



ELECTION OFFICE
TRAINING MANUAL



PRINCE WILLIAM COUNTY
OFFICE OF ELECTIONS

Welcome to Certification Training



Certification Training

Welcome

- **This training will be approximately 4 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!



2024 EAC Clearinghouse Award Winners (March 11, 2025) , 2025 VACo Achievement Awards (August 8, 2025) ,
Election Center 2026 People's Choice Award (January 13, 2026), 2025 Clearie Award Winner (May 12, 2026)

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)



Candidate Drop Out

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“This candidate has withdrawn from this election after the ballots were printed”



CD 7

CD10

Commonwealth of Virginia, Official Ballot Estado de Virginia, Papeleta Oficial		Virginia, Official Ballot a, 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 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. 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.	Begin voting here Comience a votar aqui Member United States Senate Miembro Senado de los Estados Unidos Vote for only one Vote por solo uno ☐ Bert Mizusawa ☐ Kim Farington ☐ David E. Williams	Begin voting here Comience a votar aqui Member United States Senate Miembro Senado de los Estados Unidos Vote for only one Vote por solo uno ☐ Bert Mizusawa ☐ Kim Farington ☐ David E. Williams	Member House of Representatives 10th District Miembro Cámara de Representantes Distrito 10 Vote for only one Vote por solo uno ☐ Dave T. Beckwith ☐ M. Sam Wong ☐ Anthony L. Suttles ☐ Julie Anna Perry
	Member House of Representatives 7th District Miembro Cámara de Representantes Distrito 7 Vote for only one Vote por solo uno ☐ Philip A. Harding ☐ Doug A. Ollivant ☐ Rick S. Smithers		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.

AVISO DE RETIRO

M. Sam Wong ya no es candidato para Miembro
Cámara de Representantes Distrito 10.
Este candidato se retiró después de que la papeleta
ya había sido impresa y, por lo tanto, todavía
aparece en la papeleta.

ELECT-612.1P

Rev. 6/2026



Election Officer Training Manual

- Please review – familiarize yourself with different sections
- *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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List of Forms – in Chief Binder



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

Election Day Forms - Overview

Voter Forms (Returned in Envelope 8)

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

PHONE: (703) 792-6470 FAX: (703) 792-6461 E-MAIL: PWCVOTES@PWCgov.ORG



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

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Pre-Election & Monday Early Set-up Checklists

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Pre-Election Chief Checklist

- ☐ **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.

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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

- ☐ 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

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



Monday Night Set-up Reminders



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

Precinct Opening and Closing Checklists

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PRECINCT OPENING CHECKLIST

The following tasks need to be completed by the officers. The Chief will assign officers to different tasks. If the Chief and/or the 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 belt, 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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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)
- ☐ 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)

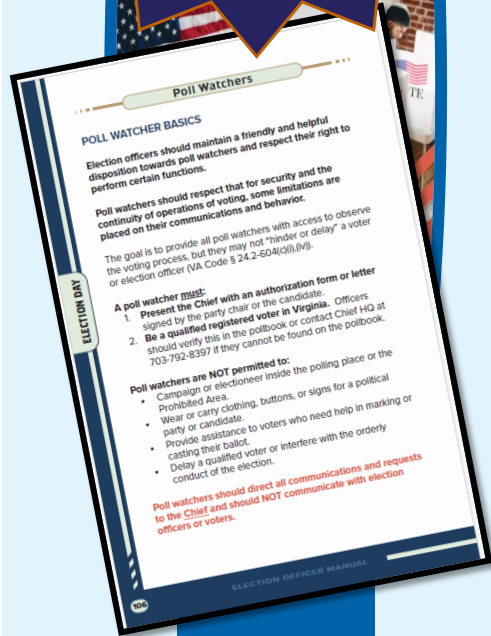
PRINCE WILLIAM COUNTY, VA



Poll Watcher - Basics

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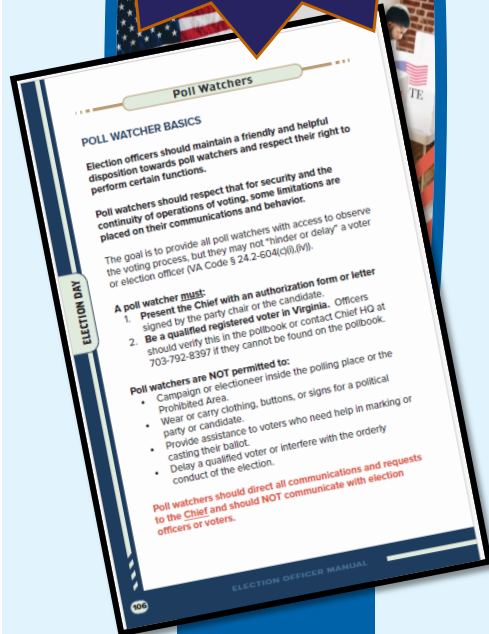
- **Before 6 AM (set-up)–
one poll watcher per party**
- **After 6 AM –
up to three poll watchers per party**
- **They MUST present a signed
authorization from PWC or Virginia**
- **We CANNOT accept an authorization
form from another county in VA**
- **They MUST be a registered voter in VA -
if you can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



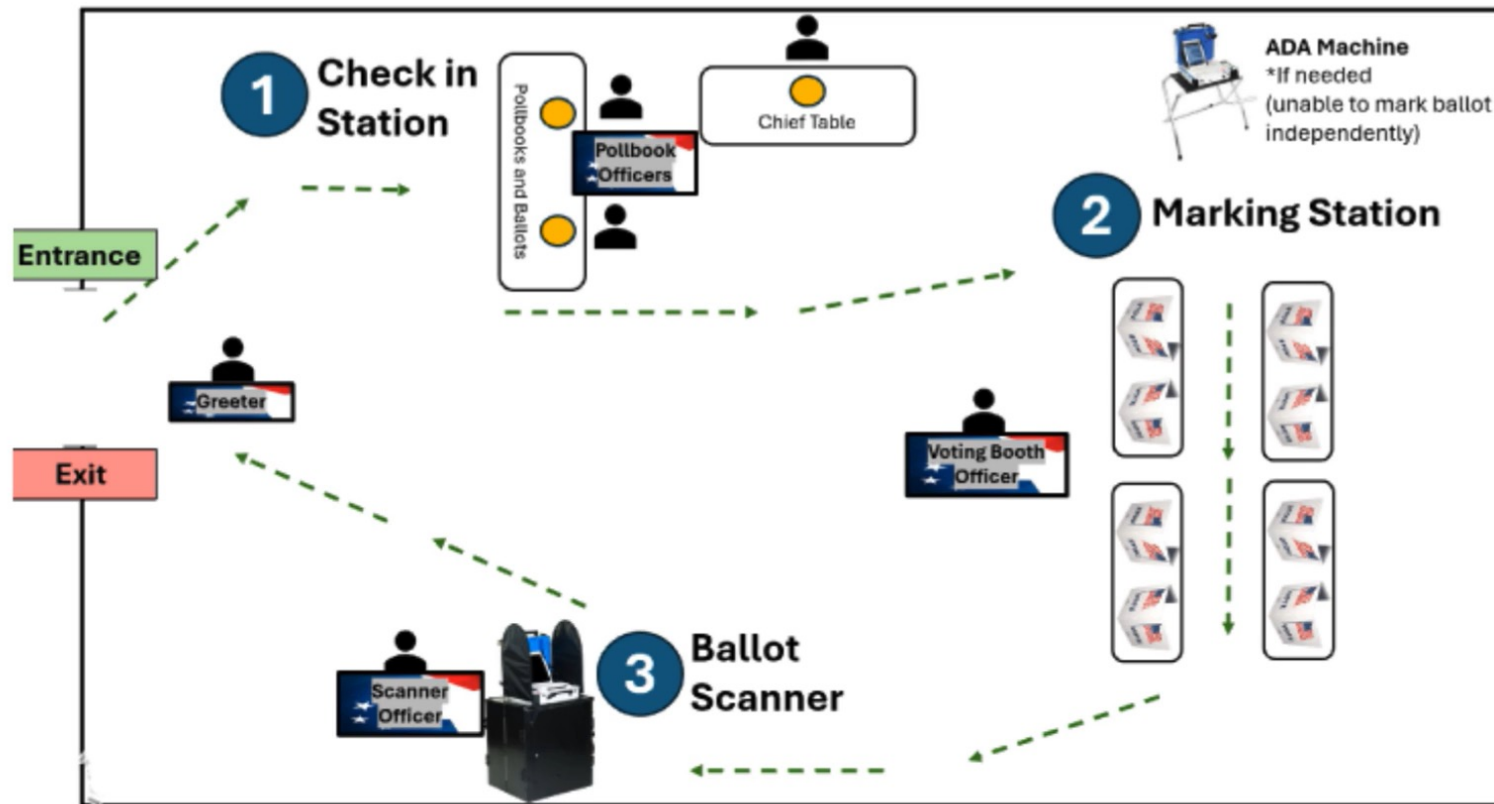
Poll Watcher - Basics

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

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Welcome To Your Precinct





PRINCE WILLIAM
Office of Elections

Special Assistants



They are YOUR support staff

They will review SA Checklist with you

Checklist found in Chief Binder – Review it

ALL backup supplies provided by SA

Any additional questions – call HQ

Chief Election Day – Opening Checklist

3 most important tasks to complete 1st:
set up – Pollbooks,

Scanners & Tallypoint



TUESDAY OPENING

CHIEF OPENING CHECKLIST

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

- ☐ **Admit Poll Watchers.**
Allow one authorized representative of each party/candidate present at 5:00 am to observe opening. At 6:00 am, allow up to three representatives for each party.
- ☐ **Complete the Election Officer Oath.**
 - Chief administers the oath and reads "Ballots Cast" to all officers.
 - All officers must sign the Oath.
 - Chief signs/dates Oath twice; place in Env. #8.
 - Pages (if present) sign Oath.
- ☐ **Complete the Pink Compensation Form.**
 - Have all officers verify their information.
 - If you are concerned you have to call Chief HQ at 703-792-8339 by 5:30 am.
 - 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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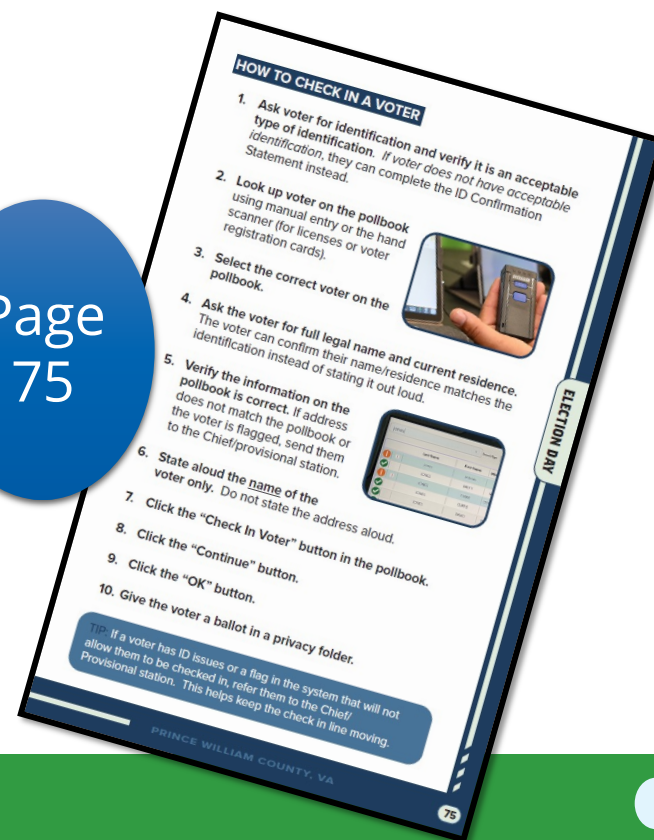
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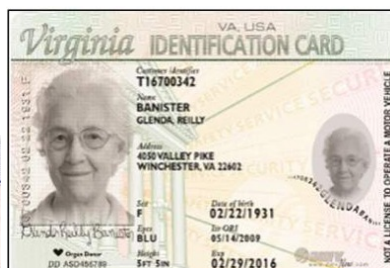
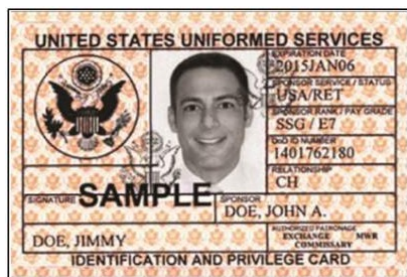
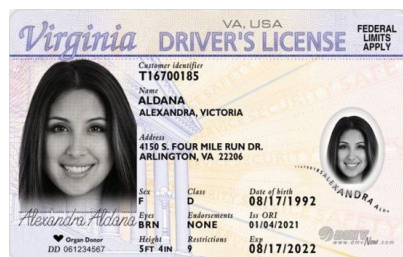
Pollbooks – How to check in a voter

Please read
and study
BEFORE
election day

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How to Ask for Voter Information

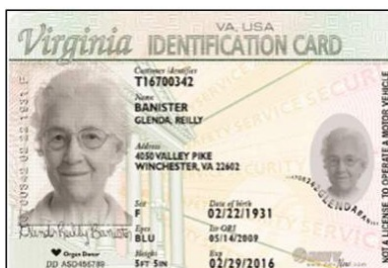
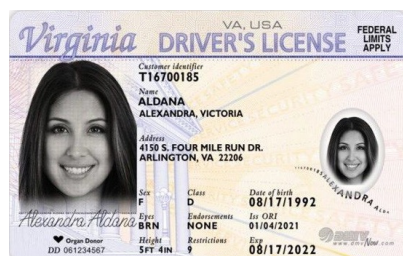


“Hi!, there is only a Republican Primary being held. Would you like to continue?”

If voter asks why, respond with:
“There is no Democratic Primary being held because the Democratic incumbents are unopposed in this election. They will be on the ballot in November.”

Reminder – Only accept VA drivers' license

How to Ask for Voter Information



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

Reminder – Only accept VA drivers' license

How to Ask for Voter Information



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



Reminder – Only accept VA drivers' license

ID Confirmation Statement

**Election Officer
Fill-in**

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**



Request for Assistance


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: ☒ **Voter to complete** /
 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: ☒ **Assistant to complete** / /
 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.

ELECT-649 rev. 7/2024 FOR OFFICIAL USE: Precinct #/Name


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.

ELECT-649 rev. 7/2024

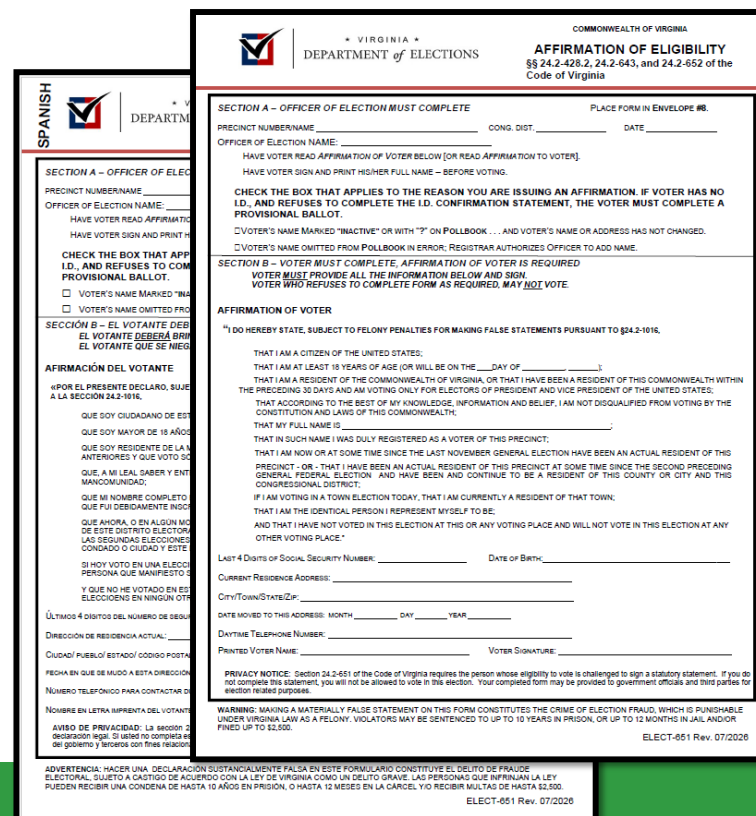


Affirmation of Eligibility Form change

- One-sided now
- Spanish on back

Voter/Citizen to Voter
Challenge has been
removed

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

ENGLISH VERSION:

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

SECTION A – OFFICER OF ELECTION MUST COMPLETE

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

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

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

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

AFFIRMATION OF VOTER

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

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

Last 4 Digits of Social Security Number: _____ DATE OF BIRTH: _____
CURRENT RESIDENCE ADDRESS: _____
CITY/TOWN/STATE/ZIP: _____
DATE MOVED TO THIS ADDRESS: MONTH _____ DAY _____ YEAR _____
DAYTIME TELEPHONE NUMBER: _____
PRINTED VOTER NAME: _____ VOTER SIGNATURE: _____

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

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

ELECT-651 Rev. 07/2026

SPANISH VERSION:

COMUNIDAD DE VIRGINIA
DEPARTAMENTO DE ELECCIONES
AFFIRMATION OF ELIGIBILITY
§§ 24.2-428.2, 24.2-643, and 24.2-652 of the Code of Virginia

SECTION A – OFFICER OF ELECTION MUST COMPLETE

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

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

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

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

AFFIRMATION OF VOTER

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

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

Last 4 Digits of Social Security Number: _____ DATE OF BIRTH: _____
CURRENT RESIDENCE ADDRESS: _____
CITY/TOWN/STATE/ZIP: _____
DATE MOVED TO THIS ADDRESS: MONTH _____ DAY _____ YEAR _____
DAYTIME TELEPHONE NUMBER: _____
PRINTED VOTER NAME: _____ VOTER SIGNATURE: _____

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

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

ELECT-651 Rev. 07/2026

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

ELECT-651 Rev. 07/2026

Pollbook – Setup

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

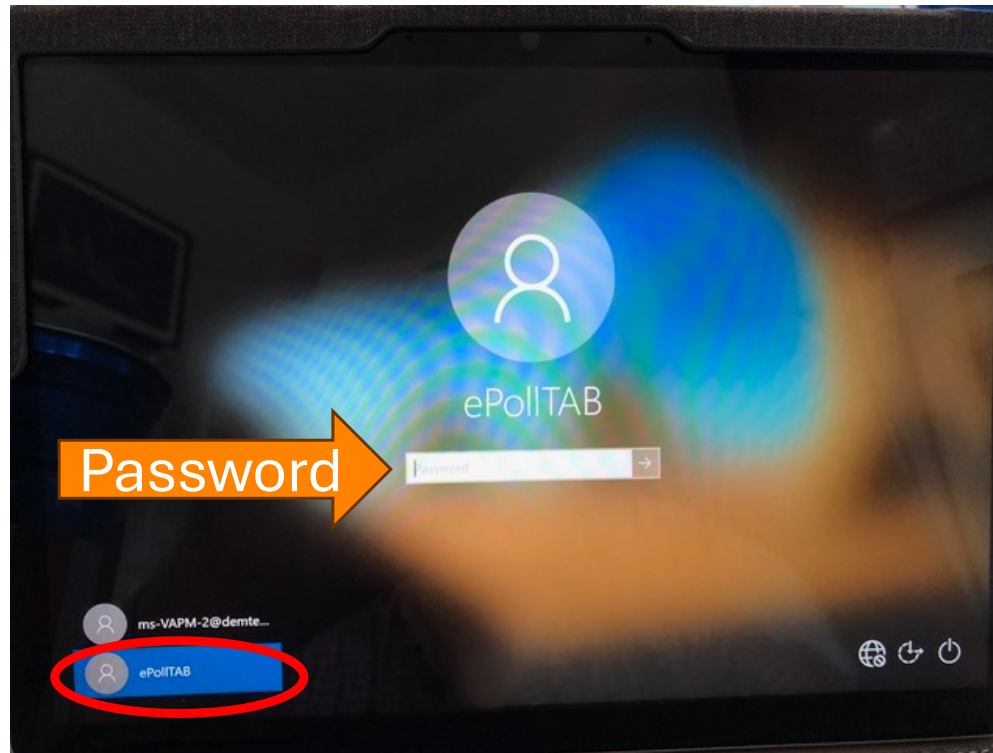


- Do not remove the white Merlin Equipment





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



A screenshot of a web-based pollbook search interface. At the top, there is a search bar with a 'Search Type' dropdown menu. Below the search bar is a table with four columns: 'Last Name', 'First Name', 'Middle Name', and 'Suffix'. The table contains three rows of data. The first row has 'FISCHER' in the Last Name column, 'Habibullah' in the First Name column, and 'THOMAS' in the Middle Name column. The second row has 'FISCHER' in the Last Name column, 'HORACIO' in the First Name column, and 'AMELIA' in the Middle Name column. The third row has 'FISHER' in the Last Name column, 'HALIMA' in the First Name column, and 'QUINLAN' in the Middle Name column. The table is set against a light blue background with red and white alternating rows. Below the table is a large grey rectangular area, likely for displaying additional information or a list of results. At the bottom of the interface, there is a dark blue bar with the text 'Check In 1'.

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



Voter Information Screen

VOTER INFORMATION

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

Voter ID: 111111111
Absentee:
Status: Active

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

Add Voter Note

 Ready to Check-In.

Check Voter In

Return to Search

2025/10/07
8:59:00 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

0

46%





Check the Red Text Information

VOTER INFORMATION

First Name: Albert
Middle Name: NMN
Last Name: Smith
Suffix:
Year of Birth: 2000
Address: 11777 Gallup 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

Check In Info:
Voter ID: 11111111
Absentee:
Status: Active

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
! V Priv	Smith	Albert	NMN		2000	111111111
✓	Smith	Brian	NMN		2000	111111112
✓	Smith	Charles	NMN		2000	111111113
✓	Smith	Dexter	NMN		2000	111111114
✓	Smith	Elizabeth	NMN		2000	111111115
✓	Smith	Frederick	NMN		2000	111111116
✓	Smith	George	NMN		2000	111111117
✓	Smith	Hanah	NMN		2000	111111118
✓	Smith	Igor	NMN		2000	111111119
✓	Smith	Jimmy	NMN		2000	111111120

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 TypeLast Name, First Name, Year of BirthSearch All☐

Advanced Search

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

Voters in PCT

Counter

Statuses

UserPollSyncPower

2025/10/07
9:12:28 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

0

59%





Pollbook – Default Screen

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

Advanced Search

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

Menu
"Hamburger Icon"



2025/10/07
9:12:28 AM

Total Voters
351

Check In
0

0101
usr0101a

Poll Status
Open

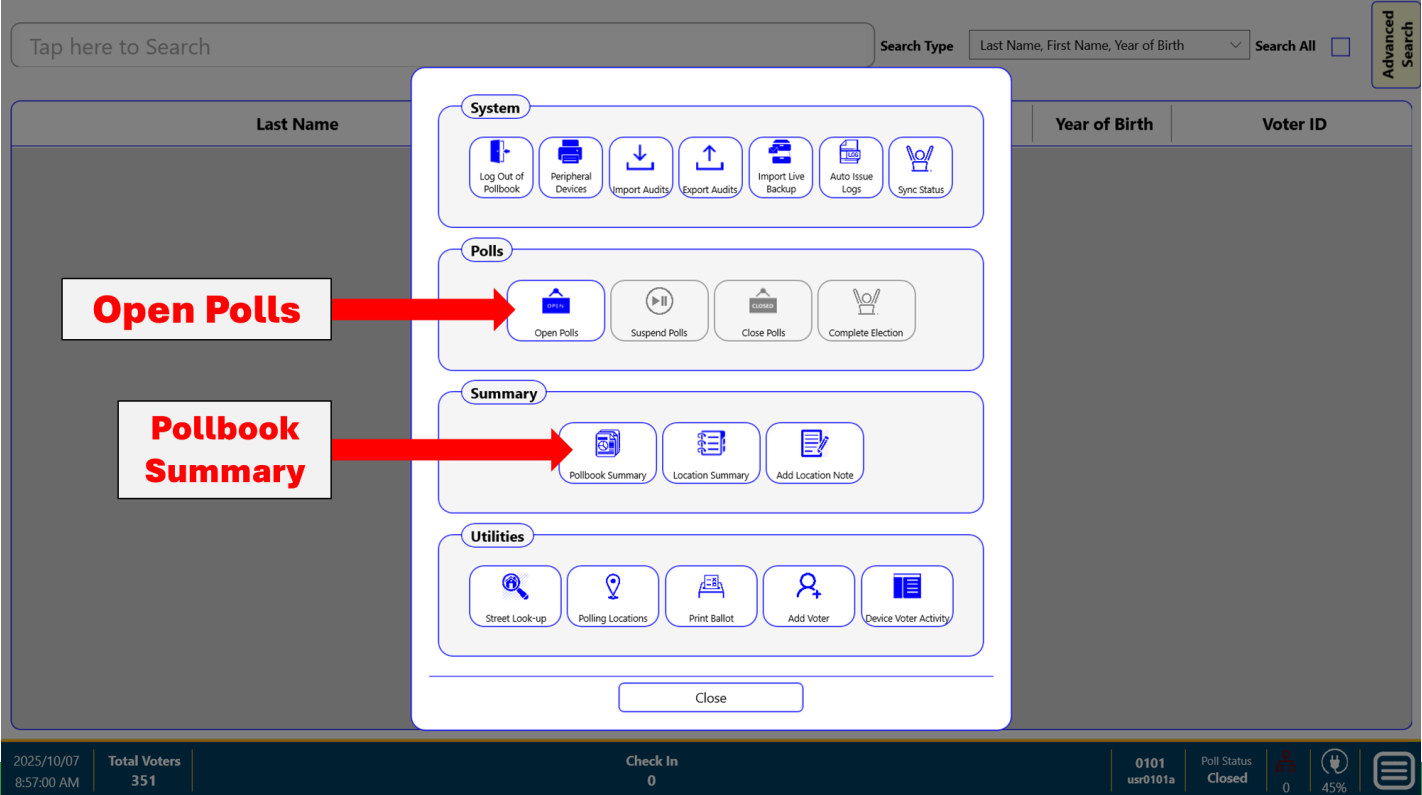
0

59%





Pollbook – System Operations



The screenshot displays the Pollbook System Operations interface. At the top, there is a search bar with the placeholder text "Tap here to Search" and a "Search Type" dropdown menu set to "Last Name, First Name, Year of Birth". To the right of the search bar is a "Search All" checkbox and an "Advanced Search" link. The main content area is divided into four sections: "System", "Polls", "Summary", and "Utilities". The "System" section contains icons for "Log Out of Pollbook", "Peripheral Devices", "Import Audits", "Export Audits", "Import Live Backup", "Auto Issue Logs", and "Sync Status". The "Polls" section contains icons for "Open Polls", "Suspend Polls", "Close Polls", and "Complete Election". The "Summary" section contains icons for "Pollbook Summary", "Location Summary", and "Add Location Note". The "Utilities" section contains icons for "Street Look-up", "Polling Locations", "Print Ballot", "Add Voter", and "Device Voter Activity". A red arrow points from a box labeled "Open Polls" to the "Open Polls" icon in the "Polls" section. Another red arrow points from a box labeled "Pollbook Summary" to the "Pollbook Summary" icon in the "Summary" section. At the bottom of the interface, there is a "Close" button. The footer of the interface displays the date and time "2025/10/07 8:57:00 AM", the "Total Voters" count "351", the "Check In" count "0", the user ID "0101 usr0101a", the "Poll Status" "Closed", and the battery level "45%".

Tap here to Search

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

Advanced Search

Last Name

Year of Birth Voter ID

Open Polls

Pollbook Summary

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

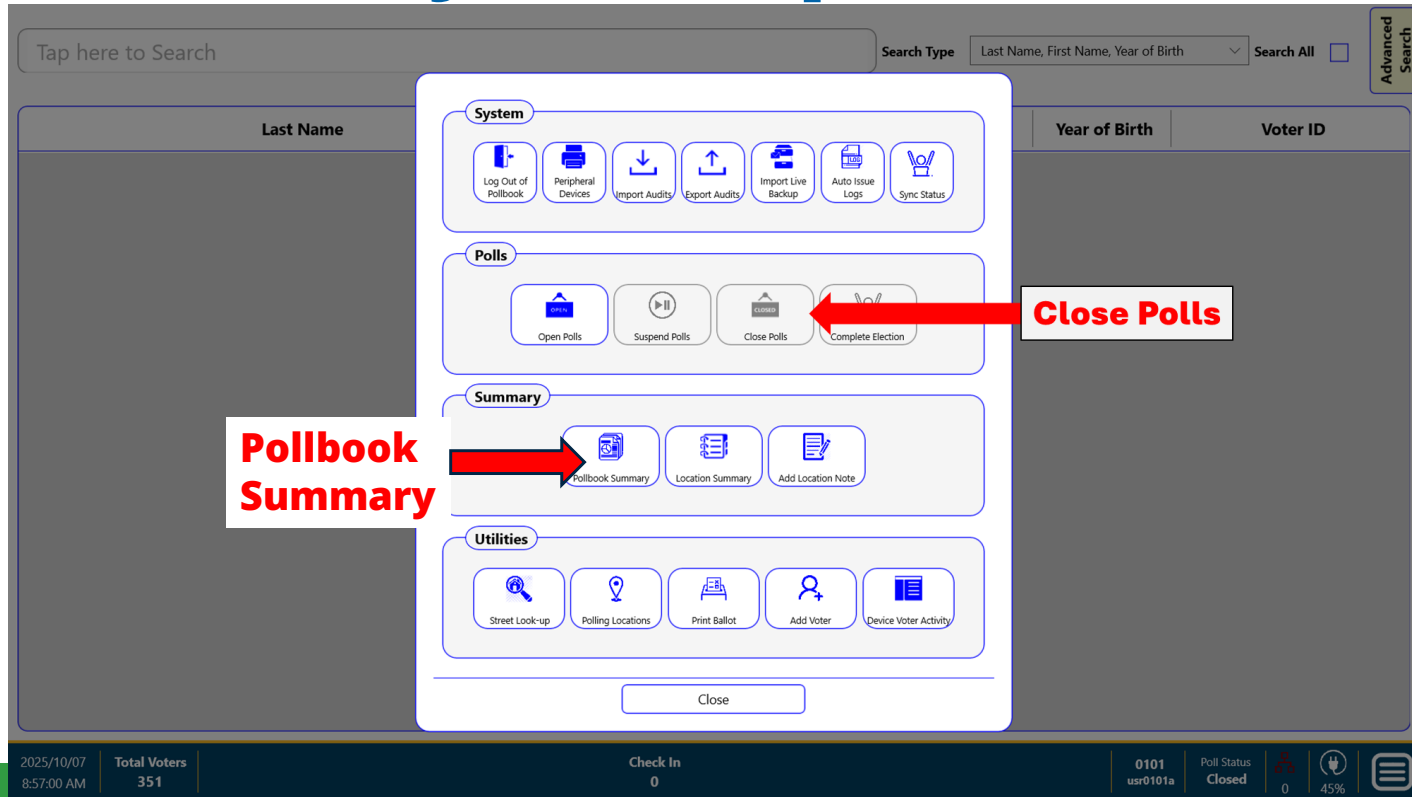
Close

2025/10/07 8:57:00 AM Total Voters 351 Check In 0 0101 usr0101a Poll Status Closed 0 45%





Pollbook – System Operations



The screenshot displays the Pollbook System Operations interface. At the top, there is a search bar with the placeholder text "Tap here to Search" and a "Search Type" dropdown menu set to "Last Name, First Name, Year of Birth". To the right of the search bar is a "Search All" checkbox and an "Advanced Search" link. The main content area is divided into four sections: "System", "Polls", "Summary", and "Utilities". The "System" section contains icons for "Log Out of Pollbook", "Peripheral Devices", "Import Audits", "Export Audits", "Import Live Backup", "Auto Issue Logs", and "Sync Status". The "Polls" section contains icons for "Open Polls", "Suspend Polls", "Close Polls", and "Complete Election". The "Summary" section contains icons for "Pollbook Summary", "Location Summary", and "Add Location Note". The "Utilities" section contains icons for "Street Look-up", "Polling Locations", "Print Ballot", "Add Voter", and "Device Voter Activity". A red arrow points from the "Pollbook Summary" icon to a red box labeled "Pollbook Summary". Another red arrow points from the "Close Polls" icon to a red box labeled "Close Polls". A "Close" button is located at the bottom of the central panel. The bottom status bar displays the date and time "2025/10/07 8:57:00 AM", the "Total Voters" count "351", the "Check In" count "0", the user ID "0101 usr0101a", the "Poll Status" "Closed", the number of voters "0", and the battery level "45%".

Tap here to Search

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

Advanced Search

Last Name

Year of Birth Voter ID

Pollbook Summary

Close Polls

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

2025/10/07 8:57:00 AM Total Voters 351 Check In 0 0101 usr0101a Poll Status Closed 0 45%



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



Manual
Pg 43-
53





QR Codes - 2 Minute "Set-Up" Videos



iPad – Tallypoint

Wake up iPad and find Tallypoint



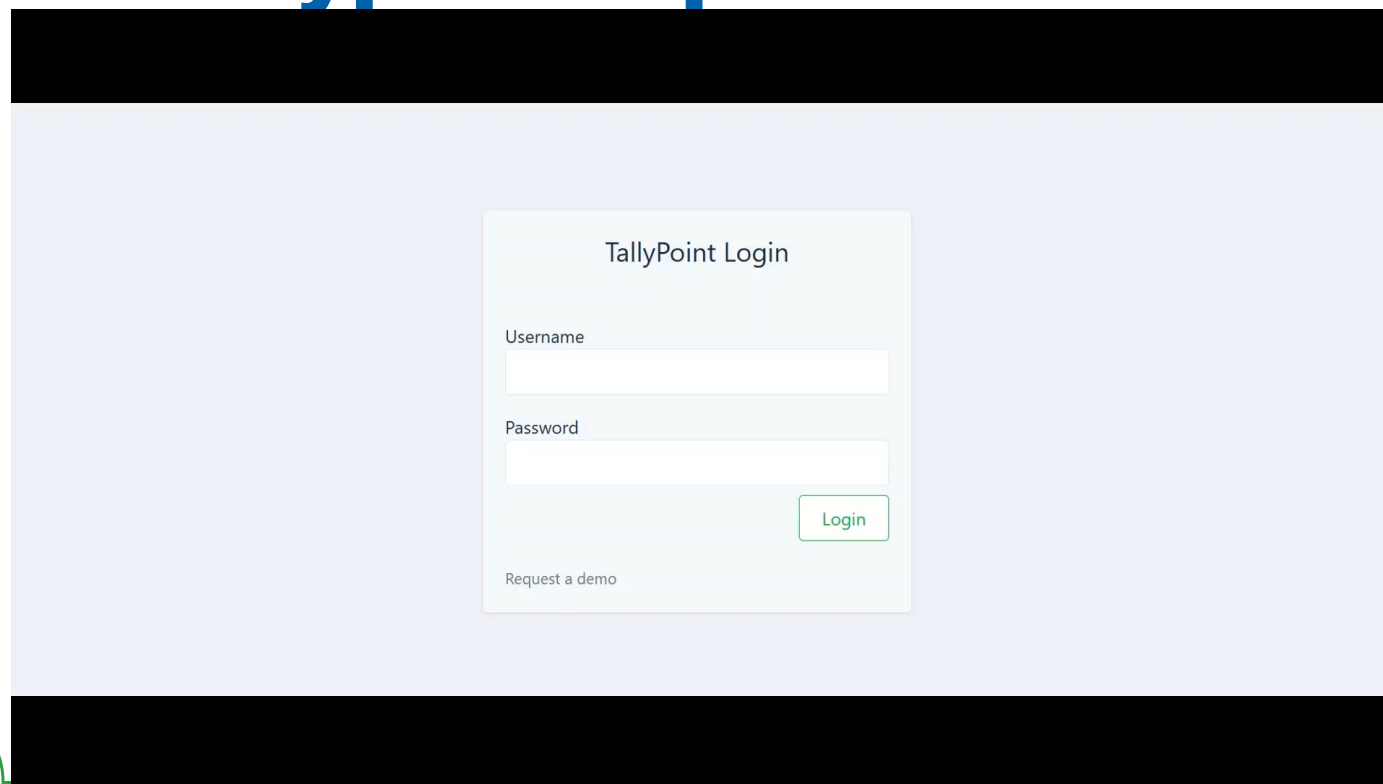
TallyPoint

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





iPad – Tallypoint Operations



TallyPoint Login

Username

Password

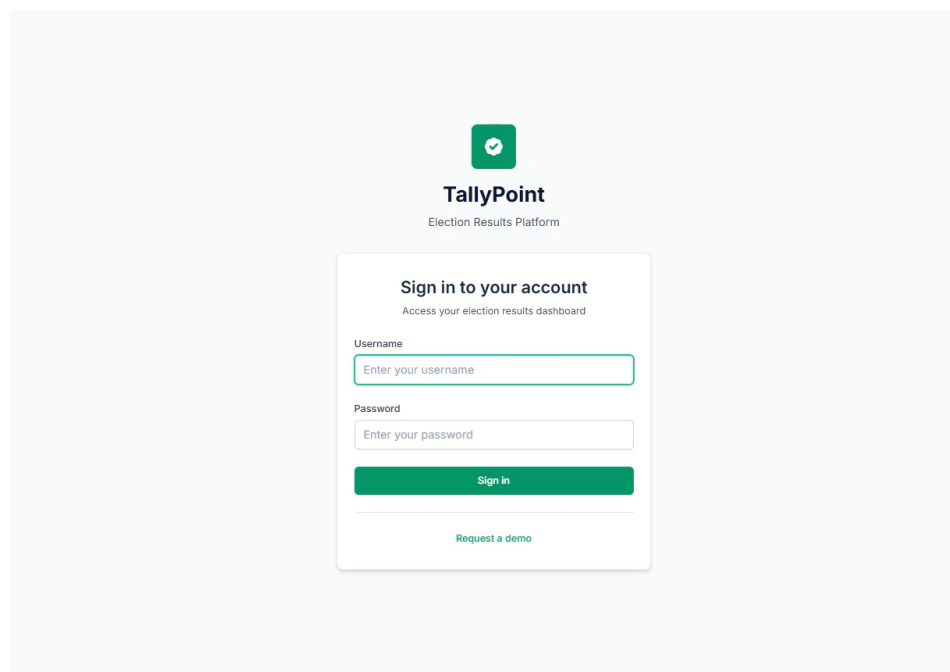
Login

[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



PWCPrecincts...

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, Patawomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)

Virginia Code § 20.2-643(3)

Rev. 8/2023



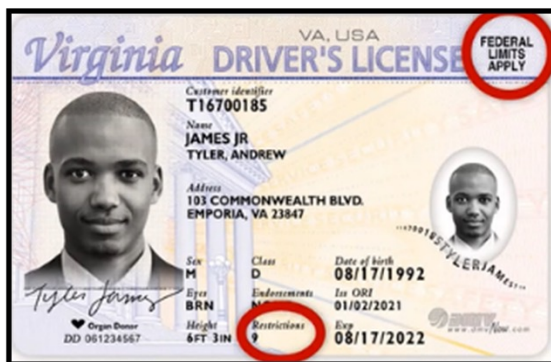
Acceptable Voter IDs

- 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

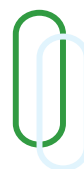
Pollbook "Flags"

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”

PID

Only applicable for Federal Elections

Voter must present valid photo ID or copy of a current utility bill, bank statement, government paycheck, paycheck, or other government document containing the name and address of the voter.

*An ID Confirmation Statement is NOT valid for PID voters.

Please read carefully! No ID Confirmation Statement allowed

?

Inactive Voter or Address Confirmation

If Voter **has not** moved, complete Affirmation of Eligibility form and voter may vote on machine. If voter **has** moved, follow the Move Rules Chart.

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





When to Send Voter to the Chief

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





PRINCE WILLIAM
Office of Elections

Welcome to

Move Rules - Exercise

Virginia Voter Registration Application

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

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

2. * Last name: Jr. Sr. II III IV (Circle if applicable)
* First name: * Middle name: * None
* Residence address (May not be a P.O. Box):
* 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 (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:

* 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.pwcvotes.org or by contacting 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!

ADDRESS CHANGES

MOVE RULES

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

Question #1: Where did you move?

Question #2: When did you move?

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

What-If/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	Brentville	Brentville District High School	12109 Asen Road	10	30	22
102	Cedar Point	Cedar Point Elementary School	12001 Braemar Parkway	10	30	22
103	Glenkirk	Glenkirk Elementary School	8584 Sedgwick Drive	10	30	22
104	Nokesville	Patriot High School	10504 Kettle Run Road	10	29	22
105	Priney Branch	Priney Branch Elementary School	8301 Union Hall Road	10	30	22
106	Unity Reed	Unity Reed High School	8820 Riverview Lane	10	30	21
107	Marsteller	Marsteller Middle School	14000 Sudley Manor Drive	10	30	22
108	Victory	Victory Elementary School	13001 Tygart Lake Drive	10	30	22
109	Chris Yung	Chris Yung Elementary School	10512 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-Nickers	Haymarket Elementary School	13500 Learning Lane	10	30	21
113	Lakes	Victory Lakes Clubhouse	12000 Victory Lakes Loop	10	30	22
114	Bristow Run	Bristow Run Elementary School	8900 Worthington Drive	10	30	22
201	Hydon	Hydon High School	14001 Springs Road	7	29	24
202	West Gate	West Gate Elementary School	8031 Urbanna Road	10	30	21
203	Bennett	Bennett Elementary School	8900 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 Roanoke Road	10	29	22
207	Spriggs	Heritage Baptist Church	14510 Springs 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 Lakes Ford Road	10	29	22
211	Signal Hill	Signal Hill Elementary School	8553 Birmingham Drive	10	29	20
212	Yorkshire	Yorkshire Elementary School	7610 Old Centerville Road	10	30	20
213	Parkside	Parkside Middle School	8602 Morris Ave	10	30	20
214	Lucasville	Lake Jackson Fire Station	11310 Oaks Drive	10	29	22
215	Rosa Parks	Rosa Parks Elementary School	13446 Pinetree Drive	7	29	24
301	Dumfries	Dumfries Community Center	17765 Main Street	7	29	23
302	Potomac	Potomac High School	3451 Panther Pines Drive	7	33	23
303	Graham Park	Graham Park Middle School	3013 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	16721 Forest Park Drive	7	29	24
306	Four Seasons	First Mount Zion Baptist Church	10622 Dumfries Road	7	29	24
307	Henderson	Henderson Elementary School	3799 Waterway Drive	7	29	24
308	Montclair	Montclair Elementary School	4920 Tallowood Drive	7	29	24
309	Ashland	Ashland Elementary School	15300 Bowman's Folly Drive	7	29	24
310	Potomac Forest Park	First Mount Zion Baptist Church	10622 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	Neascop 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	Gravelly	Gravelly Elementary School	3510 James Madison Highway	10	30	21
402	Bull Run	Bull Run Middle School	4070 Waverly Farm Drive	10	30	21
403	Unity Braxton	Unity Braxton Middle School	6308 Catharpin Road	10	30	21
404	Ben Lomond	Pat White Center	10100 Lomond Drive	10	30	21
405	Alley	Alley Elementary School	10561 Copeland Drive	10	30	21
406	Heritage Hunt	Clubhouse of Heritage Hunt	5300 Waverly Farm Drive	10	30	21
407	Heritage Hunt	Clubhouse of Heritage Hunt	6901 Arthur Hills Drive	10	30	21

Page 1 of 2

Updated: August 2022

Page 2 of 2

Updated: August 2022



Move Rules - Example



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 completas todos los ítems marcados con *, tu solicitud puede ser denegada. (Ver instrucciones en el reverso de esta página).

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

2. * Apellido _____
* Nombre _____
* Domicilio (No puede ser una dirección de correo electrónico) _____
* Ciudad/pueblo _____
* ¿Alguna vez has sido declarado mentalmente incapaz? ☐ SI ☐ NO

3. * ¿Alguna vez has sido declarado mentalmente incapaz? ☐ SI ☐ NO

4. ☐ Soy miembro activo de un grupo político.
☐ Proporciono una dirección de correo electrónico para el grupo político.
☐ Soy un funcionario electo o candidato a un cargo público.
☐ Soy un funcionario electo o candidato a un cargo público.
☐ Soy un funcionario electo o candidato a un cargo público.

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

6. ☐ Estoy interesado/a en ser un funcionario electo (trabajador de urnas) el día de las elecciones. Por favor, envíame la información.

7. **AFFIRMATION: I swear/affirm, under 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 registration.

*** 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: _____

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

¡Gracias por solicitar votar en Virginia!

VA-2024-1-0000000000



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.





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
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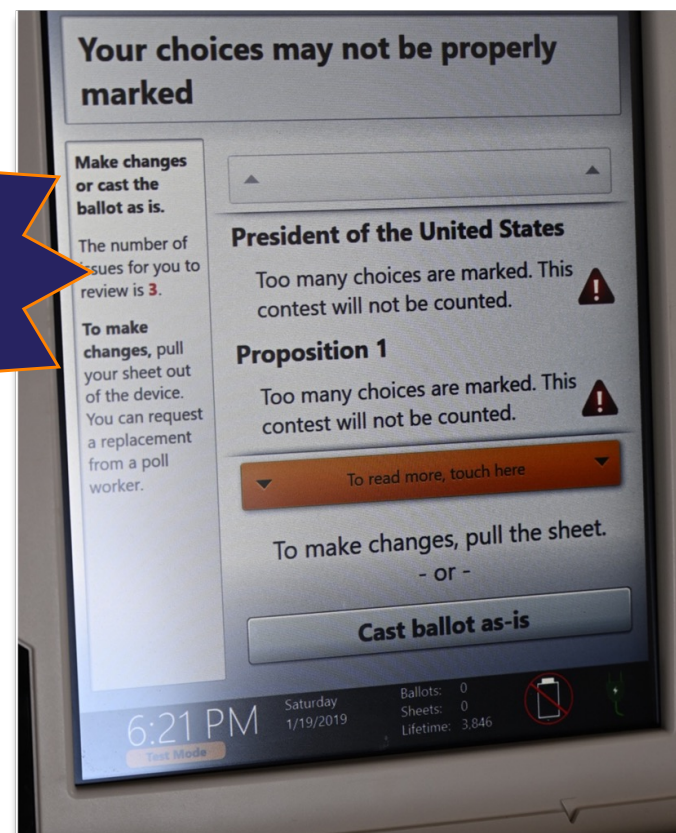




Rejected Ballots

**Manual
Page
93-95**

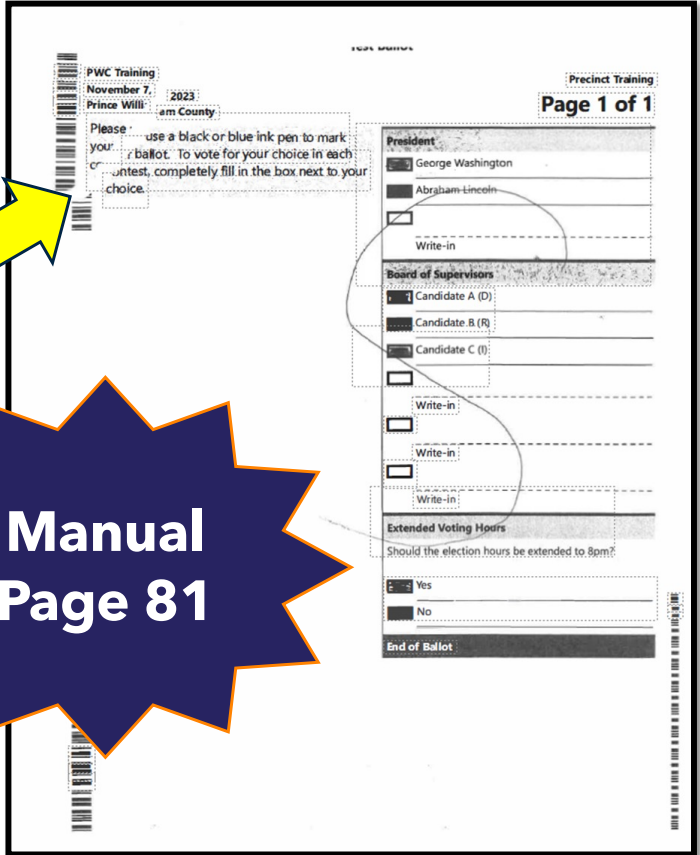
- Overvote
- Blank Ballot
- Ballot Error / Misfeed





Spoiled Ballots

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



**Manual
Page 81**

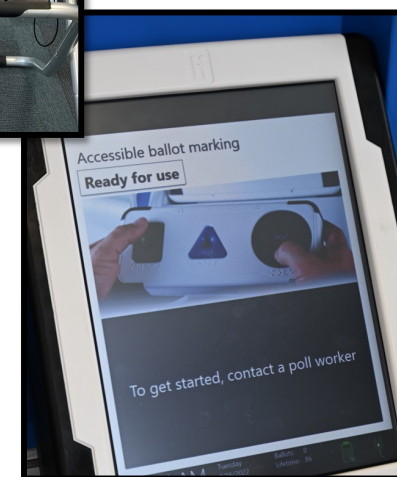


Touch Writer - ADA

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



**Manual
Page
87**





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?



**SEND THESE VOTERS
TO THE CHIEF!**





PRINCE WILLIAM
Office of Elections

Provisionals / Same Day Registration (Common Mistakes)

TallyPoint

- 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



Provisionals / Same Day Registration

Overlays will
be provided to
assist in your
accuracy

This is a green overlay form for provisional registration. It includes fields for:

- Full name (Last, First, Middle, Suffix)
- Date of Birth
- Residence Address (Street, Apt., City, State, ZIP Code)
- Signature
- Today's Date
- Election Officer Use section with checkboxes for:
 - Not a Reason
 - Not Voting After Hours - due to court order
 - Not Voting by Mail - no ballot to compare
 - Not Voting on pollbook as already voted
 - All Other
 - Not Voting does not have required ID and declined to complete the ID Confirmation Statement
- Election Officer Signature

Provisional Envelope
Overlay

This is a green overlay form for same-day registration. It includes fields for:

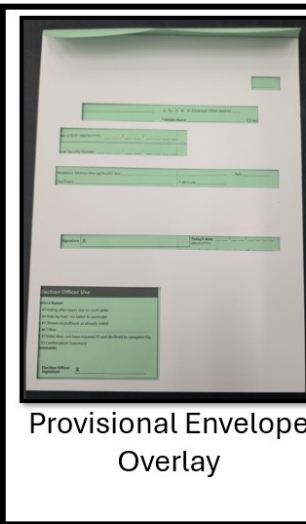
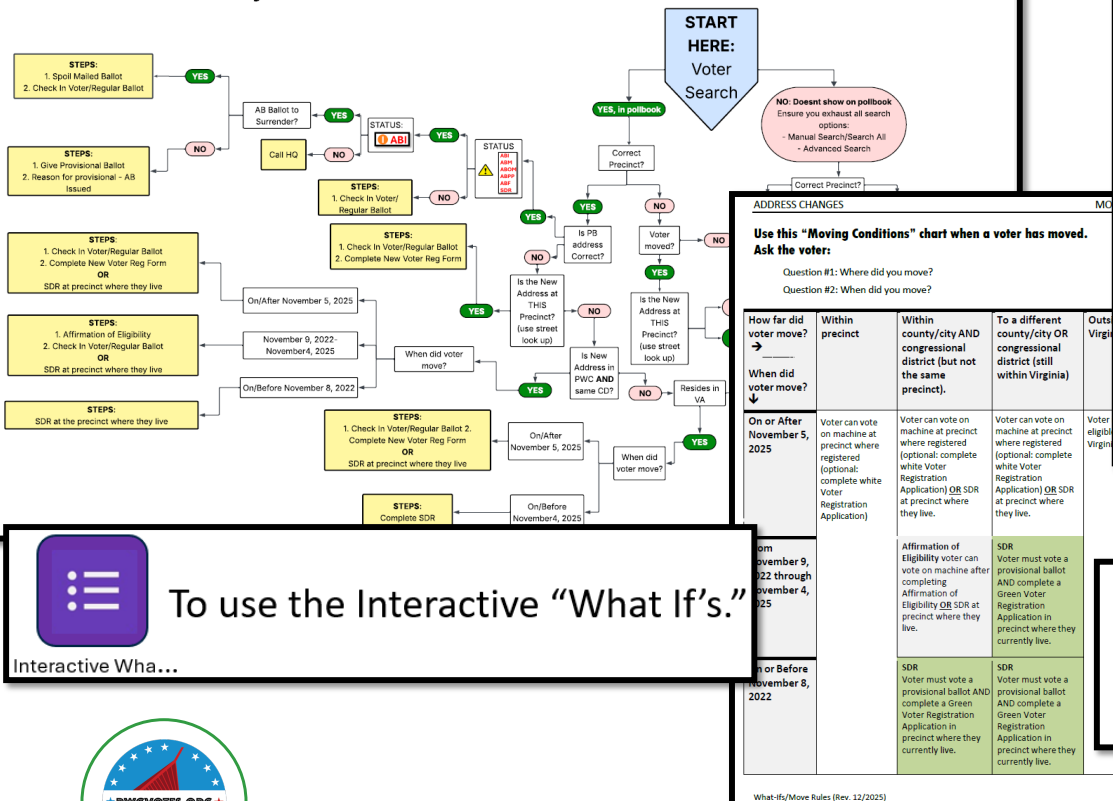
- Full name (Last, First, Middle, Suffix)
- Date of Birth
- Residence Address (Street, Apt., City, State, ZIP Code)
- Signature
- Today's Date
- Election Officer Use section with checkboxes for:
 - Not a Reason
 - Not Voting After Hours - due to court order
 - Not Voting by Mail - no ballot to compare
 - Not Voting on pollbook as already voted
 - All Other
 - Not Voting does not have required ID and declined to complete the ID Confirmation Statement
- Election Officer Signature

SDR Envelope
Overlay

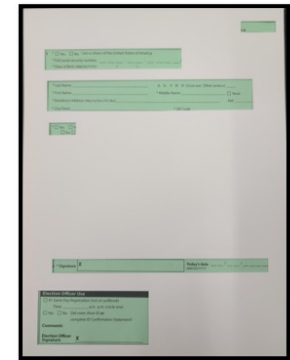


Please place ALL tools on Provisional Table

Election Day Provisional Flow Chart



Provisional Envelope Overlay



SDR Envelope Overlay

 To use the Interactive "What If's."

Interactive Wha...

 Map tool – PWC Precincts

PWCPrecincts...



Tools to use for Provisional perfection



Precinct - Reminders

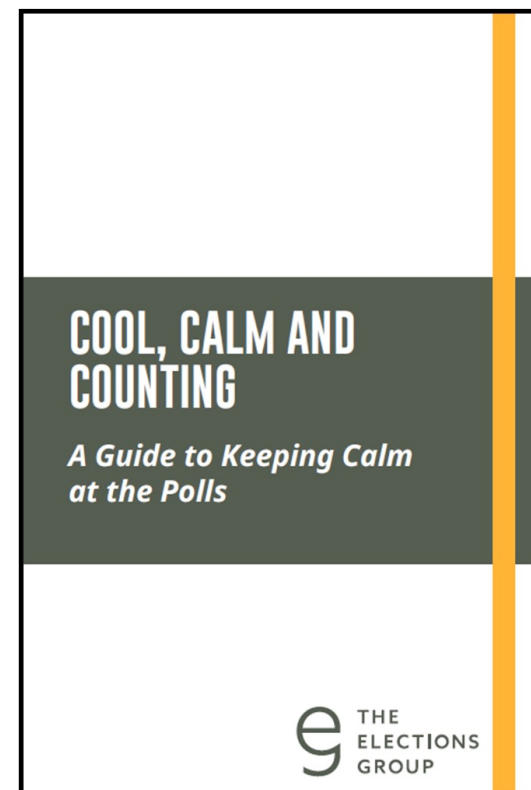
- Do not display passwords or codes
Keep your Chief Binder closed and
in the Chief Bag when not in use
- Do not pre-load your election
folders with new ballots





De-Escalation

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





Polls Closed

Please use the Closing Checklist in the Manual

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



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

PRINCE WILLIAM
Office of Elections

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
- ☐ Pack Ballot Drop Box into (new) Envelope #9 (p. 125)
- ☐ Clean up the polling place (p. 126)
- ☐ Complete polling place closing paperwork (p. 128)
- ☐ Make sure officers sign ALL tapes and required forms
- ☐ Pack and seal all the envelopes properly (p. 128)
- ☐ Double-check you have all drop off items (p. 130)
- ☐ Two officers must return ballots and key items (p. 130)

PRINCE WILLIAM COUNTY, VA

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Polls Closed - continued

- Complete your pollbook summary report
- Close polls on Pollbook – **ADDENDUM**
- Tally Tape (Staff will give tally tapes)
- Enter results on TallyPoint
- Complete Statement of Results with tapes
- Complete the Yellow Printed Return sheet with tapes



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.

CLOSING

- ☐ 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

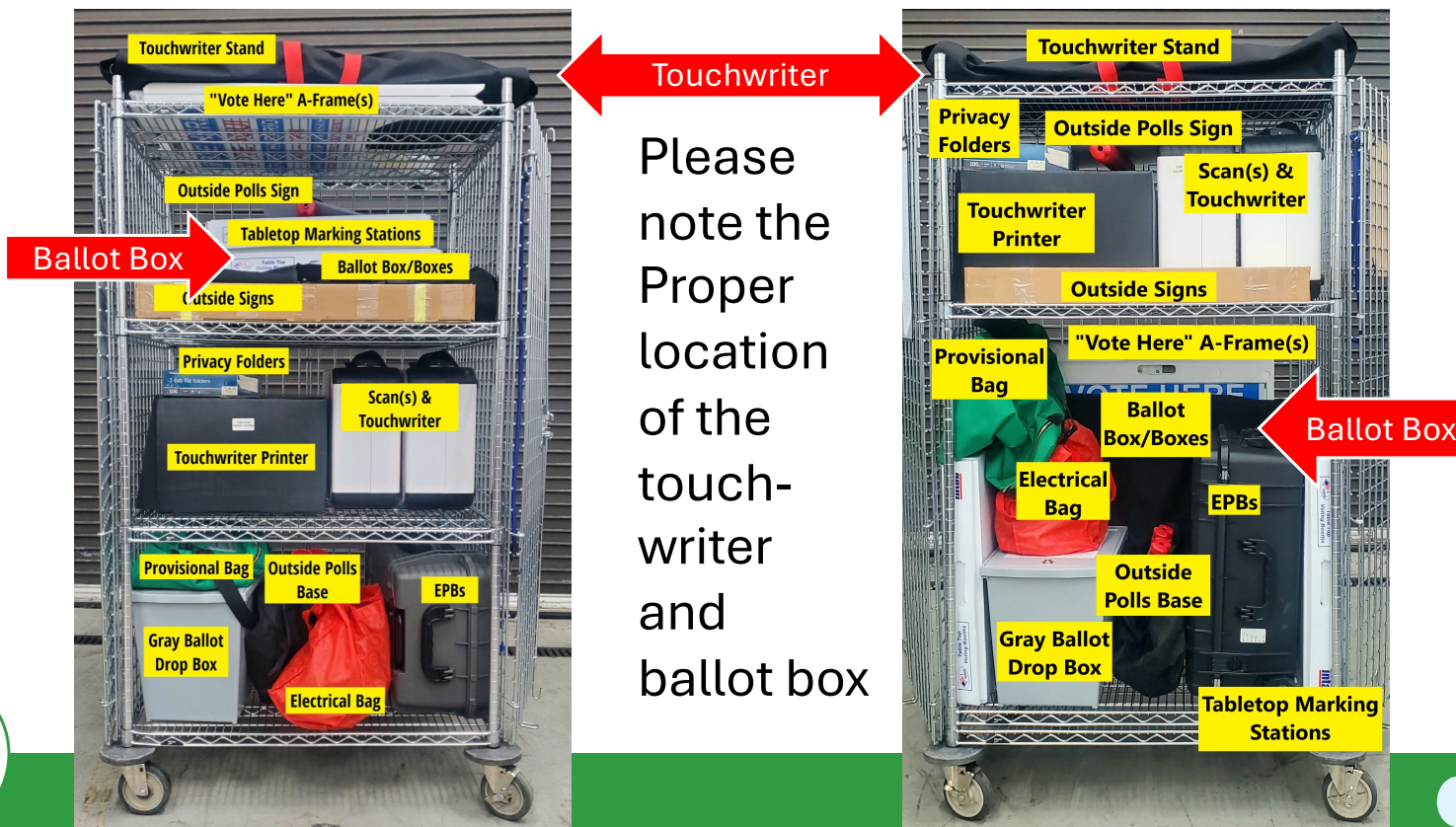
- ☐ Clean up the polling place (p. 126)
- ☐ Complete polling place check
- ☐ Make sure officers sign
- ☐ Pack and seal all the
- ☐ Double-check you have
- ☐ Two officers must return bal

PRINCE WILLIAM COUNTY, VA

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119

Cage Return - Inspection



Cage Return – Properly

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!



- **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			100
Add the number of votes cast on machine(s) and the number of counted by hand.			

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**



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

Chief Officer of Election

1. John Smith

Assistant Chief of Election

2. Max

Officer of Election

3. Rogers

Officer of Election

4. lie Thornton

Officer of Election

5. Eshal

Officer of Election

6. Archer

Officer of Election

7.

Officer of Election

8.

Officer of Election

9.

Officer of Election

10.

Officer of Election

11.

Officer of Election

12.

Tally Tape

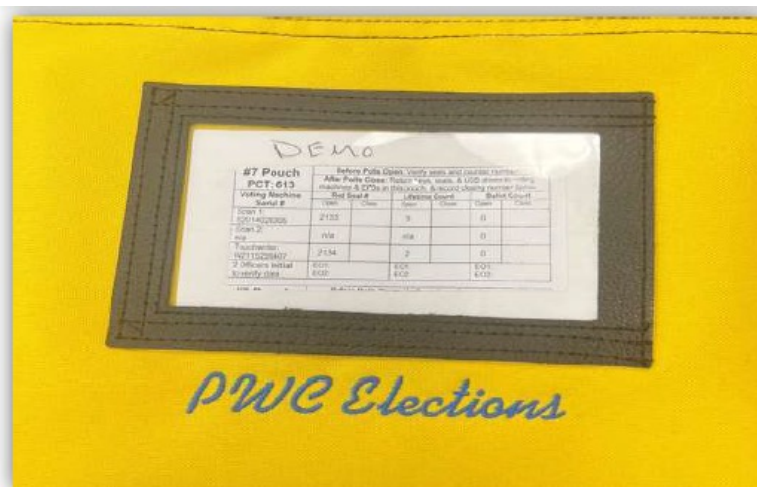
John Smith
Max Rogers
Julie Thornton
Marc Carter
Eshal Archer
Eryn Lopez

3BE-658

FWS (Rev 9/22)

REV 5/05

Yellow #7 Pouch – Location of all Seals



Envelope Guide – in Chief Binder



PRINCE WILLIAM
Office of Elections

ENVELOPE 1A

CONTENTS

ELECTION OFFICERS
COMPLETE THIS SECTION AFTER POSTING TO THE ENVELOPE

Election Date: November 5, 2024
County: Prince William
Precinct: _____

Total Provisional Ballots Enclosed: _____

Election Officer Signatures	
1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____
13	_____
14	_____

PROVISIONAL ENVELOPES
ENCLOSE IN THIS ENVELOPE ALL PROVISIONAL BALLOTS RECEIVED DURING MORNING VOTING HOURS

1A

TO: CLERK OF THE CIRCUIT COURT

ON THE DAY AFTER THE ELECTION:

- ☐ GIVE THIS ENVELOPE TO THE ELECTION BOARD
- ☐ THEY WILL RETURN IT TO YOU, RELEASED

RETENTION: TWO YEARS - (FEDERAL ELECTIONS)
ONE YEAR - (ALL OTHER ELECTIONS)

DISPOSITION: DESTROY

NOV 7/24

Same Day Registration Provisional Ballot

Use only in the precinct that is located in this precinct's pollbook.

SDR Precinct # _____

Primary elections - Party ballot ☐ **Q** ☐ **P**

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

1. ☐ Yes ☐ No, I am a citizen of the United States of America

* Full social security number _____ ☐ DHS never issued

* Date of Birth (MM/DD/YYYY) _____ / _____ / _____

* Gender _____

2. * Last Name _____ J. S. B. M. (circle one) Other (write in) _____

* First Name _____ * Middle Name _____ ☐ None

* Residence Address (may not be a P.O. Box) _____ Apt. _____

* City/Town _____ * ZIP Code _____

Email _____ Phone _____

3. ☐ Yes ☐ No, I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.

☐ No ☐ Yes, has your right to vote been restored?

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

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

☐ I am providing a Statutory Box (below) to protect my residence address from public disclosure because (a) a household member is/are _____

☐ As an active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.

☐ Been granted a court issued protective order.

☐ I am here for personal safety from being threatened or stalked by another person.

☐ A participant in the Virginia Attorney General's Address Confidentiality Program.

☐ Been appointed 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 above in this section)

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

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

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

* Signature _____ Today's date (month/year) _____ / _____ / _____

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

Election Officer Use

☐ #1 Same Day Registration (not on pollbooks)

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

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

Comments _____

Election Officer Signature _____

Office/Election Board Use

Voter ID # _____

Adjudication ☐ Count ☐ Do not count

Voter Identification

1. If the voter starts with the proper identification, check this box and sign ☐ X

2. Attach a copy of the identification document.

EEC1-633-English-07-2024

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

Provisional Ballot Envelopes (9.5"x12.5")



SOR
PART
F

RETURN ALL COPIES IN ENVELOPE 2

EXPL

TIN

TIME	COMMENTS / PROBLEMS	EO Initial
	of DISCREPANCIES / ISSUES	8/1/20

Use another sheet if additional entries need to be made.

Part F Verity Scan Revised MLW February 2016

Must be returned
even if you have
nothing to report



Supply Return Form

Returning officers
should be from
opposite parties

Form found on
back of Chief
Binder



SUPPLY RETURN FORM		Presidential General November 5, 2024																																													
Bring this completed form with you to Supply Return in the White Bag. Please stay in your vehicle when returning supplies.																																															
PCT # _____																																															
Hand to Elections Staff <table border="1"> <thead> <tr> <th>EO Check</th> <th>Staff Check</th> <th>White Bag</th> </tr> </thead> <tbody> <tr> <td>☐</td> <td>☐</td> <td>Cellphone, Tablet, and Chargers powered off</td> </tr> <tr> <td>☐</td> <td>☐</td> <td>#9 Envelope With Ballots Enclosed Tampers Tape With completed Chain Of Custody Form & Quantity (even if zero)</td> </tr> <tr> <td>☐</td> <td>☐</td> <td>#1A Envelope Tampers Tape Ballot Quantity</td> </tr> <tr> <td>☐</td> <td>☐</td> <td>#1B Envelope Ballot Quantity</td> </tr> <tr> <td>☐</td> <td>☐</td> <td>#2 Envelope Tampers Tape</td> </tr> <tr> <td>☐</td> <td>☐</td> <td>#2A Envelope Tampers Tape</td> </tr> <tr> <td>☐</td> <td>☐</td> <td>#4 Envelope Tampers Tape</td> </tr> <tr> <td>☐</td> <td>☐</td> <td>#7 Yellow Pouch Containing: vDrive(s) (Verity Drives) EPB Flash Drive(s) Keys Seals</td> </tr> <tr> <td>☐</td> <td>☐</td> <td>#8 Envelope Do NOT Seal</td> </tr> <tr> <td>☐</td> <td>☐</td> <td>X Envelope Seal with Tampers Tape only if used</td> </tr> </tbody> </table>		EO Check	Staff Check	White Bag	☐	☐	Cellphone, Tablet, and Chargers powered off	☐	☐	#9 Envelope With Ballots Enclosed Tampers Tape With completed Chain Of Custody Form & Quantity (even if zero)	☐	☐	#1A Envelope Tampers Tape Ballot Quantity	☐	☐	#1B Envelope Ballot Quantity	☐	☐	#2 Envelope Tampers Tape	☐	☐	#2A Envelope Tampers Tape	☐	☐	#4 Envelope Tampers Tape	☐	☐	#7 Yellow Pouch Containing: vDrive(s) (Verity Drives) EPB Flash Drive(s) Keys Seals	☐	☐	#8 Envelope Do NOT Seal	☐	☐	X Envelope Seal with Tampers Tape only if used	Trunk or Backseat <table border="1"> <thead> <tr> <th>EO Check</th> <th>Staff Check</th> <th>Chief Bag with</th> </tr> </thead> <tbody> <tr> <td>☐</td> <td>☐</td> <td>#3 Tampers Tape</td> </tr> <tr> <td>☐</td> <td>☐</td> <td>#6 Including unused provisional Tampers Tape</td> </tr> <tr> <td>☐</td> <td>☐</td> <td>Chief Bag Items Binder, Law Book, etc.</td> </tr> </tbody> </table>	EO Check	Staff Check	Chief Bag with	☐	☐	#3 Tampers Tape	☐	☐	#6 Including unused provisional Tampers Tape	☐	☐	Chief Bag Items Binder, Law Book, etc.
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		Office Use Only																																													



Ballot Count vs Hand Count



Ballot Count: Counting tabulated ballots **not required**, the tally tape is the official record

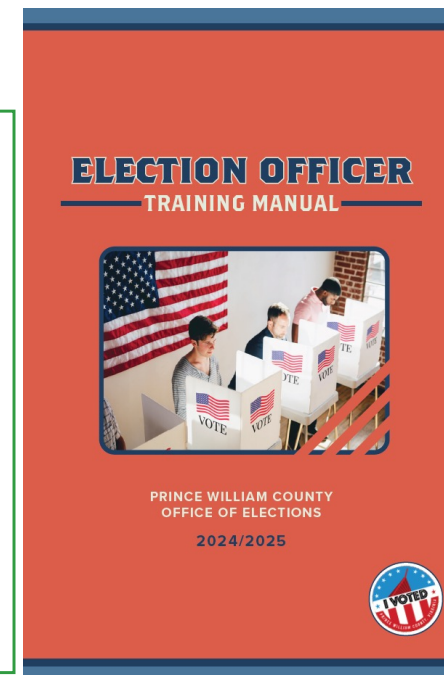
Hand count: Used **only** to record results from any unscanned ballots

Notify Head Quarters first



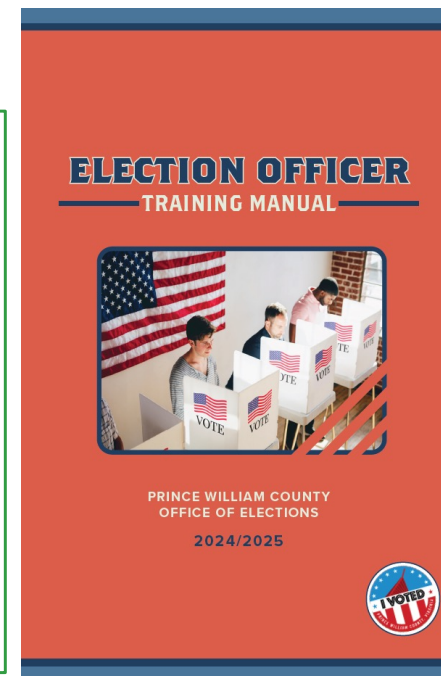
Training Manual Review

- 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



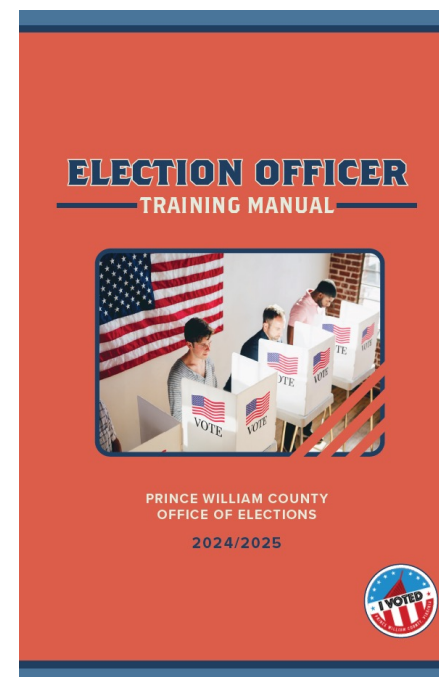
Training Manual Review

- 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

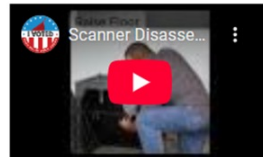
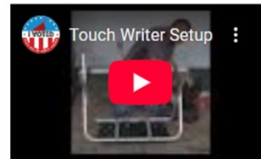
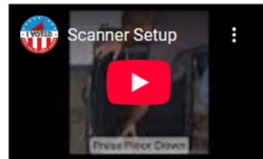
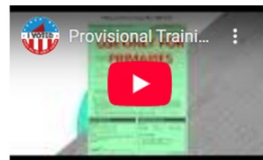
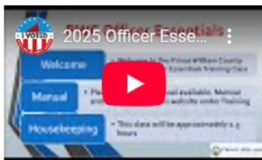
- Pg. 105 – Media Guidelines
- Pg. 114 – Voter challenges and military voters
- Pg. 127 – Signature reminders
- Pg. 128 – Closing paperwork envelope checklist



Training Videos



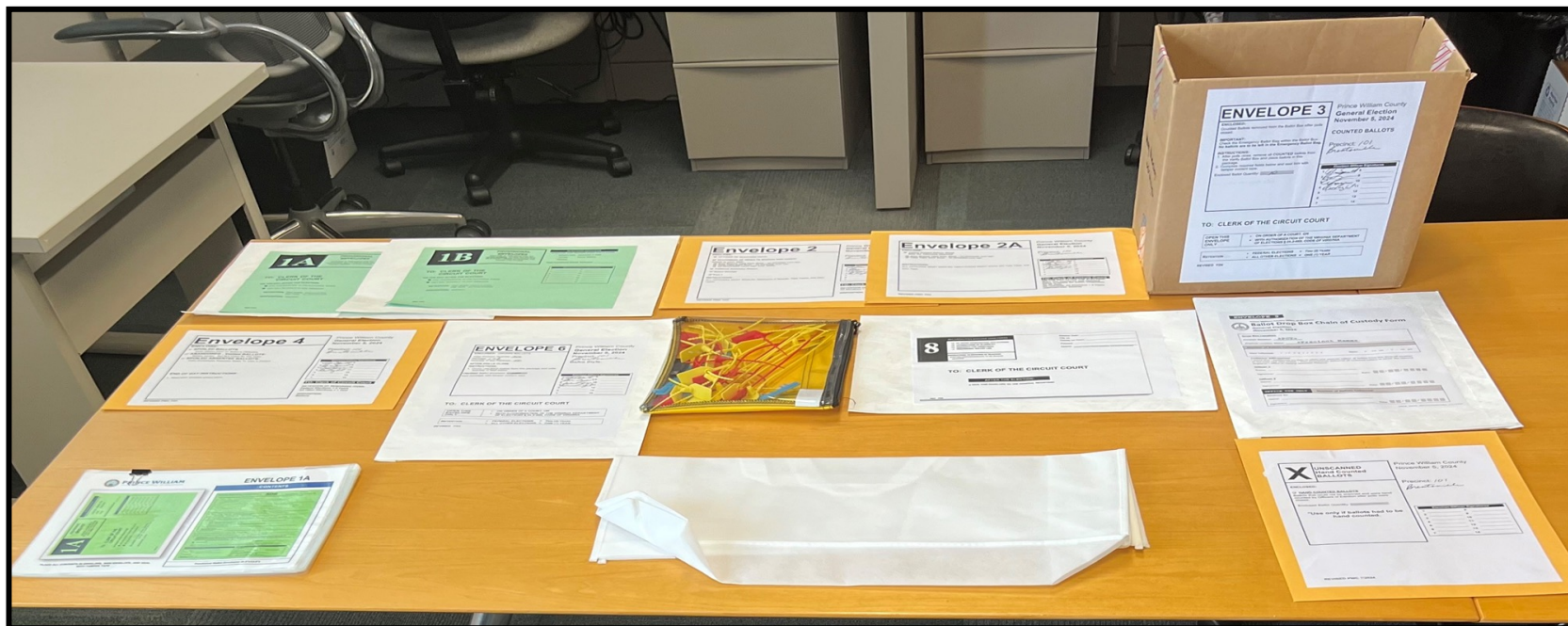
pwcvotes.org/training



- 10+ Videos
- Training Slides & Videos
- Manual



End of night envelopes

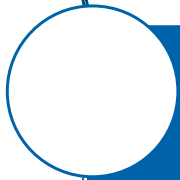




Final Notes



**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



U.S. Department of
JUSTICE

Please note the U.S. Department of Justice may have staffers come to the precinct during a General Election

Please get a copy of their authorization letter and answer their questions

Reminder: The title "LO" on your roster refers the Language Officer

PWC must meet a certain requirement for Language Officers in specific precincts based on the last Census Report



Please refer to Media Guidelines – Page 105

The background image shows a workshop setting. Three people are standing behind easels. The person on the left is a man looking down at a sign that has an American flag and the word 'VOT'. The person in the middle is partially obscured. The person on the right is a woman looking down at a sign that has the word 'E'. An American flag is hanging on the wall behind them. A large light blue oval is overlaid in the center, containing the text for the workshops.

Workshops

Old Manassas Court House

July 22nd 10 AM – 6 PM

July 23rd 10 AM – 4 PM

The background image shows a voting station with an American flag hanging on the wall. Several people are standing behind voting booths. The image is overlaid with a blue tint. A large white oval contains the main text.

Thank You!

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

We can not do this without you!