

New Election Officer Training

June 2024 Dual Primary Elections

June 18, 2024

Introduction and Housekeeping

The job of the Office of Elections is to:

- Maintain the VOTER ROLLS, and
- CONDUCT & CERTIFY ELECTIONS with your help.

General Information

About >
This Election

- **Election Day:** June 18, 2024
- **Type:** Dual Primary
- **Work hours:** 5:00 am - ~ 8:30 pm
- **Voting Hours:** 6:00 am - 7:00 pm
- **Monday Setup:** Available
- **Officer in Charge:** Chief Officer

DUAL PRIMARY

- In Virginia we do not register to vote by party.
- Open primary state.
- Two primaries on same day, voters must choose which primary to vote in.

SAMPLE BALLOT

Sample Ballot

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

Prince William County Condado de Prince William
Republican Party Primary Election Eleccion Primaria Partido Republicano
Tuesday, June 18, 2024 Martes, Junio 18, 2024

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Instructions Instrucciones	Begin voting here Comience a votar aqui
<p>To vote for a candidate, fill in the box next to the name.</p> <p>If you want to change a vote or if you have made a mistake, ask an election worker for another ballot. If you make marks on the ballot besides filling in the box, your votes may not be counted.</p> <p><i>Para votar por un candidato, llene la casilla al lado del nombre.</i></p> <p><i>Si desea cambiar un voto o si ha realizado un error pídale otra papeleta a un trabajador electoral. Si usted hace marcas en la papeleta además de llenar la casilla, es posible que sus votos no se cuenten.</i></p>	<p>Member, United States Senate Miembro, Senado de los Estados Unidos</p> <p>Vote for only one Vote solo por uno</p> <p><input type="checkbox"/> Hung Cao</p> <p><input type="checkbox"/> Edward C. "Eddie" Garcia Jr.</p> <p><input type="checkbox"/> Jonathan W. Emord</p> <p><input type="checkbox"/> C.L. "Chuck" Smith Jr.</p> <p><input type="checkbox"/> Scott Thomas Parkinson</p> <hr/> <p>Member, House of Representatives 7th District Miembro, Camara de Representantes Distrito 7</p> <p>Vote for only one Vote solo por uno</p> <p><input type="checkbox"/> Jon P. Myers</p> <p><input type="checkbox"/> Derrick M. Anderson</p> <p><input type="checkbox"/> Cameron D. Hamilton</p> <p><input type="checkbox"/> John Prabhudoss</p> <p><input type="checkbox"/> Maria E. Martin</p> <p><input type="checkbox"/> Terris E. Todd</p>
End of Ballot Fin de Papeleta	

Sample Ballot

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

Prince William County Condado de Prince William
Democratic Party Primary Election Eleccion Primaria Partido Democra
Tuesday, June 18, 2024 Martes, Junio 18, 2024

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Instructions Instrucciones	Begin voting here Comience a votar aqui
<p>To vote for a candidate, fill in the box next to the name.</p> <p>If you want to change a vote or if you have made a mistake, ask an election worker for another ballot. If you make marks on the ballot besides filling in the box, your votes may not be counted.</p> <p><i>Para votar por un candidato, llene la casilla al lado del nombre.</i></p> <p><i>Si desea cambiar un voto o si ha realizado un error pídale otra papeleta a un trabajador electoral. Si usted hace marcas en la papeleta además de llenar la casilla, es posible que sus votos no se cuenten.</i></p>	<p>Member, House of Representatives 7th District Miembro, Camara de Representantes Distrito 7</p> <p>Vote for only one Vote solo por uno</p> <p><input type="checkbox"/> Eugene S. Vindman</p> <p><input type="checkbox"/> Briana D. Sewell</p> <p><input type="checkbox"/> Elizabeth R. Guzman</p> <p><input type="checkbox"/> Carl B. Bedell</p> <p><input type="checkbox"/> Cliff D. Heinzer</p> <p><input type="checkbox"/> Margaret Angela Franklin</p> <p><input type="checkbox"/> Andrea O. Bailey</p>
End of Ballot Fin de Papeleta	



PWC Electoral Board

Mark Dillon
Vice-Chair

London Steverson
Secretary

Keith Scarborough
Chairman



PWC Director of Elections/General Registrar

Eric Olsen

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Deputy Registrars

About >
Our Office

Office of Elections
Support Staff



Election Officer Basics

What is an Election Officer?

- Part of a Team
- Conduct the Election fairly
- Assist voters in a courteous, respectful manner
- Non-Partisan on Election Day

Election Officer Basics

Election Officer Titles

- Chief Officer (CO)
- Assistant Chief (AO)
- Equipment and Provisional Specialist (EPS)
- Election Officer (EO)

Election Officer Basics

Election Officer Roles on Election Day

- Chief
- Assistant Chief
- Greeter
- Pollbook Officer
- Voting Booth Officer
- Scanner Officer
- Provisional Officer

Plan Ahead

- Vote early!!
- YOU ARE NOT ALLOWED TO LEAVE THE POLLING PLACE.

What to Bring

- Food and beverages
- Medications
- Emergency contact information

What to Wear

- Comfortable clothes and shoes.
 - Dress is business casual.
- Election Officer Shirt.

Officer Pay



Election Day

- \$200 Election Officer
- \$225 Equipment Provisional Specialist
- \$250 Assistant Chief
- \$300 Chief

+ \$25 Extra for picking up supplies (1 person selected by CO)

+ \$25 Extra for dropping off supplies (2 people selected by CO)

Expect payment within 4 weeks of Election Day

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Election Day Schedule

- Arrive at your polling location by 5:00 am.
- Polls are open from 6:00 am until 7:00 pm.
- You are at the precinct until closing duties are complete.

Questions

Sample Polling Place



Polling places are in public buildings.

Anything within 40-feet of the polling place is known as the Prohibited Area.

What is Unlawful in the Polling Place and the 40-foot Prohibited Area

- Possessing a firearm within the 40-foot area or within the polling place.
 - Law enforcement officer in or out of uniform allowed.
- Loitering or congregating.
- Hindering voters or election officers.
- Media may not conduct interviews inside 40-foot area or the polling place.

Unlawful in the Polling Place

- Authorized Representatives cannot assist voters.
- Campaigning or showing any sample ballot or other campaign material.
- Attempting to influence any person casting a ballot.
- Looking at the marked ballot of any voter.

What is Allowed Outside the Prohibited Area

- Campaigning that does not hinder voters.
- Media may do interviews and broadcast remarks.
- Campaign stickers, buttons, and apparel can be worn by anyone.

What is Allowed inside the Prohibited Area

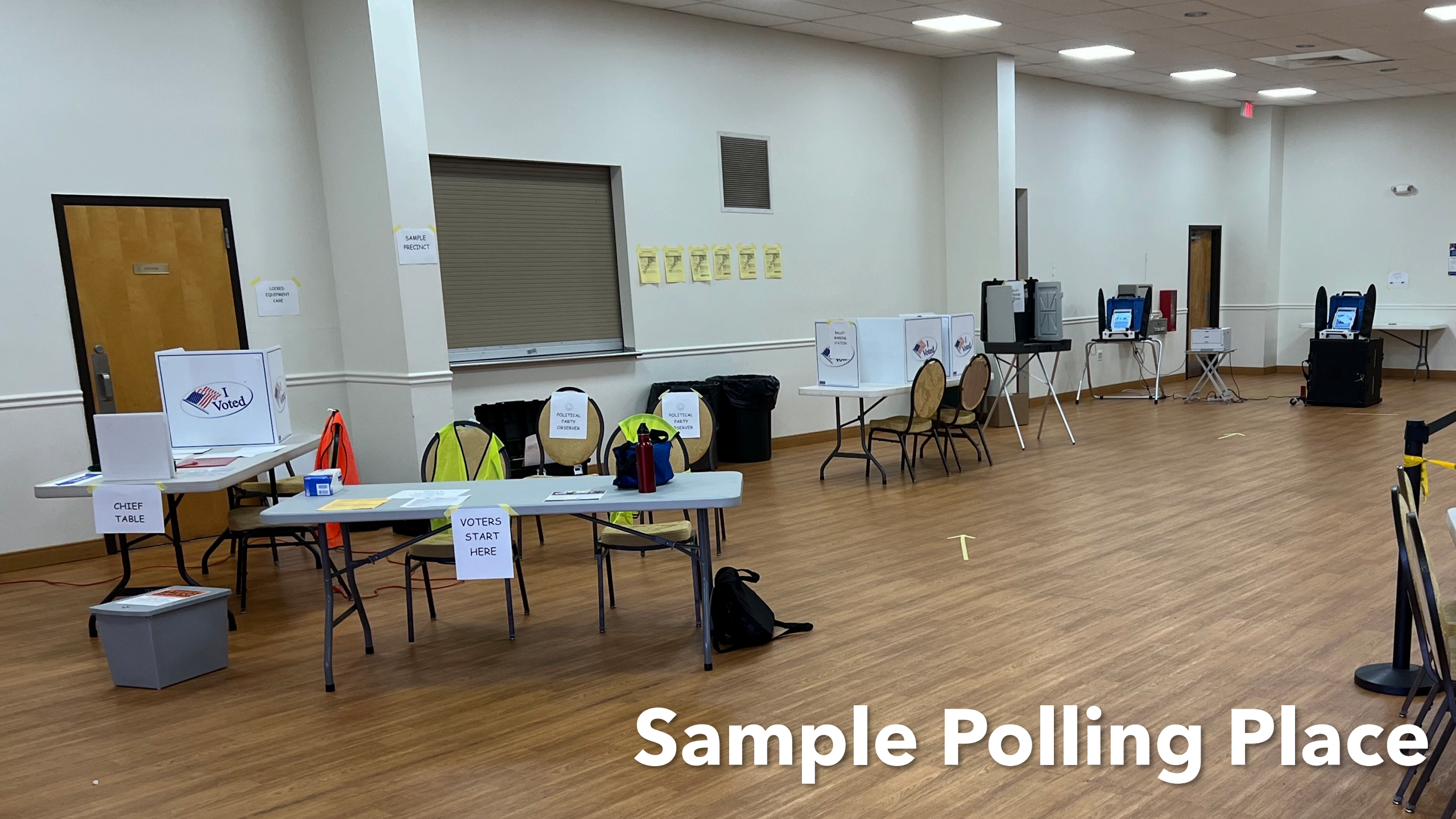
- Voters are allowed to wear campaign apparel while voting.
- Authorized Representatives are allowed to observe but not disturb the voting process.
- News media is allowed to take background shots ONLY!

What is Allowed in the Voting Booth

- Sample ballots and other campaign materials.
- Voters are allowed to do research on their cell phones while in the voting booth.
- Voters can take pictures of themselves or **their own** ballot.

DE-ESCALATION

- Remain Calm.
- Listen to voter.
- Explain the issue.
- Send voter to the Chief.



SAMPLE
PRECINCT

LOCKED
EQUIPMENT
CASE

I
Voted

CHIEF
TABLE

VOTERS
START
HERE

POLITICAL
PARTY
OBSERVER

POLITICAL
PARTY
OBSERVER

I
Voted

I
Voted



Sample Polling Place



Greeter

Directing traffic into the room where voting takes place.

Greeter Duties

- Greet voters as they arrive at the polls.
- Remind voters to have ID ready.
- Direct voters to the check-in station or the mail ballot Drop Box.
- Assist voters as requested.



Pollbook Officer

Check-in Officer handing voter a ballot.

Pollbook Officer Duties

- Check in voters on the Pollbook.
- Distribute ballots to eligible voters.
- Voter requests Assistance.
- Refer special issues to the Chief.

PROCESS TO CHECK IN A VOTER

- 1. Ask voter for identification and verify it is an acceptable type of identification.** If voter does not have acceptable identification, they can complete the ID Confirmation Statement instead.
- 2. Look up voter on the pollbook** using manual entry or the hand scanner (for licenses or voter registration cards).
- 3. Select the correct voter on the pollbook.**
- 4. Ask the voter to confirm full legal name and current residence.** (Voter can state it was already given with the identification instead of stating out loud.)

PROCESS TO CHECK IN A VOTER (cont.)

Check-In

5. Verify the information on the pollbook is correct. If address does not match the pollbook or the voter is flagged, send them to the Chief/provisional station.

6. State aloud the name of the voter only. Do not state the address aloud.

7. Click the "Check In Voter" button in the pollbook.

8. Click the "Continue" button.

9. Click OK button.

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PROCESS TO CHECK IN A VOTER (cont.)

Check In >
Process

The screenshot displays a web application interface for voter check-in. At the top, there is a search bar with the placeholder text "Tap here to Search". To the right of the search bar, there is a "Search Type" dropdown menu set to "Last Name, First Name, Year of Birth" and a "Search All" checkbox. A yellow "Advanced Search" button is located on the far right. Below the search bar is a table with the following columns: Last Name, First Name, Middle Name, Suffix, Year of Birth, and Voter ID. The table body is currently empty. At the bottom of the screen, there is a dark blue status bar containing the following information: Date and Time (2023/10/06 11:19:35 AM), Total Voters (564), Check In count (0), Poll ID (0401 mg0401a), Poll Status (Open), and a battery icon showing 83%.

PROCESS TO CHECK IN A VOTER (cont.)

Check In >
Process

The screenshot shows a web application interface for voter check-in. At the top, there is a search bar containing the text 'fis'. To the right of the search bar, there is a 'Search Type' dropdown menu set to 'Last Name, First Name, Year of Birth' and a 'Search All' checkbox. Below the search bar is a table with the following columns: Last Name, First Name, Middle Name, Suffix, Year of Birth, and Voter ID. The table contains four rows of data. The first two rows have an orange warning icon in the left margin, and the last two rows have a green checkmark icon. At the bottom of the interface, there is a dark blue footer bar with several status indicators: '2023/10/06 11:41:59 AM', 'Total Voters 564', 'Check In 0', '0401 mg0401a', 'Poll Status Open', and a '90%' indicator.

	Last Name	First Name	Middle Name	Suffix	Year of Birth	Voter ID
	FISCHER	DANIEL	JOHN		1962	918064589
	FISCHER	Habibullah	THOMAS		1966	918090825
	FISHER	JULIE	F		1937	072018681
	FISHER	MARTHA	JOSEPH		1992	753678340

PROCESS TO CHECK IN A VOTER (cont.)

The screenshot shows a web application window titled "ePoll Tab" with a "VOTER INFORMATION" header. The voter's name is "FISHER, JULIE F". The interface displays various fields for voter details, including a suffix, year of birth, address, voter ID, absentee status, and precinct information. At the bottom, there is a status bar with a "Ready to Check In" indicator and a "Check Voter In" button.

VOTER INFORMATION			
NAME: FISHER, JULIE F			
Suffix:	Voter ID: 072018681		
Year of Birth: 1937	Absentee:		
	Status: Active	Mailing Address:	
		Mailing City:	
Address: 3504 Delashmutt Dr	Precinct: 401 - EVERGREEN		
City: Haymarket	Congress: 10	Senate: 030	House: 021
	Town:		

Buttons: Add Voter Note, Edit Voter, Voter History, Print Directions, Return to Search

Status: Ready to Check In

Check Voter In

Footer: 2023/10/06 11:42:51 AM | Total Voters: 564 | Check In: 0 | 0401 | Poll Status: Open | 8/0%

VOTER INFORMATION

NAME: ADA

Suffix

Year of Birth:

Address: 240

City: Hay

Select Party

**Which Primary are
you voting in today?**

Select party from the
dropdown list below

OutsidePolls

Affidavit

Select

Democratic

Republican

Cancel

Add Voter Note

Edit Voter

Voter History

Print Directions

Return to Search

Check Voter In

Ready to Check-In.

PROCESS TO CHECK IN A VOTER (cont.)

The screenshot displays a web interface for checking in a voter. At the top, a blue header reads "VOTER INFORMATION". Below it, the following details are shown: NAME: FISHER, JULIE F; Suffix: (blank); Year of Birth: 1937; Address: 3504 Delachmutt Dr; City: Hay (partially visible); Voter ID: 072018681; Absentee: (blank); Status: Active; Mailing Address: (blank); Mailing City: (blank). A white modal dialog box is centered on the screen with the text "Please give Voter Ballot 401" and two checked options: "Outside Polls" and "Affidavit". Below the dialog are "Continue" and "Cancel" buttons. To the right of the voter information are buttons for "Add Voter Note", "Edit Voter", and "Voter History". At the bottom left, a green checkmark icon is next to the text "Ready to Check-In". Below that is a green "Check Voter In" button. To the right of this is a "Print Directions" button. At the bottom right is a "Return to Search" button. The footer contains a status bar with the date and time "2023/10/06 11:44:47 AM", "Total Voters 564", "Check In 0", "0401 Inq0481a", "Poll Status Open", and a battery icon at 87%.

PROCESS TO CHECK IN A VOTER (cont.)



PROCESS TO CHECK IN A VOTER (cont.)

Check In >
Process

Type Search or Scan ID 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
	FISCHER	DANIEL	JOHN		1962	918064589
	FISCHER	Habibullah	THOMAS		1966	918090825
	FISHER	JULIE	F		1937	072018681
	FISHER	MARTHA	JOSEPH		1992	753678340

2023/10/06 11:45:55 AM Total Voters: 564 Check In: 1 0401 mg0401a Poll Status: Open 0 87% ☰

PROCESS TO CHECK IN A VOTER (cont.)

Check In >
Process

The screenshot shows a web-based voter check-in interface. At the top, there is a search bar with the placeholder text "Type Search or Scan ID". To the right of the search bar, there is a "Search Type" dropdown menu set to "Last Name, First Name, Year of Birth", a "Search All" checkbox which is checked, and a yellow "Advanced Search" button. Below the search bar is a table with the following columns: Last Name, First Name, Middle Name, Suffix, Year of Birth, and Voter ID. The table body is currently empty. At the bottom of the interface is a dark blue status bar containing the following information: "2023/10/06 11:47:19 AM", "Total Voters 564", "Check In 1", "0401 mg0401a", "Poll Status Open", and "0 87%". There are also several small icons on the right side of the status bar.

PROCESS TO CHECK IN A VOTER (cont.)

Check In >
Process

The screenshot shows a web application interface for checking in voters. At the top, there is a search bar containing 'fis,h' and a dropdown menu for 'Search Type' set to 'Last Name, First Name, Year of Birth'. A 'Search All' checkbox is checked, and an 'Advanced Search' button is visible on the right. Below the search bar is a table with the following columns: Last Name, First Name, Middle Name, Suffix, Year of Birth, and Voter ID. The table contains three rows, each with a yellow warning icon in the first column. The first row is highlighted in light blue, while the other two are highlighted in red. The bottom of the interface features a dark blue footer with various status indicators: '2023/10/06 11:48:13 AM', 'Total Voters 564', 'Check In 1', '0401 mg0401a', 'Poll Status Open', and a '90%' indicator.

	Last Name	First Name	Middle Name	Suffix	Year of Birth	Voter ID
	FISCHER	Habibullah	THOMAS		1966	918090825
	FISCHER	HORACIO	AMELIA		1944	306051825
	FISHER	HALIMA	QUINLAN		1953	608009755

2023/10/06 11:48:13 AM Total Voters 564 Check In 1 0401 mg0401a Poll Status Open 90%

PROCESS TO CHECK IN A VOTER (cont.)

VOTER INFORMATION

NAME: FISCHER, HORACIO AMELIA

Suffix:	Voter ID: 306051825
Year of Birth: 1944	Absentee:
	Status: Active
	Mailing Address:
	Mailing City:
Address: 5618 SOLHEIM CUP DR	Precinct: 413 - REAGAN
City: Haymarket	Congress: 10
	Senate: 030
	House: 021
	Town:


Add Voter Note

Edit Voter

Voter History

Print Directions

Return to Search

 **Voter is in the wrong precinct.**

2023/10/06 11:50:02 AM **Total Voters 564** **Check In 1** 0401 eng0401a **Poll Status Open** 0 80%

Voter ID

Check In >
Need to Know



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Voter Identification

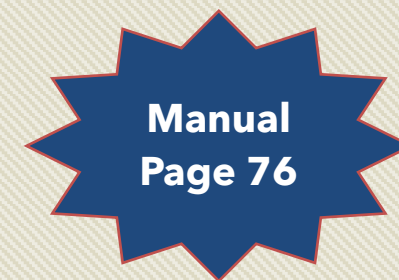
All voters casting a ballot in-person will be asked to show one form of identification. Any voter who does not present acceptable identification may instead sign a statement, subject to felony penalties, that they are the named registered voter who they claim to be. Any voter who does **not** present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

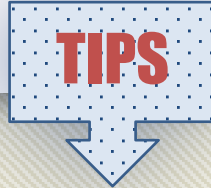
** "Valid" means the document is genuine and is not expired for more than twelve months, except for a Virginia driver's license or DMV-issued ID card, for which the expiration date should not be considered when determining its validity.

** The eleven [recognized](https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/) 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/>)

- **Note 1:** Only 2 IDs are required to have a photo:
 - an employer issued ID and
 - a 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.



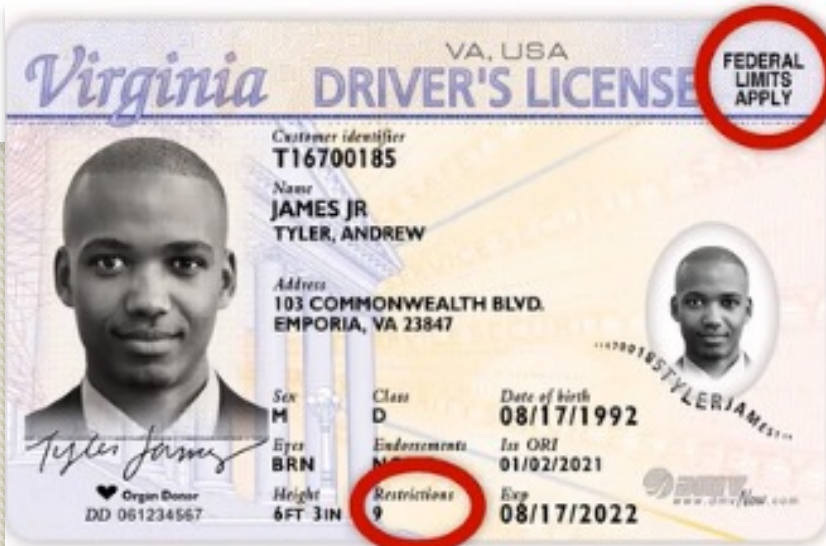
Notes on Acceptable ID



- Voter does not have acceptable ID and will not sign ID Statement.
 - Send voter to Chief. Voter must vote a provisional ballot.
- Name does not have to match exactly.
 - Similar name: Terry (Terrence) = OK
 - Initials: TJ (Tim Jack) = OK
 - Maiden Name = OK
- Address on ID does not have to match Pollbooks.
 - Voter can state current address when the written address does not match Pollbooks.
- We accept similar spelling of names.
- Voter should complete a Voter Registration Application when pollbook does not match ID.
- 17-year-olds who will be 18 on or before November 5, 2024, can vote in this primary.

Driver License not Valid

Check In >
Need to Know








- Driver Privilege Card are expressly excluded from the list of acceptable forms of identification.
- The things to look for are:
 1. In the front top right if it says, "FEDERAL LIMITS APPLY," AND
 2. Front bottom middle has a number "9" under "Restrictions," AND
 3. On the back under "Restrictions" it will say, "Limited Duration."
- If **all 3 things** are on the ID, that card is not valid for voting. You will ask for another form of ID.

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Voter States & Tags

March 2024 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 was mailed to this voter. If voter does not have ballot, they may only proceed provisionally.
	?	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 move rules sheet.
		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.

Voters with GREEN will vote on machine.

Voters with YELLOW or RED can only vote a Provisional Ballot, see CO

Voters in ORANGE, see CO

Check Birthdate for Jr, Sr

PID 1st time Federal Voter

Year of Birth in RED

Check In >
Process

VOTER INFORMATION

NAME: [REDACTED]

Suffix: [REDACTED] **Voter ID:** [REDACTED]

Year of Birth: 1953 **Absentee:** [REDACTED]

Status: Active **Mailing Address:** [REDACTED]

Mailing City: [REDACTED]

Address: [REDACTED] Airlea Dr

City: Nokesville **Precinct: 101 - BRENTSVILLE**

Congress: 10 **Senate: 029** **House: 022**

Town: [REDACTED]

[Add Voter Note](#)

Ready to Check-In

[Check Voter In](#) [Return to Search](#)

2024/01/10 3:59:22 PM Total Voters 321212 Check In 0 EV1 jffov1s Poll Status Open 0 100%

Voter Changes Mind After Receiving Ballot

Check In >
Need to Know

- Voter has been checked in and given a ballot.
- Voter decides to vote in other primary.
- Send voter to Chief.

Election Day - Send to Chief

Check In >
Need to Know

- Inactive Voters
 - Absentee Issued if they don't have ballot
- Wrong Polling Place (or cannot find on Countywide Lookup)
 - Overseas
 - Already Voted



Send Voter to Chief

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Provisional Voters

[Check In >](#)
Provisional Voters

- Absentee Voters without ballot
- Not on your Pollbook
- Already voted

Provisional Ballot Envelope

Virginia Provisional Vote and Same Day Registration Application Precinct # _____
Only for voters not registered in this precinct. Use blue or black ink

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

1 * I am a citizen of the United States of America YES NO
 * Full Social Security Number _____ No SSN was ever issued
 * Date of Birth (MM/DD/YYYY) ____/____/____ * Gender _____

2 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write-in): _____
 * First Name _____ * Middle Name _____ None
 * Residence Address (May not be a P.O. Box) _____ Apt. _____
 * City/Town _____ * Zip Code _____
 Email _____ Phone _____

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

4 I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.
 I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.
 I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:
 An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
 Been granted a court issued protective order.
 In fear for personal safety from being threatened or stalked by another person.
 A participant in the Virginia Attorney General's Address Confidentiality Program.
 Been approved to be a foster parent.
 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 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 back for Privacy Act Notice and Warning.)
 * Signature _____ Today's date: ____/____/____
 By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

ELECTION OFFICER	OFFICE/ELECTORAL BOARD USE ONLY
<p>YOU MUST SELECT THIS REASON CODE.</p> <p><input type="checkbox"/> #1: Same Day Registration (or not on pollbook)</p> <p>Did voter show ID or complete ID Confirmation Statement? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Comments:</p> <p>Election Officer: <input checked="" type="checkbox"/> _____ Sign Here</p>	<p>Voter ID # _____</p> <p>Adjudication: <input type="checkbox"/> COUNT <input type="checkbox"/> DO NOT COUNT</p> <p>Voter Identification</p> <p>1. If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> _____</p> <p>2. Attach a copy of the identification document.</p>

ELECT-653 - 7/2023

← Same Day Reg (Front)

→ Non-Same Day (Back)

Virginia Provisional Vote (Non-Same Day Registration) Precinct # _____
If Same Day Registration, complete only the other side. Use blue or black ink

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 ____/____/____

3 * Social Security Number _____
 Last 4 digits REQUIRED
 Providing your full Social Security number, though not required, may prove helpful in determination of 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: ____/____/____
 Your address information will be used to update your voter registration record.

5 Phone _____ Email _____

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.
Voter: *Sign Here Today's Date: ____/____/____

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	OFFICE/ELECTORAL BOARD USE ONLY
<p>You Must Select a Reason Code.</p> <p><input type="checkbox"/> #3: Voting after hours due to court order</p> <p><input type="checkbox"/> #4: Vote by mail -- no ballot to surrender</p> <p><input type="checkbox"/> #5: Shown on pollbook as already voted</p> <p><input type="checkbox"/> #6: Other: _____</p> <p><input type="checkbox"/> #7: Voter does not have required ID and declined to complete ID Confirmation Statement</p> <p>Comments:</p> <p>Election Officer: <input checked="" type="checkbox"/> _____ Sign Here</p>	<p>Voter ID # _____</p> <p>Adjudication: <input type="checkbox"/> COUNT <input type="checkbox"/> DO NOT COUNT</p> <p>Voter Identification</p> <p>1. If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> _____</p> <p>2. Attach a copy of the identification document.</p>

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Provisional Envelope D or R

Virginia Provisional Vote and Same Day Registration Application Precinct # _____
Only for voters not registered in this precinct. Use blue or black ink

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

1 * I am a citizen of the United States of America YES NO
* Full Social Security Number _____ No SSN was ever issued
* Date of Birth (MM/DD/YYYY) ____/____/____ * Gender _____

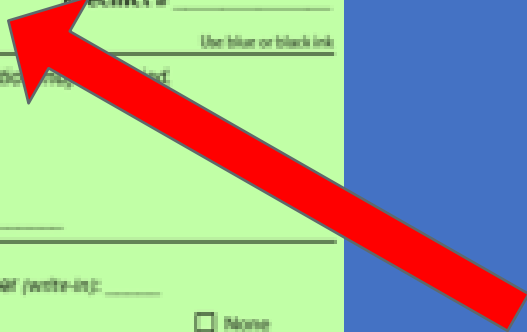
2 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write-in): _____
* First Name _____ * Middle Name _____ None
* Residence Address (May not be a P.O. Box) _____ Apt. _____
* City/Town _____ * Zip Code _____
Email _____ Phone _____

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

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



Use this space to write which primary ballot this provisional envelope contains.

D for Democratic
R for Republican

Questions

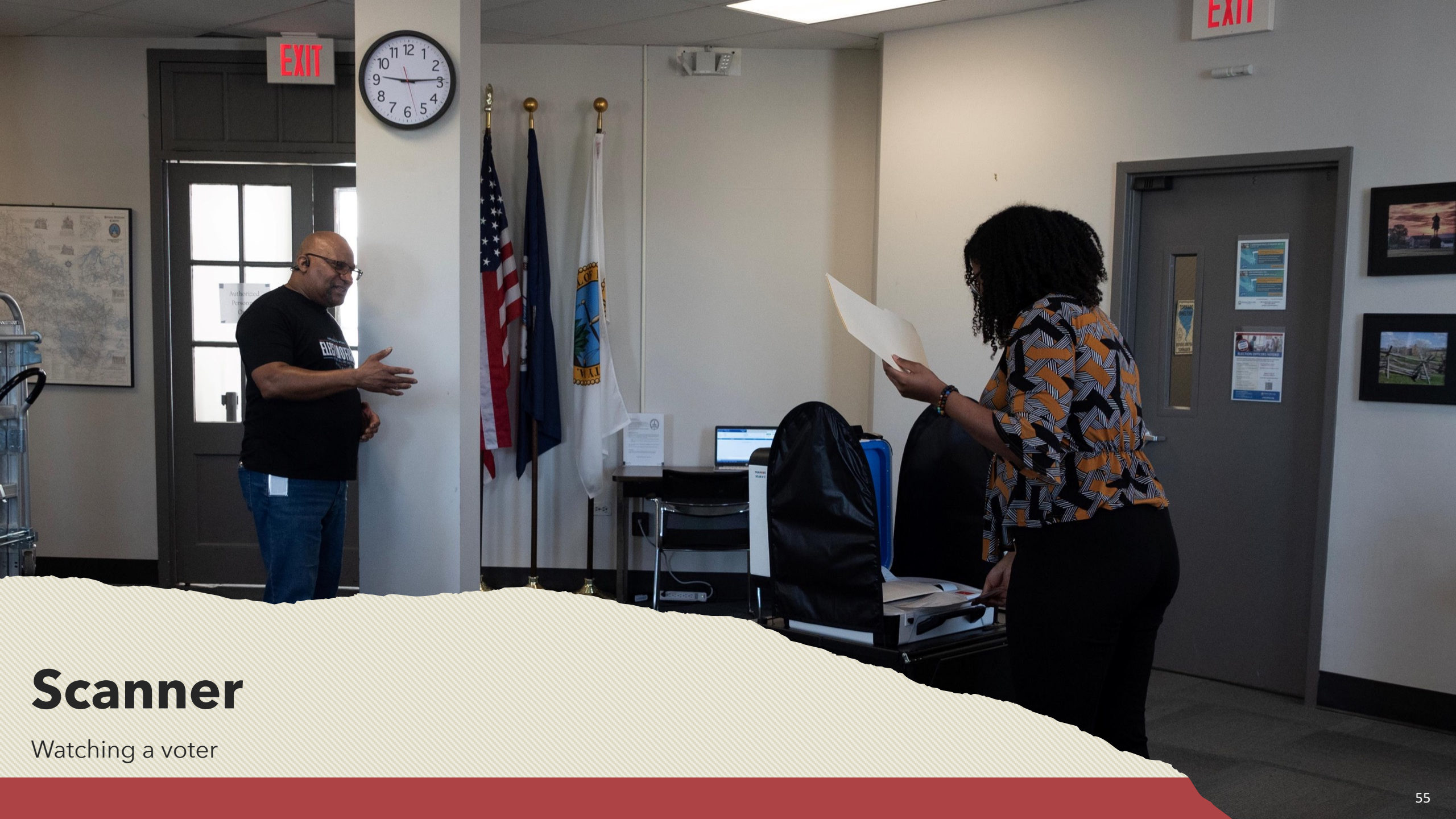


Voting Booth Officer

Monitoring the Ballot Marking Area

Voting Booth Officer Duties

- Control voters in the ballot marking area.
 - One voter per booth, no talking unless the Request for Assistance Form is completed.
Ensure marking stations remain clear of papers and personal items.
- Assist voters as requested.
- Maintain distance for privacy.



Scanner

Watching a voter

Scanner Officer Duties

Remain

Near the Scanner
keeping a safe
distance for
privacy.

Assist

Voters having
difficulties.

Keep

"I Voted" stickers
near exit.

Return

Privacy folders to
the check-in
station.

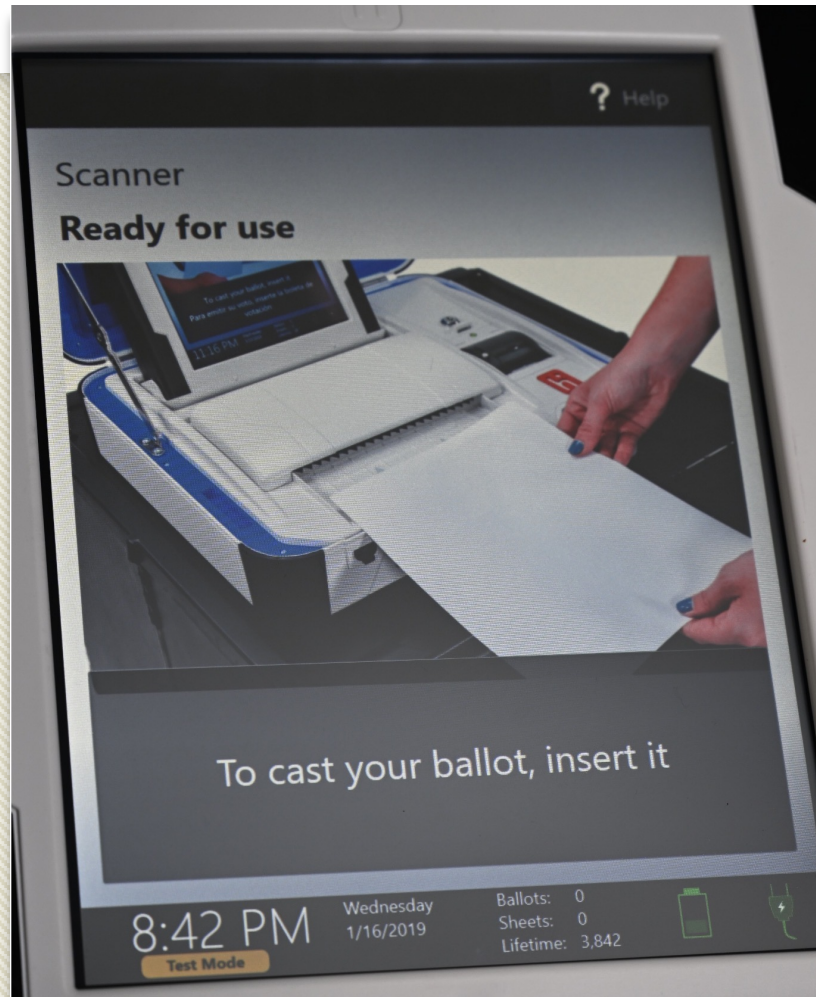
Back of Scanner



- You need to be behind the Scanner while voters are scanning ballots.
- You should be able to see the “blue light.”
- If a ballot gets rejected, you need to engage with the voter to determine the issue.

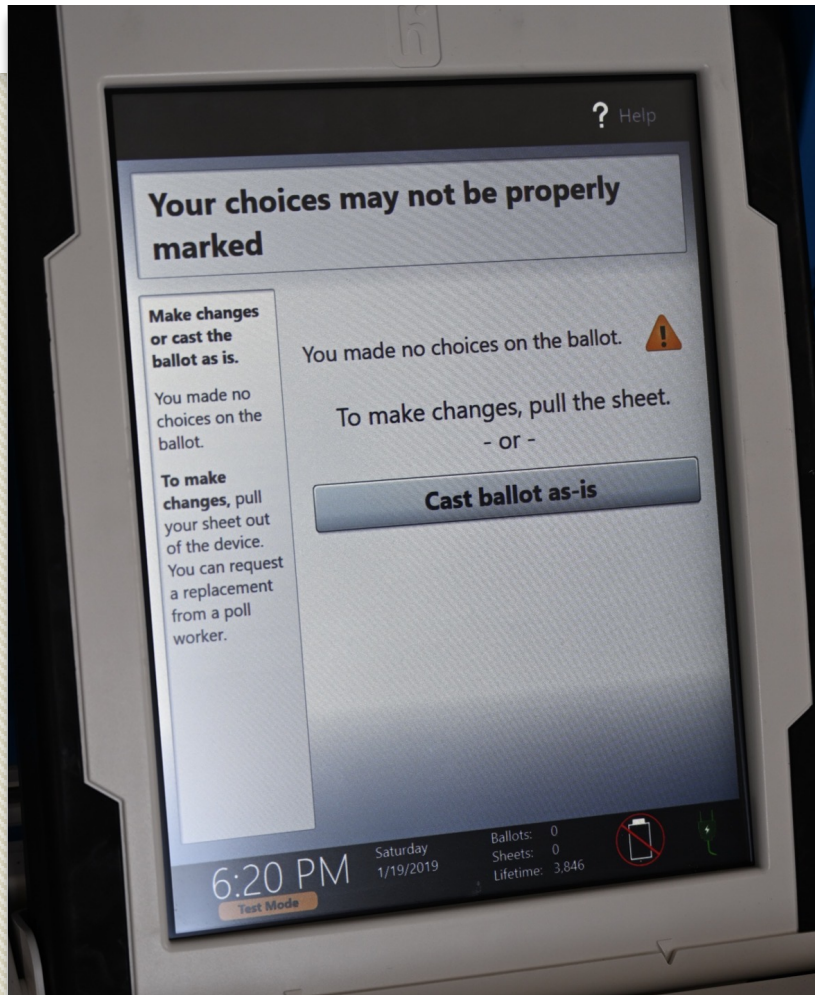
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"Ready for use" screen



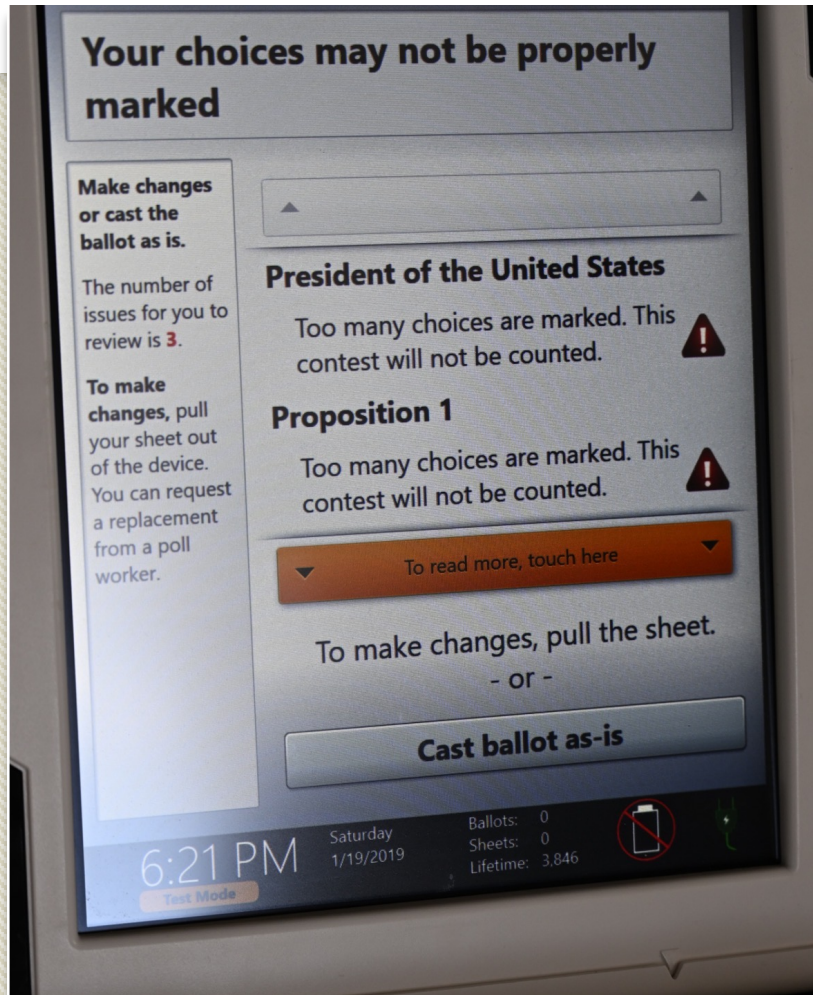
- The machine is ready to accept a ballot.
- This is when a voter will scan their ballot.

Ballot Rejected Reason #1 | Blank Ballot



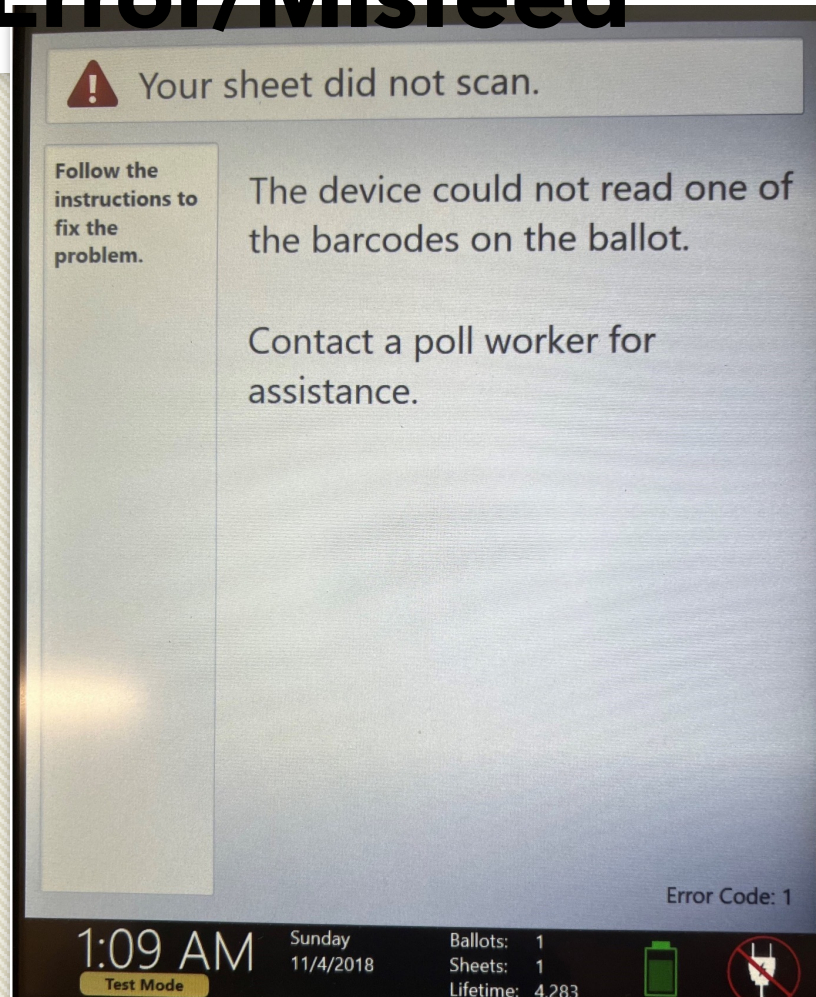
- Ask voter to read the screen to you.
 - If the voter removes the ballot, the screen will change back to "Ready For Use."
- Give voter the option of taking the ballot and marking it or pressing the "Cast ballot as-is" button.

Ballot Rejected Reason #2 | Overvote



- Ask voter to read the screen to you.
 - If the voter removes the ballot, the screen will change back to "Ready For Use."
- Give voter the option of taking the ballot to the Chief and getting a new one or pressing the "Cast ballot as-is" button.

Ballot Rejected Reason #3 | Ballot Error/Misfeed



- Ask voter to read the screen to you.
 - If the voter removes the ballot, the screen will change to "Ready For Use."
- Have voter attempt to rescan ballot.
- If the ballot does not scan, send the voter to the Chief to receive a new ballot.

TOUCH WRITER



- The Touch Writer is our ADA marking device.
- It is used for voters who have difficulties marking a ballot.
- The CO, AO, or EPS will assist those voters.

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Questions

Final Notes

- Thank you again.
- Look for an email from your Chief.
- If you have not heard from your Chief 1 month BEFORE the election, send an email to electionofficer@pwcgov.org or call Dena (staffing coordinator) at 703.792.6485.

Hands- On Practice

Machine Open House/Work Shop

**Office of Elections Warehouse: 13851 Telegraph Rd, Suite E,
Woodbridge, VA**

June 11 th	9:00 am - 3:00 pm
June 12 th	3:00 pm - 9:00 pm

After I read the Oath, say "I will"

Appointment Oath

I do solemnly swear (or affirm) that I will support the
Constitution of the United States, and the
Constitution of the Commonwealth of Virginia, and that I will faithfully
and impartially discharge all the duties incumbent upon me as an
Officer of Election of Prince William County according to the best of my
ability.

**ENJOY THE
ELECTION!!!**

