

# Fairfax County Office of Elections



## ELECTION DAY CHIEFS NOTEBOOK

**General and Special Elections  
Tuesday, November 2, 2021**

Fairfax County is committed to nondiscrimination in all county programs, services, and activities. Reasonable accommodations will be made upon request.  
To request this information in an alternate format, contact:

**Fairfax County Office of Elections  
12000 Government Center Pkwy, Suite 323, Fairfax, Virginia 22035  
703-324-4735 or ElectionOfficers@fairfaxcounty.gov  
<https://www.fairfaxcounty.gov/elections>**

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# IMPORTANT PHONE NUMBERS

## VOTER REGISTRATION

*(issues with What-Ifs, voter eligibility, voter registrations, correct precinct, etc.)*

**703-324-8765 (Chiefs)**

**703-222-0776 (Public)**

## TECHNICAL SUPPORT

*(issues with Poll Pads, DS200s, ExpressVotes, mobile hotspots, or any other equipment)*

**703-324-4101**

*(From 5:00 AM to 6:00 AM, call only if the issue will prevent you from opening polls on time!)*

## GENERAL SUPPORT

*(any other issues, including your facility, supplies, election officers, forms, documents, etc.)*

**703-324-4735**

*(From 5:00 AM to 6:00 AM, call only if the issue will prevent you from opening polls on time!)*

## PHONE IN RETURNS

*(call in your results as soon as you have them!)*

**703-324-8765**

## YOUR ROVER

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

## POLLING PLACE INFORMATION

BUILDING: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ENTRANCE #: \_\_\_\_\_

VOTING ROOM: \_\_\_\_\_

## 5:00 AM FACILITY CONTACT

*(this is the person you will call if your building is not open at 5:00 AM on election morning)*

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

## STATE BOARD OF ELECTIONS

**1-800-552-9745**

## (Police/Fire/Rescue) EMERGENCY

**911**

## (Police) NON-EMERGENCY

**703-691-2131**

## FCPS SCHOOL SECURITY

**571-423-2000**

## DOMINION ENERGY

**888-667-3000**

## (NOVEC) NOVA ELECTRIC CO-OP

**703-335-0500**

# OVERVIEW

## GENERAL AND SPECIAL ELECTIONS Tuesday, November 2, 2021

It is our duty to ensure that every citizen in Fairfax County has the opportunity to exercise their right to vote in a fair, unbiased, efficient manner and we trust that you will adhere to our guiding principles to provide the highest quality voting process in Fairfax County.

<b>Security:</b>	<i>Our highest priority is to maintain the security of all voting equipment, voting data, and every component of the election process.</i>
<b>Accuracy:</b>	<i>We will strive for perfection in every part of the election process.</i>
<b>Transparency:</b>	<i>Nothing we do is secret except for the voter's ballot.</i>
<b>Integrity:</b>	<i>We will uphold the highest standards in the conduct of the election.</i>
<b>Neutrality:</b>	<i>We will treat all voters in a fair and unbiased manner.</i>

### PREFACE

The purpose of the Chiefs Notebook is to guide new and experienced Chiefs through what you need to know to prepare for the election, to open and close your polling place, to manage operations during the day, and to work with routine and non-routine voters. The guidance in this notebook is also designed to give you the knowledge and tools you need to prepare your officers to serve on election day and to guide and oversee their performance.

The chapters in this notebook are arranged in chronological order, starting with the week before the election and ending with the return of materials to the Government Center on election night. Each chapter begins with an overview of the responsibilities encompassed at each stage and a roadmap of the order in which the various tasks should be completed. Tasks are grouped by logical function and given task numbers.

We have provided what we hope are tips for best practices and detailed procedural instructions. There is also guidance on handling non-voter situations, such as maintaining polling place security, establishing the 40-foot Prohibited Activities area, handling emergency situations, and working with disabled voters.

The notebook also includes various kinds of documents: forms, guidance (appendix) documents for specific election issues, the state-issued What-Ifs for non-routine voter situations, checklists, handouts, and officer function descriptions. You can locate these documents either in separate tabbed sections of the notebook or included as part of the major guidance chapters.

We strongly encourage you to study this notebook before election day and to explore every tabbed section so that you are familiar with the notebook's contents and with where various materials may be found.

The Office of Elections truly appreciates the willingness of all Chiefs and Assistant Chiefs to take on the important and demanding responsibility of these positions. You are indispensable to the ability of Fairfax County to hold elections.

*Thank you for serving as a Chief or Assistant Chief!*

# OVERVIEW

## ELECTION DAY

On election day, polling places will be open from 6:00 AM to 7:00 PM.

## VOTING EQUIPMENT

We have allocated 2 DS200 ballot scanners, 2 ExpressVote ballot marking devices, 3 to 6 Poll Pads, and sufficient ballots and ExpressVote cards to each precinct.

- **DS200s:** You must set up all voting equipment, including both DS200 scanners. Even if the precinct is small or the turnout low, both scanners must be set up so that there will be no interruption in the voting process if the first scanner is unable to be used for any reason.
- **Poll Pads:** Set up all the Poll Pads issued to your precinct. The voter file will be downloaded to the Poll Pads on Sunday before the election (Chiefs will be given additional instructions). The Poll Pads will sync with the secure central election database over an encrypted connection, allowing the Office of Elections to monitor Poll Pad activity throughout the day.
- **ExpressVote ballot marking device:** Any voter may choose to use the ExpressVote. You must set up your ExpressVote machines on a visible and easily accessible table.

## BALLOTS

Each precinct will receive its own unique set of ballots. Ballots are marked on the upper right corner with Ballot Type (for example, "BT1"), which corresponds to the ballot type on the voter's record in the Poll Pad.

Ballots are padded and stubbed. Ballots are attached to a pad, with staples on the stub (like a legal pad). The stub contains the number of ballots on the pad (such as 3 of 50), but there is no identifying number on the ballot itself. Individual ballots will be torn off from the pad. Since the ballots are padded and stubbed, your officers will not need to count loose ballots, which increases accuracy and security.

## PPE SUPPLIES AND SAFETY MEASURES

For more than a year, we have been working with county staff, health professionals, and the Virginia Department of Elections to implement contingency measures for polling places during COVID-19, while also maintaining the integrity of the election process. Some of the supplies supplied to each precinct for use during this election include:

- Clear acrylic sneeze guards for use at the check-in table, ballot table, and Chief's table.
- Face masks, for use by election officers and to offer to voters.
- Hand sanitizer, for use by election officers and to offer to voters.
- Disinfectant wipes.

Chiefs should rotate any COVID-related duties among all officers during the day and should make sure to give election officers the opportunity to take frequent breaks throughout the day.

# OVERVIEW

## ABSENTEE BALLOT DROP BOX

Each polling place will receive an absentee ballot drop box that will be packed in a cardboard box. This drop box will be used by voters who wish to deposit their voted absentee ballots.

Voters from anywhere in Fairfax County can return voted absentee ballots in a drop box at any polling place.

Voters are permitted to place more than one voted absentee ballot in the drop box.

Voters are not required to provide identification or to identify themselves when they place a voted absentee ballot envelope in the drop box.

## NON-ROUTINE AND PROVISIONAL VOTERS

You are required to offer a provisional ballot to any voter who is not able to vote at your precinct in the routine manner. At the same time, you are also responsible for directing voters to the correct precinct so they will have the best chance of having their ballot count.

Call voter registration staff at **703-324-8765** if you have any questions about non-routine or provisional voters on Election Day.

## CHIEF'S NOTES

The Chief's Notes are very important because they are used to document all non-routine issues at polling places. The Chief's Notes are reviewed by Electoral Board Members and office staff to gain valuable information about election day, resolve problems, and improve the overall election process.

- **Page 2 – Poll Pad and voting machine problems:** Document any malfunction or problem with a Poll Pad, DS200, or ExpressVote machine.
- **Page 3 – Election day incident report:** Document incidents involving personal injury, property damage, disruptions, or any other incidents. Also, note if any voter who could not vote routinely because they were not registered in your precinct left to vote at the polling place where they were registered to vote (note the voter's name, the time, and any other relevant information).
- **Page 4 – Observations, comments, and suggestions:** Use this section to provide your feedback on election day as well as any feedback from your election officers.
- **Page 5 – Voter registration/pollbook discrepancies:** Document any voter registration issues including duplicate entries, typographical errors, moved/deceased voters, etc.

# **1. BEFORE ELECTION DAY**

# BEFORE ELECTION DAY

Congratulations, you've been assigned as a Chief or Assistant Chief! You're going to have a great time managing your polling place and helping non-routine voters on election day. But remember, your job starts well before election day to ensure everything goes smoothly.

First, you should have already completed all required training, including the **Election Officer Basics** class (required once per two-year appointment term) and the **Chief & Assistant Chief Basics** class (required once before your first time serving as a Chief or Assistant Chief).

Completing these classes will ensure you understand everything that is required of you as a Chief or Assistant Chief. But don't worry, you don't have to memorize everything! That's why you have this handy notebook to serve as a reference and go over everything you need to know or do before and on election day.

**Your next tasks as a Chief or Assistant Chief will begin about two weeks before election day.** It is important to perform each of these tasks in order and in a timely manner; if you delay, it will create issues and only make it more difficult for you to succeed as a Chief or Assistant Chief. More detailed instructions for each task are provided later in this section.

## Two weeks before:

- **Task 1: Contact your Assistant Chief**
- **Task 2: Contact your polling place**
- **Task 3: Contact your Rover**
- **Task 4: Contact your election officers**

## One week before:

- **Task 5: Watch Chiefs Briefing**
- **Task 6: Pick up election supplies**
- **Task 7: Visit your polling place**
- **Task 8: Develop your election day plan**

## Weekend before (Saturday/Sunday):

- **Task 9: Contact election officers again**
- **Task 10: Update Poll Pads on Sunday**

## Day before (Monday):

- **Task 11: Receive Sheriff's envelope**
- **Task 12: Set up polling place**

# BEFORE ELECTION DAY

## *Two weeks before election day...*

About two weeks before election day, the Chief and Assistant Chief will receive one or more emails with some very important information:

- **Chiefs Notebook:** A PDF version of this notebook.
- **Precinct Roster:** A list of your assigned officers and their contact information.
- **Polling Place Info Sheet:** Information about your specific polling place, including the assigned voting room, designated setup time day before election, contact information for your building liaison, and other notes specific to your polling place.

### **TASK 1: CONTACT YOUR ASSISTANT CHIEF**

After receiving the precinct roster, the Chief's first call should be to the Assistant Chief. You will work together on many pre-election tasks, so start communicating and planning together now!

### **TASK 2: CONTACT YOUR POLLING PLACE**

After receiving the **Polling Place Info Sheet**, the Chief should call or email the polling place contact as soon as possible. In speaking to your polling place contact, you should:

- **Ask when you (and the Assistant Chief, if possible) can visit the polling place and see the voting room the week before the election.** This is particularly important if it is your first time as a Chief or your first time serving at this polling place. (If there are two precincts at your polling place, meet with your counterparts at the same time, if possible.)
- **Confirm the setup time the day before the election.** You and your polling place contact may agree on whatever time works best for both of you, even if it is different than what is listed on the Polling Place Info Sheet.
- **Verify all other information from the Polling Place Info Sheet is correct.**

### **TASK 3: CONTACT YOUR ROVER**

A Rover is an Office of Elections staff member who supports 10 to 12 precincts on and before election day. Your Rover will call or email you one to two weeks before the election to answer any questions and to offer assistance. Save their number in your phone contacts!

The Rover can assist with pre-election guidance and, on election day, can assist with equipment issues, provide extra supplies, and give guidance on operational issues. For example, let your Rover know if additional signs or extension cords are needed, or if there are any construction, voter access, or parking issues that need to be addressed.

If you are new to a precinct, we suggest that you send to your Rover a diagram of your polling place layout; you can discuss any unique circumstances you anticipate facing on election day.

# BEFORE ELECTION DAY

*Two weeks before election day...*

## **TASK 4: CONTACT ELECTION OFFICERS**

If you are the Chief, it is critical that you contact your election officers soon after you receive the precinct roster by email.

Email all of your officers and ask them to reply to confirm receipt; if any officers do not respond in a timely manner, follow up with them by phone or text message.

Address the following items when you email or call election officers:

- **Punctuality:** Arrive no later than 5:00 AM on election day.
- **Long day:** Remind officers that they can't leave the polling place premises from 5:00 AM to about 9:00 PM.
- **Attire:** Dress is business casual. Jeans are fine (no holes). Dress in layers if possible. Clothing can't contain images or text that might be interpreted as partisan.
- **Medication:** Remind officers to bring any medications they need to take.
- **PPE:** Remind officers that they will be required to wear face masks while they are in the polling place.
- **Parking:** Tell officers where to park and make sure they do not park in voter parking!
- **Voting room:** Tell officers where the voting room is located and which entrance to use.
- **Polling place:** Give officers any other information specific to your polling place.
- **Meals/breaks:** Give officers information about meals and breaks.
- **Assignments:** Get information about the skills and abilities of your officers to plan assignments. Ask what functions they have performed previously.
- **Training refresher:** Refer officers to the election officer training website for refresher information (<https://training.electionofficers.com>).
- **Voting:** Remind your officers to vote early if they are not assigned to their voting precinct.
- **General info:** Give officers information about the voting process and election day.
- **Questions:** Give officers a chance to ask questions about election day.

If this is your first time being a Chief or your first time at a new polling place, you may not have all of this information yet. That's OK – let your officers know you will provide that information after a site visit. But it's very important that you make contact with your officers as soon as possible so you can start providing them important information and answer any questions.

**IMPORTANT:** If any of your officers indicate they are no longer able to serve, notify the elections office at [ElectionOfficers@fairfaxcounty.gov](mailto:ElectionOfficers@fairfaxcounty.gov) or 703-324-4735 as soon as possible! The sooner you let us know, the better chance you have of receiving a replacement officer.

# BEFORE ELECTION DAY

*One week before election day...*

## **TASK 5: WATCH CHIEFS BRIEFING**

All Chiefs and Assistant Chiefs must watch a legally-required Chiefs Briefing before each election. This is separate from any other training class and is required before each election in which you serve as a Chief or Assistant Chief.

The Chiefs Briefing goes over updates and changes specific to the upcoming election and what Chiefs and Assistant Chiefs specifically need to know. You will always have an opportunity to ask any questions during or after the Chiefs Briefing.

The Chiefs Briefing is always scheduled during the week before the election. You must watch the Chiefs Briefing no later than 3 days before election day.

# BEFORE ELECTION DAY

*One week before election day...*

## **TASK 6: PICK UP ELECTION SUPPLIES**

If you are a Chief, you should have already scheduled a time to pick up your election supplies the week before election day. Assistant Chiefs no longer pick up supplies before election day.

### **Pick up the Chief's supplies at your scheduled appointment time.**

- Arrive on time; if you arrive early, your materials may not be ready.
- Your supplies will include a black rolling kit, a green Poll Pad case, two printed copies of the Chiefs Notebook (one for you and one to give the Assistant Chief), and other supplies.

### **Check the supplies in your black rolling kit against your supply list.**

- Check the kit's contents against the supply list later in this section.
- Confirm that you have the correct SOR, envelopes, and other forms for your precinct.
- Call the office at **703-324-4735** if any essential supplies are missing.

### **Check the supplies in your green Poll Pad case.**

- Open the green Poll Pad case (which is unsealed) to check that you received 3 to 6 Poll Pads, power cubes, and cords.
- Confirm that you also received a mobile hotspot, charging cable, and charging adapter. All precincts will use the mobile hotspot to connect the Poll Pads with the secure election database.

**IMPORTANT:** If you need to withdraw for any reason after you have picked up your election supplies, you must return the election supplies to our office at the Fairfax County Government Center as soon as possible. If you are not able to return the supplies yourself, you may ask a friend or family member to return them for you. We need them back ASAP so we can provide them to the person assigned as your replacement.

# BEFORE ELECTION DAY

*One week before election day...*

## **TASK 7: VISIT YOUR POLLING PLACE**

When you visit your polling place the week before the election, make sure to complete the following tasks.

- ❑ **Meet with the building manager, custodian, and/or office staff and remind them of our election day requirements.**
  - The building must be open by 5:00 AM on election morning.
  - Outside lighting, reserved parking, and accessible spaces are required.
  - Ask for cones for marking voter parking places and on which to post signs.
  - Depending on weather and room location – heat or air-conditioning is required.
  - Election officers need all-day access to telephone, restrooms, etc.
  - Election officers may be there until 9:00 PM or later.
  - Bake sales and fundraisers must be outside the 40-foot Prohibited Area.
  - Confirm the name and cell phone number for the person who will open the building by 5:00 AM on election morning.
  
- ❑ **Obtain the name and phone number for a 5:00 AM emergency contact.**
  - This is an alternate contact who will open the building if the custodian is late. Your polling place may have already provided this info on your **Polling Place Info Sheet**.
  - Record contact information with other phone numbers at the front of this notebook.
  - Some of the private (non-school) polling places will give you a key to their facility instead. Safeguard the key and be sure that the key is returned promptly.
  
- ❑ **Check the Chief's cell phone to ensure that you have reception in the voting room.**
  - You must have a good line of communication with the office and with curbside voters.
  - If the Chief's phone doesn't have good reception, you will need to identify another officer with good reception instead.
  
- ❑ **Check the voting room and building features.**
  - Note emergency evacuation route(s) – a floor plan should be posted in each building.
  - Identify a shelter-in-place. There should be a designated room in the facility.
  - Check traffic flow in, out, and through the voting room and locate emergency exit(s).
  - Locate reserved voter parking spaces (see Notice 8422 for schools in *Guidelines* tab.)
  - Test power outlets you expect to use (with a nightlight) to ensure they have power.
  - Let your Rover know if you need extra extension cords.
  - Verify that you have enough adult-size tables and chairs. If you need more, ask your facility contact. If they say they cannot provide them, contact our office.
  - Check for adequate lighting, break area, etc.
  - Locate telephone and restrooms; make sure they will not be locked between 5:00 AM and 10:00 PM.

*continued on next page...*

# BEFORE ELECTION DAY

*One week before election day...*

## **TASK 7 (continued): VISIT YOUR POLLING PLACE**

### **☐ Check exterior and interior pathways for accessibility.**

- For detailed information, see the *Accessibility* tab in this notebook.
- Check reserved accessible parking spaces and determine if additional spaces are needed.
- If the main entrance has steps, identify the alternate entrance and ensure that it will be unlocked by 6:00 AM.
- Check entrances, ramps, and interior and exterior pathways for barriers. Can obstacles be removed or marked?
- Is additional signage needed to reserve parking or direct voters to alternate entrance(s)?
- Let your Rover know if you need additional signs.

### **☐ Diagram your room to plan the layout and traffic flow.**

- Draw a diagram of your voting location and map out the placement of your check-in tables, ballot table, privacy booths, DS200 scanner(s), and ExpressVote machines.
- Note the entrance and exits, and hallways where voters will be waiting in lines.
- Note the location of electrical outlets and figure out where to place electronic equipment so voters won't be tripping over cords.
- Let your Rover know if additional signs or extension cords are needed, or if there are any construction, voter access, or parking issues that need to be addressed.

### **☐ Locate the DS200 scanners.**

- Verify that the correct DS200 scanners have been delivered for your precinct.
- The precinct number should be listed on the DS200, but you can also verify the zip-tie seal number matches the one listed on the **Machine Certification Form**.
- All scanners should be sealed with green zip-tie seals. **Notify the office at 703-324-4735 immediately if a seal is missing.**

### **☐ Locate the gray cart.**

- Verify that the correct cart has been delivered for your precinct. The cart number is the same as your precinct number.
- All carts should be sealed with green zip-tie seals. **Notify the office at 703-324-4735 immediately if a seal is missing.**

*continued on next page...*

# BEFORE ELECTION DAY

*One week before election day...*

## **TASK 7 (continued): VISIT YOUR POLLING PLACE**

- Locate the cardboard box containing the absentee ballot drop box.**
- Locate the cardboard box containing acrylic sneeze guards.**
- Locate the yellow A-frame curbside voting sign.**
  - Verify the absentee ballot drop box is in a cardboard box on top of the gray cart.
  - Verify the acrylic sneeze guards are in a cardboard box on top of the gray cart. (Some of the semi-circular feet may be stored in the gray cart.)
  - Verify the yellow curbside voting sandwich sign is on top of the gray cart.
- Chief or Assistant Chief may unseal and unlock the gray cart (if at least one other officer is present).**
  - Verify that the cart contains boxes of ballots.
  - Verify that the cart contains black padded cases with ExpressVote.
  - Verify that the cart contains the gray tote case with Poll Pad peripherals.
  - Verify that the cart contains the large blue supply bag.
  - You may remove the blue supply bag and check the supplies.

**DO NOT OPEN ballot boxes before election day.**

**DO NOT REMOVE scanner seals before election day.**

**NOTE: Anytime a cart is unsealed / opened / resealed, you are required to complete and sign the Election Cart Security Log (affidavit) located in the pocket on the inside of the cart door. Two officers should do this together:**

- Verify the cut seal number against the previous entry on the affidavit.
- Record the date and time that you opened the cart. Print and sign your names.
- Save seals taken off before the election and return them in the **#7 Orange Pouch**.
- Lock the cart with your key and secure the handle with a yellow zip-tie seal.
- Print the seal number on the Security Record and sign the affidavit. Return the Security Record to the pocket inside the door.

# BEFORE ELECTION DAY

*One week before election day...*

## **TASK 8: DEVELOP A GAME PLAN FOR ELECTION DAY**

The Chief and Assistant Chief should work together to develop a game plan for opening, managing, and closing your polling place. If the Assistant Chief is unavailable, the Chief may do this themselves.

### **☐ Meet in-person, virtually, or over the phone.**

- If in-person, the Chief can deliver the Assistant Chief's set of keys and a printed copy of this notebook.

### **☐ Determine which functions will be primarily performed by the Chief and/or Assistant Chief.**

- The Assistant Chief should be able to perform all duties of the Chief.

### **☐ Diagram your room to plan the layout and traffic flow.**

- Draw a diagram of your voting location and map out the placement of your check-in tables, ballot table, privacy booths, drop box, DS200 scanners, and ExpressVote machines.
- Note the entrance and exits, and hallways where voters will be waiting in lines.
- Note where signs can be properly and most visibly displayed.
- Study the guide under the *Accessibility* tab for guidance on making parking areas, and interior and exterior pathways accessible.
- Note the location of electrical outlets and figure out where to place electronic equipment so voters won't be tripping over cords. Check outlets for functioning power.
- Let your Rover know if additional signs or extension cords are needed, or if there are any construction, voter access, or parking issues that need to be addressed. If possible, send a copy of your room diagram to the Rover (and to building staff, if they will be assisting with table setup or removal).

### **☐ Plan election officer assignments based on the skills and experience of your officers.**

- You should plan assignments for opening, the early morning shift, and closing.
- The sections of this notebook on opening and closing procedures give more detailed instructions for team assignments.
- Assign an experienced, friendly officer at the entrance to the voting room. They may also be designated to monitor the drop box, if located nearby.
- Put your fastest/most experienced officers on the Poll Pads. Team up an experienced officer with a new officer when possible.

# BEFORE ELECTION DAY

*The weekend before election day (Saturday/Sunday)...*

## **TASK 9: CONTACT ELECTION OFFICERS AGAIN**

On the Saturday or Sunday before the election, Chiefs should email or call your election officers again.

Verify that everyone is still available to serve and provide any last-minute reminders (how to travel to the polling place, where to park, which building entrance to use, etc.).

Make sure officers know how to contact you if they are running late or cannot find the voting room on election day.

If you have any newly-assigned officers, make sure to send them the same information you previously sent all other officers.

**IMPORTANT:** If any of your officers indicate they are no longer able to serve, notify the elections office at [ElectionOfficers@fairfaxcounty.gov](mailto:ElectionOfficers@fairfaxcounty.gov) or 703-324-4735 as soon as possible! The sooner you let us know, the better chance you have of receiving a replacement officer.

# BEFORE ELECTION DAY

*The weekend before election day (Saturday/Sunday)...*

## **TASK 10: UPDATE POLL PADS ON SUNDAY**

Chiefs will now pick up the Poll Pads as part of their other election supplies before election day. With this change in procedure, you will be able to update the Poll Pads to the latest voter file on Sunday (after the last day of absentee voting, which is always the Saturday before the election), instead of waiting until opening procedures and having to insert an iSync drive in each Poll Pad.

We will provide more detailed information and procedures before election day. However, it is important to know that the Poll Pads will only use the provided mobile hotspot to connect to our secure election database; they cannot and will not use your home Wi-Fi connection.

### **□ On Sunday, turn on mobile hotspot and Poll Pads.**

- Power on the mobile hotspot first.
- Power on the Poll Pads next.
- Verify the Poll Pads are connected to the mobile hotspot.
- You may need to plug in all devices to a power outlet, to ensure they remain fully powered for election day even after downloading the latest voter file.

### **□ Wait until Poll Pads have successfully downloaded the latest voter file.**

- The new voter file will be ready for download by 12:00 PM (noon) on Sunday.
- If your Poll Pads are connected to the mobile hotspot, they will automatically download the latest voter file. It may take up to 60 minutes to download the voter file.
- We will provide instructions on how to verify your Poll Pads have finished downloading the latest voter file.

### **□ When complete, turn off mobile hotspot and Poll Pads.**

- Power off the mobile hotspot first.
- Power off all Poll Pads next.
- Pack all supplies back in the green Poll Pad case.

Again, we will provide more detailed information on these procedures, including what to do if you are not home or the mobile hotspot does not have a good connection at your home.

If you are not able to turn on your Poll Pads on Sunday, you will be able to perform this procedure on Monday.

# BEFORE ELECTION DAY

*The day before election day (Monday)...*

## **TASK 11: RECEIVE SHERIFF'S ENVELOPE**

Sheriff's Deputies will deliver a large white envelope with last-minute documents to every Chief's home on the day before the election (Monday). They will post it at or near your front door. You do NOT have to be home.

**IMPORTANT:** Sheriff's Envelopes are only sent to Chiefs, not Assistant Chiefs. The only exception is if a Chief lives outside Fairfax County; in this case, we will have the Sheriff's Envelope delivered to the Assistant Chief instead.

- **Verify receipt of the Sheriff's Envelope by 3:00 PM on Monday.**
  - If you will not be home on Monday, ask a neighbor to confirm you received it.
  - **If you have not received your Sheriff's Envelope by 3:00 PM on Monday, notify the elections office as soon as possible so we may make backup arrangements.**

NOTE: Some materials that were previously delivered in the Sheriff's Envelope may now be provided to you when the Chief picks up election supplies or may be delivered by the Rover to you on election morning.

# BEFORE ELECTION DAY

*The day before election day (Monday)...*

## **TASK 12: SET UP POLLING PLACE**

On the day before the election, the Chief, Assistant Chief, and any interested officers should do preliminary setup of the polling place. This will save time and reduce stress on election morning!

Invite all officers to help with setup. This will also let them practice driving the route from their home to the polling place, know which building entrance to use, see the voting room, and meet some or all of their fellow election officers. Note that election officers may be encouraged, but not required, to help.

(If you are unable to do preliminary setup on Monday, you can do all setup on election day.)

**IMPORTANT:** You must confirm a setup time with your facility contact beforehand. Do not just show up without discussing it with them first!

Do as much preliminary setup as your facility administrator allows *and* if the voting room will be secure overnight. You cannot setup your voting equipment or open ballots, but you can and should do many other things.

### **Verify all tasks from first polling place visit are complete.**

- If you were not able to visit your polling place the week before the election, first use the checklist earlier in this section and verify that all of those tasks are complete.

### **Meet with building contact, if available.**

- Verify that the 5:00 AM contact person will be at the facility on election morning to let you in no later than 5:00 AM.

### **Set up voting room (but NOT voting equipment).**

- Arrange tables based on your planned layout.
- Tape down electrical cords.
- Set out privacy booths.
- Post indoor signs.
- Remove outdoor signs from the gray cart and place on a table (so that they are ready to go first thing election morning).
- Assemble acrylic sneeze guards (*NOTE: some of the semi-circle feet are inside the gray cart and/or inside the bottom compartment of DS200 scanners*).
- Assemble absentee ballot drop box.

Now you're all set for election day!

# SUPPLY CHECKLIST

## BLACK ROLLING KIT CONTENTS

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### RETURN ENVELOPES AND POUCHES

- # 1A Provisional Votes (cast during normal hours) – **return in kit**
- # 1B Provisional Votes (cast after normal hours if ordered by the Court) – **return empty, unsealed, unmarked envelope unless a court order was issued**
- # 2 Blue Pouch (Statement of Results, Chief's Notes, Oath, Compensation Sheets, Machine Certification form, equipment cards, etc.)
- # 2A Yellow Printed Return Sheet
- # 4 Spoiled, Voided, and Absentee Surrendered Ballots – **return in kit**
- # 7 Orange Pouch (for returning keys, Chief's lanyard, lost ID's & drivers' licenses, etc.)
- # 8 Used (filled in) Forms (voter registration applications, Request for Assistance, etc.)
- Purple pouch for returning USB flash drives from DS200 scanners**
- NEW: Assistant Chief keys – return all keys in Orange #7 pouch**

### INDIVIDUALIZED MATERIALS INCLUDED WITH ENVELOPES

- Provisional Ballot Logs (standard, pastel green form)
- Provisional Ballot Envelopes (standard, pastel green) – **return unused materials in kit**
- Provisional Ballot Notices (standard, pastel green) – **return unused materials in kit**
- Provisional Ballot Notices (ID-only, lime green) – **return unused materials in kit**
- Statement of Results (2 sets – original and copy)
- Results Worksheet – return in kit**
- Election Officer Oath
- Poll Pad Certification Form (pink)
- Yellow Printed Return Sheet
- Machine Certification Form – **return in #2 blue pouch**
- Call-In Sheet – one to post (buff)
- Peel-off signature label stickers for numbered return envelopes
- Chief's Notes and Incident Report (white packet) – **return in #2 blue pouch**
- Voter Identification sheet from Virginia Department of Elections – **for check-in table only**
- Back-up Paper Pollbook and Count Sheet (located in side pocket of kit)
- DUAL PRECINCTS ONLY: Signs and Maps for co-located precincts
- Compensation Sheet
- Sample Ballots (2) (yellow)
- Public School Bond issue (yellow)**
- Demonstration Ballot (tan)
- Districts, Precincts and Polling Place booklet (Precinct Locator) – **effective June 22, 2021**
- Line Length Data sheets (purple) – **return in #2 blue pouch**
- Collector Officers form for drop box ballots**
- TripLok security bags for return of drop box ballots by Collector Officers**

### OTHER POSTERS AND MATERIALS

- Brown envelope with ExpressVote cards – return unused cards in kit**
- EO Evaluation Sheets and envelope – return in kit
- Yellow High School Page Packet – return in kit**
- Virginia law book
- Voter Permit Cards – **return in kit**
- Vests and Ponchos (side pocket of kit) – **return in kit**
- Blue Lanyard w/ gray cart key – **return in #7 orange pouch**
- Small clippers/pliers for cutting seals – return in 2020 coin pouch on kit**

# SUPPLY CHECKLIST

## LARGE BLUE BAG CONTENTS

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### PAPER SIGN SET

- Large "Vote Here" poster
- Prohibited Area (2 posters - English/Spanish and Vietnamese/Korean)
- Firearms prohibited posters – post with red prohibited area sign**
- VA Voters' Rights & Responsibilities (2 posters-English/Spanish and Vietnamese/Korean)
- Voter Parking Only signs
- Universal Accessibility signs (blue wheelchair symbol)
- DS200 Instruction Poster
- ExpressVote Instruction Poster
- Curbside Voting Notice for seniors and voters with disabilities
- Attention Authorized Representatives sign**
- "Do You Have Your ID?" (yellow sign) – **post where voters exit**
- Exit signs (1) Blue Arrows (15) Red Arrows (15)
- Attention All Voters Signs (white with blue lettering, 4 languages) – return in blue bag**
- HAVA 2 voter information sign (lime green)**
- Explanation of Political Party Abbreviations poster**
- Instructions for Hanging Signs and Posters handout**

### FORM SET

- Request for Assistance forms – 2 pads (English/Spanish, Vietnamese/Korean)
- Affirmation of Eligibility forms – 4 pads (English, Spanish, Vietnamese, Korean)
- Comment Form – 1 pad
- Voter Referral Worksheets (yellow) – 1 pack (approx. 100 sheets)
- Notification of Death forms
- Blank notepad
- Virginia Complaint forms – 1 packet (English, Spanish, Vietnamese, Korean)
- Voter Registration Applications – 1 packet (in 4 languages)
- Request to Cancel Voter Registration – 1 set (in 4 languages)
- ID Confirmation Statement – 1 pad (in 4 languages)

### OTHER MATERIALS

- Clear tape (**for attaching labels, closing ballot return boxes**)
- Red tamper tape (**for sealing cardboard ballot return boxes only**)
- Blue painters' tape (for signs on painted walls)
- Pens for marking paper ballots
- Election officer palm cards (yellow) and the table-top officer recruitment poster
- "I Voted" and "Future Voter" stickers
- Magnifier sheet and magnifying glass
- 40-foot "No Campaigning" package – chalk, yellow tape, 40-foot rope
- Small blue pencil case containing – Post-Its and flags, paper clips, scissors, pens, black marker, rubber fingertips, moistener bottle for envelopes and stapler/staple remover with extra staples in bottom of stapler
- Rulers
- Election officer name badges
- Authorized representative peel-off name labels

# SUPPLY CHECKLIST

## GRAY CART CONTENTS

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### ON TOP OF OR NEAR CART

- A-frame curbside voter sign (yellow)
- Acrylic sneeze guards – packed in cardboard box **(pack in same box at end of day)**
- Absentee ballot drop box – packed in cardboard box **(pack in same box at end of day)**

### INSIDE CART

- Boxes of blank ballots
- Blue supply bag
- Gray bin with Poll Pad stands
- (2) ExpressVote machines in black padded cases
- PPE supplies
- Semi-circle feet for half of the acrylic sneeze guards (which do not fit in original box)
- Canvas bag with cables & power strips
- Privacy folders
- Standing privacy booth
- Blank plastic inserts for curbside sign
- Plastic pouch with extra zip-tie seals
- “Real estate” voter signs
- Handicapped voter sign
- Cardboard privacy booths
- Clipboards
- Calculator
- Extra DS200 tape roll
- American flag
- Extra flat cardboard boxes for ballots
- Yellow arrows
- Any additional precinct-specific items (e.g. cones, sign stands)

### ON INSIDE OF CART DOORS

- Pouch with Cart Security Log
- Wire frames for voter signs

## **2. OPENING POLLS**

# OPENING THE POLLS

By law, the polls must open for voting promptly at 6:00 AM. There is a lot to accomplish in the 5:00-6:00 AM hour before opening, particularly if your polling place was unavailable for setup the day before.

**Prioritize tasks and have an advance plan** for officer opening assignments. Inform your officers before election morning of their 5:00 AM opening assignments so they know exactly what their duties will be.

**Delegate tasks and work in parallel.** Split up tasks among your officers and have them get started. Put your best officers on the most important tasks, including setting up the Poll Pads, setting up the DS200 scanners, and setting up the ExpressVote.

**Have readily available the items you will immediately need** to use or to distribute to your officers. These include: your opening plan with the list of officer assignments; Oath form and a pen; name badges for election officers and authorized representatives; password card; gray cart key on the lanyard and the machine keys on the wristband; one-page equipment guides for Poll Pads, DS200 scanners, and ExpressVote; Machine Certification Form; and instructions for hanging interior and exterior signs.

**Open polls promptly at 6:00 AM.** You must open the polls on time, even if you haven't finished lower-priority tasks like putting up signs, marking the 40-foot Prohibited Activities area, securing voter parking, and organizing the Chief's table.

**IMPORTANT:** From 5:00 AM to 6:00 AM, we get a very large volume of phone calls. Avoid calling the office during this hour unless you are experiencing an emergency that will prevent you from opening the polls on time. Most issues can be resolved a little later in the day.

For example, if one of your Poll Pads or DS200s is not working correctly, that's OK – that's why we give you more than one! Call us after 6:30 AM and we can help you at that time.

## **ASSIGN OPENING TASKS TO TEAMS**

**Prioritize and divide up the work to get your polls open on time.** Assign the following tasks and verify that they have been completed properly. More detailed instructions follow.

- **Task 1: Open the gray cart**
- **Task 2: Set up the Poll Pads**
- **Task 3: Set up the DS200**
- **Task 4: Set up the ExpressVote**
- **Task 5: Set up the absentee ballot drop box**
  
- **Task 6: Set up the check-in table, ballot table, Chief's table, and voter area**
- **Task 7: Post signs**
- **Task 8: Mark 40-foot Prohibited Area**
- **Task 9: Instruct election officers before the polls open**
- **Task 10: Complete Compensation Sheet**

# OPENING THE POLLS

## **BEGIN THE OPENING PROCESS**

*Materials needed: **Oath form**, pen, election officer name badges, high school page name badges, authorized representative name badges*

### **□ Promptly at 5:00 AM, swear in election officers; assign numbers.**

- Assign each election officer a number – Chief is #1, Assistant Chief is #2, Collector Officers are #3 and #4, then all other officers are #5 onwards. Try to use the same numbers from your printed precinct roster, if possible.
- Instruct officers to always sign next to their assigned number on all forms.
- Swear in officers (and high school pages, if assigned).
- **Do not wait for late election officers.** They can be sworn in individually.
- All officers must sign the **Oath form**. Chief must sign form in two places.
- Hand out name badges. All officers (and pages, if assigned) must wear their name badges during the day.
- Half-day officers are also required to take the Oath when they start their shift.

### **□ Welcome authorized representatives.**

- In a **General Election**, each party or independent candidate may have one representative in the polling place to observe operating procedures. (Write-in candidates are not entitled to have authorized representatives.) Authorized representatives must be qualified Virginia voters and have a signed authorization by the local political party chairman or an independent candidate on the ballot.
- In a **Primary Election**, each candidate may have one representative in the polling place to observe opening procedures. Authorized representatives must be qualified Virginia voters and have a signed authorization by a candidate on the ballot.
- Hand out authorized representative identification badge (provided by Office of Elections). They must turn in the badge upon leaving.

### **□ Get organized – assign jobs to election officers.**

- Assign or remind all officers of their assigned tasks during opening procedures. Use the list from the first page of this section.
- Remind officers: **no food/drinks near the Poll Pads, ballots, or voting machines!!!**

### **□ Turn on the Chief's cell phone and make sure that you have a good connection.**

- The Office of Elections may call you during the day. If you have not already done so, add our main number (**703-324-4735**) to your contacts!
- Curbside voters may also use this phone number.
- Election officers may also need to call you during the day.

# OPENING THE POLLS

## **TASK 1: OPEN THE VOTING MACHINE CART**

*Materials needed: lanyard key, seal clippers, pen.*

- Verify the seal number matches what is listed on the **Machine Certification Form** (the seal number on election morning may be different if you had opened the cart during a previous site visit).
- Cut the cart seal and unlock cart using the key on the Chief's lanyard.
- Check the seal number against the latest entry on the cart security record if the cart had been opened during a previous site visit. Chief and another officer sign, date, and fill in the reason for opening on the cart security record inside the door.
- Place the cut seal in the **#7 Orange Pouch**.
- Remove the blue supply bag, the gray bin containing Poll Pad peripherals, ExpressVote, privacy booths, cords, and other supplies.
- The Chief should have the green Poll Pad case.

**Do not remove and unseal boxes of ballots until they are needed.**

# OPENING THE POLLS

## **TASK 2: SET UP THE POLL PADS AND CHECK-IN TABLES**

*Materials needed: green Poll Pad case, gray tote bin with Poll Pad accessories..*

### **□ Set up mobile hotspot (“MiFi” device).**

- Open the lime green case.
- All precincts should have received a mobile hotspot device.
- Remove mobile hotspot device, power cord, and adapter from green Poll Pad case.
- Plug in the power cord and adapter, then plug the adapter cord into the hotspot.
- Press the power button and confirm that the signal strength is at least 2 bars.

### **□ Assemble and power on Poll Pads.**

- Open the gray plastic tote bin containing the stands and ID holders.
- Assemble the Poll Pads by inserting the Poll Pad arm into the base and attaching the ID holder to the back of the tablet. (Gently – they are easy to break!)
- Press and hold down the power button until the Apple logo appears on the screen.
- Plug the charging cable into the power cube, then plug the cable into the lightning connector. Use a surge protector to connect to power.
- Verify that the battery indicators are green and that a “Charge” icon appears next to it. Keep Poll Pads charged throughout the day. If there is a power outage, they can run on battery power.

### **□ Verify that Poll Pads are connected to the mobile hotspot and have been updated with latest voter file**

- Position the Poll Pads within 30 feet of the mobile hotspot in order to sync. They may be temporarily taken further away, if needed (e.g. to assist curbside voters).
- Verify that the Poll Pad is connected to the mobile hotspot – the standard “Wi-Fi” icon should be visible in the top right corner of the screen. If not, press the Home button on the Poll Pad, open the Settings app, go to the Wi-Fi menu, and select the Poll Pad wireless network from the mobile hotspot. When finished, press the Home button, then open the Poll Pad app again at bottom of the screen.
- In Poll Pad app, verify that the cloud icon in top right is green, which means that the Poll Pad is communicating with the secure election database. Tap this cloud icon to see latest sync time and confirm that it is syncing every 60 seconds.
- The Chief should have already updated the Poll Pads with the latest voter file before election day. If it appears that the voter file failed to update properly from the earlier download or that all Poll Pads are not properly connecting to the secure mobile hotspot network, you may need to call Technical Support at **703-324-4101**.
- Poll Pads are now ready for the first voters!

# OPENING THE POLLS

## TASK 3: OPEN THE DS200 DIGITAL SCANNERS

*Materials needed: DS200 one-page equipment guide, equipment keys, seal clippers, green barcoded zip-tie seals, password card, **Machine Certification Form**, pen, privacy booths.*

**VERY IMPORTANT:** You must open and set up all voting equipment, including both DS200 ballot scanners!

In smaller precincts, you may choose to direct voters to scan ballots on only one DS200, but the second DS200 must be powered on and ready to use if needed.

### □ **Front of DS200**

- Using the flat silver key, unlock the auxiliary compartment which is accessed from the top door located on the front of the ballot box. Two officers should confirm that the auxiliary compartment is empty and that the silver metal flap on the door is up. Then, re-lock the compartment.
- Unlock the ballot compartment (just below the auxiliary compartment) and verify that it is empty. Then, close and lock the ballot compartment.
- Seal the ballot compartment with a zip-tie seal. Record this seal number on the **Machine Certification Form**.

### □ **Back of DS200**

- Use the flat silver key to unlock the power cord compartment.
- Unwrap the power cord and plug it into a power strip or surge protector, then into an AC wall outlet. (Extension cords, power strips, and small surge protectors are in the canvas bag.)
- Verify that the round silver bar is in the down position, firmly positioned and secured by the white plastic clip.
- Leave the power compartment open for ventilation while the voting machine is being used.

*continued on next page...*

# OPENING THE POLLS

## TASK 3 (continued): OPEN THE DS200 DIGITAL SCANNERS

### □ Top of DS200

- Verify that the green seal number on the outside of the DS200 case matches the number on the **Machine Certification Form**.
- Cut the green seal and place it in the **#7 Orange Pouch**.
- Using the flat silver key, unlock the black DS200 ballot box lid.
- Open both latches and flip the latches out to lift the black DS200 ballot box lid.
- Using the black barrel key, unlock the DS200 digital scanner screen.
- Lift the screen and the DS200 scanner will power-on and boot-up automatically.
- Verify that the red barcoded sticker seal is secure and that the barcoded sticker seal number matches the number on the **Machine Certification Form**.

### □ Prepare the DS200 for voting

- After the system initializes, enter the election security code/password (which is case-sensitive) and touch “Accept.”
- The DS200 digital scanner will print a Configuration Report – **DO NOT** tear it off.
- On the screen, verify that the election, precinct number, and name are correct and that the DS200 is receiving power.
- Touch “Open Poll” to print the Status and Zero Totals Reports.
- Have all officers opening the DS200 confirm that all candidates on the tape have “zero” votes.
- Tear off the tape and have two officers sign it, then attach the tape to the **Statement of Results (SOR) (ORIGINAL)**.
- On the screen, verify that the public counter is zero and that the protected counter matches the **Machine Certification Form**.
- Place a privacy screen around the DS200 screen.
- At 6:00 AM exactly, touch “Go to Voting Mode” (not earlier!). The DS200 is now ready to accept ballots.

# OPENING THE POLLS

## TASK 4: OPEN THE EXPRESSVOTE BALLOT MARKING DEVICE

For safety and security, use two officers to set up the ExpressVote machine. (It's heavy!) Use your one-page color guide with pictures for reference.

**IMPORTANT:** Any voter may use the ExpressVote! Don't hide it in a corner; instead, place it in a prominent location at or near the other voting booths.

### **Open and set up ExpressVote.**

- Place the ExpressVote machine on an accessible table and provide a chair for voters with disabilities.
- Carefully remove the ExpressVote, headphones, keypad, power cord, and brick from its soft case. Return the case to the cart.
- Plug the power cord into a surge protector or power strip and then into an outlet; plug the other end of the power cord into the power port on back of the ExpressVote ensuring that the cord "clicks" securely.
- Extend the prop bar on the back of the ExpressVote machine and position the ExpressVote so that it rests upright at a slight angle.
- Using the black barrel key, open the access door on the left side of the ExpressVote machine.
- Verify that the keypad is plugged into the keypad port.
- Place the headphones and keypad on the table so they are accessible for voters. (Do not plug the headphones in – only plug them in when they are in use.)
- Flip the power switch to "on."
- After the system initializes, enter the election security code (password), then touch "Accept."
- Verify that the election, precinct number, and name are correct, and the unit is receiving AC power (green light below screen).
- Touch "OK" and confirm that the machine is ready to receive a ballot card.
- Close and re-lock the access door, ensuring that the keypad cord threads through the opening at the top of the access door.
- Place a privacy screen around the ExpressVote.

# OPENING THE POLLS

## **TASK 5: PREPARE ABSENTEE BALLOT DROP BOX AREA**

*Materials needed: drop box, lock and keys from clear plastic portfolio case in gray cart.*

### **□ Prepare absentee ballot drop box area.**

- If you have not already done so, assemble the drop box. Follow the instructions provided separately.
- The Chief has discretion in deciding where to position the drop box, taking into account the layout of the polling place, where the most secure *and* accessible location is, and where officers who can monitor the drop box are stationed.
- Ideally, place the drop box outside the building entrance. If this is not possible, place it near the voting room entrance or just inside the voting room. Ensure it is visible to voters.
- Co-located precincts will share a single drop box.
- The drop box must be set up by 6:00 AM and be available for voters between 6:00 AM and 7:00 PM on election day.
- Election officers must monitor the drop box from 6:00 AM to 7:00 PM on election day. The officer monitoring the drop box at any given time may also be performing other duties (e.g. the greeter can also monitor the drop box).
- You can have another officer relieve the officer who is monitoring the drop box, but you must ensure that the first officer does not leave until their replacement arrives, so the drop box is never unattended.
- The drop box must be monitored by an election officer. A high school page may accompany this officer, but may not monitor the drop box by themselves, by law.

# OPENING THE POLLS

## TASK 6: PREPARE CHECK-IN TABLES, BALLOT TABLE, VOTING AREA, AND CHIEF'S TABLE

### Prepare check-in tables.

- Arrange tables and chairs.
- Confirm that Poll Pads are plugged in, synchronized, and that cords are taped down.
- Place a clear acrylic sneeze guard at each check-in station.
- Use blue tape to mark a rectangle in the middle of the check-in tables.
- Place a box lid inside the blue rectangle and have voters place their IDs in the box lid.
- Place a copy of the Virginia Voter Identification List on the check-in table next to the Poll Pads. (One copy of the list should face out to the voters being checked in.)
- Place a stack of voter permit cards (don't leave unattended!) at each check-in station.
- Place a **Voter Referral Worksheet** with a pen next to each check-in station.

### Prepare ballot table (*never leave table unattended!*).

- Place a clear acrylic "sneeze guard" at this table.
- Place the following items on the ballot table:
  - At least two (2) pads of stubbed numbered tear-off ballots
  - One plastic bag containing 10 ExpressVote cards from the brown envelope.
  - Envelope #4 for spoiled and voided ballots (or officers can give these ballots to Chief as they arise)
  - Demonstration ballot
  - Privacy folders and pens
  - Magnifying glass and magnifying sheet for voters with vision issues
- Try to use all ballots on a single pad before using ballots from the next pad.
- Remind all officers to take care in tearing off each ballot so that it doesn't rip.
- **Use the 10 ExpressVote cards first.** Do not open other packs unless you need them. Do not open sealed packs of ExpressVote cards to count them.
- **Never leave printed ballots, ExpressVote cards, or voter permit cards unattended!**

### Prepare voting area.

- Set up cardboard privacy booths on tables.
- Arrange booths so the voter has privacy from voters passing by or standing in line.
- The ExpressVotes should be set up for visibility and accessibility toward the front of the voting area.
- The DS200 scanner should be set up so that any lines that form do not impede voters in the voting booth area.
- Set up a table or chair near the DS200 scanner for voters to return privacy folders and pens.

*continued on next page...*

# OPENING THE POLLS

## TASK 6 (CONTINUED):

### Consider accessibility for seniors and voters with disabilities.

- Place the magnifying glass, magnifying sheet, clipboards and voter assistance forms on ballot table or side table so they are readily available.
- Provide chairs for seniors and voters who may have difficulty standing in line.
- Provide an accessible table with privacy screen for wheelchair voters.
- If needed for accessibility, set up the blue hard-case privacy booth; install legs and plug in light. Tape cords to floor and/or to booth legs for safety. Position booth so voters don't trip over cords.
- **Remember:** Further guidance on accessibility requirements and etiquette is contained in the *Accessibility* section of this notebook.

### Prepare Chief's table and provisional voter table.

- If the essential opening tasks have not been completed yet, you can wait until just after the polls open to set up the Chief's table.
- Set up a Chief's table on which you arrange the following items:
  - **Voter Referral Worksheets**
  - **Request for Assistance forms**
  - **Affirmation of Eligibility forms**
  - **Voter Registration forms**
  - Other needed forms
  - Law book
  - Absentee Voter List
  - Numbered envelopes and pouches
- Arrange numbered envelopes in numerical order to make it easier to store documents during the day.
- Place a clear acrylic sneeze guard at this table for interacting with non-routine voters.
- Set up a side table/private area next to the Chief's table for voters who are voting a provisional ballot, with a privacy booth.

### Prepare break area and gray cart.

- If space permits, set up break area (coffee pot, etc.) away from voting area, preferably in a separate room if the facility permits.
- Use the locked cart to store the blank paper ballots and other supplies. The cart can also be used to store election officers' personal items, such as purses, bags, or briefcases.

# OPENING THE POLLS

## TASK 7: POST SIGNS, POSTERS, AND BROCHURES

*Materials needed: blue tape, clear mailing tape if necessary, scissors, metal hardware for Vote Here and parking signs, cones.*

### Post all required signs **INSIDE** near the entrance to the voting room.

- REQUIRED: **Attention voters (ID-all languages)** signs.
- REQUIRED: **Machine usage** Posters.
- REQUIRED: **Sample ballots** (2 sets-front and back of ballot)
- REQUIRED: **Voter rights and responsibilities [HAVA]** posters
- REQUIRED: **Map** of Fairfax County
- REQUIRED: **Social distancing “WELCOME”** signs (prepared by Fairfax County with the county seal on laminated paper)
- Post additional signs as needed: Use **ARROWS**, **ENTRANCE**, and **EXIT** to direct voters into the voting room and through the voting process in a manner that will prevent them from crossing paths.

### Post all required signs **OUTSIDE** the polling place near the main entrance.

- REQUIRED: **Polling place** sign(s) at the most visible site from road/parking lot
- REQUIRED: **Voting information** lime green sign at outside entrance
- REQUIRED: Additional **polling place** signs (plastic signs on wire) on street corners or parking lot entrances as needed, especially if your polling place is difficult for new voters to locate.
- REQUIRED: **Prohibited area** notices outside the main entrance to building facing out toward oncoming voters.
- Post additional signs, such as arrows, as needed to direct voters to voting entrance. This is especially important if you are not in your normal voting room.

### Post curbside voting signage.

- REQUIRED: **Curbside voting** yellow sign where it is most visible near the designated curbside voting area or the accessible parking spaces.
- Identify a phone number (an officer’s cell phone or your building’s office number) that curbside voters may call for assistance.
  - We pre-printed the cell phone numbers for the Chief and Assistant Chief. You may also flip these over and write any other officer’s number. Write the numbers large enough to be readable from a car.
  - Attach the number to the “slider” with a small piece of clear tape and gently slide it into the pocket on the yellow A-frame curbside sign.
- AS NEEDED: Post **alternate entrance** signs.
- AS NEEDED: Establish additional **accessible parking** spaces close to your entrance.
- Inspect exterior and interior pathways for obstacles.

# OPENING THE POLLS

## **TASK 8: MARK 40-FOOT PROHIBITED ACTIVITIES AREA AND RESERVE VOTER PARKING**

Outside the polling place, there must be a 40-foot Prohibited Area, which provides voters unimpeded access to the building.

State law does not permit loitering, congregating, or electioneering within 40 feet of a polling place *entrance* (i.e. the building entrance, NOT the voting room entrance).

Restricted activities also include campaigning, handing out flyers, interviewing voters, and bake sales.

*Materials needed: “No Campaigning” package (rope, chalk, yellow caution tape), blue tape*

### **☐ Mark 40-foot Prohibited Activities area.**

- Use the kit with a 40-foot rope, chalk, and tape to help you measure and mark your Prohibited Area. The kit is located in the Chief’s black rolling kit.
- Mark the 40-foot distance from the building entrance primarily used by voters.
- Use the chalk to draw the entire arc the rope creates as you measure the area from left to right of the door.
- Add blue painter’s tape to further emphasize the line (especially since the chalk may fade over the day).
- Chief or other officers should check periodically throughout election day to make sure no one moves closer and that the markings have not faded.

### **☐ While outside, place cones in reserved voter parking spaces, including handicapped parking.**

- Reserve the spaces during opening procedures or shortly after polls open, well before any non-voters (e.g. building staff) park in those spaces.
- Try to reserve spaces as close to the voting entrance as possible, depending upon facility layout.
- If your polling place is located in an FCPS facility, Notice 8422 lists the minimum number of parking spaces that must be provided for voter use by each school. This notice is located in the *Guidelines* section of this notebook.

# OPENING THE POLLS

## TASK 9: INSTRUCT ELECTION OFFICERS BEFORE THE POLLS OPEN

- **Review emergency procedures for evacuation and shelter-in-place.**
  - Go over the emergency evacuation procedures with election officers.
  - Make sure all officers know the exits, evacuation route, and outside meeting place.
  - Make sure all officers know the shelter-in-place location and route.
  - Make sure all officers know their evacuation and shelter assignments.
  - Designate the Chief or another officer to be responsible for a cell phone to be used for emergencies, curbside voters, and to contact the office for official business.
  - Remind officers that their personal cell phones may be kept on for emergencies but are not to be used in the polling area except for official business. Personal calls may be made on breaks away from the voting room.
  
- **Review security procedures.**
  - Remind officers, pages (in November), and authorized representatives to be alert.
  - Ask them to report any suspicious packages or suspicious behavior, or any individuals or groups who don't appear to belong in the polling place.
  - Call the police if necessary.
  
- **Review check-in and voting machine procedures.**
  - Remind officers which IDs are acceptable and how to check-in voters on Poll Pad.
  - Remind officers that they are non-partisan on election day!
  - One officer should be posted near the DS200s at all times.
  - One officer should be posted near the drop box at all times.
  - One officer should be available to assist voters with the ExpressVote.
  - Rotate positions during the day (so no one has to stand or sit too long).
  
- **Read aloud 1VAC20-60-40 “When ballot cast” to all the officers of election and authorized representatives present.**
  - A permanent record is preserved by a voter (i) pressing the vote or cast button on a direct recording electronic machine, (ii) inserting an optical scan ballot into an electronic counter, or (iii) placing a paper ballot in an official ballot container.
  - A voter, voting in person on election day or voting absentee in-person, has not voted until a permanent record of the voter's intent is preserved.
  - A vote has not been cast by the voter unless and until the voter or an officer of election or assistant at the direction of and on behalf of the voter pursuant to § 24.2-649 of the Code of Virginia completes these actions to preserve a permanent record of the vote.
  - If any voter's ballot was not so cast by or at the direction of the voter, then the ballot cannot be cast by any officer of election or other person present. **Notwithstanding the previous sentence, if a voter inserts a ballot into an optical scanner and departs prior to the ballot being returned by the scanner due to an undervote or overvote, the officer of election may cast the ballot for the absent voter.**
  - *Statutory Authority: §§ 24.2-103 and 24.2-663 of the Code of Virginia.*

# OPENING THE POLLS

## TASK 10. OFFICERS FILL OUT AND SIGN COMPENSATION SHEET

### Sign Compensation Sheet.

- All officers fill in and sign the **Compensation Sheet** next to their assigned number. (Officers can use break times or slow times to fill in the **Compensation Sheet** if there is insufficient time before opening the polls to do so.)
- All officers should check off the boxes to answer the questions whether there has been a change of address and whether they wish to be paid.
- Place the **Oath form** and **Compensation Sheet** in **#2 Blue Pouch**.
- For officers working split shifts, indicate morning or afternoon. Please note the time and explanation for any officer who arrived late (e.g. overslept, got lost, transferred from another location, etc.) or leaves early (e.g., became ill, family emergency, etc.).
- Don't forget to swear in the officers serving split shifts or others who arrive late, and don't forget to have them sign the **Compensation Sheet**.

**At 6:00 AM sharp:  
Announce “the polls are open!” and  
touch “Go to Voting Mode” on DS200 scanners.**

# **3. DURING THE DAY**

# DURING THE DAY

## OVERVIEW

During the day while polls are open, the principal jobs of the Chief and Assistant Chief are to **manage all operations** of the polling place and to **process non-routine voters**. You will need to be organized, detail-oriented, vigilant, friendly, patient, and willing to delegate tasks.

The Chief and Assistant Chief also need to communicate clearly with each other throughout the day about what they are doing and what they propose to do, so that each is always aware of the other's decisions and activities. Both Chief and Assistant Chief should be equally able to handle non-routine voters.

Your primary management responsibilities encompass the following areas:

- **Oversight of election officers in all positions**
- **Working with non-routine voters**
- **Interacting with persons authorized to be in the polling place during the day**
- **Maintaining security of the voting room**
- **Maintaining voting machine security**
- **Oversight of the polling place exterior**
- **Working with difficult people to defuse a touchy situation**

Further guidance for each of these areas of responsibility is set out below. Do not rely on memory alone! Use the Chiefs Notebook.

## OVERSIGHT OF ELECTION OFFICERS

Your election officers will process all routine voters and, for those voters, your officers serve as the face of the election. It is important that you instruct your officers in their duties and that you monitor their performance for accuracy, consistency, and courtesy.

Emphasize to your officers to **“Call the Chief!”** if they have a non-routine voter or encounter any situation in the polling place they are unsure how to handle. You may encourage them to complete the yellow Voter Referral Worksheet for non-routine voters.

Rotate all officers in all positions (unless, after observation, the Chief decides that a particular officer is not a good fit for a position). A good schedule rotates officers **every 2 hours**, so that they get to perform all duties and get regular breaks.

## ELECTION OFFICER FUNCTION DESCRIPTIONS

At the end of this section (and duplicated in the *Handouts* section) are a series of election officer function descriptions. These describe the specific functions that officers will perform at different locations in the polling place.

The function descriptions pages in the *Handouts* section should be distributed and placed at each station for ready reference. Election officers can simultaneously serve in multiple functions as needed.

# DURING THE DAY

## **WORKING WITH NON-ROUTINE VOTERS**

The *What-Ifs* section of this notebook will walk you through how to resolve most of the issues that may arise during the day.

You should familiarize yourself in advance with the most common *What-Ifs* situations, including:

- Lack of a valid ID for voting
- Address changes and moving conditions (make sure you understand the Moving Conditions table and how a Voter Registration Application should be properly completed.)
- Pollbook and check in issues
- Voters needing assistance
- When and how to issue provisional ballots
- Absentee issued voters who wish to vote in person, with or without the absentee ballot in hand

The *Provisional Ballots* section of this notebook contains helpful guidance in an easy-to-follow format for handling non-routine situations and navigating the *What-Ifs*. There is also a separate section on *Acceptable IDs* with more detailed guidance on that topic.

## **USE OF ELECTRONIC DEVICES WITHIN THE POLLING PLACE.**

Voters are allowed to use personal electronic devices inside a polling place to take photos, make calls, etc. They are also allowed to take a “selfie” of themselves and/or their ballot. If they want to take a photo that includes other voters, they must ask for and receive permission from those voters first.

See the guidance on Electronic Devices in Polling Place in the *Guidelines* section for the rules applicable to other persons allowed inside the polling place

# DURING THE DAY

## AT THE ABSENTEE BALLOT DROP BOX

The function description for drop box officer describes the duties for monitoring the drop box and who can deposit absentee ballot envelopes in the drop box. Tear it out and place this function description near the drop box for ready reference.

Emphasize to your drop box officers:

- The drop box should be under continuous observation, even if you are serving in another position.
- Do not leave the drop box position until your replacement arrives, so the drop box is never unattended.
- Voters are not required to provide identification or identify themselves when they place a voted absentee ballot envelope in the drop box.
- Voters are permitted to place more than one voted absentee ballot envelope in the drop box.
- Do not give absentee ballot instructions to the voter; refer them to the instructions on the absentee ballot envelope or tell them to call the Office of Elections.
- Any voters in line for the drop box at 7:00 PM must also be permitted to place their voted absentee ballot envelopes in the drop box.

## AT THE ENTRANCE TO THE POLLING PLACE AND VOTING ROOM

The function description for information officer/greeter describes the duties of this position. Place this function description in the general area where the greeter will be working.

Emphasize to your information officer/greeter:

- Greet the voters and tell them what type of election is taking place.
- Remind voters to have their ID ready and refer them to the sample ballot and informational materials.
- Notify the Chief if they notice anything of concern in the building leading to the voting room, or in the area outside the building.
- If the greeter is also serving as the drop box officer, they must keep the box under observation and never leave it unattended.
- A high school page (November elections) may assist the greeter but may **not** monitor the drop box.

# DURING THE DAY

## AT THE CHECK-IN TABLE

The function description for pollbook officers sets out the procedure for checking in voters. Place this function description on the check-in table for ready reference by your check-in officers.

We have provided copies of the Virginia Department of Elections—Voter Identification sheet. Place one copy facing out for the voters to reference and copies for the check-in officers to use.

There is a separate section in this notebook for Acceptable Forms of Identification.

Each time you rotate a new set of officers in to work at the check-in table, we suggest that either you or the Assistant Chief monitor the first few check-ins to ensure that your officers understand and follow the check-in procedures.

### Emphasize to your pollbook officers:

- *Never* send away a voter who does not have a valid form of ID. Refer the voter to the Chief, who will present the available options for either voting normally or voting a provisional ballot.
- Follow the check-in procedure in the same sequence of steps for each voter. Make sure to tap “Submit” and watch for the confirmation screen to ensure that the voter was successfully checked in. Only then do they give the voter a voter permit card.
- Maintain control of the voter permit cards!
- Check for an expiration date on the ID. If an ID has an expiration date, it must not be expired for more than 12 months. The only exception is a Virginia DMV-issued driver’s license or other DMV-issued ID card, for which you may disregard the expiration date.
- If a voter presents another form of acceptable ID, never ask for a driver’s license instead.
- Voters may show you an electronic version of some IDs in lieu of a physical version. An electronic form of the following documents is acceptable for voting purposes: a *current* utility bill, bank statement, government check, paycheck, or other government document containing the name and address of the voter.
- Use the Voter Referral Worksheet before sending the non-routine voter to the Chief to handle.

**When they are in any doubt, tell your officers to call the Chief!  
Regular officers only need to handle routine voters (95% of all voters).  
Chief and Assistant Chief will handle non-routine voters.**

# DURING THE DAY

## AT THE BALLOT TABLE

The function description for the ballot officer sets out the procedure for giving ballots to checked-in voters.

### Emphasize to your ballot officers:

- *Never* leave the ballots or voter permit cards unattended!
- Ask the voter for the voter permit card, to ensure that the voter has been checked in. Maintain control of the surrendered voter permit cards.
- Tear off (carefully!) only **one ballot** at a time from the tablet, in numerical order; put the ballot in a privacy folder and hand it to the voter.
- After all ballots have been torn off from the pad, give the stub to the Chief for safekeeping; the stubs will be returned at the end of the day.
- Remind the voter to look at both sides of the ballot (if applicable).
- If the voter has questions about how to mark the ballot, use only the buff colored demonstration ballot to assist the voter (place the demonstration ballot you had received with your supplies on the ballot table). Do not point to a real candidate name on the actual ballot.
- If a voter wishes to use the ExpressVote ballot marking device, provide a blank ExpressVote card in a privacy folder and direct the voter to the ExpressVote machine. An election officer should help the voter get started.

### Working with spoiled and voided ballots

You as the Chief can decide whether you will delegate to your ballot officers the duty to assist voters with spoiling and replacing their ballots, or to retain that duty for yourself and your Assistant Chief. Your officers should also be instructed to notice whether any voters have left behind any ballots without casting them and to give them to you or to the ballot officers.

- Voters must return spoiled or damaged ballots/ballot cards to the ballot officer to obtain replacement ballots. If a voter was issued a paper ballot but then elects to use the ExpressVote instead, spoil the paper ballot and issue an ExpressVote ballot card.
- Write "SPOILED" across the face of the spoiled ballot or ballot card. The voter should fill in all the ovals on the spoiled ballot or scratch through the ballot card barcode to prevent the ballot from being scanned.
- Fold the ballot or ballot card in half and place it in Envelope #4.
- Make tally/tick marks on the front of Envelope #4 to keep track of the number of ballots and ballot cards that are spoiled during the day. These numbers will be needed to reconcile the ballots used after the polls close and entered on the SOR.
- When providing a replacement ballot, as applicable to the situation:
  - Clarify the voter's understanding of how to fill in the ovals on the ballot and how many selections can be made in each contest. Point out the instruction poster.
  - Provide options, as needed: (1) try again on another ballot; (2) use the ExpressVote; or (3) get assistance in casting your vote (complete a Request for Assistance form).

# DURING THE DAY

## **AT THE VOTING BOOTHS**

The function description for the voting booth officer sets out the duties of this position and what the officers should watch for. Place this function description near the voting area for ready reference.

### **Emphasize to your voting booth officers:**

- Watch for voters asking for help marking ballots or taking a long time to mark them.
- While maintaining social distancing, ask the voter if they need assistance. The voter and officer may need to complete the Request for Assistance form if the officer will see the ballot.
- Ensure that voters do not get assistance from other voters, including spouses and family members, without completing a Request for Assistance form. Reminder: A voter may be accompanied into the voting booth or assisted by their child age 15 or younger without any forms (§24.2-643).
- Periodically check for campaign literature, ballots, or other materials left behind. Take any left behind ballots to the Chief for voiding.

## **AT THE EXPRESSVOTE BALLOT MARKING DEVICE**

The ExpressVote is now easier for the voter to use: all contests appear on one screen, instead of on successive screens.

Both ExpressVote machines, if possible, should be set up on accessible and easily visible tables. We suggest putting one of them at the first voting area booth if the room arrangement allows.

Review the *Accessibility* section of this notebook for more detailed information on how to use the ExpressVote.

# DURING THE DAY

## AT THE DS200 VOTING MACHINE

The function description for the voting machine officer sets out the duties of this position. Place this function description near the DS200 machines for ready reference.

### Emphasize to your DS200 officers:

- Stand behind the DS200 at least 5 feet away to preserve the voter's privacy.
- If the inserted ballot is not accepted, ask the voter to read the message to you; do not look at the ballot.
- Instruct the voter to wait for the "thank you for voting" screen to confirm that the ballot was cast.

### When the DS200 does not accept the ballot:

If a ballot is not accepted by the scanner, i.e., the "thank you for voting" message does not appear, ask the voter to read the message on the screen.

- Blank ballots: Voter has option to return ballot and mark it or confirm that they wish to vote a blank ballot.
- Over-voted ballot: Voter has filled in too many ovals in a contest. Voter has option to return ballot and mark it or confirm that they wish to vote an over-voted ballot, or to spoil and replace the ballot. Inform the voter that the over-voted contests will not be counted (other properly voted contests will be counted)
- Mismarked ballot: If it is rejected, the officer should ask the voter to try re-feeding the ballot upside down. If that doesn't work, offer to spoil and replace the ballot.

# DURING THE DAY

## INTERACTING WITH PEOPLE AUTHORIZED TO BE IN THE POLLING PLACE

### Electoral Board members

May visit at any time to observe the process or to provide guidance.

They have a Fairfax County ID badge. Members are:

- Chairman of the Electoral Board: **Stephen M. Hunt**
- Vice Chairman of the Electoral Board: **Bettina M. Lawton**
- Secretary of the Electoral Board: **Katherine K. Hanley**

### Rovers and Office of Elections staff

May visit at any time to deliver extra supplies or to provide guidance. You should make yourself available to the Rover if the situation permits when they are visiting your polling place to give an update on operations and to ask any questions.

- Will have a Fairfax County Employee Photo ID badge.
- May be accompanied by a vendor technician.

If you need to reach your Rover, but did not get their cell phone number previously, call 703-324-4101, and we will contact them for you.

**DO NOT allow anyone claiming to be a technician to have access to a voting machine without proper identification. If in doubt, call Technical Support at 703-324-4101.**

### Press / TV crew (§ 24.2-604.5)

Remind your officers that they should call you if someone wants to do an interview. You may provide basic facts (for example, number of voters checked in), but do not give opinions or forecasts. For anything further, call the Office of Elections.

Restrictions on activities within the 40-foot Prohibited Area:

- May visit for a short time and film or take pictures if they do not disrupt the voting.
- May not film or take close-up pictures of individual voters without their permission.
- May not film or take pictures of voter information (EPB screen) or a voted ballot.
- May conduct interviews outside the 40-foot Prohibited Area.
- May interview the Chief if it does not disrupt voting.

Tips on being interviewed:

- Make it brief (you are busy assisting voters).
- Give only facts (number registered, number voting).
- Do not make predictions or offer opinions on candidates or issues.
- Do not discuss individual voters, problems, or incidents.
- Do refer press to the Office of Elections at 703-222-0776.

# DURING THE DAY

## Authorized representatives (§ 24.2-604.4)

The *Authorized representatives* section has a summary of the rules and more detailed information applicable to their qualifications, number, and permitted activities

Authorized representatives are representatives of a party or candidate and are allowed anywhere inside a polling place so long as they don't impede voters or touch voting equipment. If an authorized representative impedes the ability of officers to perform their duties or the voters to cast a ballot, or otherwise creates a disruption in the polling place, call the Office of Elections for guidance.

Reminder, they must wear an authorized representative identification badge (provided by precinct Chief) while inside the polls, which they must return when leaving or being replaced by another authorized representative for the same party/candidate.

May use an electronic communication device (smart phone, tablet, etc.) but may not take photos or do any filming. See Electronic Devices in the Polling Place in the *Guidelines* section.

May not campaign or display campaign material within the 40-foot Prohibited Area.

### **Authorized representatives – They also have a job to do - work with them!**

- We're all on the same side – we all want a fair and transparent election.
- You may have to remind them that they are *observers* - not election officers.
- Do try to position their chairs so they can hear the names repeated – crowded conditions will make the rooms noisy. Ask your pollbook officers to speak up!
- Invite the authorized representatives to observe (without invading voter privacy) if you are rebooting a machine, clearing a jammed ballot, etc.
- Let the authorized representatives know what is happening, they can back you up.

## Candidates (§ 24.2-604)

May enter their own polling place to vote.

May visit any polling place for not longer than 10 minutes to observe.

May not campaign or display campaign material within the 40-foot Prohibited Area.

## Other visitors / neutral observers (§ 24.2-604.5)

Various organizations may have received permission in advance from the Electoral Board or General Registrar to visit your polling place to observe operations.

Must have written authorization signed by the Secretary of the Electoral Board or the General Registrar. Chief will be notified in advance by phone or email, if possible.

Must follow same guidelines that apply to authorized representatives and the press.

## Individuals doing exit polls

Must be outside the 40-foot Prohibited Area. They do not need a letter of authorization.

# DURING THE DAY

## **ACCESSIBILITY AND LANGUAGE ASSISTANCE**

### **Working with voters who have disabilities**

The *Accessibility* section of this notebook gives guidance on working with voters who may have some kind of disability or impairment. Consult this material if you have questions on etiquette and specific ways to help people with different disabilities or impairments.

The *Accessibility* section of this notebook also covers, with images, how to make the parking area, exterior and interior paths of travel, building entrance, and the voting room easier and safer for persons with mobility or vision issues to navigate. You or your officers should monitor these areas periodically.

Encourage use of the ExpressVote ballot marking device whenever possible.

Ask the party workers distributing campaign literature to alert you if a voter needs assistance outside.

Post the curbside sign with an office or cell phone number to call for assistance.

### **Working with frail or elderly voters**

Ask the voter first whether they would like assistance. Do not assume or insist.

At your discretion, you may move very frail or disabled voters to the front of the line - most “able-bodied” voters will not object. Provide chairs for these voters if there are long waits in the lines.

Keep the magnifying glass/sheet out on the check-in table, so voters know that it is available.

### **Working with voters needing translation**

Any voter may bring an assistant to translate or read the ballot for them. The translator or reader does not have to be an adult or a registered voter, but if they are 16 years old or older, they must sign the Request for Assistance form along with the voter.

If a voter asks an election officer who speaks their language to translate, you must notify the authorized representatives, who are entitled to observe the election officer communicate with the voter. The information sheet for the Liberty Language Services telephone Interpreting service is located in the *Accessibility* section of this notebook.

Any assistant 16 years old or older, including an election officer, must sign the Request for Assistance form. Authorized representatives are not permitted to be the assistant.

# DURING THE DAY

## **MAINTAINING THE SECURITY OF THE VOTING ROOM**

### **Enforce ID (badge) requirement**

For security, all election officers and the authorized representatives of candidates) must wear their ID badges while they are inside the polling place. The following persons must have identification in the voting room:

- Election officers, who receive their badges upon taking the Oath at 5:00 AM.
- High school pages, who receive their badges upon being sworn in.
- Authorized representatives (they receive an identification badge upon giving documentation to the Chief). They must surrender the badge when they leave the polling place.
- Visitors/neutral observers (will have a letter of introduction from the Secretary of the Electoral Board or General Registrar).
- Electoral Board members (Fairfax County photo ID badge).
- Rovers and Office of Elections staff (Fairfax County Employee Photo ID badge).
- Technicians (Fairfax County Employee Photo ID badge).

## **MAINTAINING SECURITY OF BALLOTS AND ELECTION MATERIALS**

Ballots/ballot cards (as well as voter permit cards) at the ballot table should *never* be left unattended. Only one ballot should be torn off the pad at a time to give to the voter in front of the ballot officer.

For security, you must lock your unused ballot pads in your cart along with extra supplies. If dropped off absentee ballots are removed from the drop box during the day, the security bag in which they are stored must be locked in the gray cart.

Make sure the ballot officers give the used pad stubs to the Chief for safekeeping.

The gray cart should be located near the Chief's table, and both the cart and Chief's table should be in a location to which voters do not have access while moving about the voting room.

Spoiled/voided ballots and provisional ballot envelopes should be immediately stored in the appropriate envelopes throughout the day, so that there are no loose ballots left out.

Keep the various forms, envelopes, and Chief's materials on the Chief's table under the Chief's control.

You may want to store purses, lunches, or other personal items in the cart as well. The Chief should keep the cart locked and nearby during the day.

# DURING THE DAY

## WATCH FOR UNAUTHORIZED PERSONS WITHIN 40-FOOT PROHIBITED AREA.

**Va. Code § 24.2-604 prohibits loitering inside a polling place and within 40 feet of any entrance to the polling place [building].  
(§ 24.2-604-A)**

Persons, other than voters, who are authorized to be in the polling place will wear ID badges. With the exception of people who are involved in the normal school, church, or community business and activities, anyone in the polling place who is not in line to vote, is not a voter's child or assistant, or is not wearing an ID-badge should be observed and/or questioned.

## SUSPICIOUS BEHAVIOR.

*Persons* are not suspicious, but their *behavior* might be. Trust your instincts – if it doesn't look or feel right, it may not be.

Examples of suspicious behavior – watch for individuals who:

- Appear nervous or don't appear to belong in the room.
- Depart quickly when seen or approached.
- Avoid eye contact.
- Are in places where they don't belong.
- Are overdressed for the type of weather.

When approaching a questionable person who appears to be "loitering", you should:

- Alert another officer to watch and listen from a discrete distance.
- Maintain a proper distance, i.e., don't get in their personal space.
- Avoid pointing or defiant body postures or actions.
- Ask "May I help you?" or "Are you waiting for someone?"
- If the response is negative, remind the person that the law does not allow them to remain or "hang out" in the polling place.
- If the person is defiant or refuses to leave, threaten to call the police.
- If they don't leave – call the police!

**If you feel there is a potential threat or if you, or anyone else, is in fear for their safety – call 9-1-1 immediately! Always document and notify the Office of Elections, 703-324-4735, if police are summoned.**

## MAINTAIN VOTING MACHINE SECURITY

***Tampering with voting equipment is a Class 5 felony. § 24.2-1009***

Important: Check the identification of anyone claiming to be a technician before allowing that person access to a voting machine. All Rovers and Electoral Board staff will have Fairfax County employee photo identification. If in doubt, call Technical Support at 703-324-4101.

# DURING THE DAY

## OBSERVE VOTER BEHAVIOR AROUND THE VOTING EQUIPMENT

Be vigilant – If you observe voters exhibiting any of the kinds of behaviors listed below, you should question tactfully, “Do you need assistance?”. Watch voter behavior in an unobtrusive manner, to preserve the privacy of the voter’s ballot.

Watch for these kinds of behaviors (not an exclusive list):

- A voter does not appear to be disabled but takes an extra-long time to feed their ballot into the machine.
- A voter makes a lot of unusual motions, while inserting their ballot into the scanner.
- A voter takes “unusual” items out of their pockets or purse, e.g., a smart phone/camera, pocket-knife, electronic device, tools, etc.
- A voter carries coffee, food or other items that could damage a ballot or machine.
- A voter is accompanied by children who are touching machines, cords, or other equipment.

If the DS200 scanner is inoperable:

- The officer should notify the Chief first, who should invite the authorized representatives to observe.
- The Chief unlocks the auxiliary compartment slot on the front of the ballot bin and asks the voter to deposit their ballot in the auxiliary compartment. These ballots will be hand-counted or scanned (if the DS200 scanner works) after the polls close.
- Call your Rover or Technical Support (703-324-4101) for assistance.

Report all voting machine problems

Document Poll Pad, DS200, and ExpressVote problems in the Chief’s Notes:

- Machine number and time the problem was observed;
- Public counter for DS200 (if applicable) and description of problem;
- Who reported the problem, a voter or an election officer;
- What action was taken to correct the problem; and
- Any other comments or observations concerning the problem.

If you receive instructions to correct a problem by phone, document:

- Name of person giving instructions;
- What action was taken to correct the problem; and
- Any other comments or observations concerning the problem.

If a technician or Rover visits to correct a problem, document:

- Name of technician, Rover, or Office of Elections staff member;
- Procedure used to correct problem, e.g., machine rebooted; machine replaced
- Results of procedure (successful or unsuccessful); and
- Time machine placed back in service, or time substitute placed into service. (Enter substitute machine’s serial number, seal number, and protective counter number on **Machine Certification Form**; put cut seal in **#7 Orange Pouch**.)

# DURING THE DAY

## OVERSIGHT OF THE POLLING PLACE EXTERIOR

**It is unlawful to hinder, intimidate or interfere with a qualified voter... (§ 24.2-607)**

When you are faced with a situation you are unsure how to handle, please call the Office of Elections at **703-324-4735** for guidance.

Periodically and whenever a voter complains, check the outside entrance(s) to the polling place for campaigners or loiterers who appear to be hindering voters.

Remind the campaigners that they must comply with the 40-foot restrictions as outlined on the Prohibited Area poster. If the campaigners do not comply, you can call our office for guidance.

Follow the guidelines for difficult or uncooperative individuals.

Periodically monitor the parking situation to ensure that voter parking, reserved handicapped parking, and curbside voter parking is not being used for lengthy periods of time by voters or non-voters.

Mark the 40-foot Prohibited Activities area again if the chalk or tape markings have worn off. More information is given the Election Day Activities guidance document in the *Guidelines* section.

Make sure the required exterior signage is still displayed.

**If you feel there is a potential threat or if you, or anyone else, is in fear for their safety – call 9-1-1 immediately! Always document and notify the Office of Elections, 703-324-4735, if police are summoned.**

# DURING THE DAY

## **DEALING WITH DIFFICULT PEOPLE TO DEFUSE A TOUCHY SITUATION**

Difficult people are not suspicious nor malicious; they are simply “difficult”.

Try as you might, not everyone will be happy. Please be patient and diplomatic, but firm. Try to avoid confrontations and debates concerning voter registration, voting machines, election law, procedures, and political issues. Remember, you should always call the Office of Elections for guidance if the situation calls for more in-depth guidance.

### **Remind the “difficult person” of the following:**

- You are doing the best you can.
- You are following federal, state, and county requirements.
- You take an oath to carry out the laws and procedures; you don’t make the laws.

### **To defuse a touchy situation, you may do the following:**

- Give the voter a comment form (for minor complaints.)
- Give the voter a HAVA (Help America Vote Act) complaint form (major complaints.)
- Suggest they e-mail [elect@fairfaxcounty.gov](mailto:elect@fairfaxcounty.gov). (We do answer the e-mails!)
- Suggest they call our office numbers: 703-222-0776 or 703-324-4735.
- Suggest they call the State Board of Elections at 800-552-9745.
- Suggest they contact their federal or state elected officials (who can change the laws).
- Issue a “peacekeeping” provisional ballot, if necessary. Document in the log.

### **If the person becomes loud, obnoxious, intimidating, abusive (or worse) do the following:**

- First, instruct your officers to summon the Chief, Assistant Chief, or another officer for backup (i.e. a witness).
- Next, tell the person that you are trying to help them, but you can’t help if they are yelling or being disruptive.
- If necessary, refer to the election law that prohibits such disruptions (§ 24.2- 607).
- **First warning:** If the behavior continues, you will have to ask them to leave.
- **Second warning:** If the behavior continues, tell the person they must leave or you will call the police.

### **If all else fails, call the police!**

### **Be sure to document all “major” incidents in your Chief’s Notes.**

- Try to get the person’s name.
- Note whether the “offender” was a voter, authorized representative, or outsider.
- Summarize the problem/conversation; especially record details of any type of threat.
- Note if the Chief and Assistant Chief and/or other officers were witnesses.

# OFFICER FUNCTION DESCRIPTIONS

## Voting room entrance

One officer should be positioned at the voting room entrance or building entrance. As voters enter, this officer should:

- 1) Greet voters and verify that they are in the correct location. (This is especially important for polling places which contain two co-located precincts.)
- 2) Monitor the lines and help control polling place access (e.g. if the voting room and/or check-in tables are too crowded, hold up the line in the hallway for a short time until the voter check-in line clears out).
- 3) Remind voters that the check-in process will go faster if they have their ID out of their purse/wallet. If they have questions, the greeter can refer to the list of acceptable IDs.
- 4) Encourage voters to look at the sample ballot while they are waiting in line.

# OFFICER FUNCTION DESCRIPTIONS

## Check-in table

There should be one officer per Poll Pad at the check-in table.

- 1) For each voter, say: **“May I please have your ID?”**
  - Important: As of July 1, 2020, a photo ID is no longer required. Refer to the Voter Identification list for the different types of IDs that a voter may provide.
  - If a voter does not have an acceptable ID, direct them to the Chief. They may complete an **ID Confirmation Statement** instead.
  - If a voter offers an approved ID, never ask for their driver’s license instead!
- 2) Find the voter’s name on the Poll Pad and ask, **“What is your full legal name and current residential address?”**
  - If you are unable to locate the voter in the pollbook, send to the Chief.
  - Voters may provide their name and address in writing rather than verbally (24.2-643B). This includes the option of indicating that the name/address on their ID is current. Election officers must still repeat the voter’s name out loud.
- 3) Review the ID and address provided by the voter.
  - The name on the ID should generally match the pollbook.
  - The address provided orally or in writing by the voter should match the pollbook (disregard the address on the ID).
  - If the ID has an expiration date, it must not have expired more than 12 months ago. The only exception is a Virginia DMV-issued driver’s license or other DMV-issued state ID card, which are acceptable regardless of expiration date.
- 4) Repeat the voter’s full name (not address), like this:  
**“I am checking in <voter’s name> for the General Election.”**  
**“I am checking in <voter’s name> for the Democratic Party Primary.”**  
**“I am checking in <voter’s name> for the Republican Party Primary.”**
- 5) Touch ‘Accept’ to check in the voter.
- 6) After you see a green confirmation screen, give the voter a voter permit card.

# OFFICER FUNCTION DESCRIPTIONS

## Ballot table

One officer should be stationed at the ballot table and issue ballots to voters.

- 1) Take the voter permit card from the voter.
- 2) Detach a ballot from the ballot pad and place it in a privacy folder. **Do not put ballots in privacy folders ahead of time.**
- 3) Give the ballot and a pen to the voter.
- 4) Tell the voter (or group of voters): **“This ballot has [one/two] sides. Fill in the oval to the left of your choice(s) using the pen. When you are done marking your ballot, take it to the ballot scanner.”** (Point toward the DS200 scanner.)
- 5) Remind voters to look at both sides of the ballot (if there are contests on both sides of the ballot).
- 6) Remind voters that they may exchange their ballot for a replacement ballot if they make an error or wish to change a selection.
- 7) If voters indicate that they prefer to vote on the ExpressVote ballot marking device, an election officer should go with the voter to the ExpressVote to assist them.
- 8) If voters have questions about marking the ballot, use the demonstration ballot to assist them. It is important not to point to real candidate names on an actual ballot or sample ballot.

# OFFICER FUNCTION DESCRIPTIONS

## Voting booths

One officer should be stationed near the voting booths to direct voters to an open voting booth and help answer questions. This can be the same officer who is monitoring the voting machines.

- 1) Direct voters with ballots to an open voting booth.
- 2) As voters finish marking their ballots, direct them to the voting machines.
- 3) Watch for voters asking for help marking their ballots or taking a long time to mark their ballots. If a voter needs help, follow these steps (use the demonstration ballot if necessary):
  - Go to the booth where a voter has requested help.
  - Stand at least 3 feet away from the voter, both to protect the voter's secret ballot and to maintain social distancing.
  - Ask voters how you may assist and walk them through the process.
  - Complete a **Request for Assistance form** if you will see the ballot.
- 4) If a voter makes a mistake on a ballot, inform them that they may "spoil" the ballot and exchange it for a new ballot.
- 5) Maintain the voting booth area.
  - Remove and discard any campaign literature, sample ballots, or other materials left behind in the voting booth area by voters.
  - Remove any pens that voters left behind.
  - Try to make sure that voters do not leave ballots in the voting booths. If a voter leaves their ballot in a voting booth, the Chief or Assistant Chief will have to void the ballot.

# OFFICER FUNCTION DESCRIPTIONS

## Voting machines

One officer should be stationed near the voting machines to instruct voters how to scan their ballot and help answer questions. This can be the same officer who is monitoring the voting booths.

- 1) Monitor the voting machine scanner from a minimum of 5 feet away – never close enough to see the ballot while the voter inserts it into the DS200 (unless the voter asks for help).
- 2) Ensure that each voter casts only one ballot, no provisional ballots are cast on the scanner, and voters do not leave the polling place with a ballot.
- 3) If possible, have voters wait long enough to see the confirmation message that their ballot was successfully cast. If it is not too loud, you will also be able to hear the ballot “drop” into the ballot compartment, confirming that the ballot was successfully cast. You should listen for this audio cue and **DO NOT** look at the DS200 as the voter casts their ballot.
- 4) Provide voters with assistance as required.
  - Most voters will see the “Thank you for voting” message after their ballot is scanned.
  - The voter’s ballot will be returned by the DS200 if it is completely blank or contains over-votes. The voter has the option of casting the ballot anyways.
  - If a voter’s ballot is rejected and there is no message, ask the voter to rescan their ballot (the ballot might have been skewed in the scanner). If it continues to be rejected, offer to spoil and replace the ballot.
- 5) If a voter leaves a ballot on the scanner (a fleeing voter), an election officer may cast their ballot. Notify the Chief first.

# OFFICER FUNCTION DESCRIPTIONS

## Absentee ballot drop box

Each polling place will receive one drop box. Voters from anywhere in Fairfax County can deposit voted absentee ballot envelopes in a drop box at any polling place.

The drop box should be set up before election day and secured inside the voting room until the morning of election day. At that time, it should be placed near the voting room entrance or building entrance. Voters do not have to wait in the regular line to place a ballot in the drop box.

The officer who is monitoring the drop box should also keep an eye out for curbside voters and notify election officers when there is a curbside voter.

One officer must be designated to monitor the drop box from 6:00 AM to 7:00 PM on election day. You can have another officer relieve the officer who is monitoring the drop box, but you must ensure that the first officer does not leave until their replacement arrives, so the drop box is never unattended.

- 1) The absentee drop box must be set up by 6:00 AM and available for voters between 6:00 AM and 7:00 PM on election day.
- 2) Voters are permitted to place more than one absentee ballot in the drop box.
- 3) Voters are not required to provide identification or identify themselves when they place a voted absentee ballot envelope in the drop box.
- 4) If a voter with a mailed absentee ballot wishes to vote in-person instead, direct them to the voting room, where the Chief or Assistant Chief can accept their surrendered absentee ballot and issue them a new ballot to vote in-person.
- 5) Curbside voters are also permitted to return voted absentee ballot envelopes. In that case, the two officers who assist the curbside voter will take the voted absentee ballot (inside the completed and signed oath envelope) to the drop box and deposit it.

# OFFICER FUNCTION DESCRIPTIONS

## Collector Officer

Each precinct will be pre-assigned two Collector Officers. These officers will perform all regular duties during voting hours. After polls close, they will be responsible for securing ballots from the drop box and immediately driving them to the Fairfax County Government Center on election night.

- 1) During voting hours, the two Collector Officers need to periodically check the drop box and determine if it is full. If the drop box is full, they will remove and count the absentee ballot envelopes, record this information on a chain of custody form, and seal the ballots and chain of custody form in a clear security bag provided by the Office of Elections.
- 2) At 7:00 PM, the two Collector Officers are required to be present at the drop box. Any voters in line at the drop box at 7:00 PM must be permitted to place their voted absentee ballot envelopes in the drop box.
- 3) After all voters present at 7:00 PM have deposited their absentee ballot envelopes in the drop box, the two Collector Officers will remove and count the absentee ballot envelopes, record this information on a chain of custody form, and seal the ballots and chain of custody form in a clear security bag. If necessary, they will use more than one clear security bag.
- 4) After other election officers shut down the DS200 voting machines, they will remove 2 USB flash drives from each DS200 scanner (for a total of 4 USB flash drives), secure them in a purple pouch, and give this purple pouch to the Collector Officers.
- 5) As soon as the two Collector Officers have secured the absentee ballot envelopes and received the purple pouch (containing 4 USB flash drives from the DS200 scanners), they will immediately drive these materials to the Fairfax County Government Center. Per Virginia Department of Election requirements, the two Collector Officers must travel in the same car.
- 6) Once all materials have been delivered to the Office of Elections, the Collector Officers may go home (or back to the polling place parking lot, if one of the officers needs to pick up their car).

# **4. ACCEPTABLE IDs**

# ACCEPTABLE IDs

Virginia law requires each voter to present one of the acceptable forms of identification when checking in to vote. The Virginia Department of Election provides a one-page list of all acceptable IDs (included in this section). Copies of this voter identification list should be posted at the check-in table.

Remind your check-in officers to ask the Chief or Assistant Chief if they are unsure about whether a particular form of ID is acceptable!

## **VOTER'S NAME ON ID**

The name on someone's ID does not have to exactly match how it appears on the electronic pollbook. For example, someone's ID may say "Bill" but the pollbook says "William." As long as you can reasonably confirm the person in front of you is the person in the pollbook, you may check them in.

## **ADDRESS ON A VOTER'S ID**

Disregard the address on the voter's ID. The check-in officers must instead always use the address that the voter provides during the check-in process. Remember, a voter may provide their address orally, in writing, or they may simply point to their ID.

## **EXPIRATION DATES ON A VOTER'S ID**

A Virginia driver's license may always be used for voting, regardless of when it expired.

*§ 24.2-643: "The expiration on a Virginia driver's license shall not be considered when determining the validity of the driver's license offered for purposes of this section."*

For most other IDs:

- If there is no expiration date listed, it can be accepted automatically.
- If there is an expiration date listed, it must not be expired for more than 12 months. After that, the ID is no longer valid for voting.

Some documents used as IDs (utility bill, bank statement, government check, paycheck, or other government document) must not be more than 12 months old. Don't forget to look for a date on these documents!

## **17-YEAR-OLD VOTERS**

You may have voters who are 17 years old in a primary election. If they are registered and listed in the Poll Pad, they are permitted to vote. The law says that any registered voter who will be 18 years old by the date of a general election may vote in its corresponding primary.

# ACCEPTABLE IDs

## FORMS OF ACCEPTABLE IDs

There are many IDs that are acceptable for voting purposes:

- Voter confirmation documents (e.g. voter ID card, voter registration notice postcard, etc.)
- Virginia DMV-issued driver's license
- Virginia DMV-issued identification card
- United States passport or passport card
- Student ID card from any institute of higher education or private school located in Virginia
- Student ID card with photo from any institute of higher education located in any other state or territory of the United States
- An employer ID with photo (employer does not have to be located in Virginia)
- A tribal ID, if issued by one of the 11 tribes recognized by Virginia
- Other IDs issued by the federal government, the state of Virginia government, or local Virginia government
- A copy of a current utility bill, bank statement, government check, paycheck, or any other government document containing the name and address of the voter ("current" is considered as within the last 12 months)

**IMPORTANT:** If the voter offers an approved form of ID, you may not ask for their driver's license instead. This is against the law!

## DIGITAL COPIES OF ACCEPTABLE IDs

Voters may show you an electronic version of some IDs in lieu of a physical version.

An electronic form of the following documents is acceptable for voting purposes: a *current* utility bill, bank statement, government check, paycheck, or other government document containing the name and address of the voter ("current" is considered as within the last 12 months).



# ACCEPTABLE IDs

## UNACCEPTABLE FORMS OF IDENTIFICATION

There are also many IDs that you cannot accept for voting, including:

- Out-of-state driver's license
- Virginia driver privilege card, which are issued to non-citizens
- Foreign passport
- Employee ID without a photo
- Non-Virginia university ID without a photo
- Membership card from a private organization
- Credit card
- Merchant customer card, even if it has a photo (such as a Costco card)

## ID CONFIRMATION STATEMENT

If a voter does not have an acceptable form of ID, inform them about the ID Confirmation Statement. By completing this statement, it will serve as an acceptable ID and allow the voter to vote normally. This is the best option for most voters. Make sure the check-in officer selects the "Voter Signed Oath" flag on the Poll Pad!

It is very rare, but some no-ID voters may decline to complete an ID Confirmation Statement. In this case, you may offer them a provisional ballot.

**ID Confirmation Statement (Commonwealth of Virginia)**  
*Declaración de Confirmación de Identificación / Giấy xác nhận thẻ ID/KOREAN*

**Place in Envelope #8**

**A Officer of Election / Funcionario electoral / Các viên chức lo về bầu cử / 선거 관리원:**

<b>Precinct No./Name</b>	
<b>Date</b>	
<b>Officer of Election Initials</b>	

**B Affirmation of Voter / Afirmación del votante / Giấy xác nhận của cử tri/유권자 진술서/**  
**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 muestra identificación aceptable, será requerido que vote una boleta provisional para esta elección. / Nếu quý vị không hoàn thành giấy xác nhận này hoặc trình thẻ ID hợp lệ, quý vị có thể phải bầu lá phiếu tam thời trong kỳ bầu cử này / 이 성명서를 작성하지 않거나 신분증을 제시하지 않는 경우, 이번 선거에서 잠정 투표를 해야 합니다.

**Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be.**  
*Sujeto a la pena de ley, por la presente afirmo que soy la persona idéntica que me represento a ser.*  
*Theo qui định của luật, tôi xác nhận bản thân tôi chính là người đại diện của đơn này*  
법의 처벌에 따라, 본인이 동일한 사람이라는 것을 여기에서 확인합니다.

<b>Date / Fecha / Date / Ngày:</b>	
<b>Signature of voter / firma del votante/ Chữ ký cử tri/유권자 서명</b>	
<b>Printed name of voter / Imprima el nombre del votante</b> <i>Điện tên cử tri./정자체 유권자 성명:</i>	
<b>Birth Year (optional) / Año de nacimiento (opcional)</b> <i>Năm sinh (Tùy chọn) / 생년월일(선택 사항)</i>	____/____/____
<b>Last 4 digits of Social Security # (optional)</b> <i>/ Últimos 4 números del Seguro social# (opcional)</i> <i>/4 Số cuối An sinh Xã Hội (tùy chọn) / 사회 보장 번호 마지막 4자리 (선택 사항)</i>	____/____/____/____

ELECT-643ID-FFX 8/2021 § 24.2-643 of the Code of Virginia



★ 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.
Valid DMV-issued ID card	Yes
Valid employee ID card, <u>containing a photograph</u> , 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 school of higher education located in Virginia	Yes
Valid student ID, <u>containing a photograph</u> , issued by a public or private school of higher education located in the U.S.	Yes
Valid student ID issued by a public or private high school in Virginia	Yes
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.
Any other current government document containing the name and address of the voter	Yes
Signed ID Confirmation Statement	Yes
Out-of-state driver's license	<b>No</b>
Membership card from private organization displaying a photograph	<b>No</b>
Credit card displaying a photograph	<b>No</b>
Virginia Driver's Privilege card	<b>No</b>

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

\*\*The eleven recognized tribes are: Cheroenhaka (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patowomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)

# INSTITUTIONS OF HIGHER EDUCATION IN VIRGINIA

One form of acceptable ID is a student identification card with photo from any institution of higher education in the United States.

However, if the institution of higher education has a campus in Virginia, the student identification card is not required to have a photo. You may use this list to confirm an institution of higher education has a campus in Virginia.

- Advanced Technology Institute
- Alliance Medical & Health Sciences College
- American College of Commerce & Technology
- American National University - Salem
- American Public University System
- American University
- Appalachian College of Pharmacy - Oakwood Campus
- Appalachian School of Law
- Argosy University - Washington D.C. Campus
- Art Institute of Virginia Beach, The
- Art Institute of Washington, The
- Atlantic University
- Averett University - Danville
- Aviation Institute of Maintenance - Chesapeake
- Aviation Institute of Maintenance - Manassas
- Bethel College
- Blue Ridge Community College
- Bluefield College
- Bon Secours Memorial College of Nursing
- Boston University Metropolitan College
- Bridgewater College
- Bryant and Stratton College - Hampton
- Bryant and Stratton College - Richmond
- Bryant and Stratton College - Virginia Beach
- California University of Management and Sciences (Virginia Campus)
- Cambridge College - Chesapeake
- Catholic Distance University, The
- Catholic University of America, The - Engineering
- Centra College of Nursing
- Central Michigan University Global Campus - Alexandria
- Central Michigan University Global Campus - Fort Belvoir
- Central Michigan University Global Campus - Joint Base Myer
- Central Michigan University Global Campus - Pentagon
- Central Michigan University Global Campus - Richmond
- Central Texas College
- Central Virginia Community College
- Centura College - Alexandria
- Centura College - Chesapeake
- Centura College - Newport News
- Centura College - Norfolk
- Centura College - Richmond
- Centura College - Richmond West
- Centura College - Virginia Beach
- Chamberlain College of Nursing
- Chester Career College
- Christendom College
- Christopher Newport University
- College of William and Mary
- Columbia College
- Dabney S. Lancaster Community College
- Dallas Theological Seminary
- Danville Community College
- DeVry University - Arlington
- DeVry University - Chesapeake
- DeVry University - Manassas
- Dulles University
- Eastern Mennonite University
- Eastern Shore Community College
- ECPI University
- ECPI University - Newport News
- ECPI University - Northern Virginia Campus

# INSTITUTIONS OF HIGHER EDUCATION IN VIRGINIA

- ECPI University - Virginia Beach
- Edward Via College of Osteopathic Medicine-Virginia Campus
- Embry-Riddle Aeronautical University - Norfolk
- Emory and Henry College
- Everest College - Chesapeake
- Everest College - Newport News
- Everest College -Vienna
- Ferrum College
- Florida Institute of Technology - Fort Lee Graduate Center
- Florida Institute of Technology - Hampton Roads Graduate Center
- Florida Institute of Technology - NCR Graduate Center
- Fortis College - Norfolk
- Fortis College - Richmond
- Geneva College
- George Mason University
- George Washington University
- Germanna Community College
- Global Health College
- Hampden-Sydney College
- Hampton University
- Hampton University - Roanoke Higher Education Center
- Hampton University - Virginia Beach
- Hollins University
- HyperLearning Technologies, Inc.
- iGlobal University
- Institute for the Psychological Sciences
- ITT Technical Institute - Chantilly
- ITT Technical Institute - Norfolk
- ITT Technical Institute - Richmond
- ITT Technical Institute - Salem
- ITT Technical Institute - Springfield
- J Sargeant Reynolds Community College
- James Madison University
- Jefferson College of Health Sciences
- John Tyler Community College
- Johns Hopkins University - Whiting School of Engineering (Crystal City)
- King University- Southwest Virginia Community College
- Kings Park University School of Acupuncture and Oriental Medicine
- Lancaster Bible College/Capital Bible Seminary
- Liberty University
- Life Pacific College
- Lindsey Wilson College School of Professional Counseling
- Longwood University
- Lord Fairfax Community College
- Lynchburg College
- Mary Baldwin College - Staunton
- Marymount University
- Medtech College
- Mercyhurst University - McLean
- Miller-Motte Technical College - Lynchburg
- Missouri State University
- Mountain Empire Community College
- National Graduate School, The - Arlington
- New River Community College
- Norfolk State University
- Northern Virginia Community College
- Nova Southeastern University - Norfolk
- Old Dominion University
- Park University - Fort Myer
- Park University - Henderson Hall
- Patrick Henry College
- Patrick Henry Community College
- Paul D Camp Community College
- Piedmont Virginia Community College
- Radford University
- Randolph College
- Randolph-Macon College
- Rappahannock Community College
- Reformed Theological Seminary
- Regent University
- Richard Bland College
- Riverside School of Health Careers
- Roanoke College
- Saint Leo University - Fort Lee
- Saint Leo University - SHRC Joint Expeditionary Base Little Creek-Fort Story

# INSTITUTIONS OF HIGHER EDUCATION IN VIRGINIA

- Saint Leo University - Virginia Peninsula Center
- Saint Michael College of Allied Health
- Sanford-Brown College
- Sentara College of Health Sciences
- Shenandoah University - Winchester
- Skyline College
- Skyline College - Roanoke
- South Baylor University
- South University - Richmond
- South University - Virginia Beach
- Southeast Culinary & Hospitality College
- Southern Illinois University Carbondale-Naval Air Station Oceana
- Southern Virginia University
- Southside Regional Medical Center Professional Schools
- Southside Virginia Community College
- Southwest Virginia Community College
- Standard Healthcare Services College of Nursing
- Stratford University
- Strayer University - Arlington Campus
- Sweet Briar College
- Thomas Nelson Community College
- Tidewater Community College
- Troy University - Chesapeake
- Tysons College
- Union Theological Seminary & Presbyterian School of Christian Education
- University of Fairfax
- University of Management and Technology
- University of Mary Washington
- University of Maryland University College - Fort Belvoir
- University of North America
- University of North Carolina at Chapel Hill-Kenan Flagler Business School
- University of Oklahoma, The - Arlington
- University of Phoenix - Crowne Plaza
- University of Phoenix - Richmond
- University of Richmond
- University of the Potomac
- University of Virginia
- University of Virginia's College at Wise
- Valley Forge Christian College - Woodbridge Campus
- Virginia College
- Virginia Commonwealth University
- Virginia Highlands Community College
- Virginia International University
- Virginia Military Institute
- Virginia School of Massage
- Virginia State University
- Virginia Tech
- Virginia Tech Carilion School of Medicine
- Virginia Union University
- Virginia University of Lynchburg
- Virginia University of Oriental Medicine
- Virginia Wesleyan College
- Virginia Western Community College
- Walden University - Distance Education
- Washington and Lee University
- Washington Baptist University
- Webster University - Fort Belvoir
- Westwood College - Annandale
- Westwood College - Arlington Ballston
- World College
- Wytheville Community College

# **5. NON-ROUTINE & WHAT-IFS**

# NON-ROUTINE VOTER SITUATIONS

This chart helps summarize many non-routine voter situations; for more details, read the What-Ifs. For all provisional ballot situations, follow the procedures in the Provisional section of this notebook. (Remember, if a voter is not permitted to vote a regular ballot, always offer them a provisional ballot.)

Call the **Voter Registration** phone number for any questions concerning non-routine situations.

NON-ROUTINE SITUATION	ACTION TO TAKE
Voter with no acceptable ID	<b>Voter may complete an ID Confirmation Statement or cast a provisional ballot.</b> See Voter Identification chart for acceptable IDs.
Voter is marked " <u>Inactive</u> " on Poll Pad but voter did not move	<b>After completing Affirmation of Eligibility form, voter is permitted to vote a regular ballot.</b>
Voter moved within the <u>same</u> precinct or only has a change in their name	<b>Voter is permitted to vote a regular ballot.</b> Offer Voter Registration Form to update address but voter is not required to complete form to vote.
Voter moved within Fairfax County within the same congressional district <u>before</u> this election day and <u>on or after</u> 11/4/2020	<b>Voter is permitted to vote a regular ballot <u>in the precinct where they are registered</u> and would have been qualified to vote if not for the move.</b> Offer a Voter Registration Form but the voter is not required to complete the form to vote.
Voter moved within Fairfax County within the same congressional district between 11/7/2018 and 11/3/2020	<b>After completing Affirmation of Eligibility form, voter is permitted to vote a regular ballot <u>in the precinct where they are registered</u> and would have been qualified to vote if not for the move.</b>
Voter moved within Fairfax County within the same congressional district <u>on or before</u> 11/6/2018	<b>Voter is not permitted to vote a regular ballot. Voter may cast a provisional ballot.</b> Offer the voter a Voter Registration Form.
Voter moved within Virginia (but not the same congressional district) <u>on or after</u> 11/4/2020	<b>Voter is permitted to vote a regular ballot <u>in the precinct where they are registered</u> and would have been qualified to vote if not for the move.</b> Offer Voter Registration Form to update address but voter is not required to complete form to vote.
Voter moved within Virginia (but not the same congressional district) <u>before</u> 11/4/2020	<b>Voter is not permitted to vote a regular ballot. Voter may cast a provisional ballot.</b> Offer the voter a Voter Registration Form.
Voter moved to another state	<b>If this is a presidential election and voter moved less than 30 days ago, voter is permitted to vote a Presidential Only ballot. Otherwise, voter is not permitted to vote.</b> Follow instructions in What-Ifs problem 8b.

# NON-ROUTINE VOTER SITUATIONS

NON-ROUTINE SITUATION	ACTION TO TAKE
Voter has a “Federal Only” message on the Poll Pad	<b>Voter is permitted to vote Federal Only ballot.</b> If the voter has moved back from their overseas address to their Fairfax County address, have them complete a Voter Registration form.
Voter has a name change or an error in the spelling of their name	<b>Voter is permitted to vote a regular ballot.</b> Offer a Voter Registration Form but the voter is not required to complete the form to vote.
Voter’s name is not on the Poll Pad	<b>Voter may cast a provisional ballot.</b> Make sure it is not a name change/spelling error. Offer the voter a Voter Registration form.
Voter’s name is not on the Poll Pad in error (as determined by the General Registrar)	<b>If approved by General Registrar after completing an Affirmation of Eligibility form, voter is permitted to vote a regular ballot.</b>
Voter is challenged by election officer, Authorized Representative, or other voter	<b>After completing Affirmation of Eligibility form, voter is permitted to vote a regular ballot.</b>
Voter is flagged as “On Machine” or “Marked” (already voted)	<b>Voter may cast a provisional ballot.</b>
Voter requests assistance	<b>Voter must complete a Request for Assistance form, then is permitted to vote a regular ballot.</b>
Voter asks to vote curbside	<b>Voter is permitted to vote a regular ballot.</b> Two officers go outside with Poll Pad and ballot, check voter’s ID, check-in voter (select “Curbside” flag), and give ballot to voter to mark. Take ballot inside to cast it, then one officer returns to tell voter ballot was successfully cast.
Absentee voter <u>with</u> absentee ballot	<b>Voter is permitted to vote a regular ballot.</b> Verify “Absentee Issued” or “Absentee Unmarked” status on Poll Pad. Ask voter to remove the ballot from the envelope and write ‘ <i>Absentee Surrendered</i> ’ across the front of the ballot. If voter has already made selections on the ballot have them fill in all ovals on the ballot. Insert the ‘ <i>Absentee Surrendered</i> ’ ballot in Envelope #4.  Note: If the status is “Absentee Marked” and the voter claims that they did not vote their absentee ballot, offer them a provisional ballot.
Absentee voter <u>without</u> absentee ballot	<b>Voter may cast a provisional ballot.</b> Verify that the status on the Poll Pad is “Absentee Unmarked.” Or, the status is “Marked” but the voter claims that they did not vote their absentee ballot.

# What to do when...

A complete guide for helping  
voters with exceptional situations

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## Address Changes

Problems 4-8

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# Abbreviations

AB	Absentee Ballot
AB Report	List of voters who have absentee voted or applied for an absentee ballot
CAP	Central Absentee Precinct
EPB	Electronic Pollbook
ID	Identification
OP	Outside Polls
S	Voter has completed a required statement including the <i>Affirmation of Eligibility</i> and <i>Virginia Registration Application</i> .
SOR	Statement of Results
VRA	Voter Registration Application
24.2	Title of the Code of Virginia, also known as the Virginia Election Laws.
	Voter may have moved and must confirm their current residential address. Voter may also be listed as “inactive” or “marked for <i>address confirmation</i> .”
	Federal Only – overseas voter eligible to vote for federal offices only.
	Voter has yet to provide their social security number and it is required.
	<b>The answer to this question determines which way to proceed.</b>
	Indicates additional information.

## Acceptable ID List

### Voter Identification List:

- Voter registration confirmation documents.
- Virginia driver's license or Virginia DMV-issued ID (regardless of expiration date).
- Valid United States passport or passport card.
- Any other valid ID issued by a government agency of the Commonwealth, one of its political subdivisions, or the United States government.
- Valid student ID issued by any public or private high school or institution of higher education located in Virginia. Chief should have a list of qualified colleges and universities.
- Valid student ID containing a photograph issued by an institution of higher education located in any other state or territory of the United States.
- Valid employee ID containing a photograph issued in ordinary course of business.
- Copy of a current utility bill, bank statement, government paycheck, or paycheck.
- Any other government document containing the name and address of the voter.
- Tribal ID issued by one of the 11 recognized tribes in Virginia, [§8.01-385, 51.1-700]:
  - Cheroenhaka (Nottoway)
  - Chickahominy
  - Eastern Chickahominy
  - Mattaponi
  - Monacan
  - Nansemond
  - Nottoway of Virginia
  - Pamunkey
  - Patawomeck
  - Rappahannock
  - Upper Mattaponi

# 1

## **Voter does not have acceptable ID or you are unsure you can accept the provided ID.**

If the voter does not have an acceptable form of ID, the voter may sign an ID Confirmation Statement. Officer should check voter into the pollbook and indicate in the pollbook that a statement was signed (“Voter Signed Oath” flag on Poll Pad).

If the voter does not have an acceptable form of ID and does not complete or sign the statement, the voter may vote a provisional ballot.

Is not having ID or signing an ID statement the only reason the voter must vote a provisional ballot?

- If this is the only reason the voter must vote a provisional ballot, go to problem 14b and have them vote a provisional ballot.
- If this is NOT the only reason the voter must vote a provisional ballot, go to problem 14a and have them vote a provisional ballot.



Never turn a voter away because of lack of ID. If you are unsure whether a voter has presented an acceptable ID, call the General Registrar.

### **Help America Vote Act**

If the voter is required by the Help America Vote Act (52 U.S.C. § 21083(b)) to show identification the first time they vote in a federal election, the voter must present one of the following:

- A current and valid photo identification.
- A copy of a current utility bill, bank statement, government paycheck, paycheck, or other government document containing the name and address of the voter.

If the voter does not have an acceptable form of ID, go to problem 14a and have them vote a provisional ballot. An ID Confirmation Statement is not acceptable in these circumstances.

Use Affirmation of Eligibility form ELECT – 651  
§24.2-643

## 2

### **Name on ID does not match name in pollbook.**

1. Allow voter to vote if the name on the voter's ID is:
  - similar to the name in the pollbook; and/or
  - lists a maiden name, nickname, or initials instead of the full name.
2. Ask voter to complete and sign a Voter Registration application.
3. Officer places completed documents in Envelope #8.



If you believe the person on the ID is not the voter, use the Affirmation of Eligibility to challenge the voter.

1. Officer fills out and initials Section A on the Affirmation of Eligibility and checks Box C.
2. Officer (or other Challenger) fills out and signs the Statement of Challenger using Reason #7.
3. Voter fills out and signs Section B – Affirmation of Voter.
4. Officer makes sure voter signs Section B.
5. Officer checks voter into the pollbook and indicates in the pollbook that a statement was signed (“Voter Signed Oath” flag on Poll Pad).
6. Officer places completed documents in Envelope #8.
7. Voter casts ballot as normal in precinct.



If challenged voter will not sign the Affirmation of Eligibility, they cannot vote. Go to problem 14a and follow the provisional instructions using Reason #6.

# 3

## **Voter provides address (orally or in writing) that does not match address in pollbook.**

Does the address the voter provides orally or in writing match the address in pollbook?

- If yes, check the voter in normally.
- If no, go to problems 4-8.



The address the voter provides orally or in writing must match the address in the pollbook but it does NOT have to match the address on the ID.



If an address on an ID does not match the address on the pollbook, it does not make the ID unacceptable for proving voter identity.



Some acceptable forms of ID do not have an address.



If you are uncertain, call the General Registrar.

Use Affirmation of Eligibility form ELECT-651  
§ 24.2-428.2, §24.2-651

## 4

### **There is a next to voter's name or pollbook says "Inactive" or "Marked for address confirmation."**

Has voter moved?

- If yes, go to problems 5-8
- If no, you must challenge the voter using the Affirmation of Eligibility Form.

1. Officer fills out and initials Section A on the Affirmation of Eligibility form and checks Box A. *Disregard Statement of Challenger.*
2. Voter fills out and signs Section B –Affirmation of Voter.
3. Officer makes sure voter signs Section B.
4. Officer checks voter into the pollbook and indicates in the pollbook that a statement was signed ("Voter Signed Oath" flag on Poll Pad). Depending on how your pollbooks are set up, you might need to enter the Chief's password.
5. Officer places completed documents in Envelope #8.
6. Voter casts ballot as normal in precinct.



Why does this happen?

Voter was sent an address confirmation notice and the Elections Office did not receive a response. The confirmation notice was sent because:

- There was a possible address change OR
- Previous mailings from the Election Office were returned as undeliverable.

**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?

<p><b>How far did voter move?</b> → ----- <b>When did voter move?</b> ↓</p>	<p><b>Within precinct</b></p>	<p><b>Within county/city AND congressional district (but not the same precinct).</b></p>	<p><b>To a different county/city OR congressional district (still within Virginia)</b></p>	<p><b>Outside of Virginia</b></p>
<p><b>On or After November 4, 2020</b></p>	<p>See problem 5: Voter can vote.</p>	<p>See problem 6: Voter can vote in precinct where registered.</p>	<p>See problem 7: Voter can vote in precinct where registered.</p>	<p>See problem 8b for presidential elections; see problem 8a for non-presidential elections.</p>
<p><b>Between November 7, 2018 and November 3, 2020</b></p>	<p>See problem 5: Voter can vote.</p>	<p>See problem 6: Voter can vote in precinct where registered with Affirmation of Eligibility.</p>	<p>See problem 7: Voter may vote a provisional ballot in precinct where they live.</p>	<p>See problem 8a for presidential elections; see problem 8a for non-presidential elections.</p>
<p><b>On or Before November 6, 2018</b></p>	<p>See problem 5: Voter can vote.</p>	<p>See problem 6: Voter may vote provisionally in precinct where they live.</p>	<p>See problem 7: Voter may vote a provisional ballot in precinct where they live.</p>	<p>See problem 8a for presidential elections; see problem 8a for non-presidential elections.</p>

# 5

## Voter moved within the same precinct.

➡ There may be a **?** next to voter's name or the pollbook says 'inactive' or 'marked for address confirmation.'

1. Officer asks voter to complete and sign a Voter Registration application.
2. Officer checks voter into the pollbook as normal.
3. Officer places completed documents in Envelope #8.
4. Voter casts ballot as normal in the precinct.

➡ **Do not** enter voter's new address in pollbook.

## Town Elections Only

A voter who moved out of town **cannot** vote in the town election but may be eligible to vote in non-town elections § 24.2-101; *Qualified voter in a town.*

# 6

## Voter moved to a different precinct within the same county/city AND congressional district.

- ➡ There may be a **?** next to voter's name or the pollbook says 'inactive' or 'marked for address confirmation.'

Choose which statement describes **when** the voter moved and use the instructions that follow.

### ? Voter moved on or after November 4, 2020.

1. Voter completes and signs a Voter Registration application.
2. Officer checks voter into the pollbook as normal.
3. Voter casts ballot as normal in precinct where still registered.
4. Officer places completed documents in Envelope #8.

### ? Voter moved between November 7, 2018 and Nov. 3, 2020.

1. Officer fills out and initials Section A on the Affirmation of Eligibility form and checks Box C and Box 4.
2. Voter fills out and signs Section B – Affirmation of Voter using their new address.
3. Officer checks voter into the pollbook and indicates in the pollbook that a statement or oath was signed ("Voter Signed Oath" flag on Poll Pad).
4. Voter casts ballot as normal in precinct where still registered.
5. Officer places completed documents in Envelope #8.

### ? Voter moved on or before November 6, 2018.

1. Voter may vote a provisional ballot. See problem 14a, Reason #1 or #2.
2. Voter completes and signs a Voter Registration Application.

- ➡ **Do not** enter voter's new address in pollbook.

## Town Elections Only

A voter who moved out of town **cannot** vote in the town election but may be eligible to vote in non-town elections. § 24.2-101; *Qualified voter in a town.*

# 7

## **Voter moved to a different county/city OR a different congressional district within the same county/city.**

- ➡ There may be a **?** next to voter's name or the pollbook says 'inactive' or 'marked for address confirmation.'
- ➡ Some counties/cities have more than one congressional district. If you do not have a street file map, call the General Registrar.

Choose which statement describes **when** the voter moved and use the instructions that follow.

### **? Voter moved on or after November 4, 2020.**

1. Voter completes and signs a Voter Registration application.
2. Officer checks voter into the pollbook as normal.
3. Voter casts ballot as normal in precinct where still registered.
4. Officer places completed documents in Envelope #8.

### **? Voter moved before November 4, 2020.**

1. Voter may vote a provisional ballot. See problem 14a, Reason #1 or #2.
2. Voter completes and signs a Voter Registration Application.
3. Officer places completed documents in Envelope #8.

➡ **Do not** enter voter's new address in pollbook.

➡ If voter moved to a new precinct within the same county/city AND congressional district go to Problem 6.

## **Town Elections Only**

A voter who moved out of town **cannot** vote in the town election but may be eligible to vote in non-town elections. § 24.2-101; *Qualified voter in a town.*

# 8

## Voter moved to another state.

Is this a presidential election?

? If No, go to problem 8a.

? If Yes

- Did the voter move out of state more than 30 days ago? Go to problem 8a.
- Did the voter move out of state less than 30 days ago? Go to problem 8b.

### 8a:

#### Voter is no longer eligible to vote in Virginia.

1. Ask voter to fill out a Cancellation Request form (ELECT 427(A)) or write and sign a note that:
  - states they have moved out of state;
  - asks to cancel their Virginia voter registration; and
  - includes their name, date of birth, and new address, (SSN optional).

2. Place Cancellation Request or note in Envelope #8.

If voter insists they are registered and eligible to vote in the precinct, they may vote a provisional ballot. See problem 14a, Reason #1 or #2, or #6.

### 8b:

#### Voter may vote a “Presidential-Only” Ballot.

(This is a presidential election AND voter moved out of state less than 30 days ago.)

1. Officer fills out and initials Section A on the Affirmation of Eligibility form and checks Box C and Box 3.
2. Voter fills out and signs Section B – Affirmation of Voter using new address.
3. Officer tells voter that the General Registrar will cancel the voter’s Virginia registration after this election.
4. Officer checks voter into the pollbook and indicates in the pollbook that a statement was signed (“Voter Signed Oath” flag on Poll Pad).
5. Officer indicates in the pollbook that voter voted a presidential-only ballot.
6. Officer issues a presidential-only ballot.
7. Voter casts presidential-only ballot as normal in the precinct.
8. Officer places completed documents in Envelope #8.

§ 24.2-420.1, § 24.2-453, § 24.2-653.1, § 24.2-708, § 24.2-711, §24.2-712

# 9

## Voter marked with federal symbol **F** in pollbook.



Symbol may be in the voter's details, message box, or ballot style.



Voter can only vote for federal offices.

1. Verify the voter was not issued an absentee ballot. If issued, see 9a and 9b.
2. Check voter into the pollbook.
3. Verify voter has a 'Federal Only' flag or prompt in the pollbook.
4. Give voter a Federal Only ballot.

### 9a

**Voter marked with federal **F** and absentee symbols **AB** in pollbook and they have their absentee ballot.**

Go to problem 19 and follow instructions.

### 9b

**Voter marked with federal **F** and absentee symbols **AB** in pollbook and they DO NOT have their absentee ballot.**

Go to problem 20 and follow instructions.

Use Affirmation of Eligibility form ELECT-651  
§24.2-652

# 10

## **Voter's name is not in the pollbook.**



Make sure to look:

- in the pollbook;
- at the end of the alphabetical section in the pollbook; and
- in any other listings provided by the General Registrar.

1. Check for correct spelling or a recent name change.
2. Check if voter is in the right polling place. Ask voter for their:
  - address;
  - when/where they registered to vote; and
  - when/where they last voted.
3. Collect any documentation or registration receipts provided by the voter and put them in Envelope #8.
4. Call the General Registrar. The GR will either:
  - instruct you to add a voter's name to the pollbook;
  - tell you the person can vote a provisional ballot. (See problem 14a); or
  - let you know if voter is registered and eligible to vote in another precinct.



If General Registrar is unavailable or unable to confirm qualifications, voter may vote a provisional ballot.

See problem 14a, using Reason #1 or #2.



Overseas and Military voters (or voters who have recently separated from the military) as well as spouses and dependents may be able to register today, § 24.2-420.1. Call the General Registrar.



Only the General Registrar can authorize adding a voter to the pollbook. The General Registrar will give you instructions if that is necessary.

Use Affirmation of Eligibility form ELECT-651  
§24.2-651

# 11

## Voter is challenged.



A qualified voter can challenge another voter.  
An Election Officer may be required to challenge a voter.

1. Officer fills out and initials Section A of the Affirmation of Eligibility form and checks Box C.
2. Challenger fills out and signs the Statement of Challenger.
3. Challenged voter fills out and signs Section B – Affirmation of Voter.
4. Officer makes sure voter signs Section B.
5. Officer checks voter into the pollbook and indicates in the pollbook that a statement or oath was signed (“Voter Signed Oath” flag on Poll Pad).
6. Voter casts ballot as normal in the precinct.
7. Officer places completed documents in Envelope #8.



If challenged voter will not sign the Affirmation of Eligibility, then they cannot vote normally but can vote a provisional ballot. Go to problem 14a and follow instructions using Reason #6, Other.



If challenger will not sign the Affirmation of Eligibility, then there is no challenge and the voter, if otherwise qualified, votes in the normal way in the precinct.

# 12

## **Voter's name marked in pollbook as already voted.**

1. Tell voter they can vote a provisional ballot.
2. Go to problem 14a and follow instructions using Reason #5.



Voter does not have to fill out a voter registration application, unless needed for another reason.

## **Voter changes mind about which primary ballot they want to vote.**

If voter has NOT yet scanned their ballot, they may switch ballots and vote in the other political party's primary election:

For electronic pollbooks (EPBs), use your EPB instructions to:

1. look up the voter;
2. undo check-in and
3. re-check the voter in for the correct primary or leave unchecked if there is only one political party's primary election taking place.

The pollbook officer will likely need the Chief Officer to enter the Chief's password to complete the check-in process.



If voter has already been issued a ballot, you will first need to spoil the ballot and place it in the spoiled ballot envelope.



After the polls close, the number of names stricken from a primary election's pollbook because the voter changed their mind or was given the wrong ballot must be entered on that Primary's Statement of Results for in the EXPLANATION OF DISCREPANCY section.

For paper pollbooks, call the Office of Elections for help.

Constitution of Virginia Art. II, § 2; § 24.2-418; § 24.2-643(D)

# 13

## There is an **A** symbol in the pollbook on the voter's record.



On the EPB, the **A** symbol may be in the voter's details or in the message box. On paper pollbooks, the **A** symbol appears left of the voter's name.

This is very rare.

1. Voter fills out a Voter Registration application.
2. Officer writes 'SSN update' next to or above the social security number on the form.
3. Do not enter the social security number in the pollbook.
4. Do not ask voter to say their social security number aloud.



What does this mean?

The Election Office does not have this voter's social security number and it is required.

# Provisional Reason Codes

Voter's name is NOT on pollbook and voter:	1	<b>is a resident</b> of the precinct, or has been since the November general election last year.	Complete Voter Registration Application
	2	<b>has been a resident</b> of the precinct for the last two federal elections, is now a resident of the county or city, and current residence is in the same congressional district as this precinct.	Complete Voter Registration Application
Voter's name IS on pollbook and voter:	3	<b>is voting after normal poll closing time</b> due to court order.	
	4	<b>applied for an absentee ballot, but does not have the ballot with them.</b>	
	5	<b>is shown in the pollbook as already having voted.</b>	
	6	<b>Other.</b> (any reason not captured in the other codes)	Complete Voter Registration Application if voter is not on the pollbook or the address needs to be updated.
	No ID	<b>did not show required ID and did not sign a statement swearing to their identity.</b>	

# 14a

## Voter must vote a provisional ballot.

### Voter is voting a provisional ballot for Reasons #1 – #6.

#### If the only reason for voting a provisional ballot is because of ID, go to 14b.

1. Voter who is not on the pollbook or whose address needs to be updated, fills out a Voter Registration application.
2. Voter fills out and signs the statement on the front of the green provisional vote envelope.
3. Officer signs front of envelope and marks reason for casting a provisional ballot on back of the envelope.
4. Officer asks voter for ID. If voter does not have acceptable ID, check box on the back of the envelope that reads, 'No ID: voter also did not show ID.'
5. Officer gets a ballot from the ballot officer.
6. Officer notes that a ballot was used for provisional voting. All ballots used for provisional voting must be accounted for on the Statement of Results.
7. Voter votes a ballot and seals ballot in the provisional ballot envelope.
8. Officer copies the information from the green provisional envelope onto Provisional Ballot log.
9. Officer places the envelope in provisional ballot box.
10. Officer gives voter the green Provisional Voter Notice(s).
11. Do NOT check the voter in as a provisional voter on the Poll Pad.



Provisional ballots must be cast in the precinct where the voter is qualified to vote—this usually means the provisional ballot will be cast in the precinct where the voter currently lives.



Absentee voters or voters shown as already having voted who must vote a provisional ballot need not fill out a Voter Registration Application, unless required for another reason.

# 14b

## **Voter must vote a provisional ballot because they did not show ID and did not sign an ID Confirmation Statement.**

### **For all other reasons, see 14a.**

1. Voter fills out and signs the statement on the front of the lime green provisional ballot envelope.
2. Officer signs the front of the envelope.
3. Officer gets a ballot from the ballot officer.
4. Officer notes that a ballot was used for provisional voting. All ballots used for provisional voting must be accounted for on the Statement of Results.
5. Voter votes a ballot and seals ballot in the lime green provisional ballot envelope.
6. Officer copies the information from the provisional envelope onto Provisional Ballot log.
7. Officer places the envelope in the provisional ballot box.
8. Officer gives the voter the lime green Provisional Voter Notice.
9. Do NOT check the voter in as a provisional voter on the Poll Pad.



Information from both types of provisional envelopes are recorded on the same provisional log sheet.



If there is a dual-party primary, there will be separate log sheets for each primary.

Use Request for Assistance form ELECT-649.  
§ 24.2-649

# 15

## Voter asks for help voting.

1. Officer explains the purpose of the Request for Assistance form to the voter and assistant.
  2. Officer helps the voter determine who the assistant will be. Use the criteria on the Request for Assistance form.
  3. Voter signs Section A – Request of Voter.
-  If voter is unable to sign, ask the assistant to write ‘voter unable to sign’ and to print the voter’s name.
4. Assistant fills out and signs Section B – Agreement of Assistant.
  5. Officer checks in voter as normal.
  6. Officer indicates in the pollbook that assistance was given (“Assistance Required” flag on Poll Pad).
  7. Officer shows the voter and assistant to the voting booth.
  8. Voter or assistant places the ballot in the scanner or ballot box.
  9. Officer places completed documents in Envelope #8.
-  If appropriate, let voters know they have the option to mark their ballot using an electronic ballot marking device with an audio ballot and/or larger text.
-  If the assistant chosen by the voter is age 15 or younger, neither the voter nor the assistant is required to complete the form.

Use Request for Assistance form ELECT-649.  
§ 24.2-649(C)

# 16

## Voter asks an Election Officer to translate the ballot.

Who is allowed to translate a ballot and instructions for a voter?

- An Election Officer. Follow the instructions below.
- A volunteer including third party volunteers. See Problem 15.
- A person designated by the voter. See Problem 15.



One representative interpreter for each party or candidate is allowed to observe.

1. Officer explains the purpose of the Request for Assistance form to the voter and assistant.
2. Voter fills out and signs Section A – Request of Voter.
3. Election Officer-Translator fills out and signs Section C – Voter Asks Officer to Translate Ballot.
4. If Election Officer-Translator will be assisting the voter in the booth, they must also complete and sign Section B – Agreement of Assistant.
5. Officer checks voter in as normal and indicates they used an assistance form (“Assistance Required” flag on Poll Pad).
6. Officer shows voter to the voting booth (and assistant, if requested).
7. Voter or assistant places the ballot in the scanner or ballot box.



If the assistant chosen by the voter is age 15 or younger, neither the voter nor the assistant is required to complete the form.

Use Request for Assistance form ELECT-649.  
§ 24.2-649

# 17

## Voter is blind or low vision and asks for assistance.

- ➔ Let voters know they have the option to mark their ballot independently using an electronic ballot marking device with an audio ballot and/or larger text.
- ➔ If voter chooses to use the electronic ballot marking device, an assistant may help but is not required. If an assistant is used:
  1. Officer explains the purpose of the Request for Assistance form to the voter and assistant.
  2. Officer helps the voter determine who the assistant will be. Use the criteria for blind voters on the Request for Assistance form.
- ➔ Voters who are blind do not have to sign this form, but they must show ID.
  1. Officer writes 'blind voter' on the signature line in Section A – Request of Voter and prints voter's name on the line below the signature.
  2. Assistant completes and signs Section B – Agreement of Assistant.
  3. Officer checks in voter as normal.
  4. Officer indicates in the pollbook that assistance was given (*"Assistance Required" flag on Poll Pad*).
  5. Officer shows the voter and assistant to the voting booth.
  6. Voter or assistant places the ballot in the scanner or ballot box.
  7. Officer places completed documents in Envelope #8.

If Election Officer is explaining how the electronic ballot marking device works, but will not be assisting voter with the ballot itself, no Request for Assistance form is needed.

# 18

## Voter asks to vote outside of the polling place.

Voters may vote outside and within 150 feet of the entrance to the polling place if they are:

- 65 or older; OR,
- Physically disabled.

If practicable, two officers from different political parties should go to each outside the polls voter:

1. **TWO** officers go outside with a Poll Pad, a ballot in a privacy folder, a pen, and a clipboard. Also take a Request for Assistance form in case the voter requires assistance.
2. Review the voter's ID and ask for their full legal name and current residential address as you would with any voter.
3. Check in the voter. Indicate in the pollbook that this is an outside the polls voter (*"Curbside" flag on Poll Pad*).
4. Give the voter privacy to mark their ballot.
5. Both officers take the ballot (in the privacy folder) to the voting machine and cast the ballot.
6. **ONE** officer should return outside and tell the voter that their ballot has been successfully cast.



If this would leave too few Election Officers in the polling place to meet legal requirements, then the Election Chief or Assistant Election Chief can go alone.



If voter asks for help voting, go to problem 15.

§ 24.2-708; § 24.2-709

# 19

## Absentee voter comes to polling place WITH their absentee ballot.

Each polling place has an absentee ballot drop box. Inform voter they have the option of depositing their absentee ballot in the drop box. Otherwise, they may surrender the absentee ballot and vote normally following the instructions below.

1. Officer makes sure that voter's name in the pollbook OR Final Absentee List shows status as "Issued" or "Unmarked." If not, go to 20b.
2. Officer notes on the absentee voter applicant list, opposite the name of the person returning the ballot, the fact that the ballot was returned unused and the date of the return.
3. Voter removes ballot from envelope and writes '**ABSENTEE SURRENDERED**' on the front of the ballot. If voter filled in any part of the ballot, they can fill in the rest of the ovals for privacy.
4. Voter returns the ballot and any other related materials to the envelope or attaches them together.
5. Officer places the spoiled ballot pkg. in Envelope #4.
6. Officer checks voter into pollbook and has them cast vote as normal.  
Checking in this voter may require the Chief's password to override the AB symbol and complete the check-in process.
7. Chief notes that an absentee ballot has been surrendered. Do not count surrendered absentee ballots as part of the total spoiled and void ballots on the Statement of Results.



On paper pollbooks, draw line through 'AB' next to voter's name and assign the next pollbook count number.



Voters marked with a federal symbol **F** in pollbook may vote a ballot for federal offices only. A ballot issued to this voter must be a federal-only ballot.

§ 24.2-653; § 24.2-707; § 24.2-708

# 20

## Absentee voter comes to polling place WITHOUT their absentee ballot.

### 20a

**ON ELECTION DAY: Voter's name in the pollbook OR Final Absentee List shows status as "Issued" or "Unmarked." If not, go to 20c.**

Call the Election Office to ask if voter returned an unmarked ballot.

1. If GR tells you that voter returned an unmarked ballot, have voter cast vote as normal.
2. If GR tells you that voter did not return their ballot or you cannot reach the Election Office, have voter vote a provisional ballot. Go to problem 14a using Reason #4.

### 20b

**DURING EARLY VOTING: Voter's name in the pollbook OR Final Absentee List shows status as "Issued" or "Unmarked." If not, go to 20c.**

Call the Election Office to ask if voter returned an unmarked ballot.

1. If GR tells you that voter returned an unmarked ballot, have voter cast vote as normal.
2. If GR tells you that voter did not return their ballot or you cannot reach the Election Office, the voter may complete a "Statement of Voter to be Used when Absentee Ballot Not Received or Lost" form if they lost or did not receive their ballot. If the voter signs and completes this form, they are able to vote a replacement ballot.
3. If the voter does not wish to sign the form, have the voter vote a provisional ballot. Go to problem 14a using Reason #4



Voters marked with a federal symbol **F** in pollbook, may vote a ballot for federal offices only. A provisional ballot issued to this voter must be a federal-only ballot.



Voter does not have to fill out Voter Registration Application, unless needed for another reason.

**20c****Voter's name in the pollbook OR Final Absentee List shows status as "Marked" or "On Machine."**

1. If voter's record says 'marked' or 'on machine' (instead of "issued") voter has already voted and cannot vote again.
2. If voter says they did not vote, go to problem 14a using Reason #5.

# 21

## Court orders polls to stay open past 7 p.m.

### Voters who arrive at the polling place after 7 p.m. will vote a provisional ballot.



Let all voters who arrive BEFORE 7 p.m. finish voting before you begin issuing Provisional ballots to those who arrive after 7 p.m.

1. Locate a new Provisional Ballot Log for each check-in line.
2. Check voters into pollbook as provisional.



On paper pollbooks, **do not** write anything in the paper pollbook.

3. Record each voter's information onto Provisional Ballot Log using Reason #3.
4. Go to problem 14a and follow instructions for issuing a provisional ballot using Reason #3.



Voter does not have to fill out Voter Registration Application, unless needed for another reason.



All provisional ballots issued using Reason #3 (and their log pages) must be separated from other provisional ballots and placed in Envelope #1B

Use Authorization to Reproduce Ballots form ELECT-646.1.  
§ 24.2-646.1

# 22

## You run low on ballots or provisional ballot envelopes.

### If you run low on ballot supplies:

1. Chief Officer will ask the Electoral Board for more ballots.
2. Follow instructions on the “Authorization to Reproduce Ballots” form.

### If you run low on provisional ballot envelopes, create an envelope on plain paper:

1. Copy the front and back of an unused provisional envelope onto a single piece of paper. This paper does not need to be green.
2. Fill out fields as you would on the normal provisional ballot envelope.
3. Use problem 14a for provisional ballot instructions.
4. Wrap and secure the paper with the provisional ballot-envelope information around the voter’s completed provisional ballot.



Use available materials, such as paper clips.



Keep voter’s information visible.

# 23

## Voting equipment has malfunctioned.

### 23a

#### Electronic Pollbooks

1. Contact the General Registrar and follow their instructions.
2. Use provided paper copies of pollbooks.

### 23b

#### Tabulation Machine - Scanner

1. Contact the General Registrar and follow their instructions.
2. Continue normal check-in procedures allowing voters to vote.
3. Place the uncounted ballots in a secure container or compartment.
4. Count the ballots after the polls close.
  - a. If you have a working scanner, run each of the uncounted ballots through the scanner.
  - b. If you do not have a working scanner, count the ballots manually.

# **6. PROVISIONAL**

# PROVISIONAL BALLOTS

This section covers WHEN and HOW to offer a provisional ballot to a voter. Either the Chief or Assistant Chief can work with the voter on the provisional ballot process.

Remember: If you should have any questions arising from non-routine voter situations, you should call the office at **703-324-4735** for guidance.

## **WHAT IS A PROVISIONAL BALLOT?**

A provisional ballot is used for non-routine voters whose situations do not permit them to be checked in on the Poll Pad to vote a regular ballot. To have their ballot counted, the provisional voter must meet a certain condition, as required by law.

Provisional ballots are set aside on election day and adjudicated later. All provisional ballots are reviewed by the Electoral Board in the days after the election and, if counted, they are included in the official election results. (Some voters think provisional ballots are only counted in close elections; this is not true.)

**Provisional voters are never checked in on the Poll Pad.  
Provisional ballots are never scanned on the DS200.**

**IMPORTANT:** The Electoral Board — and only the Electoral Board — decides whether to count provisional ballots. You should never tell anyone their ballot will or will not be counted. That is the Electoral Board's decision!

## **WHEN SHOULD A PROVISIONAL BALLOT BE OFFERED?**

The state-issued **What-Ifs** (included in this notebook) are a comprehensive document with step-by-step instructions for dealing with non-routine voter situations. Many of these situations may involve offering a voter a provisional ballot. These are the most common scenarios:

- When the voter's name is not listed in the pollbook
- When the voter's name is marked as already voted in the pollbook
- When the voter requested an absentee ballot but does not bring it to the polling place
- When the voter has a moving condition which requires the use of a provisional ballot
- When the voter has no valid form of ID and declines to do an **ID Confirmation Statement**
- When the voter is in the wrong precinct

If a voter cannot be checked into the Poll Pad to vote a regular ballot for whatever reason, always offer a provisional ballot.

**IMPORTANT:** If a voter is in the wrong precinct, make sure they understand that on election day Virginia law requires a voter to vote in their registered precinct for their vote to count. Strongly encourage such voters to go to the correct precinct, if at all possible. If the voter is not able or not willing to go to their registered precinct, you may offer a provisional ballot.

# PROVISIONAL BALLOTS

## ADDITIONAL INFORMATION ABOUT PROVISIONAL BALLOTS

Keep these important points in mind throughout the provisional process:

- Both the voter AND the election officer must sign the provisional envelope, by law.
- The Electoral Board cannot open a provisional envelope until they have decided to count it. Therefore, put any additional information about why the voter is voting provisionally on the OUTSIDE of the envelope. You can write it on the envelope or staple notes to the envelope.
- Once someone has voted provisionally, they may NOT vote normally later that day. A provisional vote counts as the voter's one vote for the day.

## REGARDING VOTERS WITHOUT ACCEPTABLE ID

Voters without an acceptable ID previously only had one option to vote: using a provisional ballot. However, in 2020, the Virginia General Assembly passed legislation implementing an additional option for such voters: completing an ID Confirmation Statement.

If a voter completes an ID Confirmation Statement, then this suffices as an acceptable ID and they may vote normally, including being checked in on the Poll Pad and casting their ballot on the DS200 scanner.

If you have a voter without an acceptable ID, you should first offer them an ID Confirmation Statement and explain that completing this form will enable them to vote normally. Most voters will take advantage of this option.

It is very rare, but if the voter declines to complete an ID Confirmation Statement, you may offer them a provisional ballot. In this case, you would give them the version of the provisional notice that is specifically for no-ID voters. This notice informs the voter of multiple options of providing a copy of their ID within three days of the election so that their vote may be counted.

The easiest option is for them to use their phone to later take a picture of their ID and email it to the Office of Elections. Alternatively, a no-ID provisional voter may later return in the day with a copy of their ID, which you can attach to the outside of their provisional envelope. But you cannot open or discard the provisional envelope and let the voter vote normally, per state law.

As always, for any provisional questions, call 703-324-8765.

# PROVISIONAL BALLOTS

## HOW DO YOU ISSUE A PROVISIONAL BALLOT TO A VOTER?

This section contains multiple checklists to help you with each kind of provisional situation. Here is a general summary of the steps involved for each provisional voter.

**IMPORTANT:** Issue the ballot to the voter last, only after all other steps are completed.

1. **Ask the voter to sit with you at the Chief's table.** They should remain there until they have given you their sealed provisional envelope.
2. **Ask the voter for an ID.** If no acceptable ID is presented, that reason must also be checked off on the back of the provisional envelope.
3. **Give the provisional notice to the voter.** Inform the voter that the Electoral Board will adjudicate their provisional ballot and, if counted, it will be included in the official vote totals for the election.
4. **Give the provisional envelope to the voter and ask them to fill it out. You (the election officer) must also fill out part of the provisional envelope.**
  - The voter must complete the voter information on the front of the envelope.
  - The voter must sign at the bottom on the front of the envelope.
  - You must write the precinct number at the top.
  - You must sign and date at the bottom.
  - On the back, you must mark the reason for issuing a provisional ballot.
  - If necessary, write any additional explanatory information on the outside of the envelope or staple it to the envelope.
  - *(Do NOT sign in the Electoral Board block on the back of the provisional envelope; that signature line is only for use by the Electoral Board.)*
5. **Add the voter to the provisional log.**
  - Use the information provided by the voter on the envelope to fill in the voter block on the log. Make sure all required information is provided.
  - Check off the reason code for the provisional ballot.
  - Leave the two rightmost columns blank for the Electoral Board to use.
6. **Issue a provisional ballot to the voter.** The voter must remain at the Chief's table to fill out the ballot. You should stay with the voter while still allowing privacy.
7. **Seal the marked ballot inside the small provisional envelope.** Either the voter or the election officer may seal the envelope.
8. **Place the small provisional envelope in the large green Envelope #1A.** All provisional ballot envelopes will be deposited in this large envelope throughout the day. The only exception is if a court order extends voting hours; in this case, ballots cast after regular hours would be deposited in the large green **Envelope #1B** (this has never happened).

See provisional checklists on following pages for more detailed instructions.

# PROVISIONAL BALLOTS

## Checklist A – Provisional voters with no acceptable ID

**DO NOT check in provisional voters on the Poll Pad.**  
**DO NOT allow the provisional ballots to be scanned.**

**Chief/Assistant Chief does the following:**

- Confirms that the voter does not have an acceptable ID.
- Confirms that the voter is in the correct precinct based on their current address.
- Gives the voter the opportunity to complete an **ID Confirmation Statement** or cast a provisional ballot.
  - If the voter chooses to complete an **ID Confirmation Statement**, they are allowed to vote routinely. An **ID Confirmation Statement** is considered an acceptable ID.
  - If the voter chooses to cast a provisional ballot, proceed with the below instructions.

**Voter does the following:**

- Completes the front of the provisional ballot envelope.
- **Reads and signs** the statement of voter on the front of the provisional ballot envelope.
- **The voter must sign the provisional ballot envelope for their ballot to be considered by the Electoral Board.**

**Chief/Assistant Chief does the following:**

- Enters the precinct name and number on the front of the envelope.
- Checks to confirm that the voter completed the envelope correctly and completely.
- **Signs the front of the provisional ballot envelope.**
- Enters the information from the envelope and checks the reason(s) for voting a provisional ballot on the **provisional ballot log**.
- Issues a ballot to the voter, provides the voter with privacy to mark the ballot, and instructs voter to seal the completed ballot in the provisional ballot envelope.

**Voter marks their provisional ballot and seals it in the provisional ballot envelope.**

**Chief/Assistant Chief does the following after voter marks ballot/seals it in the envelope:**

- Ensures that the voter sealed the marked ballot in the green provisional ballot envelope and ensures that the ballot **IS NOT** scanned in the DS200.
- Attaches any notes or information pertaining to the provisional ballot to the **OUTSIDE** of the green provisional ballot envelope.
- Places the sealed envelope in the large green **Envelope #1A**.
- Gives the voter the lime green Provisional Voter Notice – Identification.
- Informs the voter that the Fairfax County Electoral Board will make the final determination to count or reject their provisional ballot, and informs the voter that they have the right to appear at the Provisional Ballot Hearing to provide information to the Electoral Board.

# PROVISIONAL BALLOTS

## Checklist B – Provisional voters who are not in the pollbook or have address issues

**DO NOT check in provisional voters on the Poll Pad.  
DO NOT allow the provisional ballots to be scanned.**

- **Chief or Assistant Chief does the following:**
  - Confirms the voter's correct precinct based on their current address.
  - **Calls Voter Registration staff if they have any questions about this voter.**
  - If the voter IS NOT in the correct precinct, advises the voter of their correct precinct.
  - Offers the voter a provisional ballot if the voter believes they are in the correct precinct and/or if the voter is unable to get to the correct precinct. It is the voter's choice to cast a provisional ballot.
  
- **Voter does the following:**
  - Completes a new voter registration application.
  - Completes the front of the provisional ballot envelope.
  - Reads and signs the statement of voter on the front of the provisional ballot envelope.
  - **The voter must sign the provisional ballot envelope for their ballot to be considered by the Electoral Board.**
  
- **Chief or Assistant Chief does the following:**
  - Enters the precinct name and number on the front of the envelope.
  - Checks to confirm that the voter completed the envelope correctly and completely.
  - If the voter has no acceptable ID, checks the box at the bottom next to "Voter ALSO did not present required Identification" on the provisional ballot envelope.
  - Marks the reason for the provisional ballot on the back of the envelope.
  - **Signs the provisional ballot envelope.**
  - Enters the information from the envelope and checks the reason(s) for issuing a provisional ballot on the provisional ballot log.
  - Completes the Voter Referral Worksheet.
  - Issues a ballot to the voter, provides the voter with privacy to mark the ballot, and instructs voter to seal the completed ballot in the green provisional ballot envelope.
  
- **Voter marks their provisional ballot and seals it in the provisional ballot envelope.**
  
- **Chief/Assistant Chief does the following after voter marks ballot/seals it in the envelope:**
  - Ensures that the voter sealed the marked ballot in the green provisional ballot envelope and ensures that the ballot **IS NOT** scanned in the DS200.
  - Attaches any notes or information pertaining to the provisional ballot to the **OUTSIDE** of the green provisional ballot envelope.
  - Places the sealed envelope in the large green **Envelope #1A**.
  - Gives the voter the green provisional voter notice.
  - Informs the voter that the Fairfax County Electoral Board will make the final determination to count or reject their provisional ballot, and informs the voter that they have the right to appear at the Provisional Ballot Hearing to provide information to the Electoral Board.

# PROVISIONAL BALLOTS

## Checklist C – Provisional voters who lost or did not receive absentee ballot and voters shown as having already voted

**DO NOT check in provisional voters on the Poll Pad.  
DO NOT allow the provisional ballots to be scanned.**

- Chief or Assistant Chief does the following:**
  - Confirms that the voter is in the correct precinct, based on their current address.
  - Offers the voter a provisional ballot.
- Voter does the following:**
  - Completes the front of the provisional ballot envelope.
  - Reads and signs the statement of voter on the front of the provisional ballot envelope.
  - **The voter must sign the provisional ballot envelope for their ballot to be considered by the Electoral Board.**
- Chief or Assistant Chief does the following:**
  - Enters the precinct name and number on the front of the envelope.
  - Checks to confirm that the voter completed the envelope correctly and completely.
  - If the voter has no acceptable ID, checks the box at the bottom next to “Voter ALSO did not present required Identification” on the provisional ballot envelope.
  - Marks the reason for the provisional ballot on the back of the envelope.
  - **Signs the provisional ballot envelope.**
  - Enters the information from the envelope and checks the reason(s) for issuing a provisional ballot on the provisional ballot log.
  - Completes the Voter Referral Worksheet, including DMV voter registration information if applicable.
  - Issues a ballot to the voter, provides the voter with privacy to mark the ballot, and instructs voter to seal the completed ballot in the green provisional ballot envelope.
- Voter marks their provisional ballot and seals it in the provisional ballot envelope.**
- Chief/Assistant Chief does the following after voter marks ballot/seals it in the envelope:**
  - Ensures that the voter sealed the marked ballot in the green provisional ballot envelope and ensures that the ballot **IS NOT** scanned in the DS200.
  - Attaches any notes or information pertaining to the provisional ballot to the **OUTSIDE** of the green provisional ballot envelope.
  - Places the sealed envelope in the large green **Envelope #1A**.
  - Gives the voter the green provisional voter notice.
  - Informs the voter that the Fairfax County Electoral Board will make the final determination to count or reject their provisional ballot, and informs the voter that they have the right to appear at the Provisional Ballot Hearing to provide information to the Electoral Board.

# PROVISIONAL BALLOTS

## PROVISIONAL VOTE ENVELOPE (small green envelope)

Use a paper ballot and this envelope for most provisional voters.

The voter and the election officer must complete all information and sign the envelope.

Return in large green **Envelope #1A**.

### Provisional Vote

Precinct \_\_\_\_\_

**Voter: fill in your information on this side.**

---

**1 Voter name**

Last name	Middle
First name	Suffix

**2 Birthdate** | M M | | D D | | Y Y Y Y |

**3 Address**

Address	Apt. number
City/Town	State
Zip Code	

**4 Phone** | | | | - | | | | - | | | |

**5 Social Security number** (last 4 digits required) | X Y X | - | X X | - | | | |

**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. Your address information will be used to update your voter registration record.

**Voter: sign here**

X

**Election officer: sign here**

X

**Today's date** | M M | | D D | | Y Y Y Y |

**Place voted ballot in this envelope.**

**Privacy Act Notice:** This form requires personal information, including the last four (4) digits of your Social Security number, for identification purposes and to prevent fraud. Providing your full Social Security number, though not required, may prove helpful in the determination of your eligibility to vote. 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 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. SBE-653 REV 5/18

**Provisional Vote**

**Election Officer: use this envelope when the voter is NOT in the pollbook or there is some other issue.**

1. Have the voter fill in the other side.
2. Ask the voter to check all information, and sign the front.
3. You sign the front too, below the voter's signature.
  - a. **DO NOT** mark the pollbook for this voter.
  - b. In the Provisional Ballot Log, enter the voter's information.
4. Issue a paper ballot to the voter.
5. Tell the voter to put the voted ballot into this envelope, seal the envelope, and hand to you.
6. Provide a voter registration application.

**Electoral Board:**

1. If the voter returns with proper identification, check this box  and sign:  
 Election Official: sign here X
2. Attach a copy of the identification document.

**Voter's name IS NOT on pollbook. Voter:**

1.  Is resident of the precinct, or has been since the November general election last year
- OR
2.  Has been a resident of this precinct for the last 2 federal elections, is now a resident of the county or City, and current residence is in the same congressional district as this precinct

**Voter's name IS on the pollbook, and voter:**

3.  Is voting after normal poll closing time due to court order
- OR
4.  Applied for an absentee ballot but does not have the ballot
- OR
5.  Is shown in the pollbook as already having voted
- OR
6.  Other (any reason not captured in the other codes) \_\_\_\_\_
- OR
- No ID; voter also did not show required ID

SBE-653 REV 5/18

# PROVISIONAL BALLOTS

## PROVISIONAL NOTICE (green form)

Give this notice to a provisional voter. In many cases, you may also need to give them a **Voter Registration Application** to update their registration status.



★ VIRGINIA ★  
DEPARTMENT of ELECTIONS

Provisional Voter Notice – 12:00 p.m.  
§ 24.2-653, Code of Virginia

Dear voter,

You voted a **provisional ballot** today.

**Your local electoral board decides which provisional ballots will be counted, and will meet to make this determination starting at 12:00 p.m. the day after the election.**

**To attend this meeting, go to Suite 323 in the Fairfax County Government Center, 12000 Government Center Pky, Fairfax, VA, and you will be directed to the meeting location.**

### Election officer:

Give this notice to voters when:

- Their name is not on the poll book
- They voted after normal poll closing
- We do not have their absentee ballot
- The poll book shows they have already voted
- One of the reasons above **and** they didn't show proper ID or sign the ID confirmation statement.

At this meeting, you can provide proof that you are qualified to vote in this precinct. Most people do not need legal counsel, but you may bring a lawyer with you.

After vote counting is completed, you can find out if your ballot was counted by calling the toll free number 866-839-2556; ask for locality #059.

If you have questions, call your General Registrar's office at 703-222-0776.

### Reasons you received a provisional ballot

\_\_\_\_\_ Your name was not on the poll book

\_\_\_\_\_ You applied for an absentee ballot, but you do not have the ballot

\_\_\_\_\_ You voted after the polls closed because of a court order

\_\_\_\_\_ Our records show that you have already voted

\_\_\_\_\_ Other: \_\_\_\_\_

### If you registered at DMV or other government agency:

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

### If you learned that your registration was cancelled,

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

# PROVISIONAL BALLOTS

## PROVISIONAL NOTICE – ID ONLY (lime green form)

Instead of the regular provisional notice, give this notice to anyone who voted provisionally only because they did not have an acceptable ID (and declined to complete an **ID Confirmation Statement**).

	★ VIRGINIA ★ DEPARTMENT of ELECTIONS	Voter ID Provisional Voter Notice – 12:00 p.m. § 24.2-643 and 24.2-653, Code of Virginia
<p><b>Dear voter,</b></p> <p>You voted a <b>provisional ballot</b> because you did not show proper identification or sign an ID Confirmation Statement.</p> <p><b>Providing proper identification</b></p> <p>For your vote to count, you must provide a copy of an acceptable form of ID or a signed ID Confirmation Statement to your local electoral board.</p> <p><b>The deadline is 12:00 p.m. on the third day after the election. You can provide your ID in-person or by a method listed below any time before the deadline.</b></p> <p>Your local Electoral Board decides which provisional ballots will be counted and will meet to make this determination starting at 12:00 p.m. the day after the election. You can attend the Electoral Board meeting to deliver your identification. Most people do not need legal counsel, but you may bring a lawyer with you. To attend this meeting, go to Suite 323 in the Fairfax County Government Center, 12000 Government Center Pkwy, Fairfax, VA, and you will be directed to the meeting location.</p> <p>After vote counting is completed, you can find out if your ballot was counted by calling the toll-free number 866-839-2556; ask for locality #059.</p> <p><b>How and where to deliver your ID</b></p> <p>Provide a copy of your identification by any one of these methods:</p> <ol style="list-style-type: none"><li>1) <b>By email:</b> <a href="mailto:voting@fairfaxcounty.gov">voting@fairfaxcounty.gov</a></li><li>2) <b>By fax:</b> 703-324-2205</li><li>3) <b>In person</b> to the Electoral Board/General Registrar: <b>12000 Government Center Pkwy Suite 323 Fairfax, VA 22035</b></li><li>4) <b>By mail</b> to the Electoral Board/General Registrar: <b>Office of Elections P.O. Box 10161 Fairfax, VA 22038-8061</b></li></ol> <p>If you have questions, call your Registrar's office, 703-222-0776.</p>	<p><b>Election officer:</b></p> <p>Give this notice to voters if they did not show acceptable ID.</p>	<p><b>Acceptable forms of identification</b></p> <ul style="list-style-type: none"><li>• Voter confirmation documents</li><li>• Valid Virginia driver's license*</li><li>• Virginia DMV-issued photo ID</li><li>• Valid United States passport</li><li>• Employer-issued photo ID</li><li>• Student ID issued by any community college or university located in the United States</li><li>• Other U.S. or Virginia government-issued photo ID</li><li>• Tribal enrollment or other tribal photo ID</li><li>• Virginia Voter Photo ID card</li><li>• A copy of a current utility bill, bank statement, government check, paycheck, or other government document containing the name and address of the voter</li></ul> <p><small>*"Valid" means the document is genuine and is not expired for more than twelve months EXCEPT for a Virginia driver's license, for which the expiration date should NOT be considered when determining its validity.</small></p> <p><small>If you do not have one of these forms of identification, you can sign an ID confirmation statement.</small></p>
Voter ID Provisional Voter Notice – 12:00 p.m.		Rev 09/2020

# PROVISIONAL BALLOTS

## PROVISIONAL NOTICE – HAVA ID ONLY (lime green form)

This notice is only used in federal elections for voters who do not have acceptable ID and are a HAVA voter. A HAVA voter is someone who registered to vote using the Help America Vote Act of 2002 and must show an ID that meets HAVA requirements before voting for the first time.

The Poll Pad will display a special message if someone is a HAVA voter.

	★ VIRGINIA ★ DEPARTMENT of ELECTIONS	HAVA-ID Provisional Voter Notice – 12:00 p.m. § 24.2-643 and 24.2-653, Code of Virginia
<p>Dear voter,</p> <p>You voted a <b>provisional ballot</b> because you did not show proper identification.</p>		<b>Election officer:</b> Give this notice to voters if they did not show acceptable ID and they are a HAVA voter.
<p><b>Providing proper identification</b></p> <p>For your vote to count, you must provide a copy of an acceptable form of ID to your local Electoral Board.</p>		
<p><b>The deadline to provide your ID is 12:00 p.m. on the third day after the election. You can provide your ID in-person or by a method listed below any time before the deadline.</b></p>		
<p>Your local Electoral Board decides which provisional ballots will be counted and will meet to make this determination starting at 12:00 p.m. the day after the election. You can attend the Electoral Board meeting to deliver your identification. Most people do not need legal counsel, but you may bring a lawyer with you.</p>		
<p>To attend this meeting, go to Suite 323 in the Fairfax County Government Center, 12000 Government Center Pkwy, Fairfax, VA, and you will be directed to the meeting location.</p>		
<p>After vote counting is completed, you can find out if your ballot was counted by calling the toll-free number 866-839-2556; ask for locality #059.</p>		
<p><b>How and where to deliver your ID</b></p>		<b>Acceptable forms of identification</b> <ul style="list-style-type: none"><li>• Virginia DMV driver's license or state ID</li><li>• Valid United States passport</li><li>• Photo identification card issued by the federal government, the Commonwealth of Virginia, or one of its political subdivisions</li><li>• Valid student photo identification card from a college, university, or public or private high school located in Virginia</li><li>• Valid student photo identification issued by a college or university outside of Virginia</li><li>• Valid employee photo identification card issued in the normal course of business</li><li>• Tribal enrollment or other tribal ID</li><li>• Current utility bill, bank statement, government check, paycheck or other government document containing your name and address</li></ul>
<p>Provide a copy of your identification by any one of these methods:</p>		
<ol style="list-style-type: none"><li>1) <b>By email:</b> <a href="mailto:voting@fairfaxcounty.gov">voting@fairfaxcounty.gov</a></li><li>2) <b>By fax:</b> 703-324-2205</li><li>3) <b>In person</b> to the Electoral Board/General Registrar:  12000 Government Center Pkwy Suite 323 Fairfax, VA 22035</li><li>4) <b>By mail</b> to the Electoral Board/General Registrar:  Office of Elections P.O. Box 10161 Fairfax, VA 22038-8061</li></ol>		
<p>If you have questions, call your Registrar's office, 703-222-0776.</p>		
<p>HAVA-ID Provisional Voter Notice – 12:00 p.m.</p>		<p>Rev 09/2020</p>



# **7. SAMPLE FORMS**

# SAMPLE FORMS

In this section, we have provided samples of the various forms that voters may fill out on election day. Some of these forms are referenced in the What-Ifs situations described in this notebook.

Note that Spanish, Vietnamese, and Korean versions of the forms that may be used by voters are either on the back of the English version of the form or they are placed together with the English forms in your packets.

## **LIST OF SAMPLE FORMS ENCLOSED**

- **7.2 Voter Registration Form**
- **7.3 ID Confirmation Statement**
- **7.4 Request for Assistance form**
- **7.5 Affirmation of Eligibility form (front)**
- **7.6 Affirmation of Eligibility form (back)**
- **7.7 Fairfax County Comment Form**
- **7.9 Virginia Voters' Election Day Complaint Form**
- **7.9 Request to Cancel Voter Registration**
- **7.10 Request to Cancel Voter Registration for a Deceased Voter**

# SAMPLE FORMS

## VOTER REGISTRATION FORM (white form)

Use for new voters, voters who have moved or changed address, and voters who need to correct or update their name. Do NOT add a name to the Pollbook without authorization from the General Registrar. Return in **Envelope #8**.

Use blue or black ink

### 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) \_\_\_\_\_ Apt # \_\_\_\_\_  
\* City/Town \_\_\_\_\_ \* ZIP \_\_\_\_\_  
E-mail \_\_\_\_\_ Phone \_\_\_\_\_

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

**4.**  I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.  
 I am providing a mailing address (below) because my residence address is not serviced by the U.S. Postal Service 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, 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. I authorize the cancellation of my current registration and I have read the Privacy Act Notice.**

\* Signature \_\_\_\_\_ Today's date: \_\_\_\_\_

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

---

**\* Virginia Voter Registration Application Receipt**

The application collector must submit your completed application within 10 days or by the deadline to register for the next election, whichever comes first. You can check your voter registration status online at [www.elections.virginia.gov/registration](http://www.elections.virginia.gov/registration). If you do not receive confirmation of your voter registration status within 30 days, contact your local voter registrar or the Virginia Department of Elections.

\_\_\_\_\_

Name, phone and e-mail of office, group or individual receiving application

\_\_\_\_\_

Date application received

**Thank you for applying to vote in Virginia!**

VA-NVRA-1 07/2020

# SAMPLE FORMS

## ID CONFIRMATION STATEMENT

If a voter does not have an acceptable ID with them, they may choose to complete an **ID Confirmation Statement**.

Return in **Envelope #8**.

### ID Confirmation Statement (Commonwealth of Virginia)

*Declaración de Confirmación de Identificación / Giấy xác nhận thẻ ID / KOREAN*

Place in Envelope #8

#### A Officer of Election / Funcionario electoral / Các viên chức lo về bầu cử / 선거 관리원:

Precinct No./Name	
Date	
Officer of Election Initials	

#### B Affirmation of Voter / Afirmación del votante / Giấy xác nhận của cử tri / 유권자 진술서 /

**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 muestra identificación aceptable, será requerido que vote una boleta provisional para esta elección. / Nếu quý vị không hoàn thành giấy xác nhận này hoặc trình thẻ ID hợp lệ, quý vị có thể phải bầu lá phiếu tạm thời trong kỳ

bầu cử này / 이 성명서를 작성하지 않거나 신분증을 제시하지 않는 경우, 이번 선거에서 잠정 투표를 해야 합니다.

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

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

*Theo qui định của luật, tôi xác nhận bản thân tôi chính là người đại diện của đơn này*

*법의 처벌에 따라, 본인이 동일한 사람이라는 것을 여기에서 확인합니다.*

Date / Fecha / Date / Ngày:	
Signature of voter / firma del votante / Chữ ký cử tri / 유권자 서명	
Printed name of voter / Imprima el nombre del votante Điền tên cử tri / 정자체 유권자 성명:	
Birth Year (optional) / Año de nacimiento (opcional) Năm sinh (Tùy chọn) / 생년월일 (선택 사항)	____/____/____
Last 4 digits of Social Security # (optional) / Últimos 4 números del Seguro social# (opcional) / 4 Số cuối An sinh Xã Hội (tùy chọn) / 사회 보장 번호 마지막 4자리 (선택 사항)	____/____/____

ELECT-643ID-FFX 8/2021

§ 24.2-643 of the Code of Virginia

# SAMPLE FORMS

## REQUEST FOR ASSISTANCE FORM

Use for voter requests assistance for any reason. Return in **Envelope #8**.

Commonwealth of Virginia	<b>Envelope #8</b>
<b>REQUEST FOR ASSISTANCE</b>	
§ 24.2-649 of the Code of Virginia	
Warning: Intentionally making a materially false statement or entry on this form shall constitute 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 \$2500. You also lose your right to vote.	
<b>OFFICER OF ELECTION</b>	Precinct #/name: _____ Date: _____
<b>A. REQUEST OF VOTER</b>	
I hereby affirm, subject to penalty of law, that I require assistance to vote my ballot by reason of either blindness, physical disability, or inability to read or write, or I need the ballot translated into another language.	
I request that the person signing the agreement below in <i>Section B</i> enter the voting booth or voting machine enclosure to assist me or to vote my ballot in accordance with my instructions.	
Signature of voter: _____	Printed name: _____ Required
<b>B. AGREEMENT OF ASSISTANT</b>	
I hereby affirm, subject to penalty of law, that:	
<ul style="list-style-type: none"><li>• I will vote this voter's ballot as the voter instructs.</li><li>• I will not solicit or attempt to influence how the voter votes.</li><li>• I will not disclose or indicate how the voter votes on any office or question.</li><li>• 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 for additional information)</li><li>• I am not the voter's employer or agent of that employer, or an officer or agent of the voter's union. (This provision does NOT apply if the voter is blind.)</li></ul>	
Signature of assistant: _____	Printed name: _____ Required
Residence address: _____	City/state: _____ zip: _____ Required Required Required
<b>C. IF VOTER ASKS OFFICER TO TRANSLATE BALLOT (AS ASSISTANT)</b>	
See § 24.2-649(C) for additional information. Any party or candidate interpreter must sign below before observing. (Attach additional forms if necessary.)	
I hereby affirm, subject to penalty of law, that:	
<ul style="list-style-type: none"><li>• I will not solicit or attempt to influence how the voter votes.</li><li>• I will not disclose or indicate how the voter votes on any office or question.</li></ul>	
Signature: _____	Printed name: _____ Representing: _____
Signature: _____	Printed name: _____ Representing: _____
<b>INSTRUCTIONS IF VOTER IS UNABLE TO SIGN OR MAKE THEIR MARK:</b>	
<b>For a voter who is blind, the Officer of Election must:</b>	
<input type="checkbox"/> Write on the <i>Signature of Voter</i> line (Section A), " <b>blind voter</b> " (A blind voter is NOT required to sign or make their mark);	
<input type="checkbox"/> Print the voter's name on the line below the signature line (Section A); and	
<input type="checkbox"/> Have the assistant sign and complete Section B.	
<b>For a voter who is otherwise unable to sign, the assistant must:</b>	
<input type="checkbox"/> Write on the <i>Signature of Voter</i> line (Section A): " <b>voter unable to sign</b> ";	
<input type="checkbox"/> Print the voter's name on the line below the signature line (Section A); and	
<input type="checkbox"/> Sign and complete Section B.	
SBE-649 REV 9/12	

# SAMPLE FORMS

## AFFIRMATION OF ELIGIBILITY FORM (front)

Use for an inactive voter, a voter who is challenged, or a voter whose name was omitted from pollbook. Return in **Envelope #8**.

[front side of form]

<p>COMMONWEALTH OF VIRGINIA</p> <p><b>AFFIRMATION OF ELIGIBILITY</b></p> <p>§§ 24.2-428.2, 24.2-643, 24.2-651, and 24.2-652 of the Code of Virginia</p>	<p><b>ENVELOPE #8</b></p>
<p><b>SECTION A – OFFICER OF ELECTION MUST COMPLETE</b></p> <ul style="list-style-type: none"><li>• ENTER PRECINCT NUMBER, NAME AND DATE.</li><li>• CHECK BOX THAT APPLIES.</li><li>• HAVE VOTER READ <i>AFFIRMATION OF VOTER</i> BELOW [OR READ <i>AFFIRMATION TO VOTER</i>].</li><li>• HAVE VOTER SIGN AND PRINT HIS/HER FULL NAME – BEFORE VOTING.</li><li>• PLACE FORM IN ENVELOPE #8.</li></ul> <p>PRECINCT NO./NAME : _____ CONG. DIST.: _____ DATE: _____</p> <p><b>IF VOTER HAS NO I.D., VOTER MUST COMPLETE A PROVISIONAL BALLOT.</b></p> <p>A. <input type="checkbox"/> VOTER'S NAME MARKED WITH "?" ON <b>POLLBOOK</b> . . . AND VOTER'S NAME OR ADDRESS HAS NOT CHANGED.</p> <p>B. <input type="checkbox"/> VOTER'S NAME OMITTED FROM <b>POLLBOOK</b> IN ERROR; REGISTRAR AUTHORIZES OFFICER TO ADD NAME.</p> <p>C. <input type="checkbox"/> VOTER'S NAME ON <b>POLLBOOK</b> . . . BUT VOTER IS CHALLENGED BY ANOTHER VOTER OR AN OFFICER WHO COMPLETES AND SIGNS STATEMENT BELOW</p> <p><b>Statement of Challenger</b></p> <p>"I do hereby state, subject to penalties for hindering, intimidating, or interfering with a qualified voter pursuant to § 24.2-607, that I am a qualified voter of this Commonwealth or an officer of election and that, to the best of my knowledge, information, and belief, _____ is not a qualified voter of this precinct by reason of (please check each of the following reasons that is applicable):</p> <ul style="list-style-type: none"><li><input type="checkbox"/> 1. The named person is not a citizen of the United States;</li><li><input type="checkbox"/> 2. The named person is not now 18 years of age or, in the case of a primary election or a special election held on a date other than a general election date, will not reach the age of 18 before the next general election;</li><li><input type="checkbox"/> 3. The named person is not a resident of the Commonwealth (or, if he has not been a resident of the Commonwealth within the preceding 30 days, he is attempting to vote for an office or issue other than electors of President and Vice President of the United States);</li><li><input type="checkbox"/> 4. The named person is not a resident of this precinct (or he has not been a resident of this precinct since the second preceding general federal election and has not continued to be a resident of this county or city and this congressional district);</li><li><input type="checkbox"/> 5. The named person is not a resident of the town in the case of a town election;</li><li><input type="checkbox"/> 6. The named person has been disqualified from voting by the Constitution and laws of the Commonwealth and this disqualification has not been removed by proper authority;</li><li><input type="checkbox"/> 7. The named person is not the identical person he represents himself to be; or</li><li><input type="checkbox"/> 8. The named person has voted in this election at this or another voting place (state when and where the named person previously voted in this election: _____)."  ❖ <i>must cast a provisional ballot if pollbook indicates person already voted</i></li></ul> <p>Signature of Challenger: _____</p> <p>Printed Name of Challenger: _____ Daytime Telephone Number: _____</p> <p>Residence Address: _____</p> <p><b>PRIVACY NOTICE:</b> Section 24.2-651 of the Code of Virginia requires the person making a challenge to sign a statutory statement. Therefore, if you refuse to sign this statement, no challenge will be made. Your completed form may be provided to government officials and third parties for election-related purposes.</p>	

# SAMPLE FORMS

## AFFIRMATION OF ELIGIBILITY FORM (back)

[back side of form]

### SECTION B – AFFIRMATION OF VOTER IS REQUIRED

- **VOTER MUST PROVIDE ALL THE INFORMATION BELOW AND SIGN.**  
**VOTER WHO REFUSES TO COMPLETE FORM AS REQUIRED, MAY NOT VOTE.**

#### AFFIRMATION OF VOTER

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

- THAT I AM A CITIZEN OF THE UNITED STATES,
- THAT I AM AT LEAST 18 YEARS OF AGE (OR WILL BE ON THE \_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_),
- THAT I AM A RESIDENT OF THE COMMONWEALTH OF VIRGINIA
  - (OR THAT I HAVE BEEN A RESIDENT OF THIS COMMONWEALTH WITHIN THE PRECEDING 30 DAYS AND AM VOTING ONLY FOR ELECTORS OF PRESIDENT AND VICE PRESIDENT OF THE UNITED STATES),
- AND THAT ACCORDING TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, I AM NOT DISQUALIFIED FROM VOTING BY THE CONSTITUTION AND LAWS OF THIS COMMONWEALTH;
- THAT MY FULL NAME IS \_\_\_\_\_;
- THAT IN SUCH NAME I WAS DULY REGISTERED AS A VOTER OF THIS PRECINCT;
- THAT I AM NOW OR AT SOME TIME SINCE THE LAST NOVEMBER GENERAL ELECTION HAVE BEEN AN ACTUAL RESIDENT OF 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."

VOTER SIGNATURE: \_\_\_\_\_

PRINTED VOTER NAME: \_\_\_\_\_

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

CURRENT RESIDENCE ADDRESS: \_\_\_\_\_

CITY/TOWN/STATE/ZIP: \_\_\_\_\_

MAILING ADDRESS IF DIFFERENT: \_\_\_\_\_

MONTH/YEAR MOVED: \_\_\_\_\_

DAYTIME TELEPHONE NUMBER: \_\_\_\_\_

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

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

SBE-651 07/2010

## FAIRFAX COUNTY COMMENT FORM

# SAMPLE FORMS

Use this form for voters who wish to offer a suggestion, register a complaint, ask a question, or provide information. The Electoral Board or General Registrar will respond in writing to voters who provide their name and address.

Return completed forms in **Envelope #2**.

	<b>FAIRFAX COUNTY ELECTORAL BOARD COMMENT FORM</b>		
	Name _____	Phone _____	
	Address _____		
	Precinct _____	Date _____	Election Officer _____



# SAMPLE FORMS

Use when a voter notifies you that they should no longer be registered to vote in Virginia. Return in **Envelope #8**.

**Request to Cancel Voter Registration** (§ 24.2-427, Code of Virginia)

**Instructions:** Please fill in the information below and for faster response times submit the form to your local registrar. You may look up your general registrar's office by going to: [elections.virginia.gov/localGR](http://elections.virginia.gov/localGR). You may also submit your form to: Virginia Department of Elections, 1100 Bank Street, Richmond VA 23219

For questions, visit [elections.virginia.gov](http://elections.virginia.gov) or call (800) 552-9745. *All information on this form is required unless otherwise indicated.*

Please remove me from the voter registration records. I understand that I will no longer be eligible to vote in the Commonwealth of Virginia unless I reapply for registration.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle or Maiden Name  NONE

\_\_\_\_\_  
Suffix  NONE

\_\_\_\_\_  
Current Virginia Registration Address (OR VIRGINIA PO BOX PROVIDED FOR VOTER REGISTRATION)

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
Locality

\_\_\_\_\_  
Voter ID (OPTIONAL)

[ - - ]  
SSN

\_\_\_\_\_  
Date of Birth (MM/DD/YY)

\_\_\_\_\_  
Current Phone (OPTIONAL)

\_\_\_\_\_  
Email (OPTIONAL)

PLEASE SUPPLY CURRENT PHONE OR EMAIL SO THAT WE MAY CONTACT YOU WITH ANY QUESTIONS REGARDING THIS REQUEST.

▶ \_\_\_\_\_  
Signature (x)

\_\_\_\_\_  
Date (MM/DD/YY)

**FRAUD WARNING**  
INTENTIONALLY VOTING MORE THAN ONCE IN AN ELECTION OR 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.

**PRIVACY NOTICE**  
This form collects personal information, including part of your social security number, for identification and to prevent fraud. Your request may be denied if you fail to provide the last four digits of your social security number or any other information required to determine your identity as the voter requesting cancellation. Federal law (the Privacy Act) and state law (the Government Data Collection and Dissemination Practices Act, § 2.2-3803) authorize collecting this information and restrict its use to official purposes only.

Your completed form will be available for inspection and copying on request with redaction of social security number and residence address of voters eligible to list a Virginia PO box address under Va. Code 24.2-418.

ELECT-427A-05/16

## REQUEST TO CANCEL VOTER REGISTRATION FOR A DECEASED VOTER

# SAMPLE FORMS

Use when a voter notifies you that a spouse, relative, or neighbor has died.  
Return in **Envelope #8**.

		★ VIRGINIA ★ DEPARTMENT of ELECTIONS	<b>REPORT OF DEATH OF REGISTERED VOTER</b>
<b>REPORTE DE DEFUNCION DE UN VOTANTE</b> <b>BÁO CÁO TỬ VONG CỦA CỬ TRI ĐÃ GHI DANH</b> <b>등록 유권자의 사망 신고</b>		Pct.	
<b>Deceased Voter's Name (print):</b> Nombre del elector fallecido: Tên Cử Tri tử vong: 사망한 유권자 이름:			
<b>Last 4 digits of Social Security Number (if known):</b> Últimos 4 dígitos del Seguro Social: 4 Số cuối của số An Sinh Xã Hội: 사회 보장번호의 마지막 4자리 숫자:			
<b>Date of Birth:</b> Fecha de nacimiento: Ngày Sinh: 생년월일:			
<b>Residence Address of Deceased:</b> Dirección del votante fallecido: Địa chỉ cư trú của Cử tri Tử vong: 고인 거주지 주소:		<b>Number and Street Name</b>	<b>Zip Code</b>
<b>Name of Person Providing Information (print):</b> Nombre de la persona que proporciona la información: Tên người Cung Cấp Thông Tin: 정보 제공자 의 이름 (정자체):			
<b>Signature of Person Providing Information:</b> Firma de la persona Proporcionando la información: Chữ ký Người Cung Cấp Thông Tin: 정보 제공자 의 서명:			
<b>Relationship to Deceased:</b> Relación con el difunto: Mối quan hệ với Cử tri Tử vong: 고인과 어떤 관계:			
<b>Signature of Election Officer:</b> Firma del Oficial Electoral: Chữ ký của Viên chức phụ trách: 선거관리원 서명:		<b>Date:</b>	
<p><b>WARNING:</b> INTENTIONALLY MAKING A MATERIALLY FALSE STATEMENT ON THIS FORM CONSTITUTES THE CRIME OF ELECTION FRAUD, 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.</p> <p><b>ADVERTENCIA:</b> VOTAR MÁS DE UNA VEZ DE MANERA INTENCIONAL O HACER DECLARACIÓN FALSA EN ESTE FORMULARIO CONSTITUYE UN DELITO DE FRAUDE ELECTORAL, EL CUAL ES PENADO BAJO LA LEY DE VIRGINIA COMO UN DELITO MAYOR. LOS INFRACTORES PUEDEN SER SENTENCIADOS HASTA A 10 AÑOS EN CÁRCEL FEDERAL O HASTA A 12 MESES EN CÁRCEL LOCAL Y/O MULTADOS HASTA POR UN MONTO DE \$2,500.</p> <p><b>CẢNH BÁO:</b> VIỆC CÓ Ý TRÌNH BÀY SAI SỰ THẬT TRÊN MẪU NÀY LÀ PHẠM TỘI GIẠN LẶN BẦU CỬ, CÓ THỂ BỊ PHẠT TRONG TỘI THEO LUẬT PHÁP CỦA VIRGINIA. NGƯỜI VI PHẠM CÓ THỂ BỊ KẾT ÁN TỐI ĐA 10 NĂM TÙ, HOẶC TỐI ĐA 12 THÁNG TÙ GIAM VÀ/HOẶC BỊ PHẠT TIỀN TỐI ĐA 2.500 ĐÓ LA MỸ.</p> <p><b>경고:</b> 이 양식에 고의로 거짓된 진술을 할 시에는 선거법 위반죄가 성립하여 버지니아주 법에 따라 중범죄로 처벌받을 수 있습니다. 위반자는 10년이하의 징역형을 받거나 12개월 이하의 금고형을 받거나 2,500달러 이하의 벌금형을 받을 수 있습니다.</p>			
Form number (ELECT-427)		Rev. 08/2016 Rev. 4 Languages 07/2019	

# **8. STATEMENT OF RESULTS**

# STATEMENT OF RESULTS

## OVERVIEW

The **Statement of Results (SOR)** is the most important document you will complete on election night because it is the record of votes in your precinct. Basically, the SOR is asking you to answer four basic questions:

- How many voters were checked in on the Poll Pads?
- How many voters cast a ballot?
- How many ballots were counted on the DS200?
- How many ballots were issued to your precinct, and how many unused (and spoiled/voided and provisional) ballots are you returning?

There is an original SOR and an identical SOR Copy, both of which you must complete. Every officer staying for closing procedures must sign both copies of the SOR.

If you need any help completing your SOR on election day, do not hesitate to call General Support for help!

## COMPLETING THE STATEMENT OF RESULTS

The SOR is divided into five major parts:

- Part A (Pollbook Certification)
- Part B (Counted Ballots Certification)
- Part C (Explanation of Discrepancies between Parts A and B)
- Part D (Ballot Certification)
- Part E (Election Officer Certification that the SOR is a complete record of the election, and that the information entered is true and correct)

In each section of the SOR, there is a column for what number you are looking for (e.g., Total Voters Checked In), then a column telling you where to find that number (for example, Poll Pad Certification Form), and then a column for you to write in the number. If any numbers are zero (0), don't leave the line blank. Write in a dash (--) to make it easier for office staff to review the SOR.

You will use the following sources of information to complete the SOR:

- Poll Pad Certification Form
- DS200 machine tapes,
- Envelope #1A with provisional ballots
- Envelope #4 with spoiled and voided ballots

Before starting work on the SOR, you will need to properly cut the DS200 tapes so that each copy is attached to the correct document.

# STATEMENT OF RESULTS

## **TASK 1: CUT AND ATTACH DS200 TAPES TO SOR AND PRINTED RETURN SHEET**

*Materials needed: DS200 tapes, SOR original and copy, yellow printed return sheet, scissors, pen, stapler from small blue pencil case.*

### **☐ Collect and verify tapes**

- Confirm that two officers have signed the 6:00 AM “Opening Tape” (Configuration, Status, and Zero Total reports) and that it is attached to the SOR original (one for each DS200).
- Officers closing the DS200s will give you a machine tape from each DS200. To keep tapes organized, notate at the top of each section of the tape(s) which DS200 it came from (for example, “DS-1”, “DS-2”), and which document it gets attached to.
- Confirm that two officers have signed below each Voting Results Report.

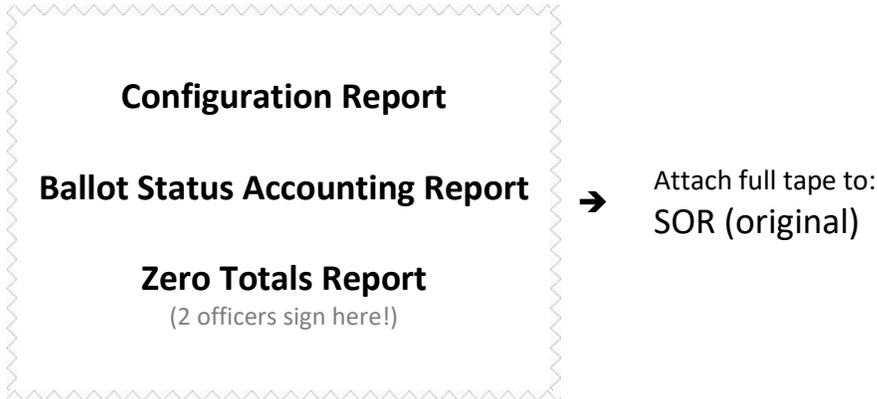
### **☐ Cut and attach closing tapes to designated document**

- Begin at the bottom of the tape and cut the portion of the tape including the 3rd Voting Results Report.
- Verify two officers signed this tape, then staple it to the SOR copy.
- Next, cut the 2nd Voting Results Report.
- Verify two officers signed this tape, then staple it to the yellow Printed Return Sheet.
- All officers must sign the Printed Return Sheet. Once signed, put the Printed Return Sheet in Envelope #2A.
- The remaining portion of the tape will include the Ballot Status Accounting Report and the 1<sup>st</sup> Voting Results Report.
- Verify two officers signed this tape, then staple it to the SOR original, on top of the 6:00 AM Opening Tape.
- Double-check and confirm that all 3 copies of the Voting Results Reports are signed by two officers, and that each tape is attached to the correct document.

# STATEMENT OF RESULTS

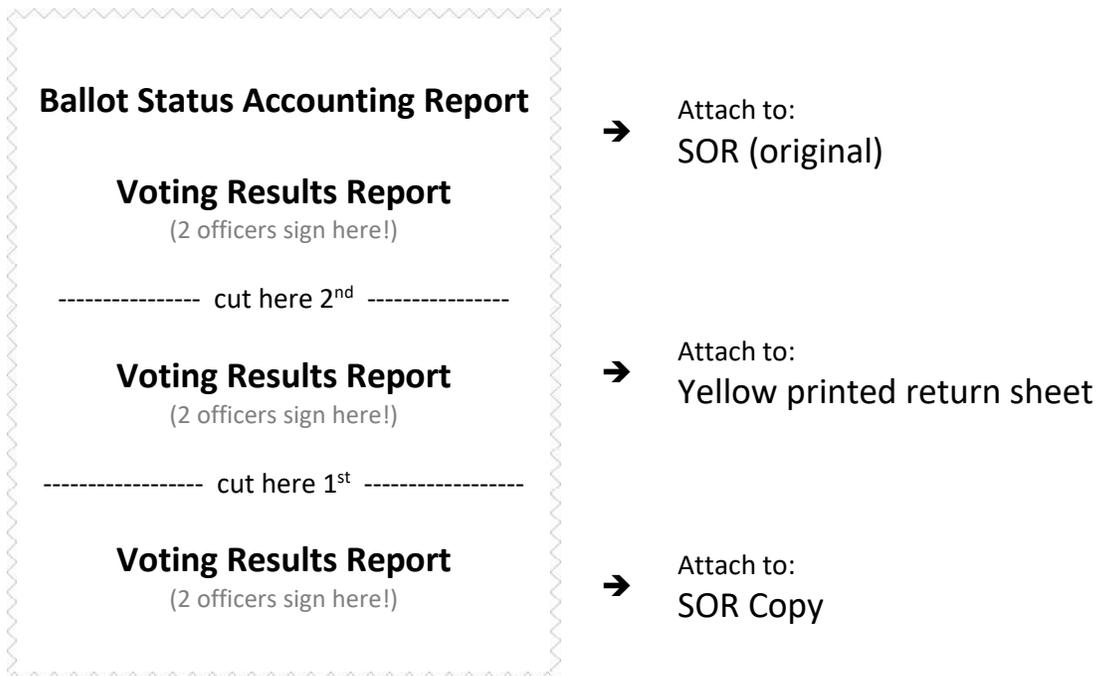
## Opening tape from each DS200

The tape will print in parts as you go through opening procedures. Do not cut or tear the tape until it is fully printed. Simply tear it off after it finishes printing the last report, then attach the full tape to the SOR (original).



## Closing tape from each DS200

Starting from the bottom, cut the tape between each Voting Results Report. Attach each section to the appropriate document.



# STATEMENT OF RESULTS

## TASK 2: COMPLETE THE STATEMENT OF RESULTS – ORIGINAL

*Materials needed: Poll Pad Certification Form, DS200 machine tapes, Envelope #1A with provisional ballots, Envelope #4 with spoiled and voided ballots, original and copy of Statement of Results, yellow Printed Return Sheet.*

- Complete Part A of the SOR (Pollbook Certification).** Part A asks: How many voters were checked in, and how many voters cast a ballot?
  - **Line A1:** Enter the number of voters checked in (by party if appropriate) from the pink **Poll Pad Certification form**.
  - **Line A2:** Enter the total number of “fleeing voters” (individuals who checked-in and received a ballot, but who left without scanning it on the DS200). Count the number of “Void” ballots (which should be in **Envelope #4**) to get this number.
  - **Line A3:** Subtract line A2 (fleeing voters) from Line A1 (total check ins) to calculate the difference. A3 tells you how many voters cast a ballot.
  
- Complete Part B of the SOR (Counted Ballots Certification).** Part B asks: How many ballots were counted in your precinct?
  - **Lines B1-B2:** For each DS200, enter the “Public Count” from the Ballot Status Accounting Report on the machine tape(s). See the sample SOR illustration for location of the Public Count line.
  - **Line B3:** Enter the total number of hand-counted ballots (ballots that could not be scanned), if any.
  - **Line B4:** Add up Lines B1-B3 to obtain the Total Counted Ballots.
  
- Complete Part C of the SOR (Explanation of Discrepancies):** In this section, you will note any discrepancies in your numbers.
  - Did the total number of voters who were checked in and cast a ballot (Line A3 Total) match the total number of ballots counted (Line B4 Total)?
  - If the numbers do not match up, you will need to note the discrepancy and provide an explanation. (The most common issue is if a voter was not properly checked-in but still received a ballot.) If there were no discrepancies, note that fact as well in Part C.
  - **All statements must be recorded on both the Original and the Copy of the SOR.**

**Chiefs and Assistant Chiefs must be available by phone and in person on the Wednesday, Thursday, and Friday following the election if the Electoral Board requires information or clarification from you. If there is a discrepancy in the numbers and no explanation in Part C, or if there are any missing signatures in Part E, you will be called into the office to complete and sign this section.**

# STATEMENT OF RESULTS

## Complete Part D of the SOR (Ballot Certification).

- **Line D1:** Indicates how many ballots you received before polls opened; the number of ballots is pre-recorded on the SOR. You may assume that you received the correct number of ballots indicated by the pre-recorded number. Each pad of numbered tear-off ballots contains 50 ballots.
- **Line D2:** Number of additional ballots delivered by a Rover while polls are open (for example, if voter turnout in your precinct was higher than expected).
- **Line D3:** D1 + D2 gives you Total Ballots Received.
- **Line D4:** This is the number for total counted ballots (scanned and hand counted), which includes both regular ballots and ExpressVote ballot cards. The total counted ballots number is taken from Part B, Line B4.
- **Line D5:** This is the number of ExpressVote cards that were counted. Locate this number on the Ballot Status Accounting Report, next to the heading "Total ExpressVote Cards." Note that the number in D5 is the sum of both DS200s added together.
- **Line D6:** This is the number for how many regular printed ballots were counted. You can locate this number on the Ballot Status Accounting Report, next to the heading "Public Count." Note that the number in D6 is the sum of both DS200s added together.
- **Line D7:** This is total ballots spoiled and voided (deposited in Envelope #4 during the day). Count them again during closing; do not just rely on tally marks made throughout the day. As a reminder, voided ballots are from fleeing voters and spoiled ballots are ballots that needed to be replaced because a voter made a mistake. Do NOT include any absentee surrendered ballots in this count.
- **Line D8:** This is the number of ballots used for provisional voters. Count them again during closing; do not just rely on tally marks made throughout the day.
- **Line D9:** This is the total number of ballots used in some way: counted (voted), spoiled or voided, or used for provisional voters. This number is the total of lines D6 + D7 + D8).
- **Line D10:** This is total unused ballots returned, which is the difference between Line D3 (total ballots received) and D9 (total ballots used).

## Complete Part E of the SOR (Election Officer Certification).

- All officers staying for closing must sign after the SOR is completed!
- Collector Officers and half-day AM officers do not stay for closing procedures, so write "CO" or "Half-day AM" in their numbered spot so there are no blank signature boxes.
- Before asking your officers to sign, explain to them how you calculated the numbers in the SOR and lay out the documents from which you obtained the information to make the calculations. Invite your officers to ask questions and to examine the SOR and source documents if they wish to reassure themselves that the information being certified is correct.

**COPY all information from SOR Original to SOR Copy.** Both copies must be identical, complete, and signed by all officers staying for closing!

**Place both SOR Original and SOR Copy in the #2 Blue Pouch.**

# STATEMENT OF RESULTS

NOTE: Use this example SOR to guide you in completing the SOR for this election.

**RETURN IN #2 BLUE POUCH**  
 County of Fairfax  
 Precinct: **100 PATRIOT (sample)** Page 1 of 2 Special Election

### STATEMENT OF RESULTS (SOR)

PART A: POLLBOOK CERTIFICATION		CALCULATION OR SOURCE	Number of Voters
A1	TOTAL VOTERS CHECKED IN	Poll Pad Certification	2132
A2	TOTAL FLEEING VOTERS (PRINTED BALLOTS OR CARDS)	Ballots voided and not scanned because voter left without casting a ballot (Fleeing Voters).	5
A3	TOTAL VOTERS CASTING BALLOTS	= A1 - A2	A3 TOTAL 2127

PART B: COUNTED BALLOTS CERTIFICATION		CALCULATION OR SOURCE	Number of Ballots
B1	DS200-1 COUNTED BALLOTS (after polls close)	"Public Count" from DS200 Ballot Status Accounting Report.	1212
B2	DS200-2 COUNTED BALLOTS (after polls close)	"Public Count" from DS200 Ballot Status Accounting Report.	915
B3	HAND-COUNTED BALLOTS (if needed)	Ballots counted by hand because they could not be scanned.	~
B4	TOTAL COUNTED BALLOTS	= B1 + B2 + B3	B4 TOTAL 2127

PART C: EXPLANATION OF DISCREPANCIES (COMPLETE ONLY IF A3 DOES NOT EQUAL B4)	
<i>No discrepancies!</i>	

PART D: BALLOT CERTIFICATION		CALCULATION OR SOURCE	BALLOTS RECEIVED/USED
D1	BALLOTS RECEIVED FROM ELECTORAL BOARD - BEFORE POLLS OPEN	BOX LABELS	3000
D2	BALLOTS RECEIVED FROM ELECTORAL BOARD - WHILE POLLS OPEN	BALLOT RECEIPT	~
D3	TOTAL BALLOTS RECEIVED FROM ELECTORAL BOARD	= D1 + D2	3000
D4	TOTAL COUNTED BALLOTS (Scanned and hand-counted) (Regular Ballots and EV Cards)	= B4	2127
D5	EXPRESSVOTE CARDS USED FOR VOTING	BALLOT STATUS ACCOUNTING REPORT (if 2 machines were used, look at both tapes)	25
D6	REGULAR BALLOTS USED FOR VOTING	= D4 - D5	2102
D7	BALLOTS SPOILED AND VOIDED (Do not include absentee ballots surrendered by voters)	ENVELOPE #4 (Do not count absentee ballots)	10
D8	BALLOTS USED FOR PROVISIONAL VOTERS	ENVELOPE #1A	8
D9	TOTAL BALLOTS USED (VOTING + SPOILED/VOID + PROVISIONAL)	= D6 + D7 + D8	2120
D10	TOTAL UNUSED BALLOTS RETURNED (Return unused printed ballots in #6 Box(es) and blank ExpressVote cards in Black Kit)	= D3 - D9	880

**PART E: ELECTION OFFICER CERTIFICATION** - We hereby certify that this STATEMENT OF RESULTS is a complete record of this election and that all of the information entered herein is true and correct.

1. <i>Mae Jamison</i> CHIEF OFFICER ASSISTANT CHIEF OFFICER	6. <i>Thomas Edison</i> OFFICER OF ELECTION	11. <i>Thomas Edison</i> OFFICER OF ELECTION
2. <i>Eileen Collins</i> OFFICER OF ELECTION	7. <i>James Watson</i> OFFICER OF ELECTION	12. <i>James Watson</i> OFFICER OF ELECTION
3. [ABSENTEE BALLOT COLLECTOR] OFFICER OF ELECTION	8. <i>Rachel Carson</i> OFFICER OF ELECTION	13. <i>Rachel Carson</i> OFFICER OF ELECTION
4. [ABSENTEE BALLOT COLLECTOR] OFFICER OF ELECTION	9. [HALF-DAY AM OFFICER] OFFICER OF ELECTION	14. [HALF-DAY AM OFFICER] OFFICER OF ELECTION
5. <i>Jessica Meir</i> OFFICER OF ELECTION	10. <i>Barbara McClintock</i> OFFICER OF ELECTION	15. <i>Barbara McClintock</i> OFFICER OF ELECTION

```

*** BALLOT STATUS ACCOUNTING REP.
7:05 PM December 1, 2020
Unit Serial Number: 0314340269

County of Fairfax
SPECIAL ELECTION
0100 100 - PATRIOT
Election Date: December 1, 2020
Poll Opened Date: December 1, 2020
Poll Opened Time: 6:00 AM
Poll Closed Date: December 1, 2020
Poll Closed Time: 7:00 PM
Public Count: 1212

Poll Voting Report

Master Accounting:
Total Blank: 2
Total Overvote: 0
Total Undervote: 10

Total ExpressVote Cards: 16

Ballots for Code 00001-02-01 112
Ballots for Code 00001-01-01 0

0100 100 - PATRIOT
Unit Serial Number: 0314340269

END OF REPORT ***
    
```

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*** BALLOT STATUS ACCOUNTING REP.
7:05 PM December 1, 2020
Unit Serial Number: 0314340270

County of Fairfax
SPECIAL ELECTION
0100 100 - PATRIOT
Election Date: December 1, 2020
Poll Opened Date: December 1, 2020
Poll Opened Time: 6:00 AM
Poll Closed Date: December 1, 2020
Poll Closed Time: 7:00 PM
Public Count: 915

Poll Voting Report

Master Accounting:
Total Blank: 3
Total Overvote: 0
Total Undervote: 12

Total ExpressVote Cards: 9

Ballots for Code 00001-02-01 915
Ballots for Code 00001-01-01 0

0100 100 - PATRIOT
Unit Serial Number: 0314340270

END OF REPORT ***
    
```

# **9. CLOSING POLLS**

# CLOSING THE POLLING PLACE

## OVERVIEW OF CLOSING PROCESS

After the last voter in line at 7:00 PM has voted, you may begin closing procedures.

The three most important tips for a smooth closing are:

- (1) Create a task assignment plan in advance;
- (2) Delegate tasks to separate teams;
- (3) Have teams work on tasks concurrently.

When a team has completed its task, its members can be assigned to help other teams.

Remember, should you have any issues with the closing process, you can always call your Rover or call us at 703-324-4735 for guidance.

## ASSIGN CLOSING TASKS TO TEAMS

We suggest assigning the same team to the closing task who performed the opening equivalent of that same task.

- **Task 1: Collector Officers secure materials and leave polling place**
- **Task 2: Close DS200s and secure voted ballots**
- **Task 3: Close Poll Pads**
- **Task 4: Close ExpressVote**
- **Task 5: Complete call sheet and phone in results**
  
- **Task 6: Secure unused ballots**
- **Task 7: Complete Statement of Results**
- **Task 8: Collect and verify all signatures**
- **Task 9: Pack numbered envelopes**
  
- **Task 10: Collect indoor and outdoor signage**
- **Task 11: Pack acrylic sneeze guards & PPE supplies**
- **Task 12: Pack black rolling kit, blue supply bag, and gray supply cart**
- **Task 13: Pack Chief's car, leave precinct**

# CLOSING THE POLLING PLACE

## **BEGINNING THE CLOSING PROCESS**

### **□ At 6:45 PM – Announce outside "The polls will close in 15 minutes."**

- Have at least two election officers check the clock on different cell phones (with different cell phone service providers) to confirm the "official time."
- At 6:45 PM, go outside and announce that the polls will close in 15 minutes.
- Remind campaign workers, bake sales, etc., to remove all their tables, trash, and signs from the polling place property as soon as the polls close.
- Remind your election officers registered in your precinct to vote if they haven't done so already.
- At 6:55 PM go to the curbside voting area and make sure that any voters who are at the curbside by 7:00 PM are permitted to vote.

### **□ At 7:00 PM – Announce outside "The polls are officially closed."**

- All voters who are in line or within the polling place (the building, not just the voting room) at 7:00 PM are permitted to vote.
- All voters who are in line or within the polling place at 7:00 PM to deposit their absentee ballot in the absentee ballot drop box may do so.
- If possible, close and lock the door to the polling room and/or building behind the last voter in line.
- If the line extends beyond the outside entrance, try to herd the eligible voters inside or post an election officer at the end of the line to close it off.
- If necessary, make a list of all voters in line at 7:00 PM, starting with the last person and working forward.

### **□ Welcome authorized representatives for the closing process.**

- After the last voter has voted and departed the polling place, welcome authorized representatives to observe the closing process. Issue identification badges.
- Only two representatives of each political party with a nominee on the ballot or one representative of each independent candidate or primary candidate are permitted as authorized representatives after the polls close.
- If there are fewer than four authorized representatives, notify any bystanders. You may select one or more individuals, up to a total of four authorized representatives. There are no qualifications required for bystanders.
- Authorized representatives may observe, but not participate or interfere with, tallying and closing.
- Authorized representatives may not leave the polling place or call, text, email, tweet, or otherwise communicate the returns until after the results are certified, called in, and posted by election officers.

# CLOSING THE POLLING PLACE

**VERY IMPORTANT: The tasks on this page should be completed by the two officers designated as Collector Officers.**

## **TASK 1: COLLECTOR OFFICERS SECURE MATERIALS AND LEAVE POLLING PLACE**

*Materials needed: absentee ballot drop box, key for drop box lock, TripLok security bags, Collector Officers chain of custody form, cardboard box to pack drop box, **purple pouch** containing 4 USB flash drives (when ready)*

- ❑ **Remove and secure absentee ballots from drop box in TripLok security bag(s).**
  - Move the drop box inside the voting room.
  - Unlock the back compartment of the drop box.
  - Remove all absentee ballot envelopes from the back compartment.
  - Count the number of absentee ballot envelopes and record the number on the Collector Officers chain of custody form.
  - Immediately secure the counted envelopes in the TripLok security bag(s) the Chief received with their supplies. If the additional TripLok security bag is not used, place it inside the first bag.
  - Complete the Collector Officers chain of custody form and place it in the TripLok security bag so that it is visible from the back of the bag.
  - Seal the bag(s) and give the tear-off receipt to the Chief, who should record the number of absentee ballots in the Chief's Notes.
  
- ❑ **Disassemble and pack drop box.**
  - Follow separate instructions to disassemble the drop box.
  - Deposit the key and lock in the plastic portfolio case in the gray cart.
  - Ensure all other supplies are placed back in original cardboard box.
  - Place packed cardboard box on top of the gray supply cart.
  
- ❑ **Secure TripLok security bag(s) and purple pouch and transport them immediately to the Fairfax County Government Center.**
  - Other election officers should already have begun closing down the DS200 scanners promptly after the polls closed. They will remove the USB flash drives from the DS200 scanners, secure them in the purple pouch, and give them to you.
  - As soon as you have the sealed **purple pouch** (containing exactly 4 USB flash drives) and the **TripLok security bag(s)** (with all voted absentee ballots), let the Chief know you are about to leave the precinct.
  - The two Collector Officers should leave the polling place and drive immediately to the Fairfax County Government Center. You must travel together in the same car.
  - The Collector Officers should be leaving the polling place no later than 7:30 PM.
  - At the Fairfax County Government Center, follow signs to the designated drop-off site.
  - After dropping off the election materials, you may go home (or return to the polling place parking lot, if one officer needs to pick up their car).

# CLOSING THE POLLING PLACE

## TASK 2: CLOSE DS200 SCANNERS AND SECURE VOTED BALLOTS

*Materials needed: equipment keys, purple pouch, seal clippers, Machine Certification Form, cardboard boxes, red tamper tape, #3 label, pen, scissors.*

### ☐ Check the auxiliary compartment of each DS200.

- Using the silver key, unlock auxiliary compartment.
- If there are any un-scanned ballots, notify the Chief. Then remove them and insert them into the scanner. If ballots cannot be scanned, set them aside for hand counting.
- Close and relock the auxiliary compartment.

### ☐ Certify the public count and protected count for each DS200.

- From the DS200 screen, enter the **public count** number and the **protected count** number on the **Machine Certification Form** for each machine used.

### ☐ Close polls and print results on each DS200.

- Remove the red barcoded sticker seal and affix it to the **Machine Certification Form**.
- Using the barrel key, unlock the printer access door and press and hold down the “Close Poll” button for 3 seconds.
- The screen will display “you have chosen to close polls”; touch “Close Poll” to confirm.
- One copy of the Ballot Status Report and three copies of the Voting Results Report will print automatically.
- Tear off the entire results tape. (Do not cut the individual tapes yet.)
- Two officers should now sign at the bottom of each Voting Results Report.
- Give the results tapes to the officers who will complete the SOR.

### ☐ Power down and remove two USB flash drives from each DS200.

- After the final report finishes printing, the display will read “this device has been successfully closed.” Touch “**Finished – Turn Off**” and wait for the screen to turn dark and red power light to go off.
- After the power button light goes out and the screen goes black, unplug the power cord from the AC outlet, wrap the cord, and replace it inside the power compartment. [If the small outlet surge protector was used, please don’t forget it. Return it in the cloth bag with the extension cords and power strips.]
- Remove the first USB flash drive from the front compartment of each DS200. Close and re-lock this compartment.
- Remove the second USB flash drive from the battery compartment (directly behind the front compartment) of each DS200. Close and re-lock this compartment.
- Place these 2 USB flash drives in the **purple pouch**.
- Repeat this procedure for each DS200. Even if additional DS200s were not used by voters, you must remove and secure the 2 USB flash drives from these machines.
- Give the **purple pouch** (now containing 4 USB flash drives, two from each DS200) to the Collector Officers, who will immediately transport them to the Fairfax County Government Center.

*Continued on next page...*

# CLOSING THE POLLING PLACE

## TASK 2 (continued): CLOSE DS200 SCANNERS AND SECURE VOTED BALLOTS

### Close each DS200.

- Using the silver key, close and re-lock the power compartment.
- Close scanner screen and re-lock, using the barrel key.
- Close ballot box lid and hook lid latches.
- Using the silver key, re-lock the front of the ballot box lid.

### Hand count paper ballots that could not be scanned (if any).

- Have 2 officers (of different party affiliations, if possible) tally ballots that could not be scanned.
- Record the total number of hand-counted ballots cast in **Part B of the SOR**.
- Record the results of the hand count on the **Results Worksheet**.

### Remove and secure voted ballots in cardboard boxes.

- **IMPORTANT:** You must remove ballots from one scanner at a time to ensure that you secure the ballots for each scanner in separate boxes.
- Remove the zip-tie seal securing the ballot compartment and put it in the **#7 orange pouch**. Ensure the seal number was recorded on the **Machine Certification Form**.
- Using the silver key, unlock the ballot compartment and open the door at the front of the DS200.
- Remove all voted ballots from the ballot compartment and secure them in cardboard boxes.
- Place hand counted ballots, if any, on top of scanned ballots.
- First, use any empty boxes that were used to deliver your blank ballots. Next, we have provided you with additional cardboard boxes that you can assemble and use as needed.
- After securing your voted ballots in the cardboard boxes, use red tamper tape to seal the boxes. The red tamper tape should go completely around the box in both directions (like a decorative bow on a gift box).
- All officers staying for closing must sign a yellow **#3 Signature Label** for each box of voted ballots. Record the DS200 serial # and box number on the label. Then, tape a label over the flaps on the top of each box of voted ballots.
- Tape the white **#3 sheet** with precinct name and number to one side and end of each box of voted ballots. Enter the number of each box (e.g. Box 1 of 2 and Box 2 of 2).
- Enter the total number of boxes of voted ballots for each DS200 on the **Machine Certification Form**.
- Verify that DS200 ballot compartment is empty, then close and lock.
- Repeat the process for the second DS200 and number the boxes in the same manner that you numbered the boxes from the first DS200 (e.g. Box 1 of 2 and Box 2 of 2).
- Put sealed boxes with other materials to be returned in Chief's car.

# CLOSING THE POLLING PLACE

## Sample Machine Certification Form:

### RETURN IN #2 BLUE POUCH – MACHINE CERTIFICATION FORM

PRECINCT: **100 PATRIOT (SAMPLE)**

County of Fairfax – General and Special Elections

#### BEFORE POLLS OPEN:

Verify seals and counter numbers.

If any seals are broken or do not match numbers below, contact Election Support.

DS200 Serial Number	Seal Number (GREEN zip-tie seal)	USB/Printer seal (RED barcoded sticker)	Protected Counter	Public Counter
DS0314340327	0249787	45456996	1965	0
DS0314340498	0249705	45456997	1337	0

Additional Equipment	GRAY CART (GREEN zip-tie seal)	#2 POUCH (no seal)	#7 POUCH (no seal)
	0214664	n/a	n/a

#### WHILE POLLS OPEN:

Seal DS200 ballot compartment anytime ballots are inside.

Record seal numbers here.

DS200 Serial Number	Seal #1 (at 6:00am) (zip-tie seal)	Seal #2 (if needed) (zip-tie seal)	Seal #3 (if needed) (zip-tie seal)	Seal #4 (if needed) (zip-tie seal)
DS0314340327	9899392	~	~	~
DS0314340498	9899393	~	~	~

#### AFTER POLLS CLOSE:

Record new seal and counter numbers.

DS200 Serial Number	Seal Number (no seal)	# of Boxes of Voted Ballots	Protected Counter	Public Counter
DS0314340327	n/a	3	2575	610
DS0314340498	n/a	0	1337	0

Additional Equipment	GRAY CART (RED zip-tie seal)	#2 POUCH (BLUE plastic tab seal)	#7 POUCH (RED plastic tab seal)
	5651295	5651296	5651297

#### AFTER POLLS CLOSE:

Place DS200 USB/printer compartment seals (red barcoded stickers) here.



#### AFTER POLLS CLOSE:

Any two officers may sign below to acknowledge recording seals.

1. <i>Jane Z. Doe</i>	2. <i>Action T. Jackson</i>
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# CLOSING THE POLLING PLACE

## TASK 3: CLOSE POLL PADS

*Materials needed: **Poll Pad Certification Form**, pen, lime green Poll Pad case, gray tote bin.*

You can also follow the step-by-step instructions in the Poll Pad Closing Procedures equipment guide, in the order the instructions are set out. It is important that you or your officers meticulously follow the instructions to properly close down the Poll Pads.

### **Close Poll Pads and complete the pink Poll Pad Certification form.**

- On each Poll Pad, tap the cloud icon in the top right, then tap “synchronize now.” Wait until each Poll Pad finishes synchronizing before moving on to the next Poll Pad. If you encounter any issues, call Technical Support.
- Using the last Poll Pad you synchronized, touch Menu, then **Summary Report**, to find the number of **Total Outside Polls (curbside) Voters** (by party if appropriate) and **Total Registrations (added voters)**.
- On the pink **Poll Pad Certification form**, enter Total Outside Polls Voters and Total Registrations.
- On the pink **Poll Pad Certification form**, write down the number of checked-in voters from each Poll Pad (visible in the top tan banner of the home screen).
- All officers working on the Poll Pads when the polls closed should sign the pink **Poll Pad Certification form**.
- Give the **Poll Pad Certification form** to the Chief, who will need it for the SOR.
- Turn off each Poll Pad. Hold down the power button (above camera) for 5 seconds, then a screen will appear. Use the “slide to power off” toggle to power down each Poll Pad.

### **Disassemble and pack Poll Pads in carrying case.**

- Return the power cords and cubes to the lime green case.
- Unplug and turn off the mobile hotspot by pressing the power button until the screen turns black. Return the hotspot and its power supply in the lime green case.
- Carefully remove the plastic ID holders and return them in the gray plastic tote.
- Remove the Poll Pads from their stands. Return the stands in the gray plastic tote.
- Rotate the Poll Pad arm and return the Poll Pad in the lime green case.
- After all peripherals are removed and accounted for, place the gray plastic tote in the cart.
- Ensure that all Poll Pads, power cubes, hotspots, and styluses are replaced in the lime green case.
- Put lime green case with other materials to be returned in Chief’s car.

# CLOSING THE POLLING PLACE

## **TASK 4: CLOSE THE EXPRESSVOTE**

*Materials needed: equipment keys, black padded cases.*

For safety and security, use two officers to close the ExpressVote machines. (They're heavy!)

You can also follow the step-by-step instructions in the DS200 Closing Procedures equipment guide, in the order the instructions are set out. It is important that you or your officers meticulously follow the instructions to properly close down the DS200.

### **□ Close the ExpressVote machines.**

- Using the black barrel key, open the access door on the left side of the ExpressVote machine.
- Flip power switch to OFF. Do NOT detach the keypad.
- Position keypad cord through opening at top of access door, then close and relock Access Door.
- Unplug power cord from back of unit – pull release latch on cord to remove.
- Close metal prop bar and return unit with keypad to the black padded case. (Ensure the ID tag remains hanging outside the case.)
- Place the headset inside the black padded case at the power cord pocket end.
- Separate the power cord into two sections with the bottom of the power brick facing down.
- Place the black padded case in the gray cart.
- Repeat for the second ExpressVote machine.

# CLOSING THE POLLING PLACE

## **TASK 5: COMPLETE CALL SHEET AND PHONE IN RESULTS**

*Materials needed: DS200 tapes, Results Worksheet, Call Sheet, pen, cell phone to call in results, blue tape.*

### **☐ Complete Results Worksheet.**

- Use the 3rd copy of the Voting Results Report from the DS200 tapes.
- Use the Total Votes Cast line for each contest in the Voting Results Report.
- Enter the vote numbers for each contest from each DS200 tape on the designated lines provided on the worksheet.
- If there are multiple candidates or contests, it is important to properly identify each contest and candidate on the tape and to be careful with line tracking. If a vote number is zero, fill in that space with a dash (–).
- Record the number of any hand-counted ballots on the designated line.
- Add the vote numbers in each contest for both DS200s to obtain the Total Vote count.

### **☐ Complete Call Sheet.**

- Copy the vote totals from the Results Worksheet to the Call Sheet.
- You also need to fill in the numbers for Total Ballots Counted (“Public Count” from each DS200 Ballot Status Accounting Report), Outside Polls voters (from the Poll Pad Certification form), and Provisional Ballots categories (Provisional Ballot Log) above the lines for election results.

### **☐ Phone in results.**

- Promptly call election results to the election office at 703-324-8765. Any officer may phone in results.
- Use blue tape to post the Call Sheet on the door of the main entrance to the polling place, facing out to the public.
- Authorized representatives may leave after the returns are announced and called in.

# CLOSING THE POLLING PLACE

## **TASK 6: SECURE UNVOTED BALLOTS**

*Materials needed: cardboard boxes, clear tape, red tamper tape, scissors, #6 Unused Ballot box label(s), pen.*

### **☐ Return unused (blank) ExpressVote cards.**

- Place all unused or blank ExpressVote cards back in their brown envelope.
- Put this brown envelope in the black rolling kit.
- No seal is required. (Try not to bend the unused cards. They can be used in future elections.)

### **☐ Box and seal unused ballot pads and all used ballot pad stubs.**

- Place all UNUSED ballot pads in cardboard box(es). These must be separate cardboard boxes from your voted ballots. Do not mix voted and unvoted ballots!
- Place all ballot pad stubs on top of the unused ballot pads in a cardboard box.
- Seal the box flaps with clear tape.
- Secure the box with red tamper tape. The red tamper tape should go completely around the box in both directions (like a decorative bow on a gift box).
- Using the clear tape, tape the blue **#6 Unused Ballot box** labels to one side and one end of each cardboard box.
- Return any empty boxes in the cart. Break these empty boxes down and lay them flat.
- Place a white **#6 peel-off signature label** across the box top flaps – two officers must sign.
- Put the Unused Ballot boxes with other materials to be returned in the Chief's car.

# CLOSING THE POLLING PLACE

## TASK 7: COMPLETE THE STATEMENT OF RESULTS

- ❑ **Complete the Statement of Results – Original.**
  - Use the detailed instructions in the *SOR* section of this notebook to complete the **Statement of Results**.
- ❑ **Complete the Statement of Results – Copy.**
  - Copy the information from the **SOR original** to the **SOR copy**.
- ❑ **Ensure all officers sign both copies of the SOR.**
  - All officers who stayed for closing procedures must sign both copies of the **SOR**. If anyone does not sign, they will be required to come to our office within 3 days to sign!

**IMPORTANT:** The **Statement of Results** is the most important document you will complete on election night. Make sure to use the additional section of this notebook to understand and complete all steps associated with the **Statement of Results**!

## TASK 8: COLLECT AND VERIFY ALL SIGNATURES

- ❑ **Check all forms, labels, and envelopes for required signatures before numbered envelopes are sealed.**
  - Assign one officer to ensure all forms have the required signatures before the Chief double-checks. This can be the Assistant Chief or another experienced officer.
  - The officer assigned this duty should use the Required Signatures Checklist in this section to ensure that all required signatures are present.
  - For all forms, officers should have signed on the line that matches their assigned number (if they're not sure of their number, they can check the **Oath form**).
  - Verify that all officers have signed and completed the **Oath and Compensation Sheet forms**. (The Chief must sign at both the top and bottom of the **Oath form**.)
  - Verify that all forms, tapes, and labels requiring signatures have been signed with the requisite number of signatures. Make sure that the **Machine Certification Form** has all required numerical information and two signatures at bottom.
  - Collector Officers and half-day AM officers will not be staying for closing procedures, so write "CO" or "Half-day AM" in their numbered spot so there are no blank signature boxes.
  - After verifying that all signatures are present, show the Chief that the 4 main forms (**Oath, Compensation Sheet, SOR original, and SOR copy**) have all required signatures.
  - Finally, the Chief should also use the Required Signature Checklist to double-check that all signatures have been properly collected.

# CLOSING THE POLLING PLACE

## TASK 9: PACK NUMBERED ENVELOPES

- **Organize the forms, return envelopes, and the seals on a large table.**
  - Set out the envelopes in numerical order across a large table, which should be used for only this task.
  - Use the “Items to Return in Black Kit” checklist to collect the forms and materials and to place on top of each numbered envelope or pouch, for review by Chief.
  - Keep small media devices, keys, and seals inside **Pouch #7** so they don’t get lost.
  - **DO NOT** make any marks on the plastic windows of **Pouches #2 and #7!**
  
- **Count and secure spoiled ballots, voided ballots, and surrendered absentee ballots.**
  - Count the numbers of voided and spoiled ballots in **Envelope #4**.
  - Double-check to make sure that the void and spoiled ballots were correctly tallied in **Part D of the SOR**.
  - Absentee ballots surrendered when the voter came to the polling place to vote in person are not included in the tallies, but they should also be returned in **Envelope #4**.
  - After Chief’s final review, put the spoiled/voided ballots into **Envelope #4** and use the white #4 signature label to seal **Envelope #4 - two officers must sign the seal**.
  
- **Count and secure provisional ballots.**
  - Count the number of provisional ballot sealed green envelopes stored in **Envelopes #1A** (during regular voting hours) and **#1B** (during extended voting hours, if applicable).
  - Double-check to make sure that the provisional ballots were correctly tallied in **Part D of the SOR**.
  - After Chief’s final review, use the white **#1A signature label** to seal **Envelope #1A - two officers sign the seal**.
  - If unused, return the large **#1B provisional envelope** unmarked and unsealed, so it can be used in a future election.
  
- **Final review by Chief/Assistant Chief.**
  - Do not place materials inside the envelopes or seal the envelopes until the Chief has reviewed that all forms are properly collected.
  - Do not seal envelopes and pouches until you are sure they contain all required materials (which may be after other steps during closing procedures).
  - When you do begin sealing envelopes and pouches, the **#7 orange pouch** should be sealed **LAST** so that all keys and seals can be deposited.
  - After the Chief has reviewed the correct collection of forms and the officer assigned signature collection duty have verified that **all required signatures** are present, put the collected materials in the correct envelopes, affix signed labels, and place in black rolling kit.

# CLOSING THE POLLING PLACE

## **TASK 10: COLLECT INDOOR AND OUTDOOR SIGNS**

### **☐ Take down signs (inside and outside).**

- Bring in from outside and place large yellow curbside voting sandwich board on top of gray cart.
- Take down signs, **inside and outside** the polling place, including signs placed near the street.
- Remove tape and any staples or tacks.
- Don't forget the wire polling place signs that are outside!
- Bring in cones used to reserve voter parking.
- Use the "Items to Return in Blue Bag" and "Items to Return in Gray Cart" checklists to ensure signs and hardware are separated out and returned in the proper location.
- Return the wires and signs in the cart. Even if signs are wet or weather damaged, dry them and return them in the cart. We try to salvage and use all signs in multiple elections.

### **☐ Clean up the voting room.**

- Return borrowed items to proper location, e.g., coffee pot to teacher's lounge.
- Pick-up and discard flyers, sample ballots, political signs, food containers, etc.
- Remove and discard any political signs or flyers that were left behind – inside and outside.
- Make sure the furniture is returned to its original location, trash is put in proper containers, and kitchen facilities (if used) are clean.
- Remind building staff that warehouse personnel will pick up the carts containing the voting machines in 1 to 5 days.

## **TASK 11: DISASSEMBLE AND PACK ACRYLIC SNEEZE GUARDS AND PPE SUPPLIES**

### **☐ Disassemble and pack the acrylic sneeze guards.**

- Disassemble acrylic sneeze guards. Use work gloves, as the edges may be sharp.
- Place the acrylic sneeze guards in the box they came in along with half of their semi-circle feet.
- Place the remaining semi-circle feet in the gray supply cart.
- Place the box(es) of acrylic sneeze guards on top of the gray supply cart.

### **☐ Pack unused PPE supplies.**

- Pack unused PPE Supplies in their original bag and place in the gray cart.

# CLOSING THE POLLING PLACE

## **TASK 12: PACK THE BLACK ROLLING KIT, BLUE SUPPLY BAG, AND GRAY CART**

There are additional copies of each of the below lists in the *Handouts* section of this notebook, which you can tear out and hand to the officers performing each of these tasks.

### **Pack the black rolling kit.**

- Use the “Items to Return in Black Kit” checklist to collect the loose items and unused forms and put them in the bottom of the kit.
- Once the numbered envelopes have been closed and sealed, put them in numerical order on top of the loose items and zip up the kit.
- Put the black rolling kit with other materials to be returned in the Chief’s car.

### **Pack the blue supply bag.**

- Use the “Items to Return in Blue Bag” checklist to collect the items and put them in the large blue supply bag. If any items used outside are damp, wipe them down first.
- Put the blue supply bag in the gray cart.

### **Pack the gray cart.**

- Use the “Items to Return in Gray Cart” checklist to pack the gray cart.
- Before locking up cart, the Chief and another EO should write new seal number on and sign the security log on inside of the left cart door. Put cart key in the **#7 Orange Pouch**.

## **TASK 13: PACK CHIEF’S CAR AND LEAVE PRECINCT**

### **Call or text your Rover.**

- Let them know all work is complete and you are getting ready to leave shortly.

### **Pack the Chief’s car using the “Items to Return to Government Center” checklist.**

- Some items are heavy; all EOs should help load car.

### **Have windshield sign handy.**

- Chief should place on passenger seat for easy access at return site.

### **Drive carefully to your designated return site (Fairfax County Government Center, North County Government Center, or Mount Vernon Government Center).**

- See the *Return Material* section of this notebook for more information.

# REQUIRED SIGNATURE CHECKLIST

**All officers must sign. Any officer who does not sign will be contacted and required to come to the elections office to sign.**

- |  |   |
|--|---|
| <input type="checkbox"/> Election Officer Oath | <u>All</u> officers sign this form during opening procedures. The Chief must sign at top <u>and</u> bottom. |
| <input type="checkbox"/> Compensation Sheet    | <u>All</u> officers fill and sign this form during the day. Note split shifts and late arrivals.            |

**All officers staying for closing procedures must sign these items (i.e. Collector Officers and any officers who leave early will not sign.). Any officer who does not sign will be contacted and required to come to the elections office to sign.**

- |  |   |
|--|---|
| <input type="checkbox"/> SOR Original (Part E)               | <u>All</u> officers sign after polls close.   |
| <input type="checkbox"/> SOR Copy (Part E)                   | <u>All</u> officers sign after polls close.   |
| <input type="checkbox"/> Yellow Printed Return Sheet         | <u>All</u> officers sign after polls close.   |
| <input type="checkbox"/> #3 Yellow Label:<br>Counted Ballots | <u>All</u> officers sign after polls close.<br>(Required for each box of voted ballots) |

**Some officers must sign these items during closing procedures.**

- |  |  |
|--|--|
| <input type="checkbox"/> Poll Pad Certification Form                   | All officers using Poll Pads when the polls closed should sign this form.                                  |
| <input type="checkbox"/> Machine Certification Form                    | <u>Two</u> officers sign after recording all seal numbers.   |
| <input type="checkbox"/> Voting Machine Tapes                          | <u>Two</u> officers sign each section.   |
| <input type="checkbox"/> #1A Green Envelope<br>(Provisional Ballots)   | <u>Two</u> officers complete and sign the back of the envelope and sign a label used to seal the envelope. |
| <input type="checkbox"/> #2A Envelope<br>(Yellow Printed Return Sheet) | <u>Two</u> officers sign a label used to seal the envelope.  |
| <input type="checkbox"/> #4 Envelope<br>(Spoiled/Voided Ballots)       | <u>Two</u> officers sign a label used to seal the envelope.  |
| <input type="checkbox"/> #6 Seal for Cardboard Box<br>(Unused Ballots) | <u>Two</u> officers sign a label used to seal the box.   |
| <input type="checkbox"/> #8 Envelope<br>(Voter Forms)                  | <u>Two</u> officers sign a label used to seal the envelope.  |

# ITEMS to RETURN in BLACK KIT

ITEM	CONTENTS	SEALING & SIGNING REQUIREMENTS
<input type="checkbox"/> <b>#1A</b> Green Envelope	<input type="checkbox"/> Provisional ballot envelopes <input type="checkbox"/> Provisional ballot logs	Enter number of envelopes enclosed. Sign Certification. Seal with label – 2 signatures.
<input type="checkbox"/> <b>#1B</b> Green Envelope	<b>Only used if a court order extends voting hours past 7:00 PM. Otherwise, leave envelope empty, unmarked, and unsealed so it can be recycled.</b> <input type="checkbox"/> Provisional ballot envelopes with box #3 checked (during court-ordered hours) <input type="checkbox"/> Provisional ballot logs with top right checkbox checked	If unused – return empty, unmarked, and unsealed.  If used – seal with label (2 signatures).
<input type="checkbox"/> <b>#2</b> Blue Pouch	<input type="checkbox"/> Election Officer Oath <input type="checkbox"/> Compensation Sheet <input type="checkbox"/> Statement of Results – original <input type="checkbox"/> Statement of Results – copy <input type="checkbox"/> Poll Pad Certification Form <input type="checkbox"/> Machine Certification Form <input type="checkbox"/> Chief's Notes <input type="checkbox"/> Line Length Data Sheet <input type="checkbox"/> Comment/Complaint Forms <input type="checkbox"/> Equipment password cards <input type="checkbox"/> Backup paper pollbook and count sheets (if used) <input type="checkbox"/> Any extra machine tapes	Seal with BLUE plastic tab seal (numbered side up).  Do not use tape or sticky labels.
<input type="checkbox"/> <b>#2A</b> Brown Envelope	<input type="checkbox"/> Yellow Printed Return Sheet with tapes	Seal with label – 2 signatures.
<input type="checkbox"/> <b>#4</b> Brown Envelope	<input type="checkbox"/> Spoiled ballots <input type="checkbox"/> Voided ballots <input type="checkbox"/> Surrendered Absentee ballots	Seal with label - 2 signatures.
<input type="checkbox"/> <b>#7</b> Orange Pouch	<input type="checkbox"/> Seals cut from cart and machines <input type="checkbox"/> Keys for equipment (on red and black wristbands) <input type="checkbox"/> Key for gray cart (on blue lanyard) <input type="checkbox"/> Lost IDs, drivers licenses, etc.	Seal with RED plastic tab seal (numbered side up).  Do not use tape or sticky labels.
<input type="checkbox"/> <b>#8</b> White Envelope	<b>Used (filled-in) Forms:</b> <input type="checkbox"/> Voter Registration Applications <input type="checkbox"/> Affirmations of Eligibility <input type="checkbox"/> Requests for Assistance <input type="checkbox"/> ID Confirmation Statements <input type="checkbox"/> Deceased Voter <input type="checkbox"/> Voter Referral Worksheets (yellow) <input type="checkbox"/> Election Officer Applications <input type="checkbox"/> Authorized representative forms <input type="checkbox"/> Cancelled <b>Voter Registration forms</b>	Seal with label – 2 signatures.  Unused/blank forms should be returned in the Blue Bag. <b>Do not mix filled-out forms with blank forms.</b>
<input type="checkbox"/> <b>EO</b> Envelope	<input type="checkbox"/> Election Officer Evaluation Form	Seal if desired.
<b>Major items</b>	<input type="checkbox"/> <b>Unused ExpressVote cards in brown envelope</b> (do not bend or seal) <input type="checkbox"/> <b>Unused provisional envelopes</b> <input type="checkbox"/> <b>Unused provisional notices</b>	Do not return in other places!!!
<b>Other Items</b>	<input type="checkbox"/> Code of Virginia law book <input type="checkbox"/> Unused paper pollbook and Count Sheet <input type="checkbox"/> Dual polling places only – Maps and Signs <input type="checkbox"/> Voter Permit Cards <input type="checkbox"/> High School Election Page packet (yellow) <input type="checkbox"/> Small clippers/pliers for cutting seals (in small pouch)	N/A

# ITEMS to RETURN in BLUE BAG

ITEMS	DESCRIPTION	COMMENTS
<b>Unused forms (on tear-off pads)</b>	<input type="checkbox"/> <u>Unused</u> Request for Assistance forms <input type="checkbox"/> <u>Unused</u> Affirmation of Eligibility forms <input type="checkbox"/> <u>Unused</u> Comment forms <input type="checkbox"/> <u>Unused</u> Voter Referral Worksheets (yellow) <input type="checkbox"/> <u>Unused</u> Notification of Death forms <input type="checkbox"/> <u>Unused</u> ID Confirmation Statement pads <input type="checkbox"/> <u>Unused</u> Cancel Registration forms <input type="checkbox"/> Writing Pad	Assistance Form – 2 sets, one with English/Spanish and one with Vietnamese/Korean Eligibility Form – 4 sets, one for each language
<b>Unused forms (loose or banded)</b>	<input type="checkbox"/> <u>Unused</u> Voter Registration Form <input type="checkbox"/> <u>Unused</u> Voter Complaint Form <input type="checkbox"/> Election officer recruitment cards <input type="checkbox"/> Election officer table-top poster	Registration forms – 4 languages Complaint Form - 4 languages
<b>Reference items</b>	<input type="checkbox"/> Final Absentee Report (from Sheriff's envelope) <input type="checkbox"/> Close of Books Report (from Sheriff's envelope) <input type="checkbox"/> District, Precincts, and Polling Places (precinct locator) <input type="checkbox"/> Voter ID Chart for Check-in Table <input type="checkbox"/> Explanation of Party Abbreviations handout	<b>Sample ballots and leftover bond information</b> may be discarded or recycled.  Return all other material on this list.
<b>Large posters</b>	<input type="checkbox"/> Vote Here <input type="checkbox"/> Voter Parking Only <input type="checkbox"/> Prohibited Area <input type="checkbox"/> Firearms Prohibited <input type="checkbox"/> Voter Rights and Responsibilities <input type="checkbox"/> DS200 Instruction Poster <input type="checkbox"/> ExpressVote Instruction Poster <input type="checkbox"/> Curbside Notice	Prohibited Area and Rights and Responsibilities have 2 sets – one for English/Spanish and one for Vietnamese/Korean.  Remove all tape from signs!
<b>Small posters</b>	<input type="checkbox"/> Voting Information (lime green) – HAVA 2 <input type="checkbox"/> Attention All Voters (white & blue) signs <input type="checkbox"/> Attention Authorized Representatives <input type="checkbox"/> Do you have your ID? (yellow) <input type="checkbox"/> Exit signs <input type="checkbox"/> Red and Blue Arrows <input type="checkbox"/> Universal Accessibility Symbol (wheelchair) <input type="checkbox"/> Instructions for Hanging Signs and Posters handout	Attention Voters – 4 sets – one for each language.  Remove all tape from signs!
<b>Precinct supplies</b>	<input type="checkbox"/> <u>Unused</u> Authorized Representative stickers <input type="checkbox"/> 40-foot No Campaigning Kit <input type="checkbox"/> Magnifying glass <input type="checkbox"/> Magnifying sheet <input type="checkbox"/> Tape rolls – clear, blue painters, red tamper <input type="checkbox"/> Ballpoint pens for marking ballots <input type="checkbox"/> Rulers <input type="checkbox"/> Small blue pencil case with clips, scissors, pens, post-its, mini-stapler, black marker, moistener bottle, etc. <input type="checkbox"/> "I Voted" and "Future Voter" stickers	Please return in good condition so we can reuse for future elections.
<b>Miscellaneous</b>	<input type="checkbox"/> Anything we did not list elsewhere, including "lost and found" items (excluding driver's licenses or other IDs, which should be returned in the #7 orange pouch).	Put the precinct number on "lost and found" items so we can try to get things back to their owners.

# ITEMS to RETURN in GRAY CART

AREA	ITEM	CONTENTS
Large Items	<input type="checkbox"/> Gray tote bin with Poll Pad peripherals	<ul style="list-style-type: none"> <li>- Clear plastic photo ID holders</li> <li>- Round Poll Pad bases</li> <li>- 2 power strips</li> </ul>
	<input type="checkbox"/> (2) ExpressVote machines in black padded cases	<ul style="list-style-type: none"> <li>- ExpressVote Machine</li> <li>- Keypad for blind voters</li> <li>- Headset for audio ballot</li> </ul>
	<input type="checkbox"/> Blue supply bag	<ul style="list-style-type: none"> <li>- See checklist on other pages. Contains all signs, unused forms, tape, pencil case, etc.</li> <li>- Remove all tape and staples from signs.</li> <li>- Refold as carefully as possible.</li> </ul>
	<input type="checkbox"/> PPE supplies	<ul style="list-style-type: none"> <li>- Return all unused PPE supplies.</li> <li>- Return all empty bottles and partially filled bottles.</li> </ul>
	<input type="checkbox"/> Small lightweight canvas bag	<ul style="list-style-type: none"> <li>- Individual surge suppressors for DS200s</li> <li>- Power strip with cord</li> <li>- Extension cords</li> <li>- Cart power cord</li> <li>- Back-up headset for audio ballot</li> </ul>
	<input type="checkbox"/> Blue hard case	<ul style="list-style-type: none"> <li>- Lighted privacy booth for accessibility compliance</li> </ul>
Top of Cart	<input type="checkbox"/> Yellow A-frame curbside sign	<ul style="list-style-type: none"> <li>- Remove phone number “slider” and place inside cart, then place A-frame curbside sign on top.</li> </ul>
	<input type="checkbox"/> Acrylic sneeze guards (disassembled and packed)	<ul style="list-style-type: none"> <li>- Re-pack acrylic sneeze guards in cardboard boxes, then place on top.</li> </ul>
	<input type="checkbox"/> Absentee ballot drop box (disassembled and packed)	<ul style="list-style-type: none"> <li>- Return unused seals in clear plastic portfolio folder and return in the cart.</li> </ul>
Inside of doors	<input type="checkbox"/> Cart Security Log – completed and signed	<ul style="list-style-type: none"> <li>- Clear plastic sleeves on inside of left door</li> </ul>
	<input type="checkbox"/> “Real estate” signs / wires	<ul style="list-style-type: none"> <li>- 4-5 wire sign frames</li> <li>- Plastic signs to go over wires – remove from wires or place on shelf</li> </ul>

# ITEMS to RETURN in GRAY CART

<b>Other Items</b>	<input type="checkbox"/> <b>3-sided cardboard privacy booths</b> <input type="checkbox"/> <b>UNUSED manila folders for ballot privacy</b> <input type="checkbox"/> <b>Clipboards</b> <input type="checkbox"/> <b>Calculator</b> <input type="checkbox"/> <b>Small American flag with stand</b> <input type="checkbox"/> <b>H-wire sign for handicapped parking</b> <input type="checkbox"/> <b>Phone number “slider” from curbside sign</b>	- Miscellaneous precinct Items
	<input type="checkbox"/> <b>Cones</b> <input type="checkbox"/> <b>Handicapped Parking sign with stand</b> <input type="checkbox"/> <b>Custom signs</b>	- Specialty items (only for selected precincts with accessibility issues)
	<input type="checkbox"/> <b>Clear plastic portfolio folder</b>	- Return unused seals in clear plastic portfolio folder and return in the cart.

# ITEMS to RETURN to GOVERNMENT CENTER

**The Chief will drive the following items to Government Center:**

*(Warning: Some items are heavy! Ask all officers to help load Chief's car before leaving.)*

CONTAINER	CONTENTS	INSTRUCTIONS
<input type="checkbox"/> <b>Black Rolling Kit</b>	- See chart on previous pages	Contains envelopes, pouches, etc.
<input type="checkbox"/> <b>Green Poll Pad case</b>	- Poll Pads and attachments - Stylus and cloth - Power cubes and cords - Mobile hotspot	No seal required.
<input type="checkbox"/> <b># 3 Cardboard Ballot Boxes</b>	- All scanned ballots - All hand-counted ballots	Verify boxes are sealed with red tamper tape.  Verify boxes have <b>white #3 sheets</b> taped to one side and end of each box and each box is numbered.  Verify yellow signature label is affixed to the top of each box over the flaps and <u>all</u> officers signed.  Verify the # of boxes of voted ballots is recorded on the <b>Machine Certification Form</b> .
<input type="checkbox"/> <b># 6 Cardboard Ballot Boxes</b>	- Unused (blank) printed ballots	Verify boxes are sealed with red tamper tape.  Verify boxes have <b>blue #6 sheets</b> taped to one side and end of box.  Verify white signature label is affixed to the top of each box over the flaps and <u>two</u> officers signed.  <b>(Do not forget unopened boxes in the cart.)</b>
<input type="checkbox"/> <b>Windshield sign</b>	- Windshield sign	Keep near passenger seat of Chief's car for easy access.
<b>Loose Items</b>	- Any stray items that did not get put in the cart, black kit, or blue bag.	Before you leave, check for signs that were posted outside or along the road to direct voters.

# **10. RETURN MATERIAL**

# RETURNING ELECTION MATERIAL

Some election materials must be returned on election night.

The Chief (or, if mutually agreed, Assistant Chief) must drive these materials back to a return depot.

Ask election officers to help bring these items to your vehicle.

**Pack these items in the Chief's car!**



**1. Black rolling kit**

**2. Green Poll Pad case**

**3. Windshield sign**

**4. #3 Boxes**

(voted ballots)

**5. #6 Boxes**

(unvoted ballots)

You should be able to finish closing procedures and leave your polling place within 1-2 hours of polls closing.

**Call or text your Rover by 9:00 PM or when you are ready to leave your polling place, whichever is earlier.** If you have not finished closing procedures by 9:00 PM, your Rover may come to assist you.

Once all materials are packed in your vehicle, you should immediately drive to your designated return location.

## **RETURN LOCATIONS**

See next page for a list of precincts assigned to return at each location. Unless otherwise indicated, the default return location is the Fairfax County Government Center. If you wish to go to a different return location, let us know no later than the Friday before the election (call 703-324-4735 or email [elect@fairfaxcounty.gov](mailto:elect@fairfaxcounty.gov)).

Follow the provided maps to the exact drop-off site at each return location. Look for signs or county trucks. Make sure to have your windshield sign indicating your precinct number easily visible to staff!

When you arrive, office staff and volunteers will assist you in unloading – there is no need to exit your vehicle.

**VERY IMPORTANT:** The trucks at each location will leave at 9:30 PM to bring all supplies to our main office. Call General Support if you are running late or need assistance from a Rover.

# RETURNING ELECTION MATERIAL

## Fairfax County Government Center 12000 Government Center Parkway, Fairfax, VA 22030

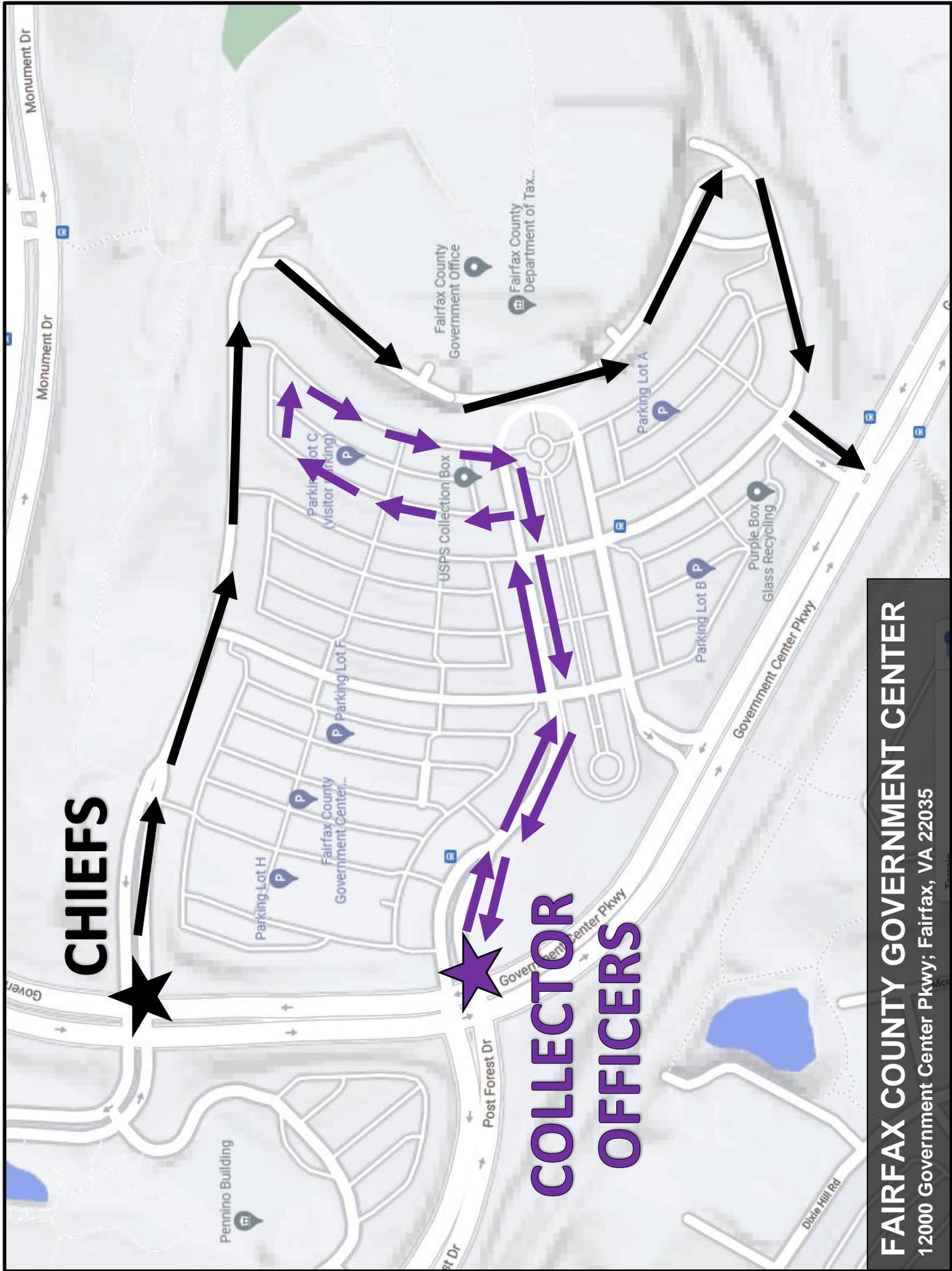
All precincts not listed below should return materials to the Fairfax County Government Center.

## North County Governmental Center 1801 Cameron Glen Drive, Reston, VA 20190

201 Armstrong	235 Frying Pan	316 Salona #1	705 Graham-Greenway
203 Floris	236 Stuart	317 Westhampton	708 Marshall
208 Reston #1	237 McNair	318 Westmoreland	710 Pine Spring
209 Reston #2	238 Cameron Glen	319 Herndon #1	712 Shreve
213 Vienna #1	240 Colvin	320 Herndon #2	713 Timber Lane
216 Vienna #4	301 Chain Bridge	321 Clearview	720 Thoreau
219 Westbriar	302 Chesterbrook	322 Forestville	726 Magarity
220 Dogwood	303 Churchill	323 Shouse	731 Tysons
221 Hunters Woods	304 Cooper	324 Herndon #3	733 Kilmer
222 Reston #3	305 El Nido	325 Hutchison	735 Rotonda
223 Glade	306 Great Falls	327 Sugarland	905 Franklin
224 South Lakes	307 Haycock	328 Hickory	908 Hidden Meadow
225 Hughes	309 Kenmore	329 Seneca	909 Oak Hill
226 Wolftrap	310 Kirby	331 Spring Hill	927 Armfield
227 Sunrise Valley	311 Langley	332 Coates	931 Carson
229 Fox Mill	312 Longfellow	333 Salona #2	
233 North Point	314 McLean	703 Fort Buffalo	
234 Aldrin	315 Pimmit	704 Freedom Hill	

## Mount Vernon Governmental Center 2511 Parkers Lane, Alexandria, VA 22306

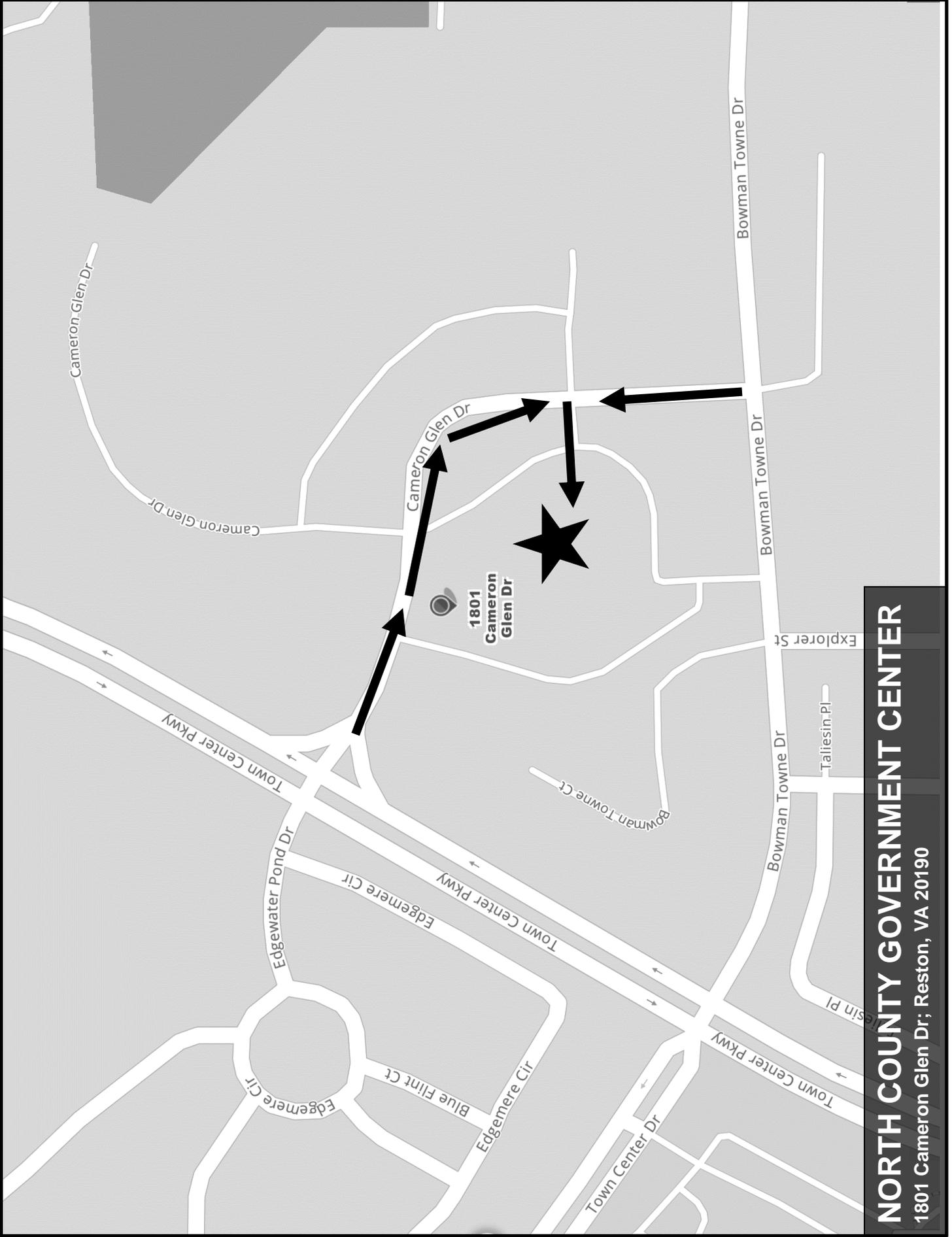
401 Bush Hill	420 Villages	604 Bucknell	616 Gunston
402 Cameron	421 Kingstowne	605 Fort Hunt	617 Lorton
403 Forestdale	422 Van Dorn	606 Hollin Hall	619 Belvoir
404 Franconia	423 Clermont	607 Huntington	621 Grosvenor
405 Groveton	424 Huntley	608 Kirkside	622 Lorton Station
406 Hayfield	427 Island Creek	609 Marlan	623 Alban
408 Mount Eagle	428 Pinewood	610 Sherwood	626 Saratoga
409 Pioneer	429 Hybla Valley	611 Stratford	627 Woodlawn
410 Rose Hill	430 Lane #2	612 Waynewood	628 Laurel Hill
411 Virginia Hills	526 Bren Mar	613 Westgate	629 South County
413 Fairfield	601 Belle Haven	614 Riverside	630 Army
419 Lane #1	602 Belleview	615 Woodley	



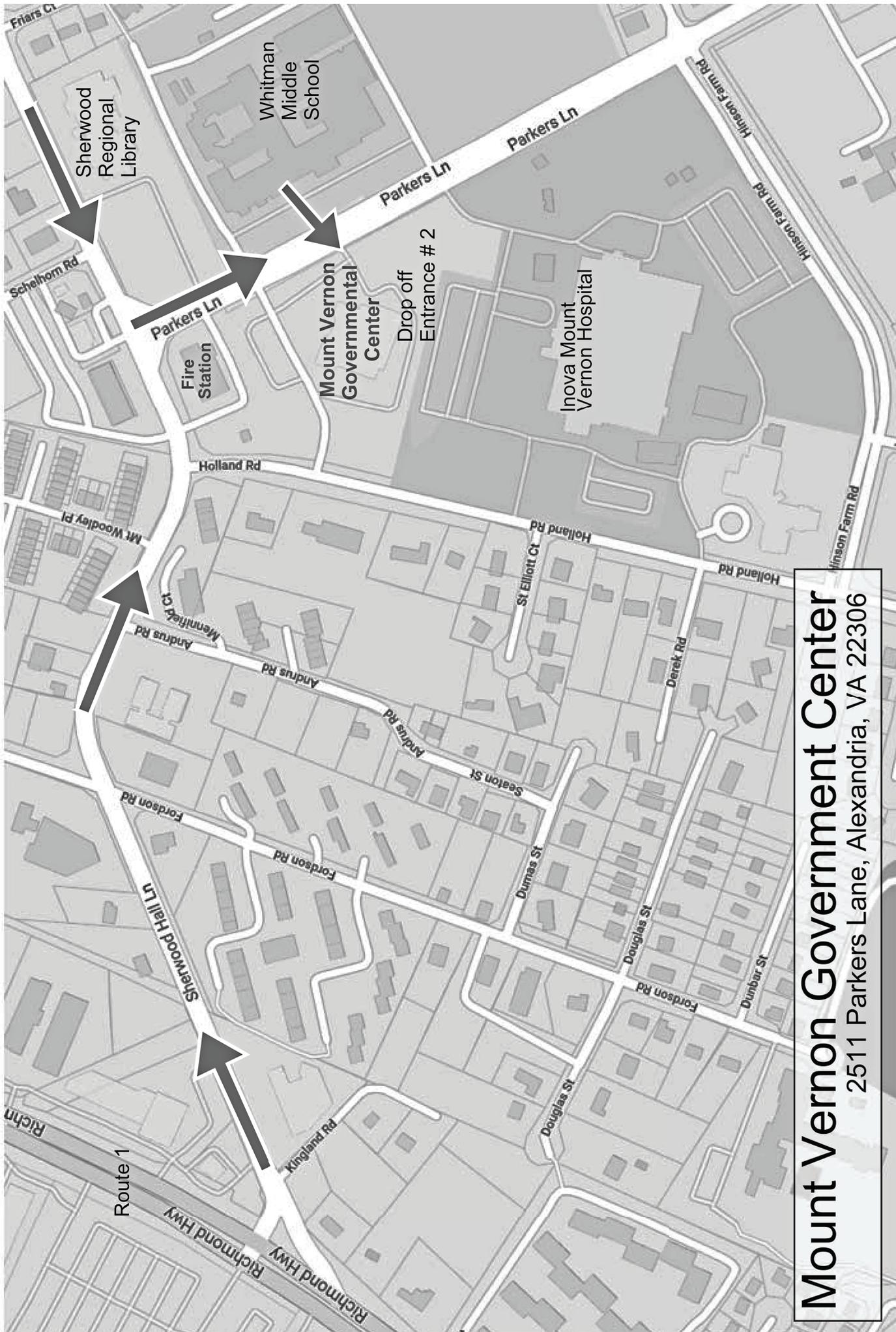
**CHIEFS**

**COLLECTOR  
OFFICERS**

**FAIRFAX COUNTY GOVERNMENT CENTER**  
12000 Government Center Pkwy; Fairfax, VA 22035



**NORTH COUNTY GOVERNMENT CENTER**  
1801 Cameron Glen Dr; Reston, VA 20190



**Mount Vernon Governmental Center**  
2511 Parkers Lane, Alexandria, VA 22306

# **11. ACCESSIBILITY**

# ACCESSIBILITY

Accessibility is a vital consideration both before and on election day.

Before election day, there are a number of things you should consider as you setup the polling place and the path of travel from the parking lot to the voting room. In this section, we have provided you a number of tips and items to keep in mind as you setup and configure your polling place to be accessible to all voters.

On election day, be mindful of voters needing accessibility. See below for general guidance on etiquette and how you should handle voters with disabilities or other issues requiring accessibility.

Finally, remember that you have an ExpressVote ballot marking device at each precinct. The ExpressVote can be used by any voter, but will be especially helpful to voters requiring accessibility considerations.

## **GENERAL GUIDANCE ON ETIQUETTE**

- Do not assume, based upon appearance or disability, that a voter requires assistance to vote, or that the voter is unable to make an informed choice.
- Ask before you help; don't assume the person needs help. If the setting is adequately accessible, some senior citizens and persons with disabilities can vote without assistance. If a person does need assistance, allow the person to indicate how best to assist them before taking action.
- Voters with disabilities may be accompanied by companions or aides or a sign language interpreter. Speak to the voter directly and make eye contact.
- Some people may need more time to process information for a variety of reasons – do not rush them, finish their sentences, or become impatient. Don't show impatience—pay attention to what your body language/facial expressions are conveying.
- Be sensitive about personal contact. Grabbing someone, even if you intend to give assistance, could knock the person off balance and can feel demeaning.
- Be sensitive about contact with assistive devices such as wheelchairs, walkers, canes, and guide dogs. These aids are part of an individual's personal space.
- Relax when talking with someone with a disability. Treat the person the same as you would any other voter, and don't be embarrassed if someone with a disability corrects your etiquette.

# ACCESSIBILITY

## **WORKING WITH VOTERS WHO ARE BLIND OR HAVE A VISUAL IMPAIRMENT**

- Always identify yourself and others with you when meeting someone with a visual impairment. When conversing in a group, be sure to identify the person to whom you are speaking.
- Introduce yourself by name and identify yourself as an election officer so that the voter knows they are working with the correct person.
- Give specific directions to locations in the polling room, such as “the ExpressVote marking device is located straight ahead about 15 feet on the right”, not just that it is toward the back of the room.
- If you guide a person, state that you are offering your (left or right) arm and describe the path ahead as you move.
- Let the person know you are leaving their presence.

## **WORKING WITH VOTERS WHO ARE HEARING IMPAIRED**

- When speaking with someone who has a hearing impairment, speak directly, clearly, slowly, and expressively. Speak directly to the voter, not the assistant.
- Use a normal volume of voice; hearing aids are generally tuned to normal speech volume.
- Keep mouth and lips visible while speaking (use the clear face mask).
- If you need to get someone’s attention, lightly tap their shoulder (from the front) or wave your hand.
- Make eye contact before pointing to something or to another part of the room.

## **WORKING WITH VOTERS WHO ARE WHEELCHAIR USERS**

- Ask permission before touching a wheelchair, which is part of that individual’s personal space.
- If the voter is having difficulty navigating an obstacle, ask if the person needs assistance before pushing the wheelchair.
- Keep the paths for moving within the polling space and especially within the voting room clear of obstacles.

## **WORKING WITH VOTERS WHO HAVE SERVICE ANIMALS**

- Under the Americans with Disabilities Act, people using service dogs are not required to provide a certificate, license, or any other type of identification. You may ask if the dog is a service dog.
- Service dogs are not required to be on a leash, which may interfere with its job, but they must be under the handler’s control at all times.
- The service dog must concentrate on its task, so don’t pet, talk to, distract, or offer treats to the animal.

# ACCESSIBILITY

You should set up the polling place to be as physically accessible as possible.

## **PARKING**

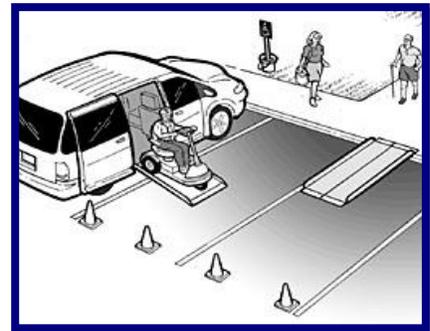
There will be several things you need to remember on election day about parking.

Some precincts use temporary solutions to address accessibility issues such as movable signs, parking cones, and parking pads.

It may not be your duty to put these solutions in place, but it will be your duty to ensure they remain in place throughout the day.

The picture to the right gives an example of temporary solutions.

- Notice the cones and the temporary signpost.
- Also notice on the picture that election officers have blocked off other spaces to ensure persons with disabilities can have clear access to the temporary ramp.



You must also be aware of who is parking in the designated accessible parking space. If a person without an official DMV marked plate or hanging parking permit has parked in the accessible space, you can either have the vehicle towed or locate the violator and have them move the vehicle immediately.

## **EXTERIOR DOOR ACCESS**

A number of barriers may be present at the entrance of the polling place which may require adaptation. The most common is an inaccessible door handle. To address this issue, many localities will prop the door open on election day. The election officer must make sure that the door stays open throughout the day or find another ADA-acceptable solution.

Temporary solutions at exterior doors can include temporary (removable) door levers and removable beveling strips. If your precinct uses these options, be sure they are in place prior to opening.

# ACCESSIBILITY

## EXTERIOR PATH OF TRAVEL

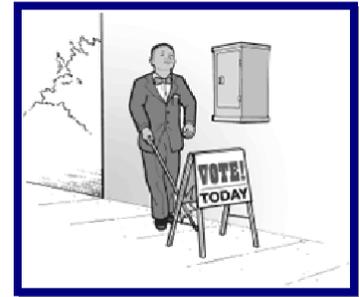
Path of travel is one of the most important areas to watch on election day. There are several barriers that may impede a person's ability to reach the polls, and in some cases, could even cause injury. Be sure to inspect the path of travel from time to time on election day.

When considering how to maintain the path of travel, use common sense. You must keep the path of travel free from debris such as gravel, snow, and ice.



For blind and vision impaired voters there will be two common barriers that can be easily fixed on election day:

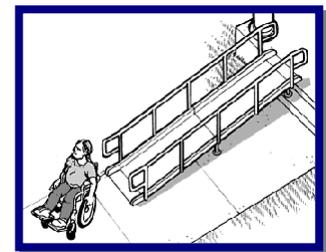
- All over-hanging objects should be trimmed or removed prior to election day. However, changes in structures and vegetation occur often. Be sure to check these barriers before election day and inform the proper personnel if a potential problem is found.
- When objects extend into the path of travel you can easily remove this barrier by placing an object under the object so the voter will be sure to strike the object with their cane before walking into the barrier.



For voters with mobility impairments that require assistive devices such as wheelchairs, scooters, walkers, or canes, the poll worker must be sure that:

- There is a wide (at least 36") path of travel from the parking lot to the entrance;
- All signs marking accessible path of travel are placed prior to the opening of the polls.

Treatment for ramps is generally fairly easy for poll workers. Simply remember your common sense and keep ramps free from debris. The rest of the care for the ramp should come from whoever has installed it.

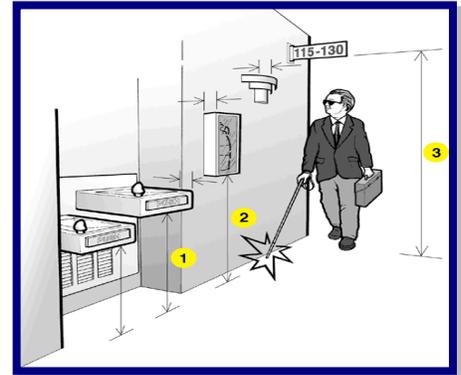


# ACCESSIBILITY

## INTERIOR PATH OF TRAVEL

Interior paths of travel to the polling room can be treated similarly to exterior paths. Election officers need to be primarily aware of interior doors and objects in path of travel.

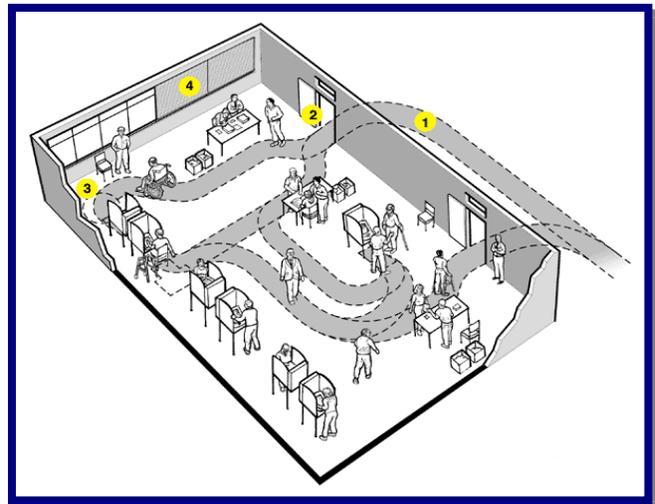
- Interior doors may have the same barriers as exterior doors. Be aware of any temporary solutions that may be in place. It is a good idea to prop open the interior doors if possible.
- Objects protruding and overhanging into the path of travel will be the most common barrier in the interior path of travel. Also, the path of travel should always be at least 36”.



## INSIDE THE POLLING ROOM

The biggest factor contributing to the accessibility of the polling room is the design of the path of travel through the room.

- Strive for a smooth path of travel that doesn't require a lot of turning.
- Strive for roomy aisles between voting machines.
- Watch for and remove obstacles that might impede the progress of a wheelchair user.



Provide chairs for those who have difficulty standing for longer periods of time.

# EXPRESSVOTE – ACCESSIBLE BALLOT MARKING DEVICE

## What is an ExpressVote?

---

The ExpressVote is an ADA-compliant ballot marking device that enables a voter to mark their ballot without assistance.

In accordance with federal law, marking devices cannot record votes. Instead, the ExpressVote acts as a pen, and prints out a marked ballot card which the voter then inserts into the DS200.

Voters may use the touch screen, keypad (includes braille), sip and puff device, or rocker paddle device. All options can be used in conjunction with an audio ballot.



## How do you use an ExpressVote?

---

Most voters will use the ExpressVote touchscreen. To assist them:

1. Instruct the voter to insert the ballot card into the slot with the card cutout corner at upper right.
2. Instruct the voter to follow the prompts on the touchscreen to select the language.
3. Point out that the voter may use “zoom” to adjust the font or “contrast” to change the screen display.
4. Instruct the voter that they will have the opportunity to review the ballot after making selections.
5. Instruct the voter to review the ballot, then touch “print card”.
6. Insert the printed card into a privacy folder and then instruct the voter to take the card to the DS200 to have the ballot scanned and counted.

## Can blind or visually impaired voters use an ExpressVote?

---

Yes! To assist voters who are blind or visually impaired:

1. Help the voter get seated and comfortable. (If the voter has an assistant or companion, allow the companion to take the lead in helping the voter get situated.)
2. Briefly, describe the ballot marking device (ExpressVote) and how the voter will use it.
3. Gently, place the keypad in the voter’s hand(s) and describe the various buttons and their functions. Allow the voter time to get acquainted with the arrows/buttons and to feel each shape.
4. Plug in the headphones and help the voter to put them on and adjust the volume.
5. Describe the ballot card and explain that you will insert the card (or help the voter to insert the card) to start the program/audio prompts.
6. Explain that you will step away to give the voter privacy and quiet, but that you are available (close by) if help is needed.
7. Stay at least five feet away from the voter to give them privacy.
8. After making all selections, a Summary of Selections will begin to give the voter the opportunity to review the entire ballot and make changes, if desired.
9. When the voter has completed voting, as needed, help the voter place the marked ballot into a privacy folder and take it to the DS200 to be scanned.

# EXPRESSVOTE – ACCESSIBLE BALLOT MARKING DEVICE

## What are the buttons on the ExpressVote keypad?

YELLOW TRIANGLES: Navigation Arrows/Buttons

- UP: go to or repeat previous voting option
- DOWN: go to (or scroll) to next voting option
- LEFT: go back to previous contest/issue
- RIGHT: go forward to next contest/issue

BLUE SQUARE: SELECT (choose) an option.

WHITE PENTAGON: HOME button – push once for language selection; push twice for help. The button opens screen with general voting instructions.

TURQUOISE HEXAGON: PAUSE button to stop/resume audio.

GREEN CIRCLE: REPEAT button to repeat the last instruction or option.

ORANGE RECTANGLE: VOLUME control. Use left (minus) to decrease volume; right (plus) to increase volume.

**IMPORTANT:** *The default volume is quite low. You may have to assist the voter to increase the volume when they first put on the headset.*

PURPLE OVAL: TEMPO button can be used to decrease (minus) or increase (plus) the speed of the audio output.

BLACK DIAMOND: SCREEN display toggle will turn off/on the ExpressVote screen to protect the privacy of the voter while they are voting. Pushing the black diamond 4 times before the ballot is printed will eject the ballot card and EXIT the program.



## Is there anything else I should know about the ExpressVote keypad?

- The LEFT and RIGHT arrows help the voter navigate backward and forward between contests.
- The UP and DOWN arrows help the voter navigate through the candidates/choices within the contest.
- To change a selection in a “vote for one” contest, use the UP or DOWN arrows to scroll through the choices. Press SELECT to make a new selection. The new selection replaces the previous selection.
- To change a selection in a “vote for more than one” contest, use the UP or DOWN arrows to scroll to the selection to be removed. Press SELECT to remove (de-select) the previous selection and then scroll to the new selection.
- To enter a write-in, select “write-in” and follow the audio prompts. Use the UP and DOWN arrows to scroll through the alphabet and select the letters to spell the name. (This is a very tedious process.)
- The ExpressVote will alert the voter, if they have undervoted, i.e., moved on to the next contest without making selections in the previous contest. The voter may proceed, however, if they wish to skip a contest or question without voting.
- If the voter wishes, they may reinsert the ballot into the ExpressVote, to confirm the selections, before they take the ballot to the scanner.
- A damaged or mis-marked ballot card may be spoiled and exchanged for a replacement card.
- If the voter leaves before the ballot has printed (fleeing voter), an Officer must touch EXIT on the screen to eject the ballot card. Mark VOID on the ballot card and place it in the **#4 Envelope**. Record a tick mark on the **#4 Envelope** to keep track of the ballots voided (fleeing voters) during the day to record on the **SOR** after the polls close.

## Tips for working with an interpreter over the phone:

- 1 Always speak directly to the caller, in the first person (I, Me, Mine). For example, you can say, "How may I help you today?"
- 2 Speak clearly and pause after a complete sentence to give the interpreter time to interpret.
- 3 Avoid slang, jargon, acronyms, side conversations or questions directed at the interpreter.
- 4 If common acronyms are used, clarify each one the first time you say it to ensure understanding.
- 5 An interpreter may need clarification of a term, and so he or she will address you directly.
- 6 Don't say anything you don't want to be interpreted because the interpreter is required to interpret everything that is said including curse words, side conversations and "irrelevant" chat.
- 7 Remember: Professional interpreters will use the first person "I", not "he/she says that." Professional interpreters will not offer his/her own opinion.

## Over The Phone Interpretation Fairfax County Office of Elections



- 1 **Dial: 1-718-838-9317**
- 2 Enter the following PIN: **63964822#**
- 3 Listen to the prompts and then choose from the following Quick Dials
  - 1 - Operator (all other languages)
  - 2 - Spanish
  - 3 - Korean
  - 4 - Vietnamese
  - 5 - Arabic
  - 6 - Amharic
  - 7 - Farsi
  - 8 - Hmong
  - 9 - Mandarin



# **12. AUTHORIZED REPRESENTATIVES**

# AUTHORIZED REPRESENTATIVES

Authorized representatives, sometimes known as “poll watchers,” are individuals who are authorized to remain in a polling place during the voting day.

They are permitted to move around and be anywhere in the polling place, so long as they do not impede voters or the voting process. If they observe an issue in the polling place, authorized representatives should report them to the Chief or Assistant Chief, the Electoral Board, or their local party committee.

## QUALIFICATIONS AND AUTHORIZATION

Authorized representatives must be qualified Virginia voters and must submit a written authorization form to you, which you will deposit in **Envelope #8** to be returned to the election office. Electronic or digital copies cannot be accepted for this reason.

- In a **general or special election**, the written authorization form must be signed by the county or city chairman of a local party committee or an independent candidate on the ballot. If the county or city chairman is unavailable to sign, the letter can be signed by a district or state chairman of the political party. (Photocopied forms or signatures are acceptable.)
- In a **primary election**, the written authorization form must be signed by a candidate on the ballot. (Photocopied forms or signatures are acceptable.)

## SAMPLE AUTHORIZED REPRESENTATIVE FORM

This is a sample of the type of form that an authorized representative will present to you. The wording can be different, but it should clearly indicate who the authorized representative is, who they are representing, and should bear a valid signature.

<p>_____ is a duly registered voter in the Commonwealth <i>(name of authorized representative)</i></p> <p>of Virginia and is authorized to represent _____ <i>(political party or independent candidate)</i></p> <p>as an authorized representative (“poll watcher”) on _____. <i>(date of the election)</i></p> <p>Signed, _____ <i>(party chairman or independent candidate)</i></p>
--

# AUTHORIZED REPRESENTATIVES

## NUMBER OF AUTHORIZED REPRESENTATIVES ALLOWED

The number of authorized representatives permitted in the polling place may vary throughout the day.

### **Before polls open**

- In a general election, each party or independent candidate may have one representative in the polling place to observe opening procedures. (Write-in candidates are not entitled to have authorized representatives.)
- In a primary election, each candidate may have one representative in the polling place to observe opening procedures.

### **While the polls are open**

- There may be up to three authorized representatives for each political party with a nominee on the ballot and three from each independent or primary candidate on the ballot.
- If there are more than three electronic pollbook stations, one representative from each party and one from each independent or primary candidate must be allowed for each pollbook station.

### **After polls close**

- Only two representatives of each political party with a nominee on the ballot or one representative of each independent candidate or primary candidate are permitted as authorized representatives after the polls close.
- If there are fewer than four authorized representatives, notify any bystanders. You may select one or more individuals, up to a total of four authorized representatives. There are no qualifications required for bystanders.

**IMPORTANT:** Authorized representatives may not leave the polling place or call, text, email, tweet, or otherwise communicate the returns until after the results are certified, called in, and posted by election officers.

# AUTHORIZED REPRESENTATIVES

## REQUIREMENTS FOR AUTHORIZED REPRESENTATIVES AT THE POLLING PLACE

The primary concept for authorized representatives is that they cannot "otherwise impede the orderly conduct of the election." The officers of election have the authority to remove any person interfering with the voting process and have broad discretion to manage affairs within the polling place. §§ 24.2-604, 24.2-607.

- May observe the process of opening and closing the voting equipment but may not touch anything or participate.
- Does not have to be the same person all day. They may switch off, but each poll watcher must have their own authorization form unless the candidate committee provided a list for the day.
- Must wear an authorized representative identification badge (provided by precinct Chief) while inside the polls.
- Must return the authorized representative ID badge when leaving or being replaced by another representative for the same party/candidate.
- May use an electronic communication device (smart phone, tablet, etc.) but may not take photos or do any filming.
- May move about the polling place as long as they comply with the rules.
- May not hinder or delay any voter or officer. Cannot provide assistance to any voter or wear any indicator that they are available to assist any voter inside the voting room and within the 40-foot Prohibited Area.
- Cannot sit at the check-in table but may be positioned so they can see and hear what is occurring at the check-in table. May create and mark their own list of voters (officers do **not** supply any list to the representatives.)
- May not campaign or display campaign material within the 40-foot Prohibited Area.
- May observe, but not participate or interfere with, tallying and closing.
- **IMPORTANT:** May not leave the polling place or call, text, email, tweet, or otherwise communicate the returns until after the final results are certified, called in, and posted by election officers.

If any authorized representatives do not comply with the requirements for permitted activities within the 40-foot Prohibited Area, call the office for guidance on how to handle the situation.

# AUTHORIZED REPRESENTATIVES

## CODE OF VIRGINIA AND VIRGINIA DEPARTMENT OF ELECTIONS GUIDANCE

If it is helpful, we are providing the Code of Virginia section covering authorized representatives.

Additionally, later in this section, you will find a guide from the Virginia Department of Elections addressing “Dos and Don’ts for Campaigners and Authorized Representatives” which goes into much more detail.

### **§ 24.2-604.4: Polling places; authorized representatives of party or candidate; prohibited activities.**

A. The officers of election shall permit one authorized representative of each political party or independent candidate in a general or special election, or one authorized representative of each candidate in a primary election, to remain in the room in which the election is being conducted at all times. A representative may serve part of the day and be replaced by successive representatives. The officers of election shall have discretion to permit up to three authorized representatives of each political party or independent candidate in a general or special election, or up to three authorized representatives of each candidate in a primary election, to remain in the room in which the election is being conducted. The officers shall permit one such representative for each pollbook station. However, no more than one such representative for each pollbook station or three representatives of any political party or independent candidate, whichever number is larger, shall be permitted in the room at any one time.

B. Each authorized representative shall be a qualified voter of any jurisdiction of the Commonwealth. No candidate whose name is printed on the ballot shall serve as a representative of a party or candidate for purposes of this section.

Each representative shall present to the officers of election a written statement designating him to be a representative of the party or candidate that is signed by the county or city chairman of his political party, the independent candidate, or the primary candidate, as appropriate. If the county or city chairman is unavailable to sign such a written designation, such a designation may be made by the state or district chairman of the political party. However, no written designation made by a state or district chairman shall take precedence over a written designation made by the county or city chairman. Such statement, bearing the chairman's or candidate's original signature, may be photocopied, and such photocopy shall be as valid as if the copy had been signed.

C. Authorized representatives shall be allowed, whether in a regular polling place or central absentee voter precinct, to be close enough to the voter check-in table to be able to hear and see what is occurring; however, such observation shall not violate the secret vote provision of Article II, Section 3 of the Constitution of Virginia or otherwise interfere with the orderly process of the election. Any representative who complains to the chief officer of election that he is unable to hear or see the process may accept the chief officer's decision or, if dissatisfied, he may immediately appeal the decision to the local electoral board or general registrar.

D. Authorized representatives shall be allowed, whether in a regular polling place or central absentee voter precinct, to use a handheld wireless communications device but shall not be allowed to use such a device to capture a digital image inside the polling place or central absentee voter precinct. The officers of election may prohibit the use of cellular telephones or other handheld wireless communications devices if such use will result in a violation of subsection A or C of § 24.2-604 or § 24.2-607.

E. Authorized representatives shall not be allowed in any case to provide assistance to any voter as permitted under § 24.2-649 or to wear any indication that they are authorized to assist voters either inside the polling place or within 40 feet of any entrance to the polling place.

F. The officers of election may require any person who is found by a majority of the officers present to be in violation of this section to remain outside of the prohibited area.



DEPARTMENT OF ELECTIONS  
1100 Bank Street, 1<sup>st</sup> Floor  
Richmond, VA 23219  
elections.virginia.gov

Toll-free: (Voice) 800-552-9745  
(TDD) 800-260-3466  
804-864-8901  
info@elections.virginia.gov

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**I. CAMPAIGNERS (CAMPAIGN WORKERS AND CANDIDATES)**

1. Campaigners must remain at least 40 feet away from any entrance to the building in which the polling place is located. This 40-foot "campaign-free" zone is referred to as the "prohibited area." Restrictions which apply to the prohibited area also apply to the polling place itself. If the electoral board allows campaigning within the building containing the polling place, all such activities must take place at least 40 feet from any entrance to the room where voting activities are being conducted. Code of Virginia, §§ 24.2-604 & 24.2-310.
2. There is no limit to the number of campaigners allowed outside of the prohibited area. § 24.2-604.
3. Campaigners cannot hinder or delay a person from entering or leaving a polling place. § 24.2-604.
4. Loudspeakers cannot be used within 300 feet of any polling place. § 24.2-605.
5. Campaign materials, including sample ballots, may be distributed on election day on the property on which a polling place is located and outside of the prohibited area. §§ 24.2-310(E), 24.2-604. Only the electoral board may approve exceptions in the limited circumstances described in § 24.2-310(E).
6. Campaign signs/posters may not be posted inside the prohibited area or polling place. Whether signs/posters can be posted outside of the prohibited area may be subject to the management policies of the property, or local ordinance. For example, a private organization may be willing to have its building serve as a polling place, but does not allow placement of sign posts in its lawn.
7. **Sample Ballots:**
  - a. On sample ballots, any official authority statement of a local electoral board or the State Board of Elections should be deleted, and replaced with the publishing candidate's or group's authority statement (or "disclaimer"). § 24.2-622.
  - b. For federal offices, the disclaimer required by federal law must be used. For all other offices, the required identification on campaign material is specified in the Code of Virginia. For details, go to [elections.virginia.gov](http://elections.virginia.gov).



- c. Samples of any ballot (or part of a ballot) cannot be printed on any shade of white paper and must contain the words "sample ballot" in type no smaller than twenty-four point. §24.2-622.
  - d. The voter is allowed to carry sample ballots and campaign material into the polling place but must not display them to other voters. §§ 24.2-622, 24.2-604.
8. No officer of election shall sign or otherwise mark any paper, form, or item, other than one furnished by the State Board, his electoral board, or general registrar, at his polling place during the hours that the polls are open. § 24.2-650.

## **II. PARTY AND CANDIDATE AUTHORIZED REPRESENTATIVES ON ELECTION DAY (General Information and Requirements)**

1. In a primary election, each primary candidate on the ballot in that election is entitled to representation, as discussed below, before, during and after the election.

In a general election or special election each political party with one or more nominees on the ballot in that election is entitled to representation (even if the nominees are running for local offices for which party names are not listed on the ballot).<sup>1</sup>

In a general election or special election each independent candidate on the ballot in that election is entitled to representation.

Write-in candidates are not entitled to representatives at any time, but they or their supporters may be able to witness the counting of votes in the precinct after the polls close (as chosen "bystanders"). See section V below and § 24.2-655.

2. The chairman of the political party or the independent/primary candidate entitled to representatives, as appropriate, must provide a notice of authorization. The notice should be done by one of the following methods:
- a. Provide, at least 5 days prior to the election, a list of authorized representatives for each precinct to the local electoral board; or
  - b. Provide a list of the authorized representatives for the precinct to the chief officer of election at the polling place; or
  - c. Provide each authorized representative with a letter (or copy) signed by the party chairman or the independent/primary candidate. The representative must give this letter (or copy) to the chief officer of election at the polling place.
    - i. The letter should be signed by a county or city political party chairman if the authorized representative is representing a party. If the county or city chairman is unavailable to sign the letter can be signed by a district or state chairman of the political party. § 24.2-604.

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<sup>1</sup> The political organizations which currently meet the definition of a "political party" under Virginia state law (§ 24.2-101) -- and are therefore entitled to party representation inside the polls during elections in which they have a nominee on the ballot -- are the Democratic Party and the Republican Party. Other groups may qualify to put their names on the ballot beside names of their candidates, but are not entitled to representatives.



**III. AUTHORIZED REPRESENTATIVES BEFORE POLLS OPEN (§ 24.2-639)**

1. Before opening the polls, each officer shall examine the equipment and see that no vote has been cast and that the counters register zero. The officers shall conduct their examination in the presence of the party and candidate representatives (if present) See § 24.2-639 for additional procedures before the polls open.
2. Number of authorized representatives permitted in polling place before polls open
  - a. General and special elections
    - i. One authorized representative of each political party with a nominee on the ballot in that election
    - ii. One authorized representative of each independent candidate on the ballot in that election
  - b. Primary elections
    - i. One authorized representative of each primary candidate on the ballot in that election
3. Representative must be a qualified Virginia voter. An officer of election has the discretion to verify an authorized representative's registration status and identity by asking the representative to provide an acceptable form of ID.
4. Representative must have a written statement (or copy) signed by the party chairman or the independent candidate he represents. This statement (or copy) should be presented to the chief officer of election if not presented previously (see section II above). The written statement is not required if the candidate or party chairman is serving as the representative.

**IV. AUTHORIZED REPRESENTATIVES WHILE POLLS ARE OPEN (§ 24.2-604)**

1. The primary concept with regard to authorized representatives is that they cannot "otherwise impede the orderly conduct of the election." The officers of election have the authority to remove any person interfering with the voting process, and have broad discretion to manage affairs within the polling place. §§ 24.2-604, 24.2-607.
2. Quantity and Qualifications for Authorized Representatives:
  - a. The officers of election, at their discretion, may allow a maximum of three authorized representatives from each political party with a nominee on the ballot in that election and three from each independent or primary candidate on the ballot in that election when the pollbook has less than three divisions/stations.
  - b. When the pollbook is divided (or there are multiple electronic pollbook stations), one representative from each party and one from each independent/primary candidate must be allowed for each pollbook division/station.
  - c. A representative must be a qualified Virginia voter.
  - d. The representative cannot be the candidate.<sup>2</sup>
3. Representatives may stay all day or they may come and go in shifts as determined by the party

<sup>2</sup> Please reference § 24.2-604(F) for candidates in the polling place on Election Day.  
ELECT-604



or independent/primary candidate.

4. The representative cannot sit at the registration table with the officers of election. The representative must be allowed to be close enough to the voter check-in table to hear and see what is occurring; however, not close enough to the officer to disrupt his or her duties including those of processing voters. The representative has a right to immediately appeal to the local electoral board if he is unable to observe the process. Subject to the restrictions below regarding secrecy of the ballot and the officer of election's right to ensure the orderly conduct of the election, the representative cannot be directed to only stand in one specific area. However, if the placement of a representative may hinder or delay a voter, the officer of election may require the authorized representative to move from that area.
5. All voters should check in at the check -in table with the pollbooks allowing the authorized representatives to see and hear the process. The separate table or privacy booth that voters are directed to for the purpose of completing and voting the provisional voting materials is not a check-in table and the privacy of the voting process should be respected by officers of election and authorized representatives.
6. It is unlawful for any authorized representative to be in a position to see the marked ballot of any other voter.
7. The representative cannot in any way hinder or delay a voter or officer of election.
8. The representative cannot insult or abuse an officer of election nor conduct herself in a noisy or riotous manner.
9. The representative cannot give, offer, or show any ballot, ticket or other campaign material.
10. The representative cannot influence any person in casting his ballot. Such prohibited influence would include a representative tendering advice to the voter on the type of ballot he should cast.
11. The representative cannot perform any type of filming or photography while inside the polling place, including the use of a camera phone to film or photograph.
12. Use of wireless electronic devices is permitted inside the polling place. However, officers of election may prohibit the use of cellular telephones or other handheld wireless communications devices if such use will hinder, intimidate, or interfere with any qualified voter from casting his/her ballot or if the use of the wireless device results in the authorized representative conducting him or herself in a noisy or riotous manner so as to disturb the election. §§ 24.2-604 and §§ 24.2-607. It is recommended that the authorized representative leave the polling place when making a phone call on his or her cellular phone.
13. A representative may mark or make his own list of those who have voted and make his own notes. An officer cannot provide any lists to representatives.
14. A representative may challenge a voter who is known or suspected not to be a duly qualified voter. The person challenging a voter must complete and sign a statement of challenger form stating the specific reason for the challenge. The challenged voter will be offered a written

statement (page 2 of the same form) attesting to their qualifications to vote. If the voter signs the statement, he or she must be allowed to vote. If the voter refuses to sign the statement, he



or she will not be allowed to vote. Challenges should not be made frivolously. §§ 24.2-607(A), 24.2-651, 52 USC 10307 (federal intimidation offense).

15. The authorized representative is prohibited from providing assistance to any voter or wearing any indicator that he is available to assist any voters either inside the polling place or within 40 feet of any entrance to the polling place. Prohibited assistance for this purpose includes providing voters over 65 or those physically disabled, or those with a disability or inability to read or write, or those that require language assistance with assistance in voting. The same restriction applies to any neutral observer authorized by the electoral board to be inside the polling place. §§ 24.2-604(C) and 24.2-649. However, there is no absolute prohibition on a representative speaking to either an officer or a voter, subject to the restrictions herein and to the officers' discretion in conducting an orderly election.
16. If voter asks an officer of election to translate the ballot:
  - a. The officer must first ask any authorized representatives of the parties/candidates who are in the polling place whether they have a volunteer available who can interpret for the voter in the requested language. (If so, the representative would briefly exit the polling place to get the volunteer interpreter.) § 24.2-649(C)
  - b. If available, one interpreter per such party or candidate will be allowed to listen to the officer assist the voter.
  - c. The voter may choose one of the interpreters to assist instead of the officer. The newly designated assistant must be qualified to assist (see below) and complete a new assistance form accordingly.
  - d. The Request for Assistance form must be completed by the voter and assistant.
  - e. Any party/candidate interpreter(s) must complete Part C of the form stating that the interpreter will not attempt to influence the voter's vote or reveal how the voter votes.

## **V. REPRESENTATIVES AT CLOSE OF POLLS (§ 24.2-655)**

1. Quantity and qualifications of authorized representatives:
  - a. Each political party with a nominee on the ballot in that election may have two representatives and an independent/primary candidate on the ballot in that election may have one representative at the polling place to witness the counting of ballots and ascertainment of results.
  - b. Again, the representative must be a qualified Virginia voter.
  - c. Representative must have a written statement (or copy) signed by his party chairman or the independent candidate he represents. This statement (or copy) should be presented to the chief officer of election if not presented previously (see section II above).
  - d. This representative may be the candidate or someone other than the representatives used while the polls are open.



2. After the polls are closed, if there are fewer than four authorized representatives (in total) at the polling place who request to be present while the votes are ascertained, the officers shall notify any bystanders, and select one or more bystanders to be present with any representatives so that there are as many as four (total) bystanders and representatives present during the count. The law limits the number of authorized representatives after the polls close to two from each political party having candidates in the election and one from each independent candidate or primary candidate. (§ 24.2-655).
  - a. A person who wants to watch the counting as a bystander is advised to let the chief officer of election know, before the polls close, that he or she will be waiting outside the polling place (and outside the 40 foot prohibited area) immediately after the polls close in case there are fewer than four authorized representatives.
  - b. There are no qualifications in the Code for the "bystanders" so, for example, a bystander may be selected who is not a registered Virginia voter (a requirement for all representatives).
  - c. Write-in candidates in general or special elections are not entitled to representatives at any time, but may use the bystander provision to get their observers into the polling place during the count if there are fewer than four authorized representatives at the polling place after the polls close.
3. The representatives and bystanders present cannot leave until the final results are ascertained and the chief officer of election has opened the doors and announced the results of the election, and may not communicate with any person outside the polling place by any means during the counting and ascertainment. There are no exceptions to this rule.
4. Representatives and bystanders present may witness the counting and ascertainment of results but may not touch or handle any ballot, voting machine or official document.
5. The representatives and bystanders present shall have an unobstructed view of the officers of election and their actions as the votes are counted and the returns are completed, and may make their own notes during the counting and ascertainment.

## **VI. REPORTING ALLEGED ELECTION DAY PROBLEMS**

Any alleged voting discrepancies should be reported to the chief or assistant chief officer of election, the local electoral board and/or the Department of Elections at the time they occur. If complaints are received at the time they occur corrective action, if necessary, can be taken. If reports are not made until the election is completed there is little, if anything, that can be done to remedy the situation.

## **VII. WHAT HAPPENS AFTER ELECTION DAY**

1. On election night, the local registrar's office will post unofficial results to the Department of Elections website ([elections.virginia.gov](http://elections.virginia.gov)). After election day, any corrections, additions or changes to these unofficial results (for example, when provisional ballot determinations are made) will be explained in the notes on the website.
2. The electoral board for the city or county will meet on the day after the election to canvass the



results of the election (§§ 24.2-671 through 24.2-678) and to decide the validity of each provisional ballot offered (§ 24.2-653). Please note that while the canvassing meeting is an open meeting, there are restrictions on who may be present during the electoral board's meeting on provisional ballots. 24.2-655

**The Canvass:**

3. In a general or special election, each political party with a nominee on the ballot and each independent candidate on the ballot; or in a primary, each primary candidate on the ballot shall be entitled to have representatives present when the local electoral board meets to ascertain the results of the election.
  - a. Each such party and candidate shall be entitled to have at least as many representatives present as there are teams of officials working to ascertain the results, and the room in which the local electoral board meets shall be of sufficient size and configuration to allow the representatives reasonable access and proximity to view the ballots as the teams of officials work to ascertain the results.
  - b. The representatives and observers lawfully present shall be prohibited from interfering with the officials in any way.
  - c. TIP: Authorization letters are not required for representatives at the canvass, but may be provided, at the option of the authorizing party chairman or independent/primary candidate.
4. The local electoral board certifies the winners for locally elected offices, and reports the county's or city's results for federal, statewide, general assembly, and shared offices to the State Board of Elections, which certifies those winners in a public meeting.
5. The canvass is a public, open meeting of the electoral board. Anyone may attend; however, there are special provisions for party/candidate representation.

**The Provisional Ballot Determination Meeting:**

6. Voters who cast provisional ballots may present evidence to the board. The provisional ballot meeting may be adjourned from day to day if necessary up to seven calendar days after the election. The canvass cannot be completed until the electoral board has reached a decision on every provisional ballot. After a decision has been made on each ballot, the valid provisional ballots are counted by the board and added to the locality's results as if a separate precinct.
  - a. Voters that cast a provisional ballot due to lack of identification must submit a copy of their valid ID or a signed ID Confirmation Statement to the electoral board by noon on the third day after the election. If the third day is a weekend or holiday, the deadline becomes noon the next business day. §§ 24.2-643 & 24.2-653
7. Notwithstanding the provisions of Virginia's FOIA law (§ 2.2-3700 et seq.), only the following are entitled to representation during the provisional ballot meeting:
  - a. In all elections, the individual whose provisional vote is being considered and the individual's representative or legal counsel; and appropriate staff and legal counsel for the electoral board.



- b. In a primary election, one representative of each primary candidate on the ballot in that election.
- c. In a general or special election, one representative of each political party with a nominee on the ballot in that election and one representative of each independent candidate on the ballot in that election.
  - i. Representatives (except for the candidate or party chairman) shall present to the electoral board a written statement designating him to be a representative of the party or candidate signed by the chairman of the political party, independent candidate, or the primary candidate, if applicable. The letter should be signed by a county or city political party chairman if the authorized representative is representing a party. If the county or city chairman is unavailable to sign the letter can be signed by a district or state chairman of the political party. The statement must bear the original signature of the chair or candidate, as appropriate. A photocopied statement is acceptable. § 24.2-653(B)
- 8. Appropriate staff and legal counsel for the electoral board may be present when the electoral board is conducting its provisional ballot determination meeting. 24.2-653(B)
- 9. Representative may not impede the orderly conduct of the determination.
- 10. Representative may not participate during the provisional ballots determination meeting, as they serve only as observers.
- 11. With regard to the provisional ballot logs, during the provisional ballot meeting, authorized representatives are permitted to inspect the provisional ballot log and take notes from the list, including the names, phone numbers, year of birth, and addresses of individuals who have voted provisionally. However, general registrars and electoral board members need to take steps to ensure that confidential information on the log is not disclosed. Information deemed confidential and not available for copying includes the voter's social security number, day and month of birth, and the reason for voting provisionally. Information not deemed confidential includes the voter's name, phone number, and address. You may preserve the confidentiality of information by providing photocopies, if practicable, of the provisional ballot log during the meeting with confidential information redacted. The authorized representatives can then take notes from the redacted photocopied logs. There is no prohibition for the authorized representatives to bring in a list of registered voters or other list that would allow them to cross-check the names on the provisional ballot list with the names on the list of registered voters.

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The next page contains a one-page summary of the information detailed above. This summary is also available as a separate document at [elections.virginia.gov](http://elections.virginia.gov). If you have any additional questions about election laws or procedures, call the Department of Elections, or contact your city or county's general registrar or electoral board.



**GUIDELINES FOR CAMPAIGNERS AND AUTHORIZED REPRESENTATIVES (REPS)**  
§§ 24.2-310, 24.2-604, 24.2-607, 24.2-622, 24.2-639 AND 24.2-655 of the Code of Virginia

**CAMPAIGNERS (INCLUDES CANDIDATE) - OUTSIDE POLLING PLACE AND PROHIBITED AREA**

- ↳ Must be outside 40 feet of any entrance to the building in which voting takes place . Only electoral board can authorize limited exceptions.
- ↳ No limit to the number of campaigners allowed outside the polling place and prohibited area.
- ↳ Cannot hinder or delay a person from entering or leaving a polling place.
- ↳ Loudspeakers cannot be used within 300 feet of any polling place.
- ↳ Campaign materials, including sample ballots:
  - Must be distributed outside the polling place and prohibited area.
  - Must contain a statement indicating who paid for/authorized the printing (see ELECT website, Campaign Finance)
  - Subject to a civil fine for failure to properly identify any campaign material.
- ↳ Sample ballots cannot be printed on white paper and must contain the words "Sample Ballot".

**AUTHORIZED REPRESENTATIVES (REPS) - INSIDE POLLING PLACE AND PROHIBITED AREA**

- ◆ Must be a qualified Virginia voter.
- ◆ Must present to the chief officer of election a "letter of authorization" signed by the independent or primary candidate or party chair entitled to representation (see below) if list of reps not previously provided. A copy of the signed "letter of authorization" is acceptable.
- ◆ No campaigning is permitted by anyone inside the polling place building without electoral board exception.
- ◆ Cannot hinder or delay any officer of election or voter.
- ◆ Cannot sit at the check-in table with officer of election but must be positioned to see and hear the check-in table and what is occurring. (rep may appeal to the local electoral board if dissatisfied with the chief officer's decision on placement.)
- ◆ May create their own list of voters and mark their own list (an officer cannot provide any list to reps).
- ◆ Cannot provide assistance to any voter or wear any indicator that he is available to assist any voter inside the polling place or within 40 feet of any entrance to the polling place.□
- ◆ Officers of election have authority to remove any representative who does not adhere to above guidelines.

<b>BEFORE POLLS OPEN</b> §24.2-639	<b>WHILE POLLS ARE OPEN</b> §24.2-604	<b>AFTER POLLS CLOSE</b> §24.2-655
<p>One rep of each political party having a nominee on the ballot in this election</p> <p>One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [may be the candidate]</p>	<p>Candidates may enter polling places only to vote, or to visit for no longer than ten (10) minutes per day per polling place</p> <p>For each pollbook in use in the precinct:</p> <ul style="list-style-type: none"> <li>• One rep of each political party having a nominee on the ballot in this election</li> <li>• One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [cannot be the candidate] ***</li> </ul> <p>If less than three (3) pollbooks in use, the Officers of Election, at their discretion, may allow a maximum of three reps whether or not the pollbook is divided.</p>	<p>Two reps of each political party having a nominee on the ballot in this election</p> <p>One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [may be the candidate] ***</p> <p>The representative cannot leave the polling place nor relay in any manner the results of the election until after final results are ascertained and chief officer of election has opened doors and announced the results. There are no exceptions to this rule.</p> <p>Representatives may witness the counting and ascertainment of results and make their own notes but may not touch or handle any ballot, voting equipment or official document, or interfere in any manner.</p>

# **13. GUIDELINES**

# GUIDELINES

In this section, we have provided various guidelines and appendices. Use these documents as a reference or show them to individuals that may need to take action on them.

## **LIST OF GUIDELINES ENCLOSED**

### **- Guidelines for election day activities**

- This document addresses what activities are permitted outside the polling place and how far individuals may have to remain from the building entrance to conduct some activities.
- If you have issues with individuals breaching the 40-foot Prohibited Area, you may show them this document so they understand what is permitted and what is not.
- Remember that the 40-foot Prohibited Area is set in law. You cannot grant individuals permission to conduct activities inside the 40-foot Prohibited Area for any reason. For example, even if it is raining, restricted activities must remain outside the 40-foot Prohibited Area.

### **- Electronic devices in polling place**

- Voters are generally permitted to use electronic devices, such as a cell phone, inside the polling place.
- Use this code reference if there are any questions or issues about the use of electronic devices inside the polling place.

### **- Notice 8422**

- This notice was sent to the building liaison at all FCPS facilities.
- In general elections, schools must provide the gym or cafeteria to be used as a voting room. If there are any issues regarding which voting room an FCPS facility has provided, you may show your building liaison this document.
- Similarly, schools are required to let voters enter without signing in. If there are any issues, show your building liaison this document.

### **- Notice 8422 attachment**

- This attachment was sent to the building liaison at all FCPS facilities.
- Schools are required to provide a minimum number of parking spots designated only for voters. If there are any issues, show your building liaison this document.

### **- What You Can Do As An Election Page**

- This document was provided to high school pages to indicate the types of tasks they can help with. It may also be helpful to you to understand what tasks you may assign to high school pages.

# GUIDELINES FOR ELECTION DAY ACTIVITIES

While the Fairfax County Office of Elections understands that various organizations and individuals want to conduct fundraisers, petition drives, exit polls and other activities on election day, our office must ensure that elections are conducted in an orderly manner, according to law, and that the voters are not intimidated or delayed when exercising their right to vote.

**Section 24.2-604** of the **Code of Virginia** states (in part) that “During the times the polls are open and ballots are being counted, it shall be unlawful for any person (i) to loiter or congregate within 40 feet of any entrance of any polling place; (ii) within such distance to give, tender, or exhibit any ballot, ticket, or other campaign material to any person or to solicit or in any manner attempt to influence any person in casting his vote; or (iii) to hinder or delay a qualified voter in entering or leaving a polling place.”

Following are guidelines for election day activities in Fairfax County:

- Outside the 40-foot prohibited area, citizens and organizations are entitled to exercise their right to free speech by campaigning, distributing flyers, conducting petition drives, exit polling, soliciting funds, etc., as long as they do not hinder voters or disrupt the election.
- Organizations that wish to conduct fundraising activities must have permission from the appropriate school/church official or owner of the property. **All such activities must be located outside the building and at least 40 feet away from the entrance(s).**
- Participants in these activities are asked to park either off-site or away from the polling place entrance(s) and may not park in spaces reserved for voters.
- Any citizen or organization involved in these activities must remove their tables, signs, flyers and trash from the polling place property immediately after the polls close.
- Loudspeakers are not permitted within 300 feet of the polls. (§ 24.2-605)
- Polling places in churches or other private facilities may have additional restrictions regarding fundraisers. Please contact their managers for specific information.

The Officers of Election have the authority to remove any person who disturbs or otherwise interferes with the orderly conduct of the election. (§ 24.2-607)

Thank you for your cooperation.



Fairfax County is committed to nondiscrimination in all county programs and services. Reasonable accommodations will be made upon request. Phone: 703-324-4735, TTY 711, Email: [elect@fairfaxcounty.gov](mailto:elect@fairfaxcounty.gov).  
Fairfax County Office of Elections, 12000 Government Center Parkway, Suite 323, Fairfax, VA 22035

**Board Adoption\_091112** \* On October 1, 2021, the Electoral Board extended these guidelines to all election activities, including absentee voting and the post-election canvass.  
**Board Readoption\_091913**

# ELECTRONIC DEVICES IN POLLING PLACE

Virginia Administrative Code

Title 1. Administration

Agency 20. State Board of Elections

Chapter 60. Election Administration

## 1VAC20-60-30. Electronic Devices in Polling Place.

A. The use of electronic devices inside the polling place is generally permitted. However, representatives of candidates and political parties authorized to observe the election are prohibited from taking photos or video within the polling place.

B. Officers of election are authorized to monitor the use of an electronic device by any individual in the polling place. Officers of election may restrict the use of an electronic device by any individual if that use hinders, delays, or disrupts the voting process; if that use attempts to solicit or in any manner attempts to influence any person in casting his vote; or if the individual attempts to intimidate another individual through use of an electronic device. Whether use of an electronic device by an individual is deemed in violation of this section is within the discretion of the majority of officers of election at each polling place. Upon determination of a violation of this section, the officers of election may (i) require any individual to cease the use of an electronic device, (ii) require any individual to limit the use of an electronic device to outside the polling place, or (iii) remove any individual from the polling place.

C. No voter may be removed from the polling place for the use of an electronic device until after the voter has cast his ballot.

D. The determination of the officers of election of any dispute concerning the use of an electronic device shall be subject to immediate appeal to the local electoral board.

E. An electoral board may not enact any policy that disallows the use of any electronic device by all individuals.

### **Statutory Authority**

§ 24.2-103 of the Code of Virginia.

### **Historical Notes**

Derived from Virginia Register Volume 28, Issue 4, eff. October 5, 2011; amended Virginia Register Volume 33, Issue 4, eff. October 4, 2016.

## **FACILITIES**

### **Leasing and Community Use of Facilities**

#### **Community Use of School Facilities as Polling Places for the General and Special Election, November 2, 2021**

##### **I. PURPOSE**

To provide a list of the 166 school facilities that have been made available to the Fairfax County Electoral Board as polling places for the General and Special Election on Tuesday, November 2, 2021, (see attachment) and to supply related information.

This notice is effective until Tuesday, November 9, 2021.

##### **II. RESPONSIBILITIES**

Responsibilities associated with the use of school facilities as polling places are set forth in the current version of Regulation 8422, Community Use of School Facilities as Polling Places. Attention is called to the paragraphs pertaining to requirements for the display of flags and times the facilities are open to election officials. Buildings must be open on time.

Polling facilities for all elections must comply with the Americans with Disabilities Act (ADA) including admittance from the accessible entrance to the building. Election officers will put up signs to reserve parking spaces for voters requiring accessibility near that entrance, if necessary.

To meet social distancing requirements and accommodate voters with disabilities and older voters, polling activities must be located in either the gym or cafeteria, or in a space that provides at least 1500 square feet of unobstructed space. The voting room must also accommodate multiple pieces of electronic voting equipment, and election staff. Tables with separate chairs are required.

Parking spaces are to be reserved for voters. Please reference the attachment for number of reserved parking spaces required for your facility.

Voters do not need to sign in at the main office. If your school has a door access system, please deprogram the door(s) used by the voters. If you do not want to disable the door(s) on Election Day, you must post someone near the door(s) because state law prohibits anything that may impede voter access. A school should not plan a fire drill on any Election Day.

**Notice 8422**

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Effective: September 30, 2021

Virginia Election Law 24.2-604 banning campaigning within 40 feet of any entrance to the polling place applies to soliciting for charitable causes as well.

The Fairfax County Office of Elections has been advised that warehouse personnel will move voting equipment from the warehouse to the schools beginning the week of Monday, October 18, 2021. Voting equipment will be picked up for storage beginning Wednesday, November 3, 2021.

In addition to the election cart that contains election materials and other voting equipment, a yellow curbside voting sign measuring 25" X 45", warehouse personnel will deliver one or two large black ballot scanning machines. **THE BALLOT SCANNING MACHINES MUST BE SECURED IN A LOCKED STORAGE AREA.** Custodians should be advised that Electoral Board personnel will visit each location on or before Monday, November 1, 2021, between the hours of 9 a.m. and 5 p.m., to verify that the correct equipment has arrived and is stored securely.

Each polling location listed on the attachment is authorized two hours custodial overtime. Schools must be opened at 5:00 a.m. and outside lights must be turned on. Please check your exterior lighting prior to the polling date to ensure that all lights function properly. Additionally, please ensure that climate control is set to work in the assigned areas from 5:00 a.m. until 10:00 p.m. on Tuesday, November 2, 2021.

It is requested that a custodian in each school facility be advised on this subject and be prepared to direct the Office of Elections staff to the secure location(s) of the equipment within each facility.

Legal Reference: Virginia Election Law § 24.2-604

See also the current version of: Regulation 8422, Community Use of School Facilities as Polling Places

**FAIRFAX COUNTY SCHOOL FACILITIES USED AS POLLING PLACES  
November 2, 2021, General and Special Election**

<u>Elementary Schools (123)</u>	<u>Spaces</u>	<u>Elementary Schools (continued)</u>	<u>Spaces</u>
Aldrin	10	Franklin Sherman (2 precincts)	20
Annandale Terrace	10	Freedom Hill	10
Armstrong (2 precincts)	20	Garfield	10
Bailey's	10	Glen Forest	10
Beech Tree	10	Graham Road	10
Belle View	10	Great Falls	10
Belvedere	10	Greenbriar East	10
Bonnie Brae	10	Greenbriar West	10
Braddock	10	Groveton	10
Bren Mar Park	10	Gunston	10
Brookfield	10	Haycock	10
Bull Run	10	Hayfield	10
Bush Hill	10	Herndon	10
Camelot (2 precincts)	20	Hollin Meadows	10
Cameron	10	Hunt Valley	10
Canterbury Woods	10	Hunters Woods	10
Cardinal Forest	10	Hutchison	10
Cedar Lane	10	Hybla Valley	10
Centre Ridge	10	Island Creek	10
Centreville (2 precincts)	20	Keene Mill	10
Cherry Run	10	Kent Gardens	10
Chesterbrook (2 precincts)	20	Kings Glen	10
Churchill Road	10	Kings Park	10
Clearview	10	Lake Anne	10
Clermont	10	Lane (2 precincts)	20
Coates	10	Laurel Hill	10
Colvin Run	10	Laurel Ridge	10
Crestwood	10	Lees Corner	10
Crossfield	10	Lemon Road	10
Cub Run	10	Little Run	10
Cunningham Park	10	London Towne	10
Deer Park	10	Lorton Station (2 precincts)	20
Dogwood	10	Lynbrook	10
Eagle View	10	Mantua	10
Fairfax Villa	10	Marshall Road	10
Fairhill	10	Mason Crest	10
Fairview	10	McNair	10
Flint Hill	10	Mosby Woods	10
Floris	10	Mount Eagle	10
Forest Edge	10	Mount Vernon Woods (2 precincts)	20
Forestdale	10	Navy	10
Forestville	10	Newington Forest	10
Fort Hunt	10	North Springfield	10
Fox Mill	10	Oak Hill	10

**FAIRFAX COUNTY SCHOOL FACILITIES USED AS POLLING PLACES**  
**November 2, 2021, General and Special Election**

<u>Elementary Schools (continued)</u>		<u>Middle Schools (continued)</u>	
Oak View	10	Stone (2 precincts)	20
Olde Creek	10	Thoreau	10
Orange Hunt	10	Whitman	10
Parklawn	10	Poe	10
Pine Spring	10	Rocky Run	10
Poplar Tree	10		
Powell	10	<u>Secondary Schools (3)</u>	
Ravensworth	10	Hayfield (2 precincts)	20
Riverside	10	Lake Braddock (2 precincts)	20
Rolling Valley	10	Robinson	10
Rose Hill	10		
Sangster	10	<u>High Schools (17)</u>	
Saratoga (2 precincts)	20	Centreville	10
Shrevewood	10	Chantilly	10
Silverbrook	10	Edison	10
Sleepy Hollow	10	Herndon	10
Spring Hill	10	Justice	10
Stratford Landing	10	Langley (2 precincts)	20
Sunrise Valley	10	Lewis	10
Terra Centre	10	Madison (2 precincts)	20
Timber Lane	10	Marshall	10
Virginia Run	10	McLean	10
Wakefield Forest	10	Oakton	10
Waples Mill	10	South County	10
Washington Mill	10	South Lakes (2 precincts)	20
Waynewood	10	Thomas Jefferson High School	
Westbriar	10	for Science and Technology	10
Westgate	10	West Potomac	10
Westlawn	10	West Springfield	10
West Springfield	10	Woodson	10
White Oaks	10		
Willow Springs	10	<u>Other School Facilities (7)</u>	
Wolftrap	10	Bryant Alternative High School	10
Woodburn	10	Leis Instructional Center	10
Woodley Hills	10	Mountain View High School	10
		Pimmit Hills Center	10
<u>Middle Schools (16)</u>		Sprague Technology Center	10
Carson	10	Virginia Hills Center	10
Cooper	10	FCPS Gatehouse Rd. Facility	10
Franklin (2 precincts)	20		
Herndon	10		
Holmes (2 precincts)	20		
Hughes	10		
Irving	10		
Jackson	10		
Key	10		
Kilmer	10		
Longfellow	10		

# What You Can Do As An Election Page

## Before the polls open

Morning pages: Take and sign the election page oath. Wear your badge.

Help set up the polling place:

- ◆ Familiarize yourself with the area.
- ◆ Check for hazards or problems.
- ◆ Find handicap accessible routes and facilities.
- ◆ Check for accessible parking.
- ◆ Assist with signs and posters.
- ◆ Help officers arrange their work spaces.
- ◆ Help set up the voting machines, Poll Pads, and privacy booths.

Observe the machine opening and certification.

## During the day

Afternoon pages: Take and sign the page oath. Wear your badge.

Greet the voters as they enter the precinct.

Alert voters to have identification ready.

Use demonstration ballot to show voters how to mark the ballot.

Direct pedestrian traffic:

- ◆ In co-located polling places, direct voters to correct precinct; use large maps, if needed.
- ◆ Direct voters into correct lines.
- ◆ Record number of voters in line every hour during your shift by completing the Line Length Data Collection sheet.

Pass out any County-approved information about ballot issues for voters to read in line.

Distribute, collect, and recycle ballot issue information.

Assist voters with special needs:

- ◆ Show voters with limited mobility or other accessibility needs the alternate entrance.
- ◆ Make sure Curbside Voting sign is posted and legible.
- ◆ Inform the Chief of requests for curbside voting.
- ◆ Observe curbside voting.

Observe the process for the absentee ballot drop box.

If bilingual, offer your services when requested.

Maintain precinct signs.

Remove campaign literature left inside the 40-ft Prohibited Area, including polling location.

Watch for voters or poll workers distributing campaign material within the 40-ft Prohibited Area.

Alert Chief to problems.

Distribute "I Voted" stickers.

Stand at end of line when polls close.

**Always** remain impartial.

## After the polls close

Observe closing of the machines, collection of voting media, and preparation of the Statement of Results.

Observe the calling-in of the election results.

Collect signs and carefully remove tape.

Help pack up:

- ◆ Organize the return of the Poll Pads and voting equipment peripherals.
- ◆ Organize the blue supply bag.
- ◆ Organize election material envelopes.

# **14. EMERGENCY**

# EMERGENCY CALLS

If you call **9-1-1\*** (or the non-emergency number), be prepared to:

1. State the nature of the emergency or problem,  
e.g., medical emergency, traffic accident, fire.
2. State your name and identify yourself as an election officer.
3. State the **building name** and address (not the precinct name).
  - If you are in a school, give them the **entrance number** closest to your location (large number posted on the outside of the building).
  - If you are in a large church or building with multiple entrances, describe your location, e.g., rear door on east side.
4. Give a contact phone number, preferably your cell phone.
5. Send an election officer outside to meet the emergency personnel.
6. Notify the school office or facility administrator (if available).
7. Call the Office of Elections at 703-324-4735 to report the problem/incident.
8. Document the incident in your Chief's Notes. (Important: Document any medical emergency or personal injury on page 3).

**\*Check your building ---**

**-- if you have to dial a "9" to get an outside line you may need to dial 9--9-1-1.**

# EVACUATION

**Fire – Gas leak – Bomb threat – Flooding – Earthquake**

***Be prepared – read and review these procedures with your workers!***

- Locate and study the posted evacuation route in your room and building.
- Review evacuation route and instructions below with all election officers.
- Make sure all officers, pages and authorized representatives know the location of exits.
- Designate an outside location as a meeting place, e.g., basketball court behind gym.

## **EMERGENCY EVACUATION PLAN**

1. Call 9-1-1 and notify building authorities, as appropriate.
2. Only if time permits ...
  - Chief locks cart, takes lanyard, machine keys, and a notepad.
  - DS200 officer unplugs and rolls out the DS200 machines.
  - Assistant Chief or designated EO takes SOR, used forms, and envelopes.
  - Pollbook officers take Poll Pads – unplug, leave cables and printer behind
  - Ballot officer(s) take open packages of paper ballots, Envelope #4, related forms.
  - Only if feasible, unplug and remove the ExpressVote machines.
3. Election officers direct voters, high school pages, and authorized representatives to nearest exit(s).
4. Chief designates an officer to notify the Electoral Board that an emergency exists by calling the Office of Elections at 703-324-4735.
5. Outside the building, advise voters that (depending upon the situation):
  - Voters may wait until the building can be re-entered, or
  - Voters may leave and return later, but before 7:00 PM, or
  - Voters may vote (as Curbside), if officers were able to bring a Poll Pad and paper ballots outside with a DS200 scanner or other suitable ballot box/container.

For those voters who had been checked in and were in the process of voting, they may complete their ballot outside and place it in the DS200 scanner or designated ballot box.

For those voters who had been checked in but wish to return later, ask the voters to return their permit card or paper ballot and print and sign their names on your notepad. Chief will designate an officer to hold the notepad.

If these voters return, verify the name on the notepad, check identification, give the voters a new ballot or ballot card, and direct them to a privacy booth or ExpressVote, as applicable. Keep a record in the Chief's notes. If voters do not return, explain the discrepancy in Part C of the SOR.

**Remember ... Remain calm, and follow the directions of public safety personnel.**

If the building cannot be re-entered, please contact the Office of Elections and we will direct you and the voters to one of your designated alternate locations. If you are relocated, our office will dispatch Rovers and/or staff with extra supplies to assist you. The media will also be alerted to redirect the voters.

# SHELTER-IN-PLACE

Hurricane – Tornado – Chemical spill – Attack

***Be prepared – read and familiarize your workers with these procedures.***

Shelter-in-place is a protective action to shield people from a hazardous outdoor situation or external threat, such as a weather event, traffic accident involving a hazardous chemical spill, or a sniper situation. This is intended as a short-term measure to protect workers and voters until the threat has passed.

- Locate a safe interior room (no windows) or basement inside your building. (Check in advance with the school officials or facility administrator.)
- Review the route to the shelter with officers and authorized representatives, keeping in mind that there may be little or no lighting if the power is out.
- Review the instructions below with all election officers and pages.

## **EMERGENCY SHELTER-IN-PLACE PLAN**

1. Call 9-1-1 and notify building authorities, as appropriate.
2. Only if time permits -- lock up equipment and/or take to shelter...
  - Close the DS200 screen, close and lock the lid, unplug and roll into shelter, if possible.
  - Place all ballots, ballot cards, return envelopes, and other forms in the cart and lock cart – or take open packages to shelter with you.
  - Unplug Poll Pads, leave the printer and cables – lock in cart or take to shelter.
  - Chief or Assistant Chief locks the cart with key on lanyard and keeps the key.
3. Election officers direct voters, pages, and authorized representatives to the shelter.
4. Chief designates an election officer to notify Electoral Board that an emergency exists by calling 703-324-4735.
5. Remain in the shelter until the emergency has passed.

**Remember ...      Remain calm, and follow the directions of public safety officials.**

If you cannot leave the building and voters cannot enter the building after a reasonable period of time, the Electoral Board may re-establish your polling place at an alternate location using Rovers with spare machines and supplies that have been reserved for emergencies. The police will direct voters to the new location and the Electoral Board will contact the radio and TV stations to alert voters of the polling place change. After the emergency has passed and the polls have closed, the Electoral Board will work with you to reconcile and combine the votes from the two locations.

**Be prepared ...**

Good things to take to a shelter, if you have them: flashlight, cell phone, cell phone charger, radio, bottled water, canned drinks, and snack foods.

# EMERGENCY EXTENSION OF POLLING HOURS

*If polling hours are extended by an order of a court... § 24.2- 653(C).*

Remember...

- Voters who were in line to enter the polling place (i.e. the building, not just the voting room) before or at 7:00 PM, vote normally.
- Voters who arrived after 7:00 PM may only vote by Provisional Ballot.
- Consult What If Problem # 21, which walks the Chief through the Provisional Ballot process for voters who arrive at the polling place after 7:00 PM.

# EMERGENCY REPRODUCTION OF BALLOTS

*If the supply of official ballots is not adequate... § 24.2- 642-C(iii).*

**Call the office at 703-324-4735 before you run out of ballots.** Estimate your end-of-day turnout. Call us before you open your second to last package (100 ballots,) if you think you will run out of ballots before the polls close. Depending upon your location and the time of day, Rovers or staff should be able to deliver additional ballots in an hour or less. Voters may also use the ExpressVote until extra ballots arrive.

If all else fails ballots may be reproduced in a polling place if the following procedures are be followed:

1. The Chief Officer **SHALL** contact the Electoral Board for authorization to reproduce ballots;
2. The Electoral Board shall indicate in the minutes of their meeting that they authorized the reproduction of ballots and the affected precinct;
3. The Electoral Board shall notify the State Board of Elections of their decision to reproduce ballots including the number to be created and the affected precinct;
4. The Chief Officer **MUST** use the form “Authorization to Reproduce Ballots,” (on the next page) indicate the number of ballots to be reproduced, and sign on the first signature line;
5. The Chief Officer should personally reproduce the ballots or instruct an officer of election to do so, remaining continuously in the room where the ballots are being reproduced. All damaged or imperfect copies must be destroyed;
6. The Officer of Election should deliver the authorized number of reproduced ballots to the Chief Officer and should sign on the second signature line on the form;
7. The Chief Officer should confirm the number of ballots received and, after examining the ballots for completeness and correctness, should sign on the third signature line on the form;
8. After the close of polls, the completed form must be returned in **Envelope #2** to the Clerk of the Court or General Registrar in accordance with § 24.2-668; and
9. During the conduct of the official canvass of the election, the Secretary of the Electoral Board shall affix their signature on the fourth signature line of the form and the completed document shall be retained as part of the records of the Electoral Board.



\_\_\_\_\_  
Election Date

\_\_\_\_\_  
Precinct Name and Number

**Ballot Style (Select One):**

- Full                       Full Without Town  
 Federal Only             Presidential Only

1.	<p>I, the undersigned Chief Officer of Election, do solemnly swear under penalty of perjury that I was requested and received authorization by the Electoral Board to reproduce _____ copies of the Official Ballot for the aforementioned election.</p> <p>_____</p> <p>SIGNATURE OF CHIEF OFFICER OF ELECTION</p>
2.	<p>I, the undersigned Officer of Election, do solemnly swear under penalty of perjury, that I reproduced only the number of ballots authorized by the Electoral Board, that I was continuously present in the room in which the ballots were reproduced, and that I destroyed all damaged or imperfect copies. I further certify that as soon as the ballots were reproduced, I kept them in my exclusive possession, allowed no one to examine them, and delivered them to the Chief Officer of Election or to an authorized courier.</p> <p>_____</p> <p>SIGNATURE OF OFFICER OF ELECTION</p>
3.	<p>I, the Chief Officer of Election, do solemnly swear under penalty of perjury, that I received and examined the reproduced ballots from the Officer of Election/authorized courier.</p> <p>_____</p> <p>SIGNATURE OF CHIEF OFFICER OF ELECTION</p>
4.	<p>I, the undersigned Secretary of the Electoral Board, do solemnly swear under penalty of perjury that I instructed the Chief Officer of Election to reproduce _____ copies of the Official Ballots for this precinct for the election listed above.</p> <p>_____</p> <p>SIGNATURE OF SECRETARY OF THE ELECTORAL BOARD</p>

AFTER THE POLLS CLOSE, THIS ORIGINAL STATEMENT MUST BE DELIVERED TO THE CLERK'S OFFICE TO BE SEALED AND RETAINED WITH THE ELECTION MATERIALS (ENVELOPE 2).

# **HANDOUTS**

# OFFICER FUNCTION DESCRIPTIONS

## Voting room entrance

One officer should be positioned at the voting room entrance or building entrance. As voters enter, this officer should:

- 1) Greet voters and verify that they are in the correct location. (This is especially important for polling places which contain two co-located precincts.)
- 2) Monitor the lines and help control polling place access (e.g. if the voting room and/or check-in tables are too crowded, hold up the line in the hallway for a short time until the voter check-in line clears out).
- 3) Remind voters that the check-in process will go faster if they have their ID out of their purse/wallet. If they have questions, the greeter can refer to the list of acceptable IDs.
- 4) Encourage voters to look at the sample ballot while they are waiting in line.

# OFFICER FUNCTION DESCRIPTIONS

## Check-in table

There should be one officer per Poll Pad at the check-in table.

- 1) For each voter, say: **“May I please have your ID?”**
  - Important: As of July 1, 2020, a photo ID is no longer required. Refer to the Voter Identification list for the different types of IDs that a voter may provide.
  - If a voter does not have an acceptable ID, direct them to the Chief. They may complete an **ID Confirmation Statement** instead.
  - If a voter offers an approved ID, never ask for their driver’s license instead!
- 2) Find the voter’s name on the Poll Pad and ask,  
**“What is your full legal name and current residential address?”**
  - If you are unable to locate the voter in the pollbook, send to the Chief.
  - Voters may provide their name and address in writing rather than verbally (24.2-643B). This includes the option of indicating that the name/address on their ID is current. Election officers must still repeat the voter’s name out loud.
- 3) Review the ID and address provided by the voter.
  - The name on the ID should generally match the pollbook.
  - The address provided orally or in writing by the voter should match the pollbook (disregard the address on the ID).
  - If the ID has an expiration date, it must not have expired more than 12 months ago. The only exception is a Virginia DMV-issued driver’s license or other DMV-issued state ID card, which are acceptable regardless of expiration date.
- 4) Repeat the voter’s full name (not address), like this:  
**“I am checking in <voter’s name> for the General Election.”**  
**“I am checking in <voter’s name> for the Democratic Party Primary.”**  
**“I am checking in <voter’s name> for the Republican Party Primary.”**
- 5) Touch ‘Accept’ to check in the voter.
- 6) After you see a green confirmation screen, give the voter a voter permit card.

# OFFICER FUNCTION DESCRIPTIONS

## Ballot table

One officer should be stationed at the ballot table and issue ballots to voters.

- 1) Take the voter permit card from the voter.
- 2) Detach a ballot from the ballot pad and place it in a privacy folder. **Do not put ballots in privacy folders ahead of time.**
- 3) Give the ballot and a pen to the voter.
- 4) Tell the voter (or group of voters): **“This ballot has [one/two] sides. Fill in the oval to the left of your choice(s) using the pen. When you are done marking your ballot, take it to the ballot scanner.”** (Point toward the DS200 scanner.)
- 5) Remind voters to look at both sides of the ballot (if there are contests on both sides of the ballot).
- 6) Remind voters that they may exchange their ballot for a replacement ballot if they make an error or wish to change a selection.
- 7) If voters indicate that they prefer to vote on the ExpressVote ballot marking device, an election officer should go with the voter to the ExpressVote to assist them.
- 8) If voters have questions about marking the ballot, use the demonstration ballot to assist them. It is important not to point to real candidate names on an actual ballot or sample ballot.

# OFFICER FUNCTION DESCRIPTIONS

## Voting booths

One officer should be stationed near the voting booths to direct voters to an open voting booth and help answer questions. This can be the same officer who is monitoring the voting machines.

- 1) Direct voters with ballots to an open voting booth.
- 2) As voters finish marking their ballots, direct them to the voting machines.
- 3) Watch for voters asking for help marking their ballots or taking a long time to mark their ballots. If a voter needs help, follow these steps (use the demonstration ballot if necessary):
  - Go to the booth where a voter has requested help.
  - Stand at least 3 feet away from the voter, both to protect the voter's secret ballot and to maintain social distancing.
  - Ask voters how you may assist and walk them through the process.
  - Complete a **Request for Assistance form** if you will see the ballot.
- 4) If a voter makes a mistake on a ballot, inform them that they may "spoil" the ballot and exchange it for a new ballot.
- 5) Maintain the voting booth area.
  - Remove and discard any campaign literature, sample ballots, or other materials left behind in the voting booth area by voters.
  - Remove any pens that voters left behind.
  - Try to make sure that voters do not leave ballots in the voting booths. If a voter leaves their ballot in a voting booth, the Chief or Assistant Chief will have to void the ballot.

# OFFICER FUNCTION DESCRIPTIONS

## Voting machines

One officer should be stationed near the voting machines to instruct voters how to scan their ballot and help answer questions. This can be the same officer who is monitoring the voting booths.

- 1) Monitor the voting machine scanner from a minimum of 5 feet away – never close enough to see the ballot while the voter inserts it into the DS200 (unless the voter asks for help).
- 2) Ensure that each voter casts only one ballot, no provisional ballots are cast on the scanner, and voters do not leave the polling place with a ballot.
- 3) If possible, have voters wait long enough to see the confirmation message that their ballot was successfully cast. If it is not too loud, you will also be able to hear the ballot “drop” into the ballot compartment, confirming that the ballot was successfully cast. You should listen for this audio cue and **DO NOT** look at the DS200 as the voter casts their ballot.
- 4) Provide voters with assistance as required.
  - Most voters will see the “Thank you for voting” message after their ballot is scanned.
  - The voter’s ballot will be returned by the DS200 if it is completely blank or contains over-votes. The voter has the option of casting the ballot anyways.
  - If a voter’s ballot is rejected and there is no message, ask the voter to rescan their ballot (the ballot might have been skewed in the scanner). If it continues to be rejected, offer to spoil and replace the ballot.
- 5) If a voter leaves a ballot on the scanner (a fleeing voter), an election officer may cast their ballot. Notify the Chief first.

# OFFICER FUNCTION DESCRIPTIONS

## Absentee ballot drop box

Each polling place will receive one drop box. Voters from anywhere in Fairfax County can deposit voted absentee ballot envelopes in a drop box at any polling place.

The drop box should be set up before election day and secured inside the voting room until the morning of election day. At that time, it should be placed near the voting room entrance or building entrance. Voters do not have to wait in the regular line to place a ballot in the drop box.

The officer who is monitoring the drop box should also keep an eye out for curbside voters and notify election officers when there is a curbside voter.

One officer must be designated to monitor the drop box from 6:00 AM to 7:00 PM on election day. You can have another officer relieve the officer who is monitoring the drop box, but you must ensure that the first officer does not leave until their replacement arrives, so the drop box is never unattended.

- 1) The absentee drop box must be set up by 6:00 AM and available for voters between 6:00 AM and 7:00 PM on election day.
- 2) Voters are permitted to place more than one absentee ballot in the drop box.
- 3) Voters are not required to provide identification or identify themselves when they place a voted absentee ballot envelope in the drop box.
- 4) If a voter with a mailed absentee ballot wishes to vote in-person instead, direct them to the voting room, where the Chief or Assistant Chief can accept their surrendered absentee ballot and issue them a new ballot to vote in-person.
- 5) Curbside voters are also permitted to return voted absentee ballot envelopes. In that case, the two officers who assist the curbside voter will take the voted absentee ballot (inside the completed and signed oath envelope) to the drop box and deposit it.

# OFFICER FUNCTION DESCRIPTIONS

## Collector Officer

Each precinct will be pre-assigned two Collector Officers. These officers will perform all regular duties during voting hours. After polls close, they will be responsible for securing ballots from the drop box and immediately driving them to the Fairfax County Government Center on election night.

- 1) During voting hours, the two Collector Officers need to periodically check the drop box and determine if it is full. If the drop box is full, they will remove and count the absentee ballot envelopes, record this information on a chain of custody form, and seal the ballots and chain of custody form in a clear security bag provided by the Office of Elections.
- 2) At 7:00 PM, the two Collector Officers are required to be present at the drop box. Any voters in line at the drop box at 7:00 PM must be permitted to place their voted absentee ballot envelopes in the drop box.
- 3) After all voters present at 7:00 PM have deposited their absentee ballot envelopes in the drop box, the two Collector Officers will remove and count the absentee ballot envelopes, record this information on a chain of custody form, and seal the ballots and chain of custody form in a clear security bag. If necessary, they will use more than one clear security bag.
- 4) After other election officers shut down the DS200 voting machines, they will remove 2 USB flash drives from each DS200 scanner (for a total of 4 USB flash drives), secure them in a purple pouch, and give this purple pouch to the Collector Officers.
- 5) As soon as the two Collector Officers have secured the absentee ballot envelopes and received the purple pouch (containing 4 USB flash drives from the DS200 scanners), they will immediately drive these materials to the Fairfax County Government Center. Per Virginia Department of Election requirements, the two Collector Officers must travel in the same car.
- 6) Once all materials have been delivered to the Office of Elections, the Collector Officers may go home (or back to the polling place parking lot, if one of the officers needs to pick up their car).

# ITEMS to RETURN in BLACK KIT

ITEM	CONTENTS	SEALING & SIGNING REQUIREMENTS
<input type="checkbox"/> <b>#1A</b> Green Envelope	<input type="checkbox"/> Provisional ballot envelopes <input type="checkbox"/> Provisional ballot logs	Enter number of envelopes enclosed. Sign Certification. Seal with label – 2 signatures.
<input type="checkbox"/> <b>#1B</b> Green Envelope	<b>Only used if a court order extends voting hours past 7:00 PM. Otherwise, leave envelope empty, unmarked, and unsealed so it can be recycled.</b> <input type="checkbox"/> Provisional ballot envelopes with box #3 checked (during court-ordered hours) <input type="checkbox"/> Provisional ballot logs with top right checkbox checked	If unused – return empty, unmarked, and unsealed.  If used – seal with label (2 signatures).
<input type="checkbox"/> <b>#2</b> Blue Pouch	<input type="checkbox"/> Election Officer Oath <input type="checkbox"/> Compensation Sheet <input type="checkbox"/> Statement of Results – original <input type="checkbox"/> Statement of Results – copy <input type="checkbox"/> Poll Pad Certification Form <input type="checkbox"/> Machine Certification Form <input type="checkbox"/> Chief's Notes <input type="checkbox"/> Line Length Data Sheet <input type="checkbox"/> Comment/Complaint Forms <input type="checkbox"/> Equipment password cards <input type="checkbox"/> Backup paper pollbook and count sheets (if used) <input type="checkbox"/> Any extra machine tapes	Seal with BLUE plastic tab seal (numbered side up).  Do not use tape or sticky labels.
<input type="checkbox"/> <b>#2A</b> Brown Envelope	<input type="checkbox"/> Yellow Printed Return Sheet with tapes	Seal with label – 2 signatures.
<input type="checkbox"/> <b>#4</b> Brown Envelope	<input type="checkbox"/> Spoiled ballots <input type="checkbox"/> Voided ballots <input type="checkbox"/> Surrendered Absentee ballots	Seal with label - 2 signatures.
<input type="checkbox"/> <b>#7</b> Orange Pouch	<input type="checkbox"/> Seals cut from cart and machines <input type="checkbox"/> Keys for equipment (on red and black wristbands) <input type="checkbox"/> Key for gray cart (on blue lanyard) <input type="checkbox"/> Lost IDs, drivers licenses, etc.	Seal with RED plastic tab seal (numbered side up).  Do not use tape or sticky labels.
<input type="checkbox"/> <b>#8</b> White Envelope	<b>Used (filled-in) Forms:</b> <input type="checkbox"/> Voter Registration Applications <input type="checkbox"/> Affirmations of Eligibility <input type="checkbox"/> Requests for Assistance <input type="checkbox"/> ID Confirmation Statements <input type="checkbox"/> Deceased Voter <input type="checkbox"/> Voter Referral Worksheets (yellow) <input type="checkbox"/> Election Officer Applications <input type="checkbox"/> Authorized representative forms <input type="checkbox"/> Cancelled <b>Voter Registration forms</b>	Seal with label – 2 signatures.  Unused/blank forms should be returned in the Blue Bag. <b>Do not mix filled-out forms with blank forms.</b>
<input type="checkbox"/> <b>EO</b> Envelope	<input type="checkbox"/> Election Officer Evaluation Form	Seal if desired.
<b>Major items</b>	<input type="checkbox"/> <b>Unused ExpressVote cards in brown envelope</b> (do not bend or seal) <input type="checkbox"/> <b>Unused provisional envelopes</b> <input type="checkbox"/> <b>Unused provisional notices</b>	Do not return in other places!!!
<b>Other Items</b>	<input type="checkbox"/> Code of Virginia law book <input type="checkbox"/> Unused paper pollbook and Count Sheet <input type="checkbox"/> Dual polling places only – Maps and Signs <input type="checkbox"/> Voter Permit Cards <input type="checkbox"/> High School Election Page packet (yellow) <input type="checkbox"/> Small clippers/pliers for cutting seals (in small pouch)	N/A

# ITEMS to RETURN in BLUE BAG

ITEMS	DESCRIPTION	COMMENTS
<b>Unused forms (on tear-off pads)</b>	<input type="checkbox"/> <u>Unused</u> Request for Assistance forms <input type="checkbox"/> <u>Unused</u> Affirmation of Eligibility forms <input type="checkbox"/> <u>Unused</u> Comment forms <input type="checkbox"/> <u>Unused</u> Voter Referral Worksheets (yellow) <input type="checkbox"/> <u>Unused</u> Notification of Death forms <input type="checkbox"/> <u>Unused</u> ID Confirmation Statement pads <input type="checkbox"/> <u>Unused</u> Cancel Registration forms <input type="checkbox"/> Writing Pad	Assistance Form – 2 sets, one with English/Spanish and one with Vietnamese/Korean Eligibility Form – 4 sets, one for each language
<b>Unused forms (loose or banded)</b>	<input type="checkbox"/> <u>Unused</u> Voter Registration Form <input type="checkbox"/> <u>Unused</u> Voter Complaint Form <input type="checkbox"/> Election officer recruitment cards <input type="checkbox"/> Election officer table-top poster	Registration forms – 4 languages Complaint Form - 4 languages
<b>Reference items</b>	<input type="checkbox"/> Final Absentee Report (from Sheriff's envelope) <input type="checkbox"/> Close of Books Report (from Sheriff's envelope) <input type="checkbox"/> District, Precincts, and Polling Places (precinct locator) <input type="checkbox"/> Voter ID Chart for Check-in Table <input type="checkbox"/> Explanation of Party Abbreviations handout	<b>Sample ballots and leftover bond information</b> may be discarded or recycled.  Return all other material on this list.
<b>Large posters</b>	<input type="checkbox"/> Vote Here <input type="checkbox"/> Voter Parking Only <input type="checkbox"/> Prohibited Area <input type="checkbox"/> Firearms Prohibited <input type="checkbox"/> Voter Rights and Responsibilities <input type="checkbox"/> DS200 Instruction Poster <input type="checkbox"/> ExpressVote Instruction Poster <input type="checkbox"/> Curbside Notice	Prohibited Area and Rights and Responsibilities have 2 sets – one for English/Spanish and one for Vietnamese/Korean.  Remove all tape from signs!
<b>Small posters</b>	<input type="checkbox"/> Voting Information (lime green) – HAVA 2 <input type="checkbox"/> Attention All Voters (white & blue) signs <input type="checkbox"/> Attention Authorized Representatives <input type="checkbox"/> Do you have your ID? (yellow) <input type="checkbox"/> Exit signs <input type="checkbox"/> Red and Blue Arrows <input type="checkbox"/> Universal Accessibility Symbol (wheelchair) <input type="checkbox"/> Instructions for Hanging Signs and Posters handout	Attention Voters – 4 sets – one for each language.  Remove all tape from signs!
<b>Precinct supplies</b>	<input type="checkbox"/> <u>Unused</u> Authorized Representative stickers <input type="checkbox"/> 40-foot No Campaigning Kit <input type="checkbox"/> Magnifying glass <input type="checkbox"/> Magnifying sheet <input type="checkbox"/> Tape rolls – clear, blue painters, red tamper <input type="checkbox"/> Ballpoint pens for marking ballots <input type="checkbox"/> Rulers <input type="checkbox"/> Small blue pencil case with clips, scissors, pens, post-its, mini-stapler, black marker, moistener bottle, etc. <input type="checkbox"/> "I Voted" and "Future Voter" stickers	Please return in good condition so we can reuse for future elections.
<b>Miscellaneous</b>	<input type="checkbox"/> Anything we did not list elsewhere, including "lost and found" items (excluding driver's licenses or other IDs, which should be returned in the #7 orange pouch).	Put the precinct number on "lost and found" items so we can try to get things back to their owners.

# ITEMS to RETURN in GRAY CART

AREA	ITEM	CONTENTS
Large Items	<input type="checkbox"/> Gray tote bin with Poll Pad peripherals	<ul style="list-style-type: none"> <li>- Clear plastic photo ID holders</li> <li>- Round Poll Pad bases</li> <li>- 2 power strips</li> </ul>
	<input type="checkbox"/> (2) ExpressVote machines in black padded cases	<ul style="list-style-type: none"> <li>- ExpressVote Machine</li> <li>- Keypad for blind voters</li> <li>- Headset for audio ballot</li> </ul>
	<input type="checkbox"/> Blue supply bag	<ul style="list-style-type: none"> <li>- See checklist on other pages. Contains all signs, unused forms, tape, pencil case, etc.</li> <li>- Remove all tape and staples from signs.</li> <li>- Refold as carefully as possible.</li> </ul>
	<input type="checkbox"/> PPE supplies	<ul style="list-style-type: none"> <li>- Return all unused PPE supplies.</li> <li>- Return all empty bottles and partially filled bottles.</li> </ul>
	<input type="checkbox"/> Small lightweight canvas bag	<ul style="list-style-type: none"> <li>- Individual surge suppressors for DS200s</li> <li>- Power strip with cord</li> <li>- Extension cords</li> <li>- Cart power cord</li> <li>- Back-up headset for audio ballot</li> </ul>
	<input type="checkbox"/> Blue hard case	<ul style="list-style-type: none"> <li>- Lighted privacy booth for accessibility compliance</li> </ul>
Top of Cart	<input type="checkbox"/> Yellow A-frame curbside sign	<ul style="list-style-type: none"> <li>- Remove phone number “slider” and place inside cart, then place A-frame curbside sign on top.</li> </ul>
	<input type="checkbox"/> Acrylic sneeze guards (disassembled and packed)	<ul style="list-style-type: none"> <li>- Re-pack acrylic sneeze guards in cardboard boxes, then place on top.</li> </ul>
	<input type="checkbox"/> Absentee ballot drop box (disassembled and packed)	<ul style="list-style-type: none"> <li>- Return unused seals in clear plastic portfolio folder and return in the cart.</li> </ul>
Inside of doors	<input type="checkbox"/> Cart Security Log – completed and signed	<ul style="list-style-type: none"> <li>- Clear plastic sleeves on inside of left door</li> </ul>
	<input type="checkbox"/> “Real estate” signs / wires	<ul style="list-style-type: none"> <li>- 4-5 wire sign frames</li> <li>- Plastic signs to go over wires – remove from wires or place on shelf</li> </ul>

# ITEMS to RETURN in GRAY CART

<b>Other Items</b>	<input type="checkbox"/> <b>3-sided cardboard privacy booths</b> <input type="checkbox"/> <b>UNUSED manila folders for ballot privacy</b> <input type="checkbox"/> <b>Clipboards</b> <input type="checkbox"/> <b>Calculator</b> <input type="checkbox"/> <b>Small American flag with stand</b> <input type="checkbox"/> <b>H-wire sign for handicapped parking</b> <input type="checkbox"/> <b>Phone number “slider” from curbside sign</b>	- Miscellaneous precinct Items
	<input type="checkbox"/> <b>Cones</b> <input type="checkbox"/> <b>Handicapped Parking sign with stand</b> <input type="checkbox"/> <b>Custom signs</b>	- Specialty items (only for selected precincts with accessibility issues)
	<input type="checkbox"/> <b>Clear plastic portfolio folder</b>	- Return unused seals in clear plastic portfolio folder and return in the cart.

# ITEMS to RETURN to GOVERNMENT CENTER

**The Chief will drive the following items to Government Center:**

*(Warning: Some items are heavy! Ask all officers to help load Chief's car before leaving.)*

CONTAINER	CONTENTS	INSTRUCTIONS
<input type="checkbox"/> <b>Black Rolling Kit</b>	- See chart on previous pages	Contains envelopes, pouches, etc.
<input type="checkbox"/> <b>Green Poll Pad case</b>	- Poll Pads and attachments - Stylus and cloth - Power cubes and cords - Mobile hotspot	No seal required.
<input type="checkbox"/> <b># 3 Cardboard Ballot Boxes</b>	- All scanned ballots - All hand-counted ballots	Verify boxes are sealed with red tamper tape.  Verify boxes have <b>white #3 sheets</b> taped to one side and end of each box and each box is numbered.  Verify yellow signature label is affixed to the top of each box over the flaps and <u>all</u> officers signed.  Verify the # of boxes of voted ballots is recorded on the <b>Machine Certification Form</b> .
<input type="checkbox"/> <b># 6 Cardboard Ballot Boxes</b>	- Unused (blank) printed ballots	Verify boxes are sealed with red tamper tape.  Verify boxes have <b>blue #6 sheets</b> taped to one side and end of box.  Verify white signature label is affixed to the top of each box over the flaps and <u>two</u> officers signed.  <b>(Do not forget unopened boxes in the cart.)</b>
<input type="checkbox"/> <b>Windshield sign</b>	- Windshield sign	Keep near passenger seat of Chief's car for easy access.
<b>Loose Items</b>	- Any stray items that did not get put in the cart, black kit, or blue bag.	Before you leave, check for signs that were posted outside or along the road to direct voters.

# REQUIRED SIGNATURE CHECKLIST

**All officers must sign. Any officer who does not sign will be contacted and required to come to the elections office to sign.**

- |  |   |
|--|---|
| <input type="checkbox"/> Election Officer Oath | <u>All</u> officers sign this form during opening procedures. The Chief must sign at top <u>and</u> bottom. |
| <input type="checkbox"/> Compensation Sheet    | <u>All</u> officers fill and sign this form during the day. Note split shifts and late arrivals.            |

**All officers staying for closing procedures must sign these items (i.e. Collector Officers and any officers who leave early will not sign.). Any officer who does not sign will be contacted and required to come to the elections office to sign.**

- |  |   |
|--|---|
| <input type="checkbox"/> SOR Original (Part E)               | <u>All</u> officers sign after polls close.   |
| <input type="checkbox"/> SOR Copy (Part E)                   | <u>All</u> officers sign after polls close.   |
| <input type="checkbox"/> Yellow Printed Return Sheet         | <u>All</u> officers sign after polls close.   |
| <input type="checkbox"/> #3 Yellow Label:<br>Counted Ballots | <u>All</u> officers sign after polls close.<br>(Required for each box of voted ballots) |

**Some officers must sign these items during closing procedures.**

- |  |  |
|--|--|
| <input type="checkbox"/> Poll Pad Certification Form                   | All officers using Poll Pads when the polls closed should sign this form.                                  |
| <input type="checkbox"/> Machine Certification Form                    | <u>Two</u> officers sign after recording all seal numbers.   |
| <input type="checkbox"/> Voting Machine Tapes                          | <u>Two</u> officers sign each section.   |
| <input type="checkbox"/> #1A Green Envelope<br>(Provisional Ballots)   | <u>Two</u> officers complete and sign the back of the envelope and sign a label used to seal the envelope. |
| <input type="checkbox"/> #2A Envelope<br>(Yellow Printed Return Sheet) | <u>Two</u> officers sign a label used to seal the envelope.  |
| <input type="checkbox"/> #4 Envelope<br>(Spoiled/Voided Ballots)       | <u>Two</u> officers sign a label used to seal the envelope.  |
| <input type="checkbox"/> #6 Seal for Cardboard Box<br>(Unused Ballots) | <u>Two</u> officers sign a label used to seal the box.   |
| <input type="checkbox"/> #8 Envelope<br>(Voter Forms)                  | <u>Two</u> officers sign a label used to seal the envelope.  |