



County of Fairfax, Virginia

LAST MINUTE REMINDERS

DATE: Saturday, June 17, 2023
TO: All Chief and Assistant Chief election officers
FROM: Eric Spicer, General Registrar and Director of Elections
Ravi Udeshi, Election Manager
SUBJECT: Final updates, reminders, and clarifications for June 20 primary election

Thank you again for serving as Chiefs and Assistant Chiefs! Here are some important final updates, reminders, and clarifications to help you have a successful election day.

Questions or concerns? Contact us anytime:

- Before election day: **703-324-4735** or **ElectionOfficers@fairfaxcounty.gov**
- On election day (these numbers are also in the Chiefs Notebook):
 - o **703-324-4735** – General Issues
 - o **703-324-8765** – Voter Registration
 - o **703-324-4101** – Tech Support

PRE-ELECTION AND SITE SETUP

- **Supply pickup:** Chiefs must pick up remaining election supplies (black kit, Poll Pads, etc.) on Monday, June 19, and take them directly to the polling place.
- **Unload DS200s carefully:** Follow the written guides and use 3 officers.
- **Lock Poll Pads & DS200s in equipment cart overnight.**

ELECTION MORNING

- **Call immediately if polling place is not open by 5:00 a.m.:** If you have not been able to enter your polling place by 5:00 a.m. for any reason, call 703-324-4735. We will do whatever is necessary to secure entry and enable you to start voting at 6:00 a.m.
- **Verify you have correct ballots immediately:** At 5:00 a.m., verify that your ballots show your precinct name and number top of the ballot. If not, call 703-324-4735 immediately.



ELIGIBLE VOTERS

- **Open primaries:** In Virginia, voters do not register by party. Any eligible voter listed in your pollbook or qualifying for same-day registration may vote in any party's primary election.
- **17-year-old voters:** Someone may register and vote in a primary election if they will be 18 by the following general election. Thus, a 17-year-old born on or before **November 7, 2005**, and is otherwise eligible, may vote this election. If they are not registered, they may complete a same-day registration on election day.
- **Same-day registration (SDR):** Carefully follow the instructions in the Chiefs Notebook. If you have any questions or are unsure, call 703-324-8765 on election day.

DURING ELECTION DAY

- **Keep ballots secure:** Make sure to keep all ballots secure on election day. You may keep your ballots locked in your equipment cart and retrieve additional ballots as needed, or you may keep them at the ballot table but they must never be left unattended.
- **Provisional ballot voters marked as having voted already:** Provide detailed notes of any additional information you can gather. Write these notes directly on the outside of the provisional ballot envelope or attach a note to the envelope. For example: Do people with same/similar names live at voter's address? What do election officers recall?

CLOSING PROCEDURES

- **Complete and submit (digital) Election Night Results survey:** This is required. If you experience technical issues with the Admin Tablet, call 703-324-4735.
- **Keep Poll Pads powered on:** Do not power off Poll Pads when packing into cases.
- **Report closing time:** Call or text your rover when you are preparing to leave the precinct.
- **Supplies return depot:** Return required supplies to the same depot where you picked them up.

Thank you and have a great election day!

