office by noon on the Friday after the election



PRINCE WILLIAM
Office of Elections

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





Virginia Request for Assistance – Inside the Polling Place

Authority: § 24.2-649 of the Code of Virginia

Fill out this form if you will need help completing your ballot in person.

Do you need help?	• Yes, I will need help. – Complete this form and return it. • No, I do not need help. – This form is not needed. You do not need to return it.
-------------------	---

Voter (I will have help completing my ballot)

Voter's Name:	Last Name _____ First Name _____	
	Middle Name _____	Suffix _____
Voter's Affirmation:	• I require assistance completing my ballot because I am blind, have a disability, am unable to read or write, or I need the ballot translated into another language. • I want the person listed in Section B below to enter the voting booth to assist me or to vote my ballot according to my instructions.	
Voter Sign Here:	X _____	
	Voter Signature (or mark)	Date _____
What if I can't sign my name?	*A blind voter is not required to sign or make a mark ☐ Check here if voter is unable to sign due to disability or inability to read or write	

Assistant (the person who is helping the voter)

Assistant's Name:	Last Name _____ First Name _____	
	Middle Name _____	Suffix _____
Assistant's Address:	Residence Address _____	
	City _____	State _____ Zip Code _____
Assistant's Affirmation:	• I will fill out this voter's ballot as the voter instructs. • I will not solicit or attempt to influence how the voter votes. • I will not disclose or indicate how the voter votes on any office or question. • I am not serving in this polling place today as an authorized representative of a political party or candidate or as a neutral observer authorized by the electoral board (See §§ 24.2-604.4 and 24.2-604.5). • I am not the voter's employer or an agent of that employer, or an officer or agent of the voter's union (Does not apply if voter is blind).	
Assistant Sign Here:	X _____	
	Assistant Signature	Date _____

WARNING: Intentionally making a materially false statement or entry on this form constitutes the crime of election fraud, which is punishable under Virginia Law as a Class 5 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.



Virginia Request for Assistance – Inside the Polling Place

Authority: § 24.2-649 of the Code of Virginia

If Voter Asks Officer of Elections to Translate Ballot (as Assistant)

See §§ 24.2-649 and 24.2-604(C). Any party or candidate interpreter must sign below before observing.

I hereby affirm, subject to penalty of law, that:

- I will not solicit or attempt to influence how the voter votes.
- I will not disclose or indicate how the voter votes on any office or question.

Signature _____	Printed Name _____	Representing _____
Signature _____	Printed Name _____	Representing _____
Signature _____	Printed Name _____	Representing _____
Signature _____	Printed Name _____	Representing _____

WARNING: Intentionally making a materially false statement or entry on this form constitutes the crime of election fraud, which is punishable under Virginia Law as a Class 5 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.

Party interpreter to complete so they can observe.





COMMONWEALTH OF VIRGINIA
AFFIRMATION OF ELIGIBILITY
§§ 24.2-428.2, 24.2-643, 24.2-651, and 24.2-652 of the Code of Virginia

SECTION A – OFFICER OF ELECTION MUST COMPLETE

- ENTER PRECINCT NUMBER, _____ AND DATE, _____.
- CHECK BOX THAT APPLIES. _____ OFFICER OF ELECTION'S INITIALS: _____
- HAVE VOTER READ AFFIRMATION OF VOTER BELOW [OR READ AFFIRMATION TO VOTER].
- HAVE VOTER SIGN AND PRINT FULL NAME – BEFORE VOTING.
- PLACE FORM IN ENVELOPE #8.

PRECINCT NO./NAME: _____ CONG. DIST.: _____ DATE: _____

IF VOTER HAS NO I.D., AND REFUSES TO COMPLETE THE I.D. CONFIRMATION STATEMENT, THE VOTER MUST COMPLETE A PROVISIONAL BALLOT.

A. ☒ VOTER'S NAME MARKED WITH "X"?

B. ☐ VOTER'S NAME OMITTED FROM POLLBOOK?

IF VOTER'S NAME ON POLLBOOK, SIGN STATEMENT BELOW

SIGN STATEMENT BELOW

Statement of Challenger

"I do hereby state, subject to penalties pursuant to § 24.2-607, that I am a qualified voter of this Commonwealth. I am challenging the eligibility of _____ to vote in this election, and believe, _____ is not a qualified voter of this precinct by reason of (please check each of the following reasons that is applicable):

- ☐ 1. The named person is not a citizen of the United States;
- ☐ 2. The named person is not now 18 years of age or, in the case of a primary election or a special election held on a date other than a general election date, will not reach the age of 18 before the next general election;
- ☐ 3. The named person is not a resident of the Commonwealth (or, if he has not been a resident of the Commonwealth within the preceding 30 days, he is attempting to vote for an office or issue other than electors of President and Vice President of the United States);
- ☐ 4. The named person is not a resident of this precinct (or he has not been a resident of this precinct since the second preceding general federal election and has not continued to be a resident of this county or city and this congressional district);
- ☐ 5. The named person is not a resident of the town in the case of a town election;
- ☐ 6. The named person has been disqualified from voting by the Constitution and laws of the Commonwealth and this disqualification has not been removed by proper authority;
- ☐ 7. The named person is not the identical person he represents himself to be; or
- ☐ 8. The named person has voted in this election at this or another voting place (state when and where the named person previously voted in this election: _____).

❖ must cast a provisional ballot if pollbook indicates person already voted

Signature of Challenger: _____

Printed Name of Challenger: _____ Daytime Telephone Number: _____

Residence Address: _____

PRIVACY NOTICE: Section 24.2-651 of the Code of Virginia requires the person making a challenge to sign a statutory statement. Therefore, if you refuse to sign this statement, no challenge will be made. Your completed form may be provided to government officials and third parties for election-related purposes.



COMMONWEALTH OF VIRGINIA
AFFIRMATION OF ELIGIBILITY
§§ 24.2-428.2, 24.2-643, 24.2-651, and 24.2-652 of the Code of Virginia

SECTION B – 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),
- AND 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 _____
 - OR THAT I HAVE BEEN AN ACTUAL RESIDENT OF _____ SINCE THE SECOND _____
- IF I AM VOTING _____
- 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."

❖ must cast a provisional ballot if pollbook indicates person already voted

VOTER SIGNATURE: _____

PRINTED VOTER NAME: _____

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

CURRENT RESIDENCE ADDRESS: _____

CITY/TOWN/STATE/ZIP: _____

MAILING ADDRESS IF DIFFERENT: _____

MONTH/YEAR MOVED: _____

DAYTIME TELEPHONE NUMBER: _____

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.



ID Confirmation Statement



ID Confirmation Statement

Declaración de confirmación de identificación

Place in
Envelope #8

A Officer of Election

Precinct No./Name

Date

O of E Initials

B Affirmation of Voter / *Afirmación del votante*

If you do not complete this statement or show acceptable ID, you will be required to vote a provisional ballot in this election.

Si no completa esta declaración o no muestra una identificación aceptable, se le pedirá que vote con una boleta provisional en esta elección.

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

Sujeto a pena de ley, por la presente afirmo que soy la misma persona que represento ser.

Signature of voter

Firma del votante

Date

Fecha

Printed name of voter

Nombre impreso del votante

Birth Year (optional)

Año de nacimiento (opcional)

Last 4 digits of Social Security # (optional)

Últimos 4 dígitos del Número de Seguridad Social (opcional)

Voter
Fill-in

Election Officer
Fill-in

[illegible]

Statement Of Results Part F

When Do Voters Get a PROVISIONAL BALLOT?

Absentee
Voters
without
ballot

Not on
your
Pollbook

Already
voted

DO YOU
KNOW
WHAT A
PROVISIONAL
BALLOT IS?





★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Provisional Voter Notice
§ 24.2-653, Code of Virginia

Election Officer - Give this notice to all provisional voters

Dear voter,

You voted a **provisional ballot** today.

Your local Electoral Board decides which provisional ballots will be counted. They will meet at 12:00 pm (noon) on the Wednesday after Election Day at 9250 Lee Ave, Suite 1, Manassas, VA 20110.

Your provisional ballot will not be counted if the board cannot confirm that you are qualified and registered to vote in this precinct.

You
the
wi

Aft
Ele

R

—

—

—

—

—

—

—

—

—

—

—

—

—

—

—

—

—

—

Vote by mail - no ballot to surrender

to complete ID Confirmation Statement

If you registered at DMV or other government agency:

- Provide the name of the agency, its location, and date you registered.
- Show a receipt, if you have one, either to the precinct election officer or General Registrar.

If you learned that your registration was cancelled,

but you think it should not have been, call your General Registrar.

NO ID PROVISIONAL INFORMATION

ID Delivery Deadline

- The deadline to provide your ID is 12:00 pm (noon) on the Friday after the election. (Monday if Friday is a Holiday.)
- How and where to deliver your ID
 - In person or mail to our main office (address above)
 - By email: pwcvote@pwcgov.org
 - By fax: 703-792-6461

To see list of acceptable identification please visit:

www.elections.virginia.gov/registration/voterid/index

Or Scan this QR code with your phone:



Voltea la pagina para Español

Provisional Voter Notice
ELECT-653B

Rev 8/2023



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Aviso Para Votante Provisional
§ 24.2-653, Code of Virginia

Querido Votante,

Usted voto una **papeleta provisional** hoy.

Su Junta Electoral local decide cuales boletas provisionales van a contar.

La junta electoral se reunen a las 12:00 pm de la tarde el Miercoles despues de la eleccion en 9250 Lee Ave, Suite 1, Manassas, VA 20110.

La papeleta provisional no sera contada si la junta electoral no puede confirmar que el votante este calificado y registrado para votar en este recinto.

Note: If the voter is at the wrong precinct – their vote MAY NOT count. Use Advanced Search and Street Lookup on Pollbook---OR--- the NEW map tool on the iPad to confirm address.

Voto por correo: no hay papeleta para rendir

requerida y se negó a completar la
Declaración de confirmación de identificación

Si se registro por el DMV o otra agencia del gobierno:

- Proporcione el nombre de la agencia, su ubicacion, y la fecha que se registro.
- Muestre un recibo, si tiene uno, al funcionario electoral o al Registrado General.

Si se entero que tu registro fue cancelado, pero crees que no debería haber sido, contacte a su Registrador General.

INFORMACION PARA VOTANTES PROVISIONAL SIN IDENTIFICACION

Informacion

- Fecha limite de entregar identificacion es 12:00 pm el Viernes despues de la eleccion. (Lunes, si Viernes es feriado.)
- Como entregar identificacion
 - En persona o por correo a nuestra oficina
 - Por correo electronico: pwcvote@pwcgov.org
 - Por fax: 703-792-6461

Para ver la lista de identificaciones aceptables, visite:

www.elections.virginia.gov/registration/voterid/index

O Escanee este codigo QR con su telefono:



Flip page for English

Provisional Ballot Process



1. Check reason on Provisional notice and have voter read the notice.
2. Mark D or R on upper right corner of the envelope (Dual Primaries Only).
3. Give voter a Provisional Ballot Envelope, Provisional Ballot, and a glue stick.
4. Use the Green Privacy Folder (New).

Provisional Ballot Process Cont.



5. Send voter to private area to complete envelope, ballot, and then seal ballot in envelope.
6. Take sealed envelope from voter.
7. Check and sign envelope.
8. Complete TallyPoint log on iPad or iPhone.

Provisional Ballot Process Cont.



9. Voter or Election Officer, under voter's presence, put envelope into Green Provisional Ballot Bag.
10. Give voter the Voter Notice and the I Voted sticker.

UPDATE-Provisional Envelope

Note: You will need
to enter the
numbers from the
barcode into
TallyPoint!

Provisional Ballot - All other provisional reasons		Precinct # _____
Voter is on this precinct's pollbook		Primary elections—Party ballot ☐ D ☐ R
Starred (*) items are required. If you do not complete all of the items that are marked with *, your vote may not count.		
1	* Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____ * First Name _____ * Middle Name _____ ☐ None	
2	* Date of Birth (MM/DD/YYYY) ____ / ____ / ____	
3	* Social Security Number _____ Last 4 digits required. Providing your full Social Security number may help determine your eligibility to vote.	
4	* Residence Address (May not be a P.O. Box) _____ Apt. _____ * City/Town _____ * ZIP Code _____ If address is different than voter registration record, provide the date you moved (MM/DD/YYYY): ____ / ____ / ____	
5	Email _____ Phone _____ - _____ - _____	
6	Statement of Voter To the best of my knowledge, I am a registered voter of this locality, and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning. ► * Signature <u>X</u> Today's date (MM/DD/YYYY) ____ / ____ / ____ Privacy Act Notice: This form requires personal information, including information related to your Social Security number, for identification purposes and to prevent fraud. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted. Warning: Intentionally making a materially false statement on this form constitutes the crime of election fraud, punishable as a felony in Virginia. Violators may be sentenced up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.	
Election Officer Use		Staff/Election Board Use
Select a Reason ☐ #3 Voting after hours due to court order ☐ #4 Vote by mail - no ballot to surrender ☐ #5 Shown on pollbook as already voted ☐ #6 Other _____ ☐ #7 Voter does not have required ID and declined to complete the ID Confirmation Statement Comments _____ Election Officer Signature <u>X</u>		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.

ELIC1-653-English-07/2024

31

SAME DAY REGISTRATION (SDR) Reminders



Voter is not listed in the Pollbook in your precinct.

Voter has moved into your precinct (check Move Rules).

Use Street File Lookup on Pollbook or the NEW Map Tool on iPad/iPhone.

ID rules are the same for all voters.

PROVISIONAL REMINDERS



Common Provisional Mistakes:

- Citizenship question at top MUST be marked
- The ID used at check-in is the same for Provisionals.
Please check the “Did you check ID” Box
- Double check the felony question on the Green Provisional Envelope
- Don’t forget the EO “Signature” at bottom of envelope

PROVISIONAL REMINDERS



Reasons why Provisionals were rejected that could have possibly been avoided by completing the paperwork correctly

2024 Presidential Election
Out of approx. **8,000** Provisional

-Voter Registration incomplete
(citizenship, felony, signature, address)

218

-Wrong Precinct

426



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Provisional Voter Notice
§ 24.2-653, Code of Virginia

Dear voter,

You voted a **provisional ballot** today.

Your local Electoral Board decides which provisional ballots will be counted. They will meet at 12:00 pm (noon) on the Wednesday after Election Day at 9250 Lee Ave, Suite 1, Manassas, VA 20110.

Your provisional ballot will not be counted if the board cannot confirm that you are qualified and registered to vote in this precinct.

You can provide proof that you are qualified to vote in this precinct in person before the deadline, or you can attend the electoral board meeting to provide proof. (Most people do not need legal counsel, but you may bring a lawyer with you.) If you have questions, call your General Registrar's office at 703-792-6470.

After vote counting is completed, you can find out if your ballot was counted by calling the Department of Elections at 866-839-2556.

Reasons you received a provisional ballot

- ☐ Same Day Registration (or not on pollbook)
- ☐ Voting after hours due to court order
- ☐ Vote by mail - no ballot to surrender

☐ Shown on pollbook

☐ Other

If you registered at DMV or another government agency, you should have received your ballot by mail. If you did not, call your General Registrar.

PROVIDE ID PROVISIONAL INFORMATION

You must provide your ID at 12:00 pm (noon) on the Wednesday after the election.
(Monday if Friday is a Holiday.)

- How and where to deliver your ID
 - In person or mail to our main office (address above)
 - By email: pwcvote@pwcgov.org
 - By fax: 703-792-6461

To see list of acceptable identification please visit:
www.elections.virginia.gov/registration/voterid/index
Or Scan this QR code with your phone:



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Aviso Para Votante Provisional
§ 24.2-653, Code of Virginia

Querido Votante,

Usted voto una **papeleta provisional** hoy.

Su Junta Electoral local decide cuales boletas provisionales van a contar. La junta electoral se reunen a las 12:00 pm de la tarde el Miércoles después de la Elección el día 3 de Noviembre de 2023, en 9250 Lee Ave, Suite 1, Manassas, VA 20110.

La papeleta provisional no sera contada si la junta electoral no puede confirmar que usted es calificado y registrado para votar en este recinto.

Usted puede proporcionar evidencia de que es calificado para votar en este recinto antes de la fecha limite, o usted puede asistir a la reunion de la junta electoral para proporcionar evidencia. (La mayoría de las personas no necesitan un abogado, pero usted puede traer uno con usted.) Si usted tiene preguntas, llame a la oficina del Registrador General al 703-792-6470.

Después de que se complete el conteo de votos, usted puede averiguar si su papeleta fue contada llamando al 866-839-2556.

¿Por qué recibió una papeleta provisional?

- ☐ Registro el mismo día (no apareció en el libro de votación)
- ☐ Votó después de las cerradas de elecciones por orden judicial
- ☐ Voto por correo: no hay papeleta para rendir

- ☐ Aparece en el libro de votación como ya aver votado
- ☐ Otra razon: _____
- ☐ El votante no tiene la identificación requerida y se negó a completar la Declaración de confirmación de identificación

Si se registro por el DMV o otra agencia del gobierno:

- Proporcione el nombre de la agencia, su ubicación, y la fecha que se registro.
- Muestre un recibo, si tiene uno, al funcionario electoral o al Registrador General.

Si se entero que tu registro fue cancelado, pero crees que no debería haber sido, contacte a su Registrador General.

INFORMACION PARA VOTANTES PROVISIONAL SIN IDENTIFICACION

Informacion

- Fecha limite de entregar identificación es 12:00 pm el Viernes después de la elección. (Lunes, si Viernes es feriado.)
- Como entregar identificación
 - En persona o por correo a nuestra oficina
 - Por correo electronico: pwcvote@pwcgov.org
 - Por fax: 703-792-6461

Para ver la lista de identificaciones aceptables, visite:
www.elections.virginia.gov/registration/voterid/index
O Escanee este codigo QR con su telefono:



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 8, 2023	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) <u>OR</u> SDR at precinct where they live.	Voter can vote on machine at precinct where registered (optional: complete white Voter Registration Application) <u>OR</u> SDR at precinct where they live.	Voter is no longer eligible to vote in Virginia.
From November 4, 2020 and November 7, 2023		Affirmation of Eligibility voter can vote on machine after completing Affirmation of Eligibility <u>OR</u> 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 3, 2020		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.	

SDR

Voter must vote a provisional ballot AND complete a Green Voter Registration Application in precinct where they currently live.



PRINCE WILLIAM
Office of Elections

Move Rules Scenario

Address provided by voter does not match your pollbook.

pwcvotes.org/training

Active Duty Military Voters not on Pollbook



Military Voters and their Dependents who are not on your pollbook and live inside the precinct boundary have two options.

1. They can vote provisionally in the precinct using SDR.
2. They can come to the Office of Elections in Manassas and vote on the machine.

Call the Main Office if you have any questions.

iPAD Action-LOOK FOR NEW MAP TOOL



iPad / iPhone have NEW Map Tool



Translate

To translate for a voter.



TallyPoint

To use Tallypoint



Interactive Wha...

To use the Interactive "What If's."



PWCPrecincts...

Map tool - PWC Precincts

USING TALLYPOINT



TallyPoint

Prince William County, 2025 Training Election

Logout

Brentsville, Cedar Point

Precinct Ready ☒

[Messages](#)

 Election closed, accepting results

[Update Turnout](#)

[Provisional Voter](#)

[Enter Results](#)

USING TALLYPOINT



TallyPoint Login

Username

Password

[Login](#)

[Request a demo](#)

TallyPoint - Reminders



- When Pollbooks and Scanner(s) are READY, log into TallyPoint and click “This Precinct is Ready”**
- Enter the hourly vote count**
- Input provisional ballots when received while voter is present**
- Send your precinct results to Chief HQ at 7:00 PM (This button does not appear until 7:00 PM)**

POLLBOOK SETUP – Hands On



- Turn to page 56 in your manual
- Complete Merlin and Pollbook setup
- Log In
- Open Polls with Code from Chief Binder
- Close Polls
- Close Pollbook using Addendum (page 4) and code from Chief Binder

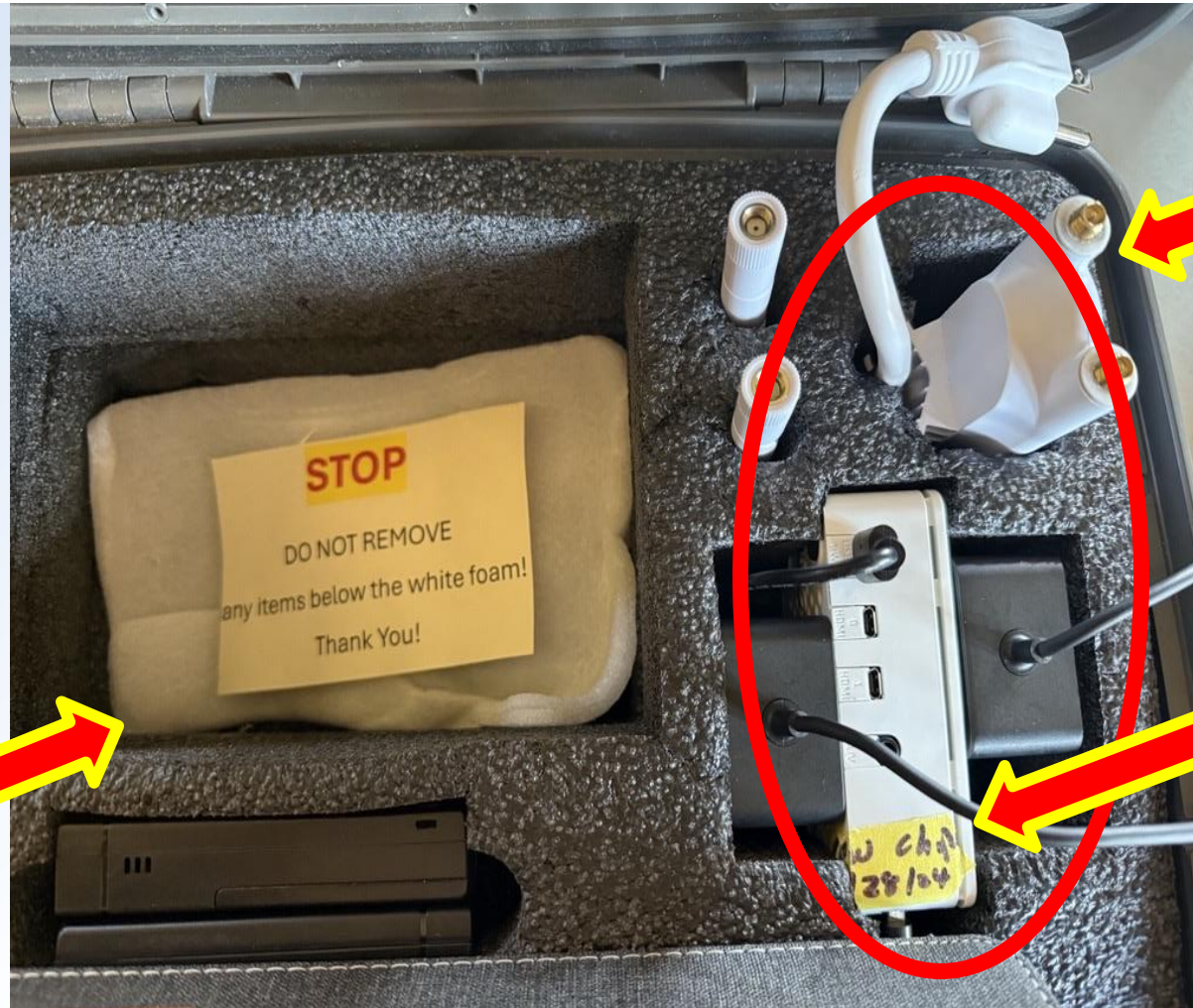
The screenshot shows a login interface for a "Primary User". It features a dark blue background with a white login box in the center. The box contains fields for "username" and "password", and a "Log In" button below them. At the bottom of the screen, there is a status bar with various metrics and icons.

2024/01/11 3:38:49 PM		Total Voters	Check In	Not Logged In	Poll Status	Icons
		319182	0	Not Logged In	Not Logged In	0 0% [Icons]

POLLBOOK SETUP



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



Do not remove
the white Merlin
Equipment!

POLLBOOK DEMO – Project Pollbook



- During this section, we will be reviewing different scenarios together:
 - Regular Check In
 - Override
 - Street Lookup



Break
Time!
See you in
5 Min!



Scanner Set Up

Page
32



1. REMOVE THE BALLOT BOX FROM THE SQUARE HART BAG



2. POSITION THE FOLDED BALLOT BOX AS SHOWN.

Scanner Set Up



3. UNLATCH THE FOUR CLIPS
(TWO ON EACH SIDE).



4. PULL OPEN THE BALLOT BOX.

Scanner Set Up



5. PRESS THE SIDE PANELS OUTWARD UNTIL THEY ARE FLAT. BE CAREFUL NOT TO PINCH YOUR FINGERS.



6. LOWER THE BOTTOM PANEL, BUT DO NOT PRESS DOWN.

Scanner Set Up



7. RELEASE THE LID BY UN-HOOKING THE THREE STRAPS.



8. PULL THE STRING ON THE UNDERSIDE OF THE LID UP-WARD TO UNLOCK THE LID.

Scanner Set Up



9. LIFT THE LID WHILE GENTLY PULLING UP AND OUTWARD, ENSURING THAT THE DOUBLE HINGE IS FULLY EXTENDED.



10. LAY THE LID ACROSS THE TOP OF THE BALLOT BOX, THEN PRESS IT DOWN. DO NOT FORCE IT.

Scanner Set Up



11. UNLOCK THE FRONT DOOR WITH THE RED/CH KEY.



12. PRESS FIRMLY ON BOTTOM PANEL TO LOCK IT IN PLACE.

STOP here with the ballot scanner setup on Monday and only complete the remaining steps on TUESDAY morning.

Scanner Set Up

Page
44



13. ALL OFFICERS VERIFY THE BALLOT BOX AND EMERGENCY BALLOT BAG ARE EMPTY.



14. PLACE THE SCANNER ON BALLOT BOX, ALIGNING FOOT-PADS WITH INDENTATIONS.

Scanner Set Up



15. REACH IN THE BALLOT BOX AND PULL THE CORD TOWARD THE REAR TO LOCK IT IN PLACE.



16. LIFT UP ON THE SCANNER HANDLE SLIGHTLY TO ENSURE IT IS ATTACHED.

Scanner Set Up



17. CLOSE AND LOCK THE FRONT BALLOT BOX DOOR USING THE RED/CH KEY.



18. OPEN THE SCANNER CASE USING THE GREEN/ SQUARE KEY.

Scanner Set Up



19. REMOVE THE POWER CORD FROM THE STORAGE COMPARTMENT. CLOSE THE COMPARTMENT AND CASE.



20. PLUG THE CORD INTO THE POWER BRICK, PLUG IT INTO THE BACK OF THE BALLOT SCANNER (FLAT SIDE UP).

Scanner Set Up



21. OPEN THE SCANNER CASE AND LOCK THE BRACE IN PLACE.



22. UNLOCK THE TABLET USING THE YELLOW/RS KEY.

Scanner Set Up



23. UNLATCH THE TABLET
USING THE BLUE LEVER.



24. REMOVE THE TABLET.

Scanner Set Up



25. SEAT THE TABLET IN THE CRADLE AND TILT IT BACK.



26. LOCK THE TABLET IN PLACE USING THE YELLOW/RS KEY.

Scanner Set Up



27. VERIFY THE SCANNER RED SEAL NUMBER LOCATED ON THE VDRIVE COMPARTMENT WITH THE NUMBER ON THE NOTE CARD ON POUCH #7.



28. PLUG THE POWER CORD INTO AC POWER.

Scanner Set Up



29. PRESS THE RED BUTTON ON THE BACK OF THE SCANNER TO TURN IT ON.



30. THE SCANNER TAKES ABOUT 5 MINUTES TO POWER ON. A "POWER-ON SELF TEST REPORT" WILL PRINT.

Scanner Set Up



31. ATTACH PRIVACY SCREENS TO THE SIDES OF THE BALLOT BOX.



32. ATTACH 3 YELLOW SEALS TO THE BALLOT BOX.

Touch Writer Printer Set Up

Page
34



1. SET UP THE FOLDING PRINTER TABLE FOUND IN THE RECTANGULAR HART BAG.

Touch Writer Printer Set Up



2. LOCATE THE OKI PRINTER IN THE BLACK BOX AND PLACE IT ON THE PRINTER TABLE.



3. PLUG POWER CORD INTO THE BACK OF THE PRINTER AND A SURGE PROTECTOR.

Touch Writer Printer Set Up



4. PLUG THE SQUARE END OF THE USB PRINTER CABLE INTO THE PRINTER. *ONLY PLUG OTHER END INTO TW ON TUESDAY MORNING.*



5. LOAD THE PRINTER WITH THE CORRECT SIZE PAPER (IF NEEDED).

Touch Writer Stand Set Up



6. FIND RECTANGULAR HART BAG, REMOVE IT, AND PLACE STAND TOP SIDE DOWN.



7. RELEASE THE STRAPS KEEPING THE LEGS OF THE STAND IN PLACE AND UNFOLD THE LEGS.

Touch Writer Stand Set Up



8. ATTACH THE REAR AND FRONT LEG EXTENSIONS. REMEMBER FLAT AND ANGLED EDGES ATTACH TO THE OPPOSITE ON THE REAR LEGS.

Touch Writer Stand Set Up

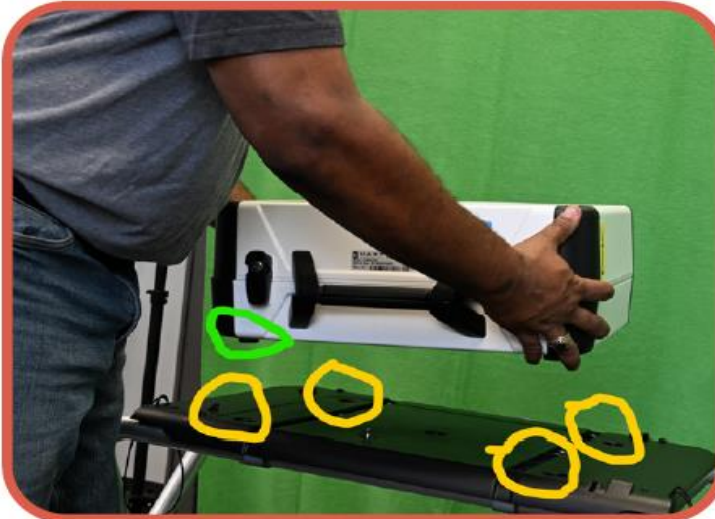


9. FLIP THE STAND UPRIGHT.
PLACE IT WITH THE TWO
INDEPENDENT LEGS IN FRONT
FOR WHEELCHAIR ACCESS.

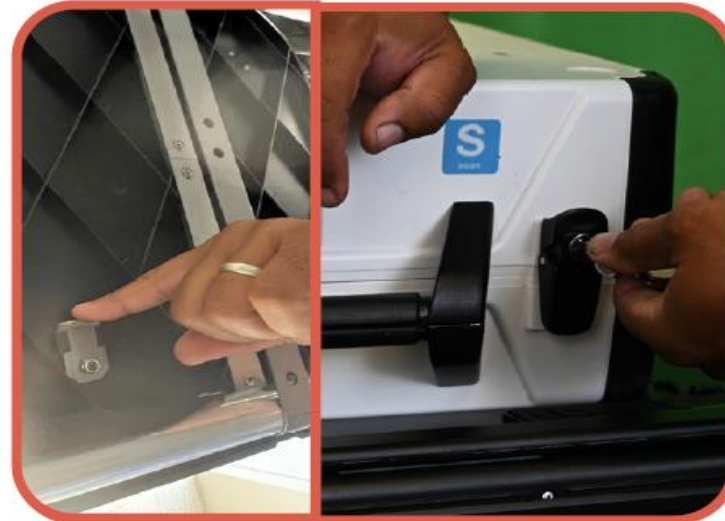
*STOP here with the
Touchwriter setup
on Monday and
only complete the
remaining steps on
TUESDAY morning.*

Touch Writer Set Up

Page
48



10. PLACE TW ON THE ADA STAND AND ALIGN FOOTPADS WITH THE INDENTATIONS.



11. PUSH THE LATCH UNDER THE STAND AND OPEN THE TW CASE WITH THE GREEN/SQUARE KEY.

Touch Writer Set Up



12. REMOVE THE POWER CORD. CLOSE THE COMPARTMENT AND CASE.



13. PLUG THE CORD INTO THE POWER BRICK. PLUG IT INTO THE TW BACK (FLAT SIDE UP).

Touch Writer Set Up



14. PLUG THE FLAT END OF THE USB CABLE FROM THE BALLOT PRINTER IN THE BACK OF THE TW WITH NOTCH FACING UP.



15. OPEN THE TW CASE AND LOCK THE BRACE IN PLACE.

Touch Writer Set Up



16. UNLOCK THE TABLET
USING THE YELLOW/RS KEY.



17. UNLATCH THE TABLET
USING THE BLUE LEVER.

Touch Writer Set Up



18. REMOVE THE TABLET FROM THE TOP OF THE CASE.



19. SEAT THE TABLET IN THE CRADLE AND TILT IT BACK.

Touch Writer Set Up



20. LOCK THE TABLET IN PLACE USING THE YELLOW/RS KEY.



21. VERIFY THE TW RED SEAL NUMBER LOCATED ON THE VDRIVE COMPARTMENT WITH THE NUMBER ON #7 POUCH.

Touch Writer Set Up



22. PLUG THE POWER CORD INTO AC POWER.

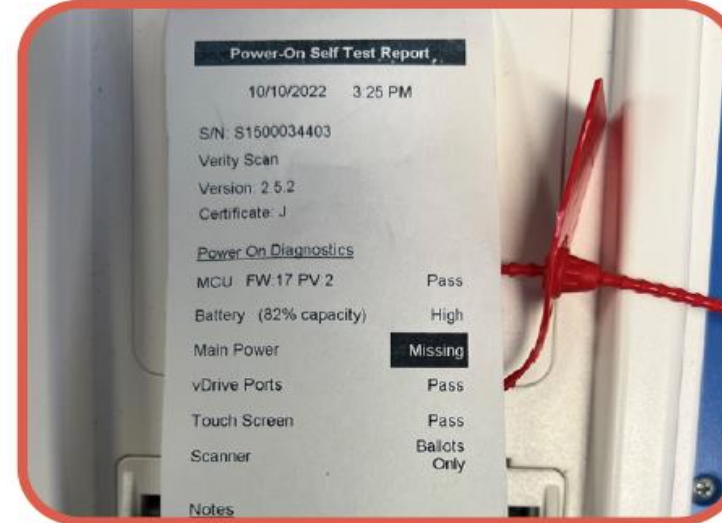


23. PRESS THE SWITCH ON THE BOTTOM RIGHT SIDE OF THE PRINTER TO TURN IT ON.

Touch Writer Set Up



24. PRESS THE RED BUTTON ON THE BACK OF THE TW TO TURN IT ON.



25. THE TW TAKES ABOUT 5 MINUTES TO POWER ON. A SELF-TEST REPORT WILL PRINT.

Touch Writer Set Up



26. ATTACH PRIVACY
SCREENS TO THE SIDES OF
THE ADA STAND.



De-Escalation

- Remain Calm
- Listen to Voter
- Explain the Issue if Possible
- Send Voter to the Chief

*** Pamphlet will be in Chief Bag**

COOL, CALM AND COUNTING

A Guide to Keeping Calm at the Polls



Completing the SOR

- 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 Rollbook 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

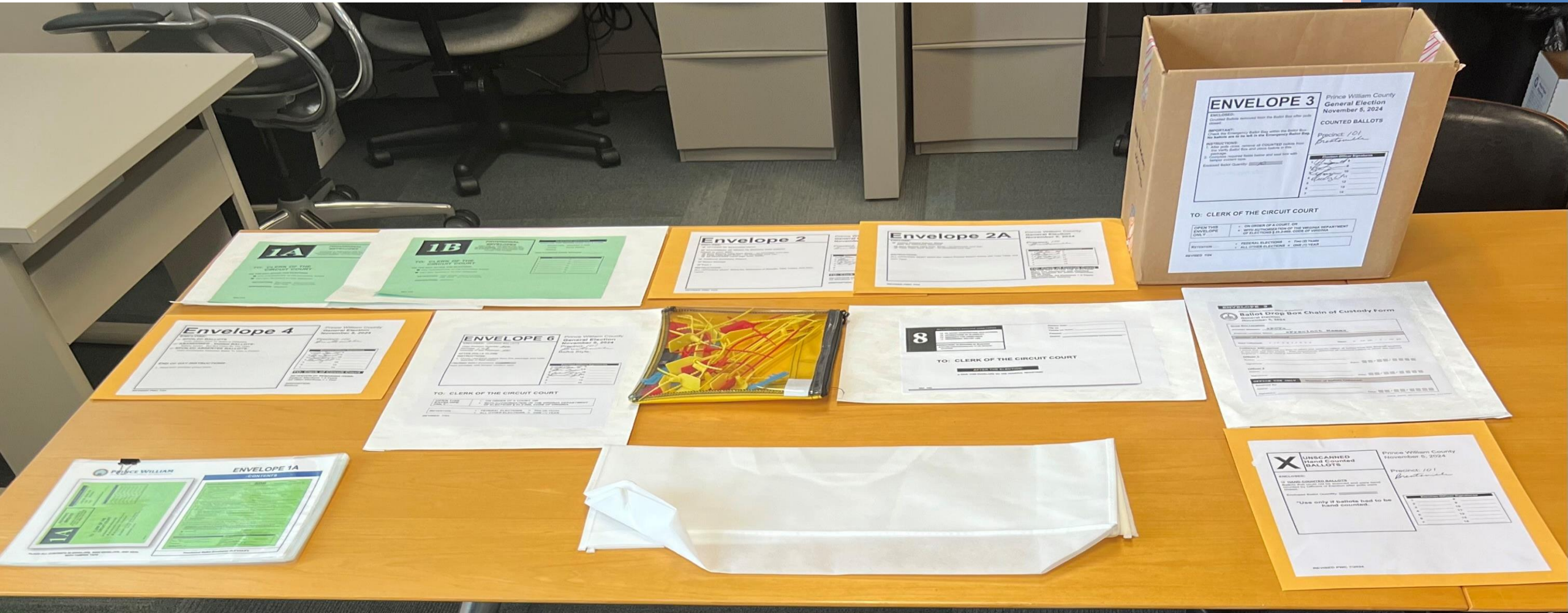
- Serves as a public inspection form
- Attach one Zero Tape and one Tally Tape (Ballot Scanner Only)
- Arrives in CO Binder
- Return in Envelope #2A
- Most common error(s)
 - Missing signatures

SBE-658 REV 9/09
PSWC Item 80/21

END OF NIGHT ENVELOPES



END OF NIGHT ENVELOPES



Machine Open House/Workshop (Drop-In)



**Buckhall Volunteer Fire Department
7190 Yates Ford Rd, Manassas**

October 17th, 24th, 27th from 12 PM to 8 PM



Thank You!

We appreciate your commitment to the
election process in Prince William County

We could not do this without
YOU!