

FAIRFAX COUNTY OFFICE OF ELECTIONS

# ELECTION DAY CHIEFS NOTEBOOK

**Democratic Party Primary Election**  
**Tuesday, June 21, 2022**



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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](mailto:ElectionOfficers@fairfaxcounty.gov)  
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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, 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!)*

## YOUR ROVER

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

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

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**

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# OVERVIEW

## DEMOCRATIC PARTY PRIMARY ELECTION Tuesday, June 21, 2022

It is our duty to ensure that every citizen in Fairfax County can 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>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>
<b>Transparency:</b>	<i>Nothing we do is secret except for the voter's ballot.</i>

## PREFACE

The purpose of the Chiefs Notebook is to guide both new and experienced Chiefs and Assistant Chiefs through what you need to know to prepare for the election, manage all operations of your polling place, and work with your election officers.

The sections in this notebook are arranged in chronological order. The timeline starts two weeks before the election and ends with the return of materials to the Government Center on election night. Each section begins with an overview of your responsibilities at each stage and a roadmap of the order in which you and your officers should complete each task.

Review this notebook before election day so that you are familiar with its contents and their location. It is important that Assistant Chiefs also study the notebook because Chiefs and Assistant Chiefs work hand-in-hand to manage each polling place on election day. The Chief may ask the Assistant Chief to take primary responsibility for certain Chief duties.

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

## RESOURCE ALLOCATION

Each precinct will be allocated the following resources for this election:

- 5 to 7 total election officers
- 3 to 5 Poll Pads
- 1 additional iPad with electronic provisional ballot log
- 2 ExpressVote ballot marking devices
- 2 DS200 ballot scanners
- Ballots for at least 25% of active registered voters

## VOTING EQUIPMENT

- **Poll Pads:**
  - Poll Pads will be delivered in the gray equipment cart to each polling place.
  - Each Poll Pad and its peripherals are now stored in individual cases.
  - You will download the final voter file to your Poll Pads while doing pre-election setup at your polling place on the day before the election. If this is not possible, you can update your Poll Pads on election morning.
- **ExpressVote ballot marking devices:**
  - Set up only one ExpressVote. Be prepared to open your backup, if needed.
  - Remember that any voter may choose to mark their ballot on an ExpressVote.
- **DS200 ballot scanners:**
  - Set up only one DS200 scanner. Be prepared to open your backup, if needed.
  - During closing, USB flash drives must be removed from all DS200s, even if not otherwise opened or used.

## BALLOTS

Ballots are packed in shrink-wrapped packages of 100 loose ballots each. Ballots are no longer padded or stubbed. Election officers must count the ballots before they can be given to voters. Ballots are unique to each precinct and will show the precinct name at the bottom of the ballot.

## FACE MASKS, PPE SUPPLIES, AND COVID-19 SAFETY MEASURES

Based on current federal and county guidance, election officers are not required to wear face masks on election day but may choose to do so.

We continue working with county staff, health professionals, and the Virginia Department of Elections to refine our COVID-19 safety measures while also maintaining the integrity of the election process. Precinct supplies are based on current guidance and may include:

- Clear acrylic sneeze guards
- Face masks
- Hand sanitizer
- Disinfectant wipes

# OVERVIEW

## NEW POLL PAD DEVICES

We have purchased and issued new Poll Pad devices to every precinct. The Poll Pads have the same software used in past elections and will function in the same way. The only thing you will notice is the increased speed of the device and the addition of an optional address field in the main search area.

The new Poll Pads are now packed in small individual cases about the size of a lunch box. Each small case now contains all supplies needed for that Poll Pad to function, so you will no longer need to find arms or other attachments in a gray tote bin (we have instead repurposed the gray tote bins to hold other small supplies).

The new Poll Pads also have a built-in cellular connection. This eliminates the need for separate mobile hotspot ("Mi-Fi") devices and will make it easier to update your Poll Pads with the final voter file before voting begins.

## PROVISIONAL PAD

Each precinct will receive an additional iPad that does not contain the electronic voter file. You will not update this iPad with the voter file and it cannot be used to check in voters.

This device is for a pilot of a new electronic provisional ballot log. For this election, you must enter voter information on both the printed provisional ballot log and the new electronic provisional ballot log.

The opening screen of this iPad looks different and shows only the shortcut to access a new electronic provisional ballot log.

## FINAL VOTER FILE UPDATE PROCESS

Poll Pads will be delivered to each precinct inside the gray supply cart. When you visit your polling place to do pre-election setup on the Monday before the election, open and power on all your Poll Pads. The Poll Pads will automatically begin downloading the final voter file once the Poll Pad app is opened. The download should take about 15 minutes; if it does take longer, the download can continue while you do site setup.

If you are not able to do site setup before election day, update your Poll Pads on election morning. However, make sure to begin the update as close to 5:00 AM as possible because it will take time to download the final voter file on each Poll Pad and this process must be complete before polls open at 6:00 AM.

## DO NOT POWER OFF POLL PADS DURING CLOSING PROCEDURES

Do not power off the Poll Pads or the Provisional iPad during closing procedures. Leave them powered on when you pack these devices into their cases on election night.

Shortly after polls close at 7:00 PM, your Poll Pads will automatically begin synchronizing voter check-ins with a secure election database. Giving the Poll Pads time to complete this process will enable us to review the election and provide post-election voter services more quickly.

# OVERVIEW

## NEW AND REVISED OPENING AND CLOSING GUIDES

We have significantly redesigned all our equipment opening and closing guides. We now provide separate guides for opening and closing, with larger pictures and text, and improved instructions in bullet-point format.

We will also provide identical copies of each of the opening, during the day, and closing guides as separate handouts. This means you will have one copy in your Chiefs Notebook for yourself, as well as individual handouts that you can give to your officers performing these functions.

## NEW AND REVISED FORMS

There are four new forms this election, some of which replace past forms or procedures:

- Election Night Numbers Sheet: This form records the numbers of DS200s opened, curbside voters, and provisional voters. Collector Officers will return this form to the Fairfax County Government Center. This replaces the need to call in these numbers.
- Precinct Data Sheet: This form will help you track the number of voter check-ins and ensure it matches the number of ballots cast throughout the day. In addition, you will record the number of ballots in each ballot pack you open. This form replaces the Line Length Data Sheet that student pages typically completed.
- Precinct Results Notice: This form, to which you will attach a copy of the DS200 opening and closing tapes, will be posted at the polling place entrance. This replaces the call-in sheet and the need to manually transcribe voting results.
- Hand Count Report: This form will only be used if you have to hand-count ballots.

There are four revised forms and procedures:

- Statement of Results – A (original) and B (copy): The SOR has been significantly redesigned and simplified. In addition, we have eliminated the Poll Pad Certification Form. The appropriate Poll Pad numbers will be entered on the SOR instead.
- Provisional Ballot Log: The paper form is redesigned. In addition, we are doing a pilot of an electronic provisional ballot log, which you will use concurrently this election.
- Machine Certification Form: After you open and update your Poll Pads on the day before the election, you will re-seal the Poll Pad cases and record the seal numbers on this form. Due to other changes in election procedures, we were able to eliminate the signature requirement for this form.
- Compensation Sheet: This attendance form has been redesigned to only capture necessary information. It is now a one-page single-sided document.

# OVERVIEW

## ZERO TAPES AND RESULTS TAPES

You will now attach both a zero tape and a voting results report tape to four documents: SOR A, SOR B, yellow printed return sheet, and Precinct Results Notice (new form posted on the door of the polling place building).

This allows any individual reviewing these items to easily confirm that the DS200s began the day with zero votes and ended the day with the number of votes officially recorded.

## COLLECTOR OFFICERS RETURN ITEMS

As a reminder, most precincts are assigned 2 Collector Officers, whose job is to leave the precinct shortly after 7:00 PM and drive some election materials immediately to the Fairfax County Government Center. They do not sign most forms during closing procedures as they are not present.

This election, Collector Officers will return 3 items:

1. TripLok security bag containing absentee ballot envelopes from drop box
2. Purple pouch containing 4 USB flash drives from DS200s
3. Election Night Numbers Sheet

## 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.

Record the following in your Chief's Notes throughout the day:

- **Poll Pad and voting machine problems:** Document any malfunction or problem with a Poll Pad, DS200, or ExpressVote machine.
- **Election day incidents:** Document incidents involving personal injury, property damage, disruptions, or any other incidents.
- **Voter registration/pollbook discrepancies:** Document any voter registration issues including duplicate entries, typographical errors, moved/deceased voters, etc.
- **Other observations, comments, and suggestions:** Document other situations and provide your feedback on election day.

# OVERVIEW

## NON-ROUTINE VOTERS

One of your most important duties as a Chief or Assistant Chief is to assist non-routine voters and ensure they are given the opportunity to vote, either routinely or with a provisional ballot. Detailed instructions on how to handle non-routine voter situations are provided in this notebook. If you are unsure or have additional questions, call the Office of Elections at any time on or before election day for help.

## PROVISIONAL BALLOTS

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, remember that Virginia law requires voters to vote at their registered precinct and you should direct voters to the correct precinct so they will have the best chance of having their ballot count.

## ABSENTEE BALLOT DROP BOX

Each polling place will receive an absentee ballot drop box 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.
- The Chief has discretion in deciding where to position the drop box, considering 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. It must be visible to voters.
- Co-located precincts may 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).
- When it is time to relieve the officer who is monitoring the drop box, ensure that the 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 at all times.



## **SECTION 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:

- **Election Officer Basics** class (required once per two-year appointment term)
- **Chief & Assistant Chief Basics** class (required for first-time Chiefs and Assistant Chiefs)
- Any additional training for changes to election procedures and laws
- Training materials located here: [training.electionofficers.com](http://training.electionofficers.com)

These classes will give you the information you need to serve as Chief or Assistant Chief. But you don't have to memorize everything! That's why you have this handy notebook to act as a detailed guide for 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 complete each of these tasks in order and in a timely manner. Delays may create problems later, interfering with your ability to succeed as a Chief or Assistant Chief. Detailed instructions for each task are set out in chronological order 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**

Day before (Monday):

- **Task 10: Receive Sheriff's envelope**
- **Task 11: Set up polling place and update Poll Pads**

# BEFORE ELECTION DAY

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

About two weeks before election day, you will receive emails with 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 for the day before election, contact information for your building liaison, and other notes specific to your polling place.

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### **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!

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### **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 can 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.**

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### **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 contact you one to two weeks before the election to answer any questions and to offer their assistance. Save their number in your phone contacts!

The Rover can provide 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, you should send a diagram of your polling place layout to your Rover so 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**

The Chief (not Assistant Chief) should email election officers as soon as possible after receiving the precinct roster and ask them to reply to confirm. If any officers do not respond in a timely manner, follow up with a phone call or text message.

Here is a basic email template you can use. Feel free to modify or add to this!

Dear election officers,

Hello! My name is [Chief name] and I will be the Chief election officer at [precinct name and number] at [building name] for the upcoming election. I am a first-time Chief, but I have previously served in [number of elections] at this polling place.

Some information about our polling place:

- We will set up the voting room the day before the election at [time]. Hope you can join!
- Our voting room is the [gym/cafeteria/other]. Use entrance [#] to get there.
- On election day, you should park in [parking information]. Don't park in voter parking!
- [Any other information specific to your polling place]

Some general reminders:

- Arrive no later than 5:00 AM on election day.
- Wear non-partisan business casual clothing. Jeans are fine (no holes). Dress in layers.
- You cannot leave the polling place during the day, so bring all food and medications.
- We will rotate duties every 2 hours and everyone will be able to take breaks.
- If you do not live in this precinct, vote early!
- If you need a refresher, visit the training website: <https://training.electionofficers.com>

**Please reply to this email with answers to the following questions:**

1. Are you able to join us for pre-election setup on [day before election] at [time]? It's strongly encouraged, but not required.
2. How many times you have served before as an election officer?
3. How comfortable are you with opening and using the Poll Pads, DS200, and ExpressVote?
4. Do you have any questions for me?

Thanks and I look forward to serving with all of you!

- [Chief name, email address, and phone number]

If this is your first time being a Chief or your first time at a new polling place, you may not have all 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 contact your officers as soon as possible so you can start providing them important information and answer any questions.

**IMPORTANT:** If any of your officers say they are no longer able to serve, email 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 have an opportunity to ask 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.

The Chiefs Briefing is typically held as an in-person session at two sites in Fairfax County. However, during the COVID-19 pandemic, we are offering the Chiefs Briefing in an online format that you can watch anytime. We will also offer an online question-and-answer session a few days after the Chiefs Briefing is published.

# BEFORE ELECTION DAY

*One week before election day...*

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

The Chief should have scheduled a time to pick up election supplies the week before election day. Assistant Chiefs do not 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, two printed copies of the Chiefs Notebook (one for you and one to give to 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 forms and envelopes for your precinct.
- Note that some supplies may be in the side pockets of the kit.
- Call the Election Inventory and Supply Manager, Kay Garrison, at **703-324-4757** if any supplies are missing.

**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 can't return the supplies yourself, a friend or family member can return them for you. We need them back ASAP so we can provide them to your replacement.

# BEFORE ELECTION DAY

*One week before election day...*

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

Complete the following tasks when you visit your polling place the week before the election. Bring the lanyard key, seal clippers, **Machine Certification Form**, and this notebook with you.

- 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 to reserve voter parking places and on which to post signs.
  - Heat or air conditioning is required from 5:00 AM to at least 9:00 PM.
  - Election officers need all-day access to telephone and restrooms.
  - Election officers may be there until 9:00 PM or later.
  - Bake sales and fundraisers must be outside the 40-foot Prohibited Area.
  - If rain is expected on election day and the voting room door opens directly to the outside, ask the facility for a non-skid rug and who you should call to mop up water.
- Verify the names and phone numbers for 5:00 AM building open contacts.**
  - There should be at least two individuals on your Polling Place Info Sheet designated as 5:00 AM building open contacts.
  - Some 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.
- Verify the Chief's cell phone has 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, identify another officer with good reception instead. You can also ask the facility for access to a landline.
- 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 the *Guidelines* section of this notebook).
  - Test power outlets you expect to use 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. Tables should have individual seats (not attached benches). 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 (if building provides one) and restrooms. Make sure they will not be locked between 5:00 AM and 10:00 PM.

# 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* section in this notebook.
- Check reserved accessible parking spaces and determine if additional spaces are needed.
- If the main entrance has steps or a non-ADA compliant door, identify an accessible 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?
- Determine if additional signage is needed to reserve parking or direct voters to alternate entrance(s).
- Let your Rover know if you need additional signs, or if there are any construction, voter access, or parking issues that need to be addressed.

### **Examine the physical aspects of voting room to plan layout and traffic flow.**

- Assess the physical layout of your voting room to help you map out the placement of your check-in tables, ballot table, chief's table, privacy booths, voting equipment, and gray cart.
- Note the entrance and exits, and hallways where voters will be waiting in lines.
- Note the location of (and test) electrical outlets and figure out where to place equipment so voters won't trip on power cords.
- Look for places where indoor and outdoor signs can be posted.
- Let your Rover know if additional signs or extension cords are needed.

### **Locate the DS200 scanners.**

- Verify that the correct DS200 scanners have been delivered for your precinct by looking at the attached labels.
- All scanners should be sealed with green zip-tie seals. Verify the seal numbers against the **Machine Certification Form**. **Notify the office at 703-324-4735 immediately if a seal is missing or does not match.**

### **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. Verify the seal numbers against the **Machine Certification Form**. **Notify the office at 703-324-4735 immediately if a seal is missing or does not match.**

# BEFORE ELECTION DAY

*One week before election day...*

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

**Verify that three things were delivered on top of the gray cart.**

- Absentee ballot drop box in a cardboard box.
- Acrylic sneeze guards in a cardboard box. (Additional semi-circular feet may be stored in the gray tote bin inside the gray cart.)
- Yellow curbside voting A-frame sign.

**Chief or Assistant Chief may unseal and unlock the gray cart if at least one other officer is present.**

- Follow the procedures in the gray box below to open and close the cart.
- Verify that the cart contains boxes of ballots. Verify the precinct number on each box.
- Verify that the cart contains two ExpressVotes in black padded cases.
- Verify that the cart contains up to 6 green Poll Pad cases. Verify that the precinct number on the tag for each Poll Pad case is correct.
- Verify that the cart contains the large blue supply bag.
- You may remove the blue supply bag and check the supplies.
- Consult the Gray Cart Contents (as delivered) photo and checklist.

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

**DO NOT REMOVE DS200 scanner seals before election day.**

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

- Verify the cut seal number against the previous entry on the affidavit.
- Record the date, time, and reason that you opened the cart. Print and sign your names.
- Place the cut seals in the #7 Orange Pouch.
- When you are ready to seal the cart, record the date, time, and reason for closing the cart. Write in the new seal number and sign the Security Record. Use a yellow zip-tie seal from the pocket on the inside of the left door. Return the Security Log to the pocket inside the left door.
- Lock the cart with your key and secure the handle with the yellow zip-tie seal you noted on the Security Log.

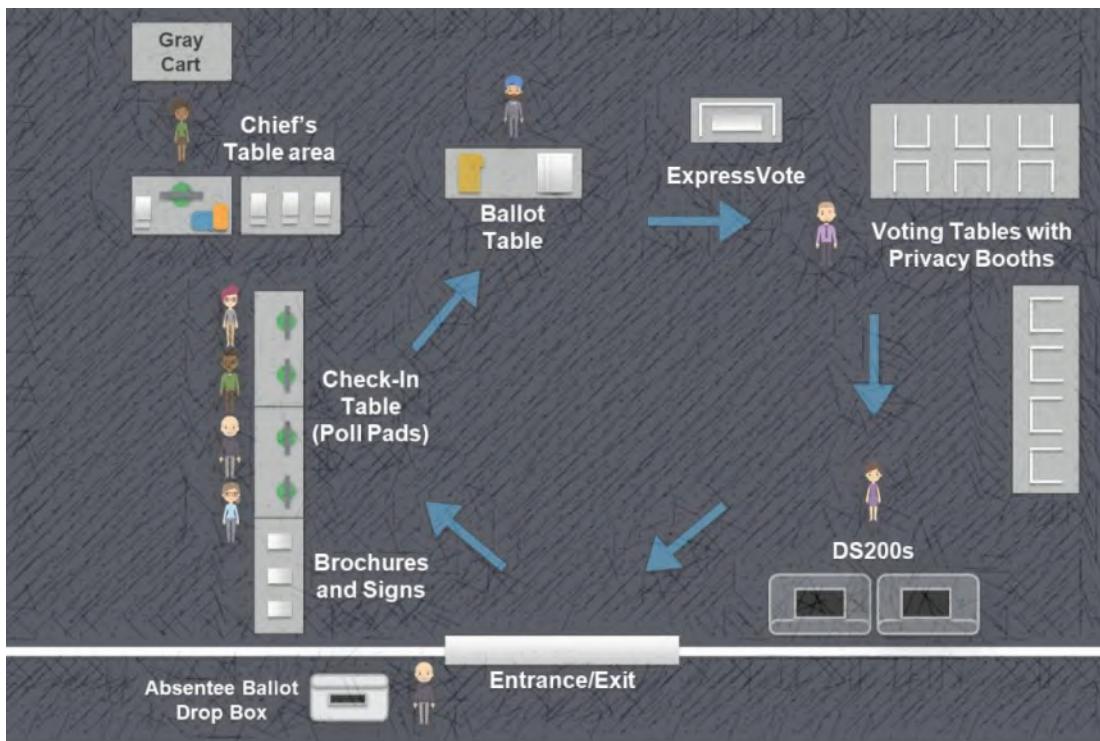
# BEFORE ELECTION DAY

*One week before election day...*

## TASK 8: DEVELOP A PLAN FOR ELECTION DAY

The Chief and Assistant Chief should work together to develop a game plan for opening, managing, and closing the polling place.

- Meet in-person, virtually, or over the phone.** If in person, the Chief should 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.
- Plan election officer assignments based on the skills and experience of your officers.**
  - Plan assignments for opening the polls and the first morning shift.
  - Assign an experienced, friendly officer at the entrance to the voting room.
  - Put your fastest/most experienced officers on the Poll Pads for the morning and evening rush. Team up an experienced officer with a new officer when possible.
- 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 scanners, ExpressVote machines, drop box, gray cart, and chief's table. Keep in mind voter flow from station to station.
  - Let your Rover know if additional signs or extension cords are needed.
  - Send a copy of your room diagram to the Rover (and to building staff if they will be assisting with furniture setup or removal, along with number of chairs/tables needed).



# 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 election officers again. Verify that everyone is still available to serve and provide last-minute reminders (how to travel to the polling place, where to park, which building entrance to use, etc.). Make sure officers have your phone number 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.

Here is a basic email template you could use. Feel free to modify or add to this!

Dear election officers,

Hello again! This is [name], the Chief of [precinct and building]. I'm looking forward to serving with all of you on Tuesday. If you are no longer available for any reason, let me and the Office of Elections ([electionofficers@fairfaxcounty.gov](mailto:electionofficers@fairfaxcounty.gov)) know immediately.

We have [#] people helping set up the polling place on Monday at [time]. If anyone else can join, let me know - it should only take about 1 hour!

I've made a plan for how we will divide tasks during setup and the first shift on election morning – see attached. Remember that we will rotate tasks every two hours and everyone will get breaks. If you have concerns about your assignment(s), please let me know.

Make sure to arrive no later than 5:00 AM on election day so I can swear in everyone on time. Set multiple alarms! If you're running late, call or text me at [phone number]. If you don't notify me, the elections office may send a replacement and you will be sent home.

As a reminder, here is our polling place information:

- [Building name and address]
- [Voting room]
- [Building entrance]
- [Parking information] (and remember, don't park in voter parking!)
- [Any other information specific to your polling place]

Finally, don't forget to pack all food and medications! You cannot leave the polling place during the day, but you can have items delivered to you.

Thanks and see you all on Tuesday (or Monday, for setup)!

- [Chief name, email address, and phone number]

# BEFORE ELECTION DAY

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

## **TASK 10: 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 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 check your front door for you.
- **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.**

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

# BEFORE ELECTION DAY

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

## **TASK 11: SET UP POLLING PLACE AND UPDATE POLL PADS**

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

Invite all officers to help set up. Helping with setup allows officers to 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 their fellow election officers. Note that election officers are 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!

*Materials needed: gray cart lanyard key, a pen, your precinct roster, the black rolling kit, this notebook, and the Sheriff's Envelope.*

**Update Poll Pads with final voter file before starting any other tasks.**

- Follow the instructions on the separate Poll Pad Update guide.
- It will take up to 30 minutes to download the final voter file, so make sure to start the update before working on any other setup tasks!
- Power off the Poll Pads when the download is complete.

**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, use the checklist in Task #7 to verify that those initial tasks are complete.

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

- Verify that someone will be at the facility in the morning to let you in at 5:00 AM.

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

- Do as much preliminary setup as your facility administrator allows *and* if the voting room will be secure overnight. You cannot set up your voting equipment or open any ballots, but you can do many other things.
- Arrange tables, tape down electrical cords, set out privacy booths, post indoor signs.

**Assemble acrylic sneeze guards and absentee ballot drop box.**

- Some semi-circle feet may be inside the gray tote in the gray cart.

*Now you're all set for election day!*

# SUPPLY CHECKLIST

## BLACK ROLLING KIT CONTENTS

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### ENVELOPES AND POUCHES

- # 1A Provisional envelope – for returning provisional ballots cast during normal hours
- # 1B Provisional envelope – for returning provisional ballots cast after hours (by court order)
- # 2 Blue pouch – for returning Statement of Results and other election forms
- # 2A Envelope – for returning yellow printed return sheet
- # 4 Envelope – for returning spoiled, voided, and surrendered absentee ballots
- # 7 Orange pouch – for returning keys, Chief's lanyard, lost IDs and licenses, etc.
- # 8 Envelope – for returning voter forms (voter registration, Request for Assistance, etc.)
- Purple pouch – for returning USB flash drives from DS200 scanners
- Assistant Chief envelope – contains backup keys for gray cart and DS200/ExpressVote

### INDIVIDUALIZED FORMS AND MATERIALS

- Provisional ballot logs (green)
- Provisional ballot envelopes and notices (green)
- Provisional ballot notices – ID-only (lime green)
- Statement of Results (SOR) – A (original) and B (copy)
- Hand Count Report**
- Election Officer Oath
- Printed return sheet (yellow)
- Machine Certification Form
- Precinct Results Notice**
- Peel-off signature label stickers for numbered return envelopes
- Chief's Notes and Incident Report (stapled packet)
- Voter Identification sheet from Virginia Department of Elections – for use at check-in table
- Backup paper pollbook and Count Sheet – side pocket of kit
- DUAL PRECINCTS ONLY: Signs and maps for co-located precincts in same polling place
- Compensation Sheet
- Voting Information (HAVA-2) sign with voting hours (lime green)
- Sample ballot posters (2 large yellow posters)
- Demonstration Ballot (tan) – to demonstrate how to mark ballot without pointing to real candidates
- Districts, Precincts and Polling Place booklet (Precinct Locator) – **effective March 8, 2022**
- Precinct Data Sheet (purple)**
- Election Night Numbers Sheet**
- Drop box form – for returning with drop box ballots**
- TripLok security bags – for returning drop box ballots**

### OTHER POSTERS AND MATERIALS

- Brown envelope with blank ExpressVote cards – return unused cards in kit
- Prohibited Area signs – 2 posters: English/Spanish and Vietnamese/Korean (revised)
- EO Evaluation Sheet and envelope
- Virginia law book – 2021
- Voter permit cards – to give to voters to exchange for ballots
- Vests and ponchos – side pocket of kit
- Blue lanyard with key for gray cart
- Small clippers/pliers for cutting seals – located in white coin pouch on kit
- Rulers
- Magnifier and magnifier sheet
- Small blue pencil case – contains Post-Its pad & flags, paper clips, scissors, pens, black marker, rubber fingertips, moistener bottle for envelopes, and combination stapler/staple remover (with extra staples in bottom of stapler)

# SUPPLY CHECKLIST

## LARGE BLUE BAG CONTENTS

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### SIGNS & POSTERS

- "Vote Here" large poster
- VA Voters' Rights & Responsibilities – 2 posters: English/Spanish and Vietnamese/Korean
- Voter Parking Only signs
- Universal accessibility signs (blue wheelchair symbol)
- DS200 instructions poster
- ExpressVote instructions poster
- Curbside voting notice
- 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, in 4 languages
- Instructions for Hanging Signs and Posters handout
- "No Write-ins permitted in Primary Elections" sign**

### VOTER FORMS

- Request for Assistance forms – 2 pads: English/Spanish and Vietnamese/Korean
- Affirmation of Eligibility forms – 4 pads: English, Spanish, Vietnamese, Korean
- Comment Form – 1 pad
- Voter Referral Worksheets (yellow) – 1 pack of about 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 – only for sealing cardboard ballot return boxes
- Blue painters' tape – for posting signs on painted walls
- Pens – for marking paper ballots
- Election officer recruitment cards (yellow) and table-top stand
- "I Voted" and "Future Voter" stickers
- "No Campaigning" package of chalk, yellow tape, 40-foot rope – for marking Prohibited Area
- Election officer name badges
- Authorized representative peel-off name labels

**HAVING TROUBLE FINDING SOMETHING?  
CALL KAY AT  
703-324-4757!**

# GRAY CART (AS DELIVERED)



## ON TOP OF CART:

- A-frame curbside voter sign
- Packed acrylic sneeze guards
- Packed absentee ballot drop box

## TOP LEFT:

- Poll Pad cases (up to 6)
- Boxes of blank ballots
- Any additional precinct-specific items (e.g., cones, sign stands)

## TOP RIGHT:

- Clear plastic portfolio with extra seals and drop box hardware
- Blank plastic curbside inserts ("sliders")
- Privacy folders
- Gray bin with small supplies
  - Canvas bag with cables/power strips
  - Calculator
  - Extra DS200 tape roll
  - American flag
  - Extra feet for acrylic sneeze guards

## BOTTOM LEFT:

- Black padded cases with ExpressVotes
- PPE supplies

## BOTTOM RIGHT:

- Blue supply bag
- "Real estate" voter signs
- Handicapped voter sign
- Cardboard privacy booths
- Standing privacy booth
- Clipboards
- Extra flat cardboard boxes for ballots

## ON INSIDE OF LEFT DOOR:

- Pouch with Cart Security Log

## ON INSIDE OF RIGHT DOOR:

- Wire frames for voter signs



## SECTION 2

# OPENING THE POLLS

Fairfax County Office of Elections

12000 Government Center Pkwy, Suite 323, Fairfax, Virginia 22035

703-324-4735 or [ElectionOfficers@fairfaxcounty.gov](mailto:ElectionOfficers@fairfaxcounty.gov)

<https://www.fairfaxcounty.gov/elections>

# OPENING THE POLLS

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

**Create 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.

**Prioritize the tasks absolutely necessary to open the polls on time.** This includes swearing in officers, setting up 1 Poll Pad, setting up 1 DS200, and opening and counting ballots.

**Have readily available the items you will immediately need.** These include:

- Election Officer Oath form and a pen
- Name badges for election officers, authorized representatives, and student pages
- Machine Certification Form
- Password card
- Gray cart key on the lanyard and the machine keys on the wristband
- Opening guides for Poll Pads, DS200 scanner, and ExpressVote

**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: Begin the opening process and swear in officers**
- **Task 2: Open the gray cart**
- **Task 3: Set up the Poll Pads**
- **Task 4: Set up the DS200 scanner**
- **Task 5: Set up the ExpressVote**
- **Task 6: Set up the absentee ballot drop box**
- **Task 7: Open and count ballots**
- **Task 8: Set up the check-in table, ballot table, and voter area**
- **Task 9: Set up the Chief's table**
- **Task 10: Post signs**
- **Task 11: Mark 40-foot Prohibited Area**
- **Task 12: Prepare election officers before the polls open**

**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, or 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.

# OPENING THE POLLS

## **TASK 1: BEGIN THE OPENING PROCESS**

*Materials needed: Oath form, pen, election officer name badges, high school page name badges (November only), authorized representative name badges, equipment opening guides*

### **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.  
(Assign each officer the number printed by their name on the precinct roster.)
- Instruct officers to always sign next to their assigned number on all forms.
- Swear in officers using Oath form.
- 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. Instruct officers to print their first name on their badge and write their assigned number in one corner. All officers (and pages, if assigned) must wear their name badges during the day.

### **Welcome authorized representatives.**

- Authorized representatives must be qualified Virginia voters and have a written authorization letter signed by the local political party chairman or a independent candidate on the ballot. Write-in candidates cannot have authorized representatives. See Authorized Representatives section for more information.
- In a general or special election, each party or independent candidate may have one representative in the polling place to observe opening procedures.
- In a primary election, each candidate may have one representative in the polling place to observe opening procedures.
- Hand out authorized representative identification badges provided by Office of Elections. They must turn in the badges upon leaving.

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

- Assign or remind election officers of their tasks from the first page of this section.
- Hand out equipment opening guides.
- Remind officers: no food/drinks near the Poll Pads, ballots, or voting machines!!

### **Turn on the Chief's and Assistant Chief's cell phones and make sure that you each 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. Ask your officers to add both the Chief and Assistant Chief phone numbers to their contacts.

# OPENING THE POLLS

## TASK 2: OPEN THE GRAY EQUIPMENT CART

*Materials needed: lanyard key, seal clippers, pen, Machine Certification Form.*

- Verify the seal number matches the **Machine Certification Form** (the seal number on election morning may be different if you opened the cart during a previous site visit).
- Cut the cart seal and unlock the cart using the key on the Chief's lanyard.
- Check the seal number against the latest entry on the cart Security Record.
- Chief and another officer sign, date, and fill in the reason for opening.
- Put the Security Record back in the folder on the inside of the cart door.
- Place the cut seal in the **#7 Orange Pouch**.
- Remove the green Poll Pad cases first and give them to the Poll Pad opening team.
- Remove the blue supply bag, ExpressVote, privacy booths, gray tote with surge protectors and extension cords, one (1) box of ballots, and other supplies.
- Only remove and open additional boxes of ballots as they are needed.

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## TASK 3: SET UP THE POLL PADS AND PROVISIONAL PAD

*Materials needed: green Poll Pad cases, equipment opening instructions, Voter File Cross-Check Form (from Sheriff's envelope)*

- Instruct one team of officers to open and set up Poll Pads.
- Your precinct will receive one additional iPad, which we will refer to as the "Provisional Pad." It looks much like a Poll Pad, but does NOT contain the voter file and does NOT need to be updated. Power it on. The opening screen of this iPad looks different and shows only the shortcut to access the electronic provisional ballot log.

**IMPORTANT:** Begin the voter file update as soon as possible, if not already completed on Monday. It will take up to 30 minutes and must be completed by 5:45 AM. If not complete, contact Tech Support for help.

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## TASK 4: SET UP THE DS200 DIGITAL SCANNER

*Materials needed: DS200 opening guide, wristband keys, seal clippers, password card, Machine Certification Form, pen, privacy booth(s).*

- Instruct one team of officers to open and set up the DS200.
- Open only one DS200 voting machine unless there is a problem with it or you need to operate both machines due to a high volume of voters.

# OPENING THE POLLS

## TASK 5: SET UP THE EXPRESSVOTE BALLOT MARKING DEVICE

*Materials needed: ExpressVote opening guide, wristband keys, password card, privacy booth.*

- Instruct one team of officers to open and set up the ExpressVote ballot marking device.
  - Open only one ExpressVote machine unless there is a problem with it or you need to operate both machines due to a high volume of voters.
- 

## TASK 6: SET UP ABSENTEE BALLOT DROP BOX

*Materials needed: drop box opening guide, drop box, hardware and lock and key from clear plastic portfolio case in gray cart.*

- Instruct one officer or team of officers to assemble the drop box, if not assembled on Monday.
  - Co-located precincts may share a single drop box.
  - Position the drop box outside the building entrance, just outside the voting room entrance, or just inside the voting room entrance. Use your discretion to determine the best placement for voters at your polling place. Keep in mind that the officer serving as greeter must be stationed by the drop box at all times.
  - The drop box must be available for voters from 6:00 AM to 7:00 PM on election day.
- 

## TASK 7: OPEN AND COUNT BALLOTS

- Confirm that ballots are for your precinct and match your sample ballot.
- At the beginning of the day, open up to two packs of ballots. During the day, open one sealed pack at a time.
- Each ballot package must be double counted by two election officers (or a high school page and election officer, in November elections) before being given to voters.
- Count out 10 ballots at a time, then criss-cross each group of 10, until you have a stack of 10 groups. The stack should add up to 100 ballots. When the first officer finishes the count, the second officer recounts the ballots using the same 10-count criss-cross method.
- Record the number of ballots in each pack on the **Precinct Data Sheet**.
- Use the 10 loose ExpressVote cards first.** Do not open other packs unless you need them.

# OPENING THE POLLS

## TASK 8: PREPARE CHECK-IN TABLE, BALLOT TABLE, AND VOTING AREA

### Prepare check-in table

*Materials needed: acrylic sneeze guards, voter identification list, voter permit cards, pens and Voter Referral worksheets for each station.*

- Arrange tables and chairs for check-in officers.
- 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.
- Place a copy of the [Virginia Voter Identification List](#) on the check-in table next to the Poll Pads. (Another copy of the list should face out to the voters being checked in.)
- Place a stack of voter permit cards at each check-in station. Never leave unattended!
- Place a **Voter Referral Worksheet** with a pen next to each check-in station.
- Provide chairs for seniors and voters who may have difficulty standing in line.

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

*Materials needed: sneeze guard, up to 200 paper ballots, 10-pack ExpressVote cardstock, Envelope #4, demonstration ballot, privacy folders, pens, magnifying glass, magnifying sheet, clipboards.*

- Place a clear acrylic sneeze guard at this table.
- Place the following items on the ballot table:
  - Two hundred (200) pre-counted ballots
  - One plastic bag containing 10 ExpressVote cards from the brown envelope
  - Envelope #4 for spoiled and voided ballots
  - Demonstration ballot
  - Privacy folders and pens
  - Magnifying glass and magnifying sheet for voters with vision issues
  - Clipboards
- **Use the 10 ExpressVote cards first.** Do not open other packs unless you need 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.
- Provide an accessible table with privacy screen for wheelchair voters. And, if needed for accessibility, set up the blue hard-case privacy booth.
- One ExpressVote ballot marking device should be set up for visibility and accessibility toward the front of the voting area but still allow for voter privacy.
- The DS200 scanner should be placed in a way so that any lines that form do not impede voters in the voting booth area.
- Set up a table or chair near the DS200 for voters to return privacy folders and pens.

# OPENING THE POLLS

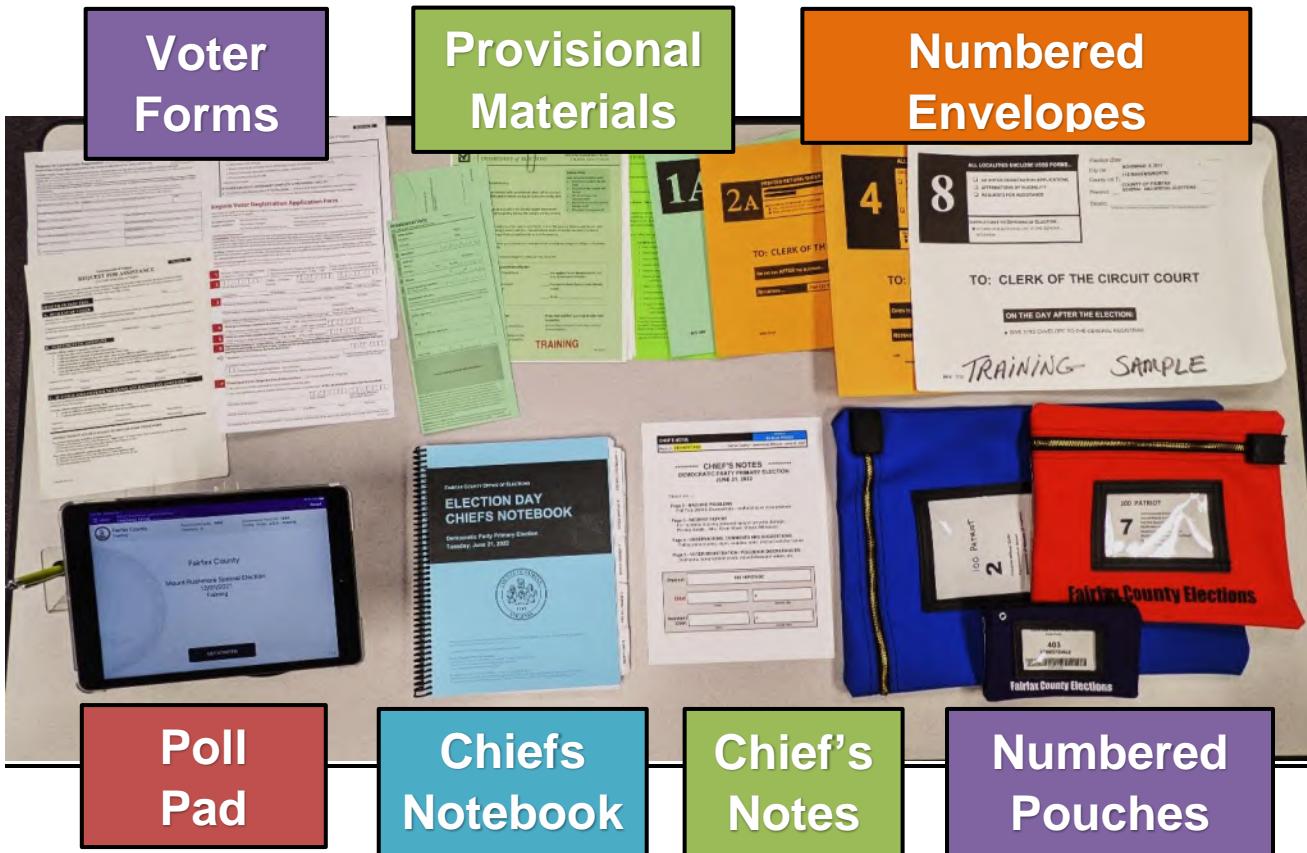
## TASK 9: PREPARE CHIEF'S TABLE AND BREAK AREA

### Prepare Chief's table and provisional voter 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.
- Set up a side table/private area with a privacy booth for provisional voters.
- 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.

### 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.



# OPENING THE POLLS

## TASK 10: POST SIGNS, POSTERS, AND BROCHURES

*Materials needed: signs opening guide, inside and outside signs, blue tape, clear tape, scissors, metal frames for Vote Here and parking signs, cones, yellow curbside A-frame with phone number insert.*

**Instruct one team of officers to hang signs inside and outside the polling place.**

- Use several loops of blue tape on the back of signs.
- Wide blue tape works better on large or laminated signs.
- Hang signs at voter eye level whenever possible. A sign that can't be read is a waste of time.
- A “**Do You Have Your ID?**” sign at the voting room exit door can help reduce forgotten IDs.
- Every polling place is different. You can tape signs to chairs and cones, for example.

**Make sure that you can receive calls from curbside voters.**

- 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 white “slider” with a small piece of clear tape and gently slide it into the pocket on the yellow A-frame curbside sign.
- **IMPORTANT:** The designated curbside voting phone number must be able to receive all calls on election day. Disable smartphone features that block unknown numbers. Apple calls this “Silence Unknown Callers,” and Android calls it “Block Unknown Callers.” Disable any third party apps that block robocalls.

**Set up the election officer recruitment table top stand and lay out the yellow brochures.**

# OPENING THE POLLS

## **TASK 11: RESERVE VOTER PARKING AND MARK 40-FOOT PROHIBITED AREA**

Outside the polling place, there must be a 40-foot Prohibited Activities Area, which provides voters unimpeded access to the building. The large red and white Prohibited Activities posters, which should be posted near the main entrance, list the prohibited activities.

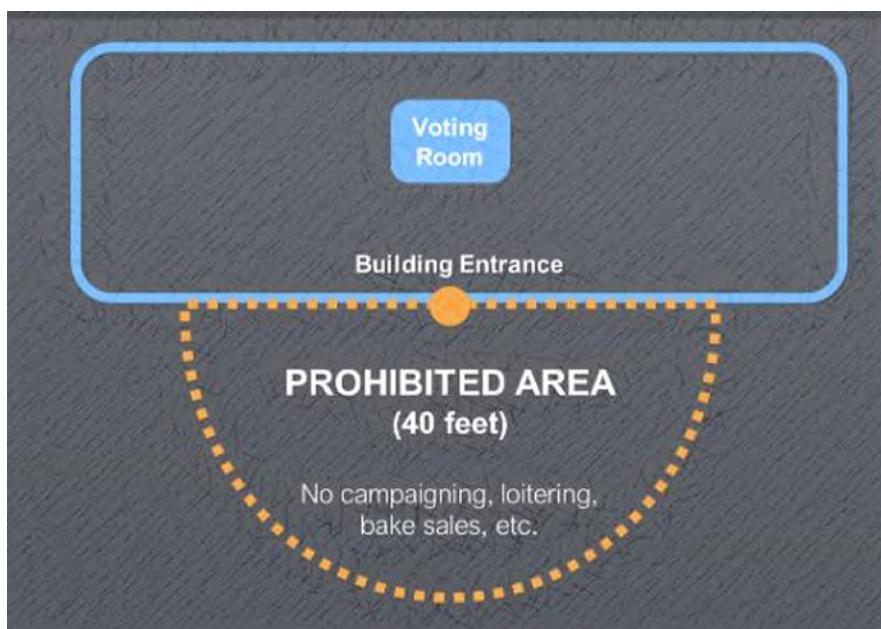
*Materials needed: “No Campaigning” package (rope, chalk, yellow caution tape), blue tape, cones, this page of instructions*

**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 (for example, building staff) park in those spaces.
- 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 Attachment 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.

**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.
- Mark the 40-foot distance from the building entrance primarily used by voters.
- Use 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). Affix the “no campaigning” tape to the surface.
- Chief or other officers should check periodically throughout the day to make sure no prohibited activities occur within the 40-foot prohibited area and that the markings have not faded.



# OPENING THE POLLS

## **TASK 12: INSTRUCT ELECTION OFFICERS BEFORE THE POLLS OPEN**

### **Review security and emergency procedures.**

- Remind officers, student pages, 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.
- 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.
- 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 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!
- Remind officers to notify you if a fleeing voter leaves a ballot in the voting room.
- 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 every 2 hours during the day (so no one has to stand or sit too long).

### **Instruct all officers to sign Compensation Sheet.**

- All officers should 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.)
- Note the time and explanation for officers who arrive late (overslept, got lost, came from another location, etc.) or leave early (became ill, family emergency, etc.).

### **Verify all officers have signed the Oath and the Compensation Sheet.**

### **Swear in any officers who arrived late.**

- They must also sign the Oath and Compensation Sheet.

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



## **SECTION 3**

# **OPENING GUIDES**

# OPENING PROCEDURES

# POLL PAD ASSEMBLY



## 1. Check security of case

**STOP! If Poll Pads were not updated with latest voter file, first use separate Poll Pad Update guide. Notify Chief.**

- If Poll Pad has not been opened, seal will be green.  
If Poll Pad was updated on Monday, seal will be yellow.
- Verify that the blue tag number (EPB-0000) and the seal number match the **Machine Certification Form**.
- Cut seal and put in #7 Orange Pouch.



## 2. Remove contents from the cases

- Remove the contents from the green cases.
- Each case contains one Poll Pad and its peripherals:
  - Poll Pad
  - Poll Pad base
  - Power cord and charger
  - Clear plastic ID holder
  - Stylus



## 3. Assemble base

- Hold the Poll Pad sideways so that the home button is on the right.
- Rotate the arm so that it points toward you.
- Insert the arm into the slot in the green circle in the base.  
**CAUTION!** Push down on the arm, not on the Poll Pad.



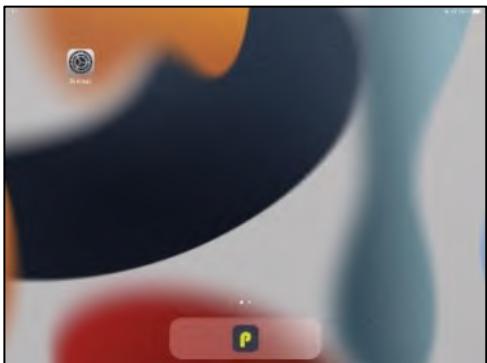
# OPENING PROCEDURES

# POLL PAD ASSEMBLY



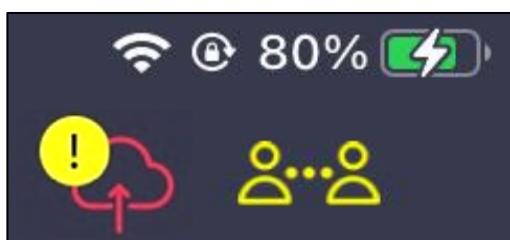
## 4. Assemble ID holder and plug in to power

- Slide the clear plastic ID holder sideways onto the back of the Poll Pad with the white label facing up. Gently—they are easy to break!
- Insert the stylus into the round hole of the ID holder.
- Plug small end of power cable into Poll Pad below Home button, then plug large end of power cable into charger.
- Plug charger into a surge protector and keep plugged in all day.



## 5. Turn on Poll Pad

- Find the power button on the left side of the Poll Pad.
- Press and hold the power button until the Apple logo appears.
- Tap the **green “P” icon** on the bottom of the screen to start the Poll Pad application.



## 6. Finish assembly

- Make sure battery icon is green with a lightning bolt through it.
- Position Poll Pads within 30 feet of each other so they can sync.
- Check the **sync icon** that looks like two people. If the **sync icon** is red, tap it and then tap **Start Syncing**. The icon will turn yellow.
- The cloud icon may be **red** or not visible while polls are open. This is OK!



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# OPENING PROCEDURES

# EXPRESSVOTE



## 1. Initial setup

- The ExpressVote is heavy. Two officers should perform these tasks.
- Identify an accessible table with space for wheelchair access.
- Provide a chair for voters.
- Lay the case down on the table. Unzip it and **gently** slide the ExpressVote out with the screen facing down.
- Remove headphones, power cord, and power brick from exterior side pocket.



## 2. Connect to power

- Connect the two halves of the power cord.
- Plug the power cord into a surge protector.
- Plug the surge protector into an outlet.
- Hold the power connector with the flat side facing up and plug it into the back of the ExpressVote. Make sure you hear/feel the click that tells you the cord is secure.



## 3. Extend prop bar

- Extend the prop bar on the back of the machine.
- The machine should be stable and resting upright at a slight angle.



## 4. Prepare keypad and headphones

- Open the access door on the left side of the machine with the black barrel key.
- Verify the keypad is plugged into the keypad port.
- The keypad is attached to the side with Velcro. Pull to detach it.
- Place the keypad and headphones on the table so they are accessible to voters. Keep headphones unplugged until a voter needs them.



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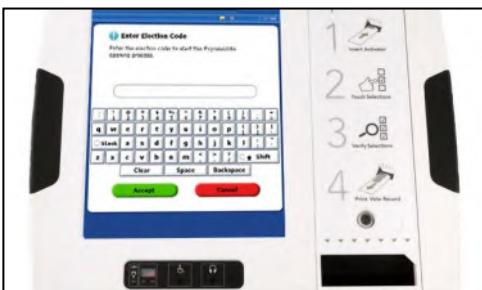
# OPENING PROCEDURES

# EXPRESSVOTE



## 5. Turn machine on

- Flip the power switch to on.
- The device will take about three minutes to power on.
- Verify the unit is receiving power by looking for the green light below the screen.



## 6. Enter election security code

- After the system initializes, enter the election security code (password), then touch accept.
- On the next screen, verify that the date, election, and precinct number and name are correct.



## 7. Prepare for voters

- Close and re-lock the access door, ensuring that the keypad cord threads through the opening in the door.
- Place a privacy booth around the ExpressVote.
- Return the carrying case to the gray supply cart.



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# OPENING PROCEDURES

# DS200 BALLOT SCANNER



## 1. Front of the DS200 scanner

- Verify that green seal number on the black DS200 lid matches the number on the **Machine Certification Form**.
- Cut the green seal and place it in the **#7 Orange Pouch**.
- Use the flat silver key to unlock and open the auxiliary compartment.
- Two officers confirm that the auxiliary compartment is empty.
- Keep the silver metal flap in the upright position. Close and re-lock the compartment.
- Use the flat silver key to unlock and open the ballot compartment.
- Two officers verify that the ballot compartment is empty.
- Close and re-lock the ballot compartment.



## 2. Back of the DS200 Scanner

- 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. Plug the surge protector into an AC wall outlet.
- Verify that the round silver bar is in the down position, firmly secured by the white plastic clip.
- Leave the power cord compartment open for ventilation while the voting machine is being used.



## 3. Top of the DS200 Digital Scanner

- Use the flat silver key to unlock the black DS200 lid.
- Open both latches and flip them out, then lift the black DS200 lid.
- Use black barrel key to unlock the scanner screen.



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# OPENING PROCEDURES

# DS200 BALLOT SCANNER



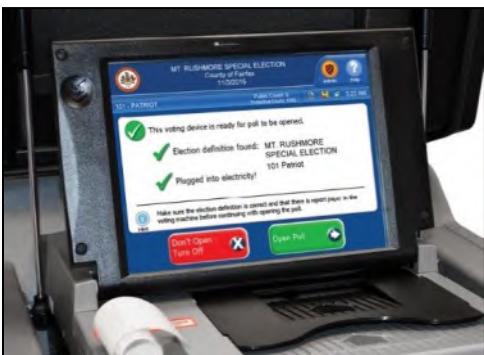
## 4. Boot up the scanner

- Lift the screen. The DS200 scanner will power on automatically. It can take 2-3 minutes until it is ready for the next step.
- Verify that the red barcoded sticker seal is securely attached across the printer access door and that the seal number matches the number on **Machine Certification Form**.



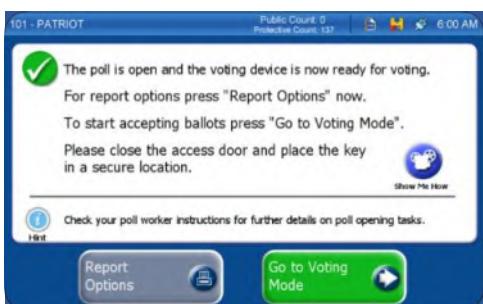
## 5. Enter election security code; verify election and power

- Enter the election security code (password) after the system has finished powering on. Password is case-sensitive. Tap **Accept**.
- The DS200 digital scanner will print a **Configuration Report**, but **DO NOT** tear off the tape yet.
- Verify on screen that the date, the election, and the precinct name & number are correct.
- Verify on screen that DS200 is receiving power.



## 6. Prepare DS200 for voting

- Tap the on-screen green **Open Poll** button. The **Ballot Status Accounting Report** and four (4) **Zero Totals Reports** will print.
- Tear off the entire tape.
- Two officers sign all four (4) copies of the Zero Totals Report** and give the tape to the Chief. Notify Chief if any numbers are not zero.
- Verify that Public Count is zero and that Protected Count (top of screen) matches the **Machine Certification Form**. Notify Chief if counts do not match form.
- Place a privacy screen around the DS200 screen.



## 7. Ready to go!

**STOP! Do not tap “Go to Voting Mode” before 6:00 AM.**

- At 6:00 AM exactly (not earlier!), tap **Go to Voting Mode**.
- The DS200 is now ready to accept ballots.



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# ASSEMBLY INSTRUCTIONS

# ABSENTEE BALLOT DROP BOX



## 1. Unpack contents from box

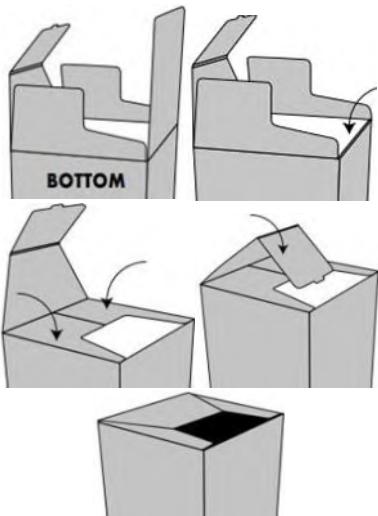
Verify you have the following items:

- One (1) gray base body.
- One (1) top lid panel.
- One (1) weighted base.



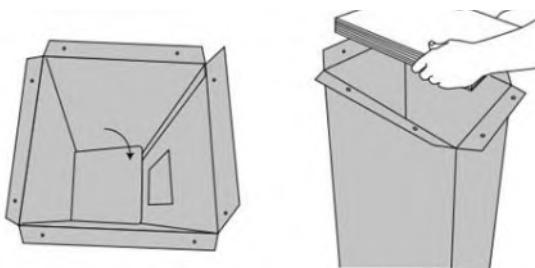
## 2. Remove the hardware from the clear plastic portfolio

- The clear plastic portfolio is stored in the gray cart. The hardware is in a clear plastic bag inside the portfolio.
- Remove the lock and key.
- There are eight bolts and eight wingnuts.



## 3. Unfold main body and fold side and back flaps

- Unfold main body unit with large flaps (bottom of unit) on top.
- Fold large end flap over and into unit as shown.
- Fold two side flaps into unit as shown.
- Bend back flap over and insert into unit.
- Fold end piece back towards rear of unit.
- Insert tab into pre-cut slot. Unit should appear as shown.



## 4. Insert weighted base and top lid panel

- Carefully turn unit right side up.
- Press large flap down into bottom of unit.
- Flap will lock into place through pre-cut slit inside of unit.
- Insert weighted base into unit and place squarely at bottom.



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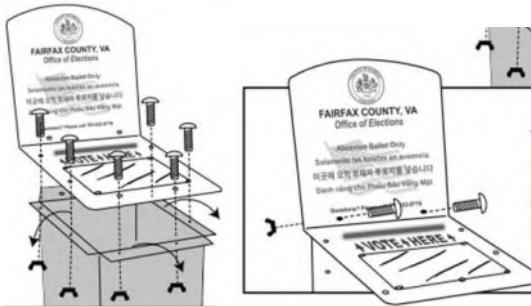
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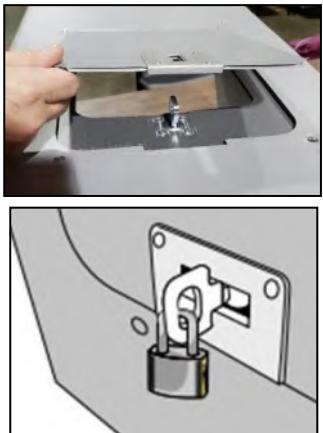
# ASSEMBLY INSTRUCTIONS

# ABSENTEE BALLOT DROP BOX



## 5. Secure top lid panel

- Fold upper flaps on base of unit outward.
- Set lid with door down into position.
- Align holes in lid with holes in flap.
- Secure with six (6) nuts and bolts as shown.
- Use two (2) bolts to secure back graphic to body of unit.



## 6. Secure back door during the day

- The drop box must be secured during the day.
- Close the door on the back of the box.
- Use the lock to secure the swivel hasp on the back door.



## 7. Insert multi-lingual sign

- Insert the "Drop box for Fairfax County absentee ballots" multi-lingual sign from right side of the acrylic window.



## 8. Position the drop box

- The drop box should be located near the building entrance or near the voting room entrance, at the discretion of the Chief.
- The drop box should be ready for voter use by 6:00 AM.



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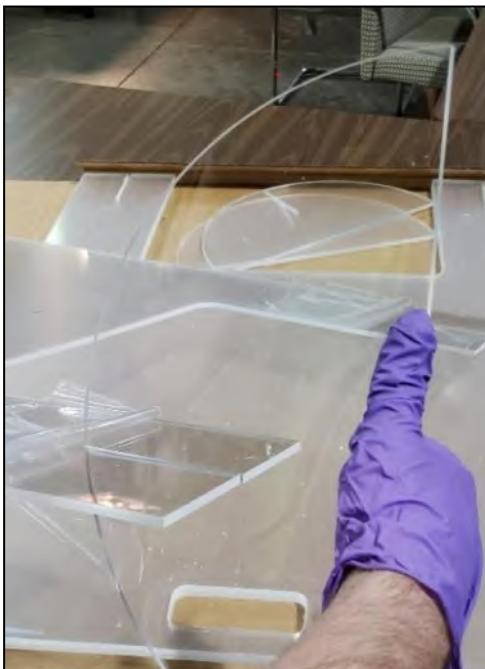
# ASSEMBLY INSTRUCTIONS

# ACRYLIC SNEEZE GUARDS



## 1. Unpack contents from box

- Each precinct will receive four (4) acrylic sneeze guards.
- The cardboard box holds 4 sneeze guards. Open the box.
- Verify that the box contains 4 sneeze guards and at least 2 semi-circle feet. Additional semi-circle feet may be packed inside the gray cart.



## 2. Fit together the sneeze guards and semi-circle feet

- Remove plastic film from both sides of any sneeze guard that still has it attached.
- Line up the slots on the semi-circle pieces with the slots at the bottom of the sneeze guard.
- Partially insert the semi-circle edge into the sneeze guard slot.
- Place the sneeze guard on the floor.
- Like hammering a nail, lift the sneeze guard and tap the bottom of the feet against the floor to ensure the feet are firmly in place. Repeat the tap as necessary.



## 3. Set sneeze guards on tables

- Carefully lift the acrylic sneeze guard and place it on the table.
- Place one sneeze guard at the check-in table.
- Place one sneeze guard at the ballot table.
- Use other sneeze guards at your discretion. For example, you may want to place a sneeze guard at the Chief's table or you may want to place more sneeze guards at the check-in table.

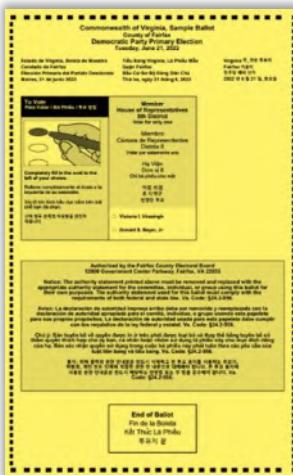


# OPENING PROCEDURES

# SIGNS & POSTERS

**Post these signs INSIDE, near the entrance to the voting room. They should be visible to voters waiting in line to check-in.**

- **Attention All Voters** signs. Post all languages together.
- **Sample ballots** (2 sets of front and back of ballot). Post one set near the voting room entrance and one set inside the voting room on the way to the check-in table.
- **DS200 and ExpressVote** instructions posters.
- **Voter Rights and Responsibilities** posters. Post all languages together.



**Post these additional signs INSIDE the voting room.**

- Post additional signs as needed, such as ARROWS, ENTRANCE, and EXIT to direct voters into the voting room and through the voting process without crossing paths with other voters.
- Post “Do you have your ID?” sign near exit – this really helps cut down on number of people who forget their IDs in the polling place!



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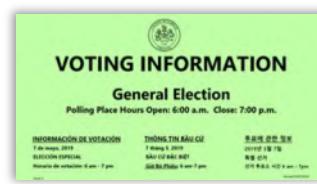
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# OPENING PROCEDURES

# SIGNS & POSTERS

Post these signs **OUTSIDE** the polling place near the building entrance.

- **Polling Place** sign(s) at the most visible site from road/parking lot.
- **Vote Here** signs. One on or next to outside entrance and one on or next to voting room entrance.
- **Voting information** (HAVA-2) sign with voting hours at outside entrance.
- **Authorized Representatives** sign at outside entrance.
- Additional **polling place** signs (plastic signs on metal frames) on street corners or parking lot entrances as needed, especially if your polling place is difficult for new voters to locate.
- **Prohibited Activities** posters outside building the main entrance facing out toward oncoming voters and within the 40 foot boundary. Post all languages together.
- Post additional signs if needed, such as arrows to direct voters to voting entrance. This is especially important if you are not in your normal voting room.



Post these signs **OUTSIDE** near your curbside voting area.

- **Curbside voting** yellow sign where it is most visible near the designated curbside voting area or the accessible parking spaces.
- Attach the curbside phone number to the white 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.
- Place cones at reserved parking spaces, including accessible parking.
- Inspect exterior and interior pathways for obstacles.





## **SECTION 4**

# **DURING THE DAY**

# 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 should communicate clearly with each other throughout the day about what they are doing and what they propose to do. It is important 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 and use the *What-Ifs*.

## **Your primary management responsibilities:**

- Oversight of election officers in all positions
- Voting room areas and officer functions
- Working with non-routine voters
- Interacting with people 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 touchy situations

Further guidance for each of these areas of responsibility is set out below. Do not rely on memory alone! Use the Chief's 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 don’t know how to handle.

Rotate officers through all positions **every 2-3 hours** so they get to perform all duties and get regular breaks. The Chief may make exceptions if they observe that a particular officer is not a good fit for a position (note this on the Election Officer Evaluation Form).

Remind your officers that they must conduct themselves in a non-partisan manner the entire day, even if voters are not present.

# DURING THE DAY

## OFFICER FUNCTIONS

During the day, your election officers will rotate among these 5 areas:

- **Greeter/Drop Box Monitor** – One officer should be positioned near the building entrance or voting room entrance and assist voters and monitor the drop box.
- **Check-In Table** – One officer should be stationed at each Poll Pad to check-in voters.
- **Ballot Table** – One officer should be stationed at the ballot table to receive voter permit cards from voters and issue them a ballot. This officer may also help voters spoil their ballots when necessary and void any abandoned ballots.
- **Voting Booths** – One officer should be stationed near the voting booths and direct voters to an open voting booth. They should also clear out materials left behind in voting booths. This officer can be the same officer monitoring the DS200.
- **DS200 Scanner** – One officer should be stationed near the DS200 scanner and guide voters on how to scan their ballot into the DS200. This officer should also distribute “I Voted” stickers to each voter. This officer can be the same officer monitoring the voting booths.

As needed, officers assigned to other functions may also have to assist curbside voters.

We have provided more detailed descriptions of each of these functions in the “Day Guides” section of this notebook. We will also provide you with an identical copy that you can hand out to your officers serving in these roles or post at each area of the voting room.

These documents describe the duties of election officers and expectations for their performance. Make sure your officers understand the instructions and allow them to ask questions.

**Reminder:** Election officers can simultaneously serve in multiple functions as needed, but the drop box, check-in table, ballot table, and DS200 scanner should never be left unsupervised.

# DURING THE DAY

## PRECINCT DATA SHEET

Assign election officers (or a page in November) to fill in the Precinct Data Sheet at the intervals noted. The main purpose of this form is to match the Poll Pad check-in numbers against the DS200 public and protected counter numbers on a scheduled basis to catch discrepancies early.

The Precinct Data Sheet also has a section to keep track of how many ballots are in each opened pack. Instruct the officers (or officer and page, in November) who count out ballots to fill in the Precinct Data Sheet for each pack.

You will need this information to complete the Statement of Results.

## TURNOUT SURVEYS

On election day, each precinct needs to complete a digital survey at three (3) times throughout the day to record how many voters have cast a ballot and how many provisional ballots you have issued.

At each designated time, we will send you a text message with an online link. Click on the link to submit your turnout numbers. We will send reminder text messages to both the Chief and Assistant Chief, but we need only 1 submission per precinct.

Note that any election officer or student page may submit each turnout survey! We have provided a handout with links and QR codes that you can give to one of your officers and ask them to submit the surveys throughout the day.

Whoever is assigned to submit the turnout surveys should also schedule alarms on their phone for each time below.

- Turnout survey #1: Submit between **8:30 AM** and 8:55 AM.
- Turnout survey #2: Submit between **11:30 AM** and 11:55 AM.
- Turnout survey #3: Submit between **2:30 PM** and 2:55 PM.

# DURING THE DAY

## WORKING WITH SPOILED AND VOIDED BALLOTS

The officer assigned to the ballot table should assist voters with spoiling and replacing their ballots. All your officers should also be instructed to notice whether any voters have left without casting their ballots and to give the abandoned ballots to you or to the ballot officers.

- Voters must return spoiled or damaged ballots/ballot cards to the ballot officer to obtain a replacement ballot. 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.
- Ask the voter if they want to fill in all the ovals on the spoiled ballot. This obscures the voter's intent and ensures the ballot cannot be scanned. The voter can decline.
- Write "SPOILED" across the face of the spoiled ballot or ballot card.
- Fold the ballot or ballot card in half and place it in **Envelope #4**.
- Was the ballot hard for the voter to read?
  - Offer the magnifying glass or sheet from the ballot table.
  - The ExpressVote can increase the text size.
  - An assistant may help mark their ballot (complete a Request for Assistance form).
- If a voter spoils two ballots in a row, ask if they want to use the "touch screen" to mark their ballot or have an assistant mark it for them (complete a Request for Assistance form). Tell them they can ask for the same thing next time they come to vote.

## WHEN THE DS200 DIGITAL SCANNER DOES NOT ACCEPT A 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 out loud the message on the screen.

- Blank ballot: 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 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

## WORKING WITH VOTERS WHO NEED LANGUAGE ASSISTANCE

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.

Authorized representatives, the voter's employer or agents of that employer, and officers or agents of the voter's union are not permitted to be the assistant.

### LANGUAGE INTERPRETER PHONE LINE

Fairfax County uses **Liberty Language Services** for over-the-phone interpretation services.

You can use your phone or the voter's phone.

**Dial: 1-718-838-9317  
Enter PIN: 639 648 22#**

**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

You should speak to the interpreter first to briefly explain the situation. When speaking to an over-the-phone interpreter, follow these suggested practices from Liberty Language Services:

- Speak clearly and pause after each complete sentence to give the interpreter time to interpret.
- Do not use acronyms unless you clarify the acronym the first time you use it.
- The interpreter may need clarification of a term, and so they will address you directly.
- The interpreter is required to interpret everything that is said. Don't say anything you don't want to be interpreted.

Professional interpreters will use the first person "I", not "they say that". Professional interpreters do not offer their own opinions.

# DURING THE DAY

## **WORKING WITH VOTERS WITH DISABILITIES**

Consult the *Accessibility* section for guidance on working with voters with different kinds of disabilities or impairments.

Consult the *Accessibility* section for guidance on how to make the parking area, exterior and interior paths of travel, building entrance, and the voting room easier and safer for people with mobility or vision issues to navigate. You or your officers should monitor these areas periodically.

Post the curbside sign with an office or cell phone number to call for assistance. You may also ask any party workers distributing campaign literature to alert you if a voter needs assistance outside.

When speaking on the phone with someone who needs curbside assistance, ask how many people in the vehicle need to vote curbside. You should take out clipboard(s), pen(s), and Request for Assistance form(s) to be prepared for any situation, in addition to the Poll Pad and ballot(s). Be alert to any potential provisional ballot situation that may require additional processing.

# DURING THE DAY

## PEOPLE AUTHORIZED TO BE IN THE POLLING PLACE

### **Electoral Board members**

Electoral Board members may visit at any time to observe the process or to provide guidance. They will have a Fairfax County ID badge.

- Chairman of the Electoral Board: **Amb. (ret.) Christopher Henzel**
- Vice Chair 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 (Poll Pad 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 applicable to their qualifications, number, and permitted activities

Authorized representatives 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, you can ask them to stop the behavior. If the authorized representative's behavior continues to be a problem, call the Office of Elections for guidance.

Authorized representatives may use an electronic communication device (smartphone, tablet, etc.) but may **not** take photos or record videos. 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, serving a curbside voter, 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 no more 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.

They must have a 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. Visitors must follow the 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

## Oversight of the Polling Place Exterior

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

When faced with a situation you are unsure how to handle, feel free to 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.

Loudspeakers are prohibited by law within 300 feet of a polling place. Remind the person or group of this requirement. If they do not comply, call the 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 in 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 if police are summoned.**

# DURING THE DAY

## **DEALING WITH DIFFICULT PEOPLE**

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 help 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, try the following:**

- Give the voter a Fairfax County comment form or Virginia Department of Elections complaint form.
- 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 and (to act as 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, calmly ask them to leave.
- **Second warning:** If the behavior continues, tell them you will call the police if they do not leave.

### **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 difficult person 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.

# DURING THE DAY

## **MAINTAIN THE SECURITY OF THE VOTING ROOM**

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

For security, all election officers and authorized representatives must wear their ID badges while they are inside the polling place. The following people 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 (who receive an identification badge upon giving documentation to the Chief). They must surrender the badge when they leave the polling place.
- Visitors/neutral observers (who 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).

### **Maintain security of ballots and election materials**

Standard ballots, ExpressVote ballot cards, and voter permit cards at the check-in table and ballot table should *never* be left unattended.

Tell your ballot officers that they should never prefill privacy folders. They must put a single ballot in a privacy folder and hand it to the voter at the ballot table.

For security, you must lock your unused ballots in your cart along with extra supplies. If your drop box became full and you had to secure ballots in a TripLok security bag, it must also be locked in the gray cart.

Spoiled and 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. Keep provisional voters at the Chief's table until after they have given their provisional envelope with the ballot sealed inside to the Chief/Assistant Chief.

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. The Chief should keep the cart locked at all times. You can store purses, lunches, or other personal items in the cart as well.

# DURING THE DAY

## WATCH FOR UNAUTHORIZED PEOPLE WITHIN 40-FOOT PROHIBITED AREA

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

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

### **Suspicious behavior.**

*People* 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 discreet 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.

# DURING THE DAY

## 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.

### **Observe voter behavior around the voting equipment:**

Be vigilant – If you observe voters exhibiting any of the kinds of behaviors listed below, you should politely ask, “Do you need assistance?”

Watch for these kinds of behaviors (not an all-inclusive list):

- A voter 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 carries coffee, food or other items that could damage a ballot or machine.
- A voter is accompanied by children who are touching machines or cords.

### **If the DS200 scanner is inoperable:**

- Notify the Chief, who should invite 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, including:

- Machine number and time the problem occurred.
- 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.
- 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.
- 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).
- Time machine placed back in service, or time substitute placed into service.



## SECTION 5

# DAY GUIDES

# DURING THE DAY

# ENTRANCE & DROP BOX

One officer should be positioned near the building entrance or voting room entrance. Assist voters as they enter and monitor the absentee ballot drop box.

## ASSIST VOTERS AS THEY ENTER

- **Greet voters and verify that they are in the correct location.** (This is especially important for polling places which contain two co-located precincts.)
- **Monitor the lines and help control polling place access.** If the voting room or check-in tables are too crowded, hold the line in the hallway for a short time until the line becomes shorter.
- **Remind voters to have their ID ready.** The check-in process will go faster if voters have their ID out of their purse or wallet. If voters have questions, refer to the list of acceptable IDs.
- **Encourage voters to look at the sample ballot while they are waiting in line.**
- **Notify the Chief if there is anything of concern in the area outside the voting room or building.**

## MONITOR THE DROP BOX

- The drop box must be actively monitored from 6:00 AM to 7:00 PM on election day.
- The officer monitoring the drop box should not leave until a replacement arrives, so the drop box is never unattended.
- Voters from anywhere in Fairfax County can deposit envelopes in any Fairfax County drop box. Voters are also permitted to deposit other mail intended for the Office of Elections (such as affidavits to “cure”, or fix missing information on, previously submitted absentee ballot envelopes).
- Voters are not required to provide identification or identify themselves when using the drop box.
- Voters are permitted to place more than one 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.
- Election officers should not sign an absentee envelope as a witness.
- If a voter with an absentee ballot wishes to vote in person instead, direct them to the voting room, where they can surrender their absentee ballot and vote in person.
- Curbside voters may give absentee ballot envelopes to election officers, who should immediately deposit them in the drop box.
- Any voters in line at the drop box at 7:00 PM may deposit their ballot envelope in the drop box.

# DURING THE DAY

# 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?”**

- Refer to the Voter Identification list for the different types of IDs that a voter may provide.
- If a voter offers an approved ID, never ask for their driver’s license instead!
- If a voter does not have an acceptable ID, always direct them to the Chief. They can complete an ID Confirmation Statement, which can serve as an acceptable ID.

2) Search for the voter on the Poll Pad, open their record, 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 verbally or in writing (§ 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.”**

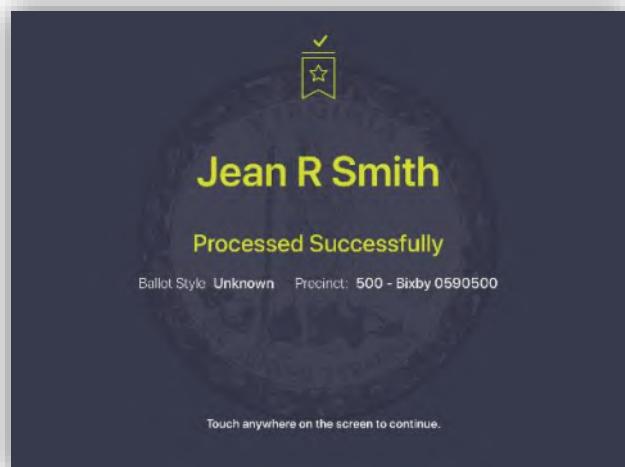
5) Touch ‘Accept’ to move to the second voter screen.

6) Check the flag(s), if any, applicable to this voter.

7) Tap ‘Submit’ to complete checking in the voter.

8) **YOU MUST SEE THIS SCREEN TO COMPLETE**

**THE CHECK-IN.** Only after the screen with the voter’s name and the words “Processed Successfully” appears, give the voter a voter permit card.



# DURING THE DAY

# BALLOT TABLE

One officer should be stationed at the ballot table to take voter permit cards from voters and issue ballots. Never leave the ballots, voter permit cards, or the ballot table unattended!

## ISSUE BALLOTS TO VOTERS

- 1) Take the voter permit card from the voter.
- 2) Place a ballot in a privacy folder. Never put ballots in privacy folders ahead of time.
- 3) Give the ballot and a pen to the voter and tell them:

**"This ballot has [one/two] sides.**

**Fill in the oval to the left of your choice(s).**

**When you are done marking your ballot, take it to the ballot scanner."**

- 4) Direct voters to the voting booths and point out the location of the DS200 scanner.

## SPOILED AND VOIDED BALLOTS

- **SPOILED:** If a voter makes an error or wishes to change a selection, their ballot must be spoiled before you issue a replacement ballot. Write "spoiled" in large letters across the face of the ballot and ask the voter if they wish to fill in all bubbles to obscure their intended vote selections. Draw through the barcode when spoiling an ExpressVote card. Place the spoiled ballot in **Envelope #4** and issue the voter a new ballot.
- **VOIDED:** If a voter leaves a ballot in the polling place, they are considered a "fleeing voter" and their ballot must be voided. Write void on the face of the ballot and put it in **Envelope #4**. The only exception is if the ballot was left on the DS200 scanner; in that case, an election officer may cast the ballot. Notify the Chief first.

## ADDITIONAL NOTES

- Remind voters that they may exchange their ballot for a replacement ballot if they make an error or wish to change a selection.
- If voters indicate that they prefer to vote on 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 go with the voter to the ExpressVote to assist them.
- If voters have questions about marking the ballot, use the tan-colored demonstration ballot (not a real ballot) to assist them. It is important to never point to real candidate names on an actual ballot or sample ballot.

# DURING THE DAY

# 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.

## GUIDE AND ASSIST VOTERS

- 1) Direct voters with ballots to an open voting booth.
- 2) As voters finish marking their ballots, direct them to the DS200 ballot scanner.
- 3) Watch for voters asking for help marking their ballots or taking a long time to mark their ballots.
- 4) If a voter needs help, follow these steps (use the demonstration ballot if necessary):
  - Go to the booth where a voter has requested help.
  - Ask voters how you may assist and walk them through the process.
  - Complete a **Request for Assistance Form** if you will see the ballot.
- 5) If a voter makes a mistake on a ballot, inform them that they may “spoil” the ballot and exchange it for a new ballot.

## 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, an officer will have to void the ballot.
- Watch for any voters walking toward the exit with a ballot. Inform the voter that the ballot can not leave the voting room.
- 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 aged 15 or younger without any forms (§ 24.2-643).

# DURING THE DAY

# DS200 SCANNER

One officer should be stationed near the DS200 ballot scanners to instruct voters how to scan their ballot and help answer questions. This can be the same officer who is monitoring the voting booths.

## GUIDE VOTERS IN SCANNING BALLOTS

- 1) Monitor the voting machine scanner from a minimum of 4 feet away – never close enough to see the ballot while the voter inserts it into the DS200. You can point to the tray and give directions for how to insert the ballot or ExpressVote card. Do not look at the voter’s ballot.
- 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) Ask voters to wait long enough to see the confirmation message (“Thank You for Voting”) that their ballot was successfully cast (it only appears for a very short time).
  - o If the room isn’t noisy, you will easily hear the ballot drop into the ballot compartment, confirming that the ballot was successfully cast. 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. Ask the voter to read to you the message displayed on the screen so that you can guide them on the options available. When in doubt, call the Chief!
  - Most voters should see the “Thank you for voting” message after their ballot is scanned.
  - Blank ballot: Voter has not made any choices or made marks so small that they could not be read by the scanner. 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 confirm that they wish to vote an over-voted ballot, or to return, 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 (“ballot cannot be read”), ask the voter to try re-feeding the ballot upside down. If that doesn’t work, 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.

# DURING THE DAY

# CURBSIDE VOTERS

Election officers serving in other functions (e.g., at check-in table) may be needed to assist curbside voters. Curbside voters will call the designated phone number on the yellow A-frame sign, which should ring the Chief's cell phone, another officer's phone, or available landline.

**Do not ask a voter why they want to vote curbside.**

- 1) Ask the caller how many people in the car want to vote. Have them describe their car so you can find it in the parking lot.
- 2) Send two officers to serve a curbside voter whenever possible. If practical, choose officers from different political parties. They can use the safety vests from the side pocket of the black rolling kit.
- 3) Invite authorized representatives and pages to observe the process from a distance.
- 4) Take the following supplies with you to serve all the voters in the car:
  - Poll Pad
  - Clipboard
  - Pen
  - Privacy folder
  - Ballot
  - Request for Assistance form (just in case)
  - Sticky notes (blue pencil case)
- 5) Ask if anyone in the car will need help filling out their ballot. Have the voter and their assistant complete a Request for Assistance form. A form is only required if the voter needs help; simply voting curbside is not “assistance.”
- 6) Check in the voter on the Poll Pad. **Be sure to check the Curbside flag (and Assistance Required flag, if appropriate).** Call the Chief for a non-routine situation.
- 7) If there are multiple voters, put a sticky note on each privacy folder indicating where they sit (e.g. driver, passenger, back seat) before handing them out.
- 8) Step back a few feet from the car to give the voter privacy.
- 9) Ask the voter to wait while you take the ballot inside and cast it on the DS200. If a ballot is not accepted for any reason, put it back in the right privacy folder.
- 10) Return to the car with “I Voted” stickers and any rejected ballots. If a voter’s ballot was rejected, explain the voter’s options (cast overvoted or blank ballot; spoil and get a new ballot).

DURING THE DAY

# TURNOUT SURVEYS

On election day, each precinct needs to complete a survey three (3) times throughout the day to record how many voters have cast a ballot and how many provisional ballots you have issued.

**Instructions:**

- At each designated time, we will send you a text message with an online link.
- Click on the link to submit your turnout numbers.
- You can also use the links or QR codes below.

**Notes:**

- We will send reminder text messages to both the Chief and Assistant Chief, but we need only 1 submission per precinct.
- Any election officer may submit each survey. You may give this page to one of your officers and ask them to submit the surveys throughout the day.
- **Schedule alarms on your phone for each time below!**



Turnout Survey #1

**Open 8:30 AM to 8:55 AM**

<https://form.jotform.com/FairfaxElections/turnout1>



Turnout Survey #2

**Open 11:30 AM to 11:55 AM**

<https://form.jotform.com/FairfaxElections/turnout2>



Turnout Survey #3

**Open 2:30 PM to 2:55 PM**

<https://form.jotform.com/FairfaxElections/turnout3>



## SECTION 6

# 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 Elections 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.

**IMPORTANT:** 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." If 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. Instead, always use the address that the voter provides during the check-in process. 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(B): "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:

- NOT ACCEPTED: Out-of-state driver's license
- NOT ACCEPTED: Virginia driver privilege card, which are issued to non-citizens
- NOT ACCEPTED: Foreign passport
- NOT ACCEPTED: Employee ID without a photo
- NOT ACCEPTED: Non-Virginia university ID without a photo
- NOT ACCEPTED: Membership card from a private organization
- NOT ACCEPTED: Credit card
- NOT ACCEPTED: Store membership 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. A completed ID Confirmation Statement is an acceptable ID and the voter may then vote normally. Make sure the check-in officer selects the “Voter Signed Oath” flag on the Poll Pad!

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

ID Confirmation Statement (Commonwealth of Virginia) Declaración de Confirmación de Identificación / Giấy xác nhận thẻ ID / 신분 확인 명세서		Place in Envelope #8								
<b>A</b>	Precinct No. / Name									
	Date :									
	Officer of Election Initials									
<b>B</b>	Affirmation of Voter: If you do not complete this statement or show acceptable ID, you will be required to vote a provisional ballot in this election. Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be.  Afirmación del votante: Si no completa esta declaración o muestra identificación aceptable, será requerido que vote una boleta provisional para esta elección. Sujeto a la pena de ley, por la presente afirmo que soy la persona idéntica que me represento a ser.  Giấy xác nhận của cử tri: 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. Theo qui định của luật, tôi xác nhận bản thân tôi chính là người đại diện của đơn này.  유권자 진술서: 이 설명서를 작성하지 않거나 신분증을 제시하지 않는 경우, 이번 선거에서 잠정 투표를 해야 합니다. 법의 처벌에 따라, 본인이 동일한 사람이라는 것을 여기에서 확인합니다.									
Optional Opcional Tùy chọn 선택 사항	Signature of voter / Firma del votante / Chữ ký cử tri / 유권자 서명 Printed name of voter / Imprima el nombre del votante In tên cử tri / 정자체 유권자 성명	X _____								
	Birth Year and Last 4 digits of Social Security #: Año de nacimiento y últimos 4 números del SS: Năm sinh và 4 Số cuối của số An sinh Xã Hội: 생년 및 사회 보장 번호 마지막 4자리:	<table border="1"><tr><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr><tr><td>#</td><td>#</td><td>#</td><td>#</td></tr></table>	Y	Y	Y	Y	#	#	#	#
Y	Y	Y	Y							
#	#	#	#							
ELECT-643ID-FFX 03/2022										
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	No
Membership card from private organization displaying a photograph	No
Credit card displaying a photograph	No
Virginia Driver's Privilege card	No

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

# INSTITUTIONS OF HIGHER EDUCATION IN VIRGINIA

If an institution of higher education has a campus in the United States, a student ID with photo is acceptable.  
If an institution of higher education has a campus in Virginia, a student ID without photo is acceptable.

## **LIST OF INSTITUTIONS OF HIGHER EDUCATION WITH A CAMPUS IN VIRGINIA:**

1. Advanced Technology Institute
2. Alliance Medical & Health Sciences College
3. American College of Commerce & Technology
4. American National University - Salem
5. American Public University System
6. American University
7. Appalachian College of Pharmacy - Oakwood Campus
8. Appalachian School of Law
9. Argosy University - Washington D.C. Campus
10. Art Institute of Virginia Beach, The
11. Art Institute of Washington, The
12. Atlantic University
13. Averett University - Danville
14. Aviation Institute of Maintenance - Chesapeake
15. Aviation Institute of Maintenance - Manassas
16. Bethel College
17. Blue Ridge Community College
18. Bluefield College
19. Bon Secours Memorial College of Nursing
20. Boston University Metropolitan College
21. Bridgewater College
22. Bryant and Stratton College - Hampton
23. Bryant and Stratton College - Richmond
24. Bryant and Stratton College - Virginia Beach
25. California University of Management and Sciences (Virginia Campus)
26. Cambridge College - Chesapeake
27. Catholic Distance University, The
28. Catholic University of America, The - Engineering
29. Centra College of Nursing
30. Central Michigan University Global Campus - Alexandria
31. Central Michigan University Global Campus - Fort Belvoir
32. Central Michigan University Global Campus - Joint Base Myer
33. Central Michigan University Global Campus - Pentagon
34. Central Michigan University Global Campus - Richmond
35. Central Texas College
36. Central Virginia Community College
37. Centura College - Alexandria
38. Centura College - Chesapeake
39. Centura College - Newport News
40. Centura College - Norfolk
41. Centura College - Richmond
42. Centura College - Richmond West
43. Centura College - Virginia Beach
44. Chamberlain College of Nursing
45. Chester Career College
46. Christendom College
47. Christopher Newport University
48. College of William and Mary
49. Columbia College
50. Dabney S. Lancaster Community College
51. Dallas Theological Seminary
52. Danville Community College
53. DeVry University - Arlington
54. DeVry University - Chesapeake
55. DeVry University - Manassas
56. Dulles University
57. Eastern Mennonite University
58. Eastern Shore Community College
59. ECPI University
60. ECPI University - Newport News
61. ECPI University - Northern Virginia Campus
62. ECPI University - Virginia Beach
63. Edward Via College of Osteopathic Medicine-Virginia Campus
64. Embry-Riddle Aeronautical University - Norfolk
65. Emory and Henry College
66. Everest College - Chesapeake
67. Everest College - Newport News
68. Everest College - Vienna
69. Ferrum College
70. Florida Institute of Technology - Fort Lee Graduate Center
71. Florida Institute of Technology - Hampton Roads Graduate Center
72. Florida Institute of Technology - NCR Graduate Center
73. Fortis College - Norfolk
74. Fortis College - Richmond
75. Geneva College
76. George Mason University
77. George Washington University
78. Germanna Community College
79. Global Health College
80. Hampden-Sydney College
81. Hampton University
82. Hampton University - Roanoke Higher Education Center
83. Hampton University - Virginia Beach
84. Hollins University
85. HyperLearning Technologies, Inc.
86. iGlobal University
87. Institute for the Psychological Sciences
88. ITT Technical Institute - Chantilly
89. ITT Technical Institute - Norfolk
90. ITT Technical Institute - Richmond
91. ITT Technical Institute - Salem
92. ITT Technical Institute - Springfield
93. J Sargeant Reynolds Community College
94. James Madison University
95. Jefferson College of Health Sciences
96. John Tyler Community College
97. Johns Hopkins University - Whiting School of Engineering (Crystal City)

# INSTITUTIONS OF HIGHER EDUCATION IN VIRGINIA

- 98. King University- Southwest Virginia Community College
- 99. Kings Park University School of Acupuncture and Oriental Medicine
- 100. Lancaster Bible College/Capital Bible Seminary
- 101. Liberty University
- 102. Life Pacific College
- 103. Lindsey Wilson College School of Professional Counseling
- 104. Longwood University
- 105. Lord Fairfax Community College
- 106. Lynchburg College
- 107. Mary Baldwin College - Staunton
- 108. Marymount University
- 109. Medtech College
- 110. Mercyhurst University - McLean
- 111. Miller-Motte Technical College - Lynchburg
- 112. Missouri State University
- 113. Mountain Empire Community College
- 114. National Graduate School, The - Arlington
- 115. New River Community College
- 116. Norfolk State University
- 117. Northern Virginia Community College
- 118. Nova Southeastern University - Norfolk
- 119. Old Dominion University
- 120. Park University - Fort Myer
- 121. Park University - Henderson Hall
- 122. Patrick Henry College
- 123. Patrick Henry Community College
- 124. Paul D Camp Community College
- 125. Piedmont Virginia Community College
- 126. Radford University
- 127. Randolph College
- 128. Randolph-Macon College
- 129. Rappahannock Community College
- 130. Reformed Theological Seminary
- 131. Regent University
- 132. Richard Bland College
- 133. Riverside School of Health Careers
- 134. Roanoke College
- 135. Saint Leo University - Fort Lee
- 136. Saint Leo University - SHRC Joint Expeditionary Base Little Creek-Fort Story
- 137. Saint Leo University - Virginia Peninsula Center
- 138. Saint Michael College of Allied Health
- 139. Sanford-Brown College
- 140. Sentara College of Health Sciences
- 141. Shenandoah University - Winchester
- 142. Skyline College
- 143. Skyline College - Roanoke
- 144. South Baylor University
- 145. South University - Richmond
- 146. South University - Virginia Beach
- 147. Southeast Culinary & Hospitality College
- 148. Southern Illinois University Carbondale-Naval Air Station Oceana
- 149. Southern Virginia University
- 150. Southside Regional Medical Center Professional Schools
- 151. Southside Virginia Community College
- 152. Southwest Virginia Community College
- 153. Standard Healthcare Services College of Nursing
- 154. Stratford University
- 155. Strayer University - Arlington Campus
- 156. Sweet Briar College
- 157. Thomas Nelson Community College
- 158. Tidewater Community College
- 159. Troy University - Chesapeake
- 160. Tysons College
- 161. Union Theological Seminary & Presbyterian School of Christian Education
- 162. University of Fairfax
- 163. University of Management and Technology
- 164. University of Mary Washington
- 165. University of Maryland University College - Fort Belvoir
- 166. University of North America
- 167. University of North Carolina at Chapel Hill-Kenan Flagler Business School
- 168. University of Oklahoma, The - Arlington
- 169. University of Phoenix - Crowne Plaza
- 170. University of Phoenix - Richmond
- 171. University of Richmond
- 172. University of the Potomac
- 173. University of Virginia
- 174. University of Virginia's College at Wise
- 175. Valley Forge Christian College - Woodbridge Campus
- 176. Virginia College
- 177. Virginia Commonwealth University
- 178. Virginia Highlands Community College
- 179. Virginia International University
- 180. Virginia Military Institute
- 181. Virginia School of Massage
- 182. Virginia State University
- 183. Virginia Tech
- 184. Virginia Tech Carilion School of Medicine
- 185. Virginia Union University
- 186. Virginia University of Lynchburg
- 187. Virginia University of Oriental Medicine
- 188. Virginia Wesleyan College
- 189. Virginia Western Community College
- 190. Walden University - Distance Education
- 191. Washington and Lee University
- 192. Washington Baptist University
- 193. Webster University - Fort Belvoir
- 194. Westwood College - Annandale
- 195. Westwood College - Arlington Ballston
- 196. World College
- 197. Wytheville Community College



## **SECTION 7**

# **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.)

## COMMON NON-ROUTINE SITUATIONS

SITUATION	ACTION TO TAKE
<b>Voter has no acceptable ID</b>	<ul style="list-style-type: none"><li>▪ Voter may complete an ID Confirmation Statement and use it as an acceptable ID.</li></ul>
<b>Voter is marked “Inactive” on Poll Pad but voter did not move</b>	<ul style="list-style-type: none"><li>▪ Voter may complete Affirmation of Eligibility form, then vote a regular ballot.</li></ul>
<b>Voter moved but did not update their voter registration</b>	<ul style="list-style-type: none"><li>▪ Voter may have to vote a provisional ballot, depending on when and how far the voter moved.</li><li>▪ Use the Moving Conditions Chart in the <i>What-Ifs</i> to determine which instructions apply.</li><li>▪ Offer a Voter Registration Application. The voter is not required to complete the form to vote.</li></ul>
<b>Voter’s name is not on the Poll Pad</b>	<ul style="list-style-type: none"><li>▪ Check for spelling errors or name changes first.</li><li>▪ Run an advanced search on the Poll Pad.</li><li>▪ Call the Registrar for assistance to see if voter is registered under a different name or registered elsewhere (if so, encourage voter to go to correct precinct if feasible).</li><li>▪ Offer a provisional ballot if necessary.</li><li>▪ Offer the voter a Voter Registration Application. The voter is not required to complete the form to vote.</li></ul>
<b>Voter requests assistance</b>	<ul style="list-style-type: none"><li>▪ Voter and assistant must complete a Request for Assistance form, then voter is permitted to vote a regular ballot.</li></ul>
<b>Voter asks to vote curbside</b>	<ul style="list-style-type: none"><li>▪ Voter is permitted to vote a regular ballot.</li><li>▪ Follow curbside instructions in <i>What-Ifs</i>.</li></ul>
<b>Voter comes to polling place <u>with</u> their absentee ballot (and does not want to deposit it in drop box)</b>	<ul style="list-style-type: none"><li>▪ Voter is permitted to vote a regular ballot.</li><li>▪ Verify absentee “Issued” or “Unmarked” status on Poll Pad.</li><li>▪ Voter removes ballot from envelope and writes ‘Absentee Surrendered’ across the front of the ballot. Voter may fill in all ovals to obscure their choice.</li><li>▪ Put <i>Surrendered Absentee Ballot</i> in Envelope #4.</li></ul>
<b>Voter comes to polling place <u>without</u> their absentee ballot</b>	<ul style="list-style-type: none"><li>▪ Voter may cast a provisional ballot.</li></ul>
<b>Voter is flagged as “On Machine” or “Marked”</b>	<ul style="list-style-type: none"><li>▪ Voter voted absentee and cannot vote again.</li><li>▪ Voter may cast a provisional ballot if they say they did not vote.</li></ul>

Again, these are only the most common situations.  
For other situations, refer to the *What-Ifs*!

# NON-ROUTINE VOTER SITUATIONS

## REGARDING “INACTIVE” VOTERS

A voter may be marked “Inactive” in the poll book if the Office of Elections has received information indicating that the voter may have moved. Ask the voter: “Did you move?” If the answer is no, offer the voter an Affirmation of Eligibility form to fill out.

The only thing an inactive voter needs to do is complete an Affirmation of Eligibility form. You do not need to call the office for this common situation!

## REGARDING VOTERS WHO ARE MARKED AS VOTING ABSENTEE

Your check-in officers may ask about the meanings of the absentee designations in the pollbook.

- Issued: The voter requested an absentee ballot and it was mailed to the voter.
- Unmarked: The voter requested an absentee ballot and it was mailed to the voter, but was returned as undeliverable or the voter returned the ballot unmarked (not voted).
- Marked: The voter returned a voted ballot by mail or in a drop box.
- On Machine: The voter voted in person during the early voting period.

If the voter insists they did not request an absentee ballot or vote early, offer a provisional ballot.

## PERMANENT ABSENTEE BALLOT APPLICATION STATUS

You may have voters who insist that they did not request an absentee ballot for a particular election. Ask the voter: “Is it possible you selected the permanent absentee ballot option (which is the default) when applying for the absentee ballot?” Inform the voter that they can change the default selection to single election application status by submitting the **Permanent Absentee Voter Single Election Change Form** to the Office of Elections. The voter can download the form from the Fairfax County Office of Elections website.

## MILITARY SERVICE PERSONNEL NOT IN POLLBOOK

Certain same-day registration/absentee ballot rules apply to military service personnel and their dependents, and to persons living temporarily overseas. Call the Registrar for assistance with these non-routine voter situations.

## COMPLETING A VOTER REGISTRATION APPLICATION

Many *What-Ifs* recommend completion of a voter registration application to update a voter’s name, address, or both. Here are some tips to help ensure the voter’s application is processed smoothly:

- Ask the voter to print as neatly as possible.
- Remind the voter to answer all three parts of question #1.
- Check to be sure that they filled out all required items.
- An e-mail address and phone number are very helpful for office staff, but not required.
- Fill out the receipt at the bottom of the form and give it to the voter.
- If the voter is changing their name or making a minor correction, make a note at the top of the form explaining what needs to be fixed.

# What to do when...

A complete guide for helping  
voters with exceptional situations

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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 “ <i>inactive</i> ” or “marked for <i>address confirmation</i> .”
F	Federal Only – overseas voter eligible to vote for federal offices only.
A	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.

§24.2-643 (C)

**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?

How far did voter move? → ----- When did voter move? ↓	Within precinct	Within county/city AND congressional district (but not the same precinct).	To a different county/city OR congressional district (still within Virginia)	Outside of Virginia
<b>On or After November 3, 2021</b>	See problem 5: Voter can vote.	See problem 6: Voter can vote in precinct where registered.	See problem 7: Voter can vote in precinct where registered.	See problem 8b for presidential elections; see problem 8a for non-presidential elections.
<b>From November 7, 2018 to November 2, 2021</b>	See problem 5: Voter can vote.	See problem 6: Voter can vote in precinct where registered with Affirmation of Eligibility.	See problem 7: Voter may vote a provisional ballot in precinct where they live.	See problem 8a for presidential elections; see problem 8a for non-presidential elections.
<b>On or Before November 6, 2018</b>	See problem 5: Voter can vote.	See problem 6: Voter may vote provisionally in precinct where they live.	See problem 7: Voter may vote a provisional ballot in precinct where they live.	See problem 8a for presidential elections; see problem 8a for non-presidential elections.

§24.2-401

**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 3, 2021.**

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 on or after November 7, 2018 to November 2, 2021.**

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.*

§24.2-401

**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 3, 2021.**

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 3, 2021.**

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.*

§ 24.2-401, § 24.2-402

# 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 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.

§24.2-653

## 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 small green provisional 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. Voter votes a ballot and seals ballot in the small green provisional envelope.
7. Officer copies the information from the small green provisional envelope onto Provisional Ballot log.
8. Officer places the small green provisional envelope in the large green **Envelope #1A**.
9. Officer gives voter the green Provisional Voter Notice(s).
10. 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.

§24.2-653

## 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 green provisional ballot envelope.
2. Officer signs the front of the envelope.
3. Officer gets a ballot from the ballot officer.
4. Voter votes a ballot and seals ballot in the green provisional ballot envelope.
5. Officer copies the information from the provisional envelope onto Provisional Ballot log.
6. Officer places the envelope in the provisional ballot box.
7. Officer gives the voter the lime green Provisional Voter Notice.
8. 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.

§ 24.2-638, § 24.2-649

# 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 serve each outside the polls voter. Refer to the Curbside Voting Officers function description for more detailed instructions:

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 that they have the option of depositing their absentee ballot in the drop box. Otherwise, they may surrender their 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. Chief may need to enter an override on the Poll Pad.

Checking in this voter may require the Chief's password to override the AB symbol and complete the check-in process.



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  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 the General Registrar tells you that voter returned an unmarked ballot, have voter cast vote as normal.
2. If the General Registrar 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 the General Registrar tells you that voter returned an unmarked ballot, have voter cast vote as normal.
2. If the General Registrar 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  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.

§ 24.2-653

**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.



## **SECTION 8**

# **PROVISIONAL VOTERS**

# PROVISIONAL VOTERS

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 or voter registration staff at **703-324-8765**.

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

A provisional ballot is used for non-routine voters whose situations prevent them from being checked in on the Poll Pad to vote a regular ballot. For their ballot to be 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.**

## **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. Some of these situations may involve offering the voter a provisional ballot. These are the most common scenarios:

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

# PROVISIONAL VOTERS

## ADDITIONAL INFORMATION ABOUT PROVISIONAL BALLOTS

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.

**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.

## 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.

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.

## COURT EXTENDS HOURS

Completed provisional ballots are sealed in a small provisional envelope, then placed in the large Envelope #1A. The only exception is if a court order extends voting hours; in this case, ballots cast after regular hours should be deposited in the large green **Envelope #1B**.

# PROVISIONAL VOTERS

## PROVISIONAL CHECKLIST (formerly A/B/C)

**IMPORTANT REMINDER:** NEVER check in provisional voters on the Poll Pad.

**IMPORTANT REMINDER:** NEVER allow provisional ballots to be scanned on the DS200.

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, in addition to other reasons why the voter must cast a provisional ballot.
3. **If voter is not in the pollbook, has moved, or has address issues, ask voter to complete a new voter registration application.** Return in **Envelope #8** so their voter registration information may be updated before the next election.
4. **Give the correct provisional notice to the voter.** Most provisional voters will receive the standard notice. A no-ID voter will receive a different no-ID notice. Either way, 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.
5. **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.*)
6. **Add the voter to the provisional log.**
  - Use the small provisional envelope to fill in the paper provisional log form.
  - NEW: Also enter the information in the electronic provisional log form.
7. **Issue a provisional ballot to the voter.** The voter must remain at the Chief's table to fill out the ballot. Stay with the voter while still allowing privacy.
8. **Seal the marked ballot inside the small provisional envelope.**
9. **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.

# PROVISIONAL VOTERS

## 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** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**3 Address**  
Address \_\_\_\_\_ Apt. number \_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**4 Phone** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**5 Social Security number** (last 4 digits required) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**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 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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**

Voter's name **IS NOT** on pollbook. Voter: \_\_\_\_\_  
 Is resident of the precinct, or has been since the November general election last year  
 OR  
 has been a resident of the precinct for the last 2 federal elections, is now a resident of the county or city, and current residence in the same congressional district as this precinct  
**Voter's name IS on the pollbook, and voter:**  
 Is voting after normal poll closing time due to court order  
 OR  
 applied for an absentee ballot but does not have the ballot  
 OR  
 is shown in the pollbook as already having voted  
 OR  
 other (any reason not captured in the other codes)  
 OR  
 No ID; voter also did not show required ID

**Electoral Board:**

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

SBE-653 REV 5/18

# PROVISIONAL VOTERS

## PROVISIONAL NOTICE (light 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.

 <p>★ VIRGINIA ★ DEPARTMENT <i>of</i> ELECTIONS</p>	<p>Provisional Voter Notice – 12:00 p.m. § 24.2-653, Code of Virginia</p>						
<p>Dear voter,</p> <p>You voted a <b>provisional ballot</b> today.</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.</p> <p>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.</p> <p>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.</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>If you have questions, call your General Registrar's office at 703-222-0776.</p> <p><b>Reasons you received a provisional ballot</b></p> <table><tr><td><input type="checkbox"/> Your name was not on the poll book</td><td><input type="checkbox"/> You applied for an absentee ballot, but you do not have the ballot</td></tr><tr><td><input type="checkbox"/> You voted after the polls closed because of a court order</td><td><input type="checkbox"/> Our records show that you have already voted</td></tr><tr><td colspan="2"><input type="checkbox"/> Other: _____</td></tr></table> <p>If you registered at DMV or other government agency:</p> <ul style="list-style-type: none"><li>Provide the name of the agency, its location, and date you registered.</li><li>Show a receipt, if you have one, either to the precinct election officer or General Registrar.</li></ul> <p>If you learned that your registration was cancelled, but you think it should not have been, call your General Registrar.</p>		<input type="checkbox"/> Your name was not on the poll book	<input type="checkbox"/> You applied for an absentee ballot, but you do not have the ballot	<input type="checkbox"/> You voted after the polls closed because of a court order	<input type="checkbox"/> Our records show that you have already voted	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Your name was not on the poll book	<input type="checkbox"/> You applied for an absentee ballot, but you do not have the ballot						
<input type="checkbox"/> You voted after the polls closed because of a court order	<input type="checkbox"/> Our records show that you have already voted						
<input type="checkbox"/> Other: _____							

# PROVISIONAL VOTERS

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

Give this notice to anyone who voted provisionally because they did not have an acceptable ID and declined to complete an **ID Confirmation Statement**.

	<p style="text-align: center;">★ VIRGINIA ★ DEPARTMENT <i>of</i> ELECTIONS</p>	<p style="text-align: right;">Voter ID Provisional Voter Notice – 12:00 p.m. § 24.2-643 and 24.2-653, Code of Virginia</p>
<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> 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> 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> 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>"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.</p> <p>If you do not have one of these forms of identification, you can sign an ID confirmation statement.</p>		

# PROVISIONAL VOTERS

## 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

**Dear voter,**

You voted a **provisional ballot** because you did not show proper identification.

**Providing proper identification**

For your vote to count, you must provide a copy of an acceptable form of ID to your local Electoral Board.

**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.**

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.

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.

**How and where to deliver your ID**

Provide a copy of your identification by any one of these methods:

- 1) **By email:** [voting@fairfaxcounty.gov](mailto:voting@fairfaxcounty.gov)
- 2) **By fax:** 703-324-2205
- 3) **In person** to the Electoral Board/General Registrar:  
**12000 Government Center Pkwy  
Suite 323  
Fairfax, VA 22035**
- 4) **By mail** to the Electoral Board/General Registrar:  
**Office of Elections  
P.O. Box 10161  
Fairfax, VA 22038-8061**

**Election officer:**  
Give this notice to voters if they did not show acceptable ID and they are a HAVA voter.

**Acceptable forms of identification**

- Virginia DMV driver's license or state ID
- Valid United States passport
- Photo identification card issued by the federal government, the Commonwealth of Virginia, or one of its political subdivisions
- Valid student photo identification card from a college, university, or public or private high school located in Virginia
- Valid student photo identification issued by a college or university outside of Virginia
- Valid employee photo identification card issued in the normal course of business
- Tribal enrollment or other tribal ID
- Current utility bill, bank statement, government check, paycheck or other government document containing your name and address

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

HAVA-ID Provisional Voter Notice – 12:00 p.m. Rev 09/2020

# PROVISIONAL VOTERS

## PROVISIONAL BALLOT LOG (green form)

Enter each provisional voter's information on this log. Return the log in the large green **Envelope #1A** with the individual provisional ballot envelopes.

If voting hours are extended by court order (very rare): begin a new page of the log and return it in the large green **Envelope #1B**.

PROVISIONAL BALLOT LOG		RETURN IN <b>#1A PROVISIONAL ENVELOPE</b>	
Precinct:	SAMPLE	Fairfax County – Democratic Party Primary – June 21, 2022	
<b>INSTRUCTIONS:</b> Copy information from each provisional envelope below. Be sure to also submit using electronic form!			
1.	Last name _____ Suffix _____ First name _____ Middle _____ Address _____ City/town _____, State _____ Zip code _____ Phone: (_____) ____ - ____ Birth year _____	SSN# last 4: _____	Reason code (circle): 1 2 3 4 5 6 No ID  Notes:
2.	Last name _____ Suffix _____ First name _____ Middle _____ Address _____ City/town _____, State _____ Zip code _____ Phone: (_____) ____ - ____ Birth year _____	SSN# last 4: _____	Reason code (circle): 1 2 3 4 5 6 No ID  Notes:
3.	Last name _____ Suffix _____ First name _____ Middle _____ Address _____ City/town _____, State _____ Zip code _____ Phone: (_____) ____ - ____ Birth year _____	SSN# last 4: _____	Reason code (circle): 1 2 3 4 5 6 No ID  Notes:
4.	Last name _____ Suffix _____ First name _____ Middle _____ Address _____ City/town _____, State _____ Zip code _____ Phone: (_____) ____ - ____ Birth year _____	SSN# last 4: _____	Reason code (circle): 1 2 3 4 5 6 No ID  Notes:
5.	Last name _____ Suffix _____ First name _____ Middle _____ Address _____ City/town _____, State _____ Zip code _____ Phone: (_____) ____ - ____ Birth year _____	SSN# last 4: _____	Reason code (circle): 1 2 3 4 5 6 No ID  Notes:
6.	Last name _____ Suffix _____ First name _____ Middle _____ Address _____ City/town _____, State _____ Zip code _____ Phone: (_____) ____ - ____ Birth year _____	SSN# last 4: _____	Reason code (circle): 1 2 3 4 5 6 No ID  Notes:
7.	Last name _____ Suffix _____ First name _____ Middle _____ Address _____ City/town _____, State _____ Zip code _____ Phone: (_____) ____ - ____ Birth year _____	SSN# last 4: _____	Reason code (circle): 1 2 3 4 5 6 No ID  Notes:



## SECTION 9

# CLOSING THE POLLS

Fairfax County Office of Elections

12000 Government Center Pkwy, Suite 323, Fairfax, Virginia 22035

703-324-4735 or [ElectionOfficers@fairfaxcounty.gov](mailto:ElectionOfficers@fairfaxcounty.gov)

<https://www.fairfaxcounty.gov/elections>

# CLOSING THE POLLS

## 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 in advance a plan for assigning tasks to different teams.
- (2) Delegate the tasks to separate teams and hand out instructions and checklists.
- (3) Instruct and assist teams while they work on their tasks concurrently.

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

Be ready to answer closing questions and to locate needed materials.

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 a closing task to the same team which performed the opening equivalent of that same task. You may want to give your officers an overview of the closing process before delegating tasks.

- **Task 1: Begin the closing process**
- **Task 2: Collector Officers secure materials and leave polling place**
- **Task 3: Complete Election Night Numbers Sheet**
- **Task 4: Close DS200 scanners**
- **Task 5: Close Poll Pads**
- **Task 6: Close ExpressVote**
- **Task 7: Secure voted ballots**
- **Task 8: Secure unvoted ballots**
- **Task 9: Collect indoor and outdoor signage**
- **Task 10: Cut and attach DS200 tapes**
- **Task 11: Complete Statement of Results**
- **Task 12: Post Precinct Results Notice**
- **Task 13: Collect and verify all signatures**
- **Task 14: Pack numbered envelopes**
- **Task 15: Pack return items**
- **Task 16: Notify Rover and pack Chief's car**
- **Task 17: Chief returns election materials to designated location**

# CLOSING THE POLLS

## TASK 1: BEGIN THE CLOSING PROCESS

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

- Ask at least two election officers to check the clock on different cell phones (with different cell phone service providers) to confirm the “official time.”
- At 6:45 PM, go outside (or ask an officer to do so) to loudly announce that the polls will close in 15 minutes.
- Remind campaign workers, bake sales workers, etc., to remove all their tables, trash, and signs from the polling place property as soon as the polls close.
- Remind the election officers registered to your precinct to vote before 7:00 PM if they haven’t done so already.
- At 6:55 PM, ask an officer to 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 building (and making their way to 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 may deposit their absentee ballots in the absentee ballot drop box.
- 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.
- Refer to the Authorized Representatives section for instructions.
- Only two representatives of each political party with a nominee on the ballot, one representative of each independent candidate, or one representative for each 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 in, comment on, or interfere with, tallying and closing.
- Authorized representatives may not leave the polling place or call, text, email, tweet, photograph, video, or otherwise communicate the returns until after the results are tabulated and posted by election officers.

# CLOSING THE POLLS

## TASK 2: COLLECTOR OFFICERS SECURE MATERIALS AND LEAVE POLLING PLACE

Materials needed: Collector Officer instructions, absentee ballot drop box, key for drop box lock, cardboard box to pack drop box, TripLok security bags, drop box form, purple pouch containing 4 USB flash drives (when ready), Election Night Numbers form (when ready).

- Instruct your Collector Officers to follow the separate instructions for removing and securing the absentee ballots from the drop box.**
  - Instruct your Collector Officers to leave as soon as they have all three items to deliver to the Fairfax County Government Center:**
    1. TripLok security bag containing ballots from drop box
    2. Purple pouch containing DS200 flash drives (other officers provide this)
    3. Election Night Numbers Sheet (other officers provide this)
- 

## TASK 3: COMPLETE ELECTION NIGHT NUMBERS SHEET

Materials needed: Election Night Numbers Sheet, Provisional Ballot Log, Envelope #1A, any Poll Pad, pen.

We recommend that the Chief or Assistant Chief do this task since one of you can quickly obtain the numbers. As soon as you complete the **Election Night Numbers Sheet**, give the form to the Collector Officers.

- Record number of DS200s opened and used to scan ballots by voters.**
- Record number of curbside voters from any Poll Pad.**
  - Verify first that all Poll Pads have finished syncing.
  - Tap Menu in the top left corner of the screen.
  - Tap the white **Summary Report** icon.
  - The **Curbside Check-ins** is displayed in the middle of the Check-ins column on the left side of the screen.
- Record numbers of provisional ballots.**
  - Verify that all provisional envelopes are in large green **Envelope #1A**.
  - Tally number of provisional ballots by reason code and enter on form.
- Give form to Collector Officers.**

# CLOSING THE POLLS

## TASK 4: CLOSE DS200 SCANNERS

*Materials needed: DS200 closing guide, equipment keys, purple pouch, seal clippers, Machine Certification Form, pen.*

**STOP!** Follow the complete DS200 closing process for every DS200 that was opened, even if no ballots were scanned on it during the day.

- Instruct one team of officers to use the separate instructions to close DS200s and remove all four (4) USB flash drives.**
  - Instruct them to give the flash drives to you to secure in the purple pouch.**
  - Give the purple pouch to the Collector Officers.**
- 

## TASK 5: CLOSE POLL PADS

*Materials needed: Statement of Results (both copies), Poll Pad closing guide, Poll Pads, green Poll Pad cases, pen, additional iPad with electronic provisional ballot log.*

**STOP!** Do NOT turn off the Poll Pads or additional iPad. Keep the Poll Pads and the iPad powered on when you pack them in the cases.

- Write check-in numbers and total curbside check-ins from Poll Pads on both copies of the Statement of Results.**
  - Instruct one team of officers to use the separate instructions for closing Poll Pads.**
  - Follow the same packing procedure for additional iPad with electronic provisional ballot log.**
- 

## TASK 6: CLOSE EXPRESSVOTES

*Materials needed: equipment keys, black padded cases, ExpressVote closing guide.*

- Instruct one team of officers to use the separate instructions for closing the ExpressVote machine(s).**

# CLOSING THE POLLS

## **TASK 7: SECURE VOTED BALLOTS**

*Materials needed: cardboard boxes, Machine Certification Form, equipment keys, pen, scissors, clear tape, red tamper tape, #3 yellow peel-off signature labels, white #3 Sheet(s)*

We recommend that the team closing the DS200s also performs this task.

- Instruct one team of officers to use the separate instructions to complete this task.**
- 

## **TASK 8: SECURE UNVOTED BALLOTS**

*Materials needed: cardboard boxes, equipment keys, pen, scissors, clear tape, red tamper tape, #6 Unused Ballot box label(s), small white #6 peel-off Signature label(s)*

- Instruct one team of officers to use the separate instructions to complete this task.**
- 

## **TASK 9: COLLECT INDOOR AND OUTDOOR SIGNS**

- Take down signs (inside and outside).**

- Bring in yellow curbside voting sandwich board sign and put it on top of gray cart.
- Take down all signs, including those outside the polling place and near the street.
- Bring in the wire polling place signs stuck in the ground.
- Bring in cones used to reserve voter parking.
- Remove all tape and any staples or tacks.
- Use the “**Items to Return in Blue Bag**” and “**Items to Return in Gray Cart**” checklists to make sure that signs and hardware are separated out and returned in the proper location.
- Return the wires and signs in the cart. Try to dry signs and pack them; if signs are too wet or weather damaged to be re-used in future elections, you may discard them.

- Clean up the voting room.**

- Return borrowed items to proper location (i.e. 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.
- 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 business days.

# CLOSING THE POLLS

## TASK 10: CUT AND ATTACH DS200 TAPES TO DESIGNATED DOCUMENT

Materials needed: DS200 tapes, SOR A and B, Printed Return Sheet, Precinct Results Notice, scissors, pen, stapler from small blue pencil case.

### Collect and verify tapes.

- On opening tape, confirm that two officers signed below all four Zero Totals Reports.
- On closing tape, confirm that two officers signed below all four Voting Results Report.

### Cut and attach closing tapes to designated document.

- Using illustrations below, write on each section of the tapes to which document it will be attached (“SOR A”, “SOR B”, “Printed Return”, “Results Notice”).
- Starting from the bottom, cut the tape between each designated report.
- Attach each section to the designated document.

OPENING TAPE	CLOSING TAPE	
Configuration Report		
Ballot Status	Ballot Status	→ Attach to: SOR A (original)
Accounting Report	Accounting Report	
Zero Totals Report (2 officers sign here!)	Voting Results Report (2 officers sign here!)	→ Attach to: Printed Return Sheet
----- CUT HERE -----	----- CUT HERE -----	
Zero Totals Report (2 officers sign here!)	Voting Results Report (2 officers sign here!)	→ Attach to: Precinct Results Notice
----- CUT HERE -----	----- CUT HERE -----	
Zero Totals Report (2 officers sign here!)	Voting Results Report (2 officers sign here!)	→ Attach to: SOR B (copy)
----- CUT HERE -----	----- CUT HERE -----	
Zero Totals Report (2 officers sign here!)	Voting Results Report (2 officers sign here!)	
	Write-In Report (if printed)	

# CLOSING THE POLLS

## **TASK 11: COMPLETE THE STATEMENT OF RESULTS**

The Statement of Results (SOR) is the most important document you will complete because it is the record of voters and ballots in your precinct. Essentially, the SOR asks three questions:

- How many voters were checked in on the Poll Pads?
- How many ballots were cast on the DS200?
- How many ballots did you use (including spoiled/voided/provisional)?

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

---

*Materials needed: Statement of Results A (original) and B (copy), DS200 machine tapes, Envelope #1A with provisional ballots, Envelope #4 with spoiled and voided ballots, pen, calculator.*

**Starting with SOR – A (original), complete each section, except signatures.**

- The instructions for each section explain where to find each number or other piece of information (for example, “each Poll Pad’s home screen” or “#4 Envelope”).
- Use the example Ballot Status Accounting Report on the next page to help with Part 6.
- In some sections, simply add the numbers up and write the total in the last row.

**Copy all information from SOR – A (original) to SOR – B (copy).**

**Have all officers sign both SORs.**

- All officers staying for closing must sign both SORs after they are completed!
- For Collector Officers and any officers who left early, write “CO” or “Left early” in their numbered spot so there are no blank signature boxes.

**Confirm that all officers staying for closing have signed both copies.**

**Attach the correct DS200 tapes to each copy of the SOR, if not already done.**

**Place both SORs in the #2 Blue Pouch.**

**IMPORTANT:** Chiefs and Assistant Chiefs must be available by phone and in-person on the Wednesday, Thursday, and Friday following the election in case the Electoral Board requires information or clarification regarding your Statement of Results. If there is a discrepancy in the numbers and no explanation, or if there are any missing signatures, you will be called into the office to complete and sign this section.

# CLOSING THE POLLS

*Looking for required numbers on the  
DS200 Ballot Status Accounting Report?*

*Maybe this will help!*

```
*** BALLOT STATUS ACCOUNTING REPORT ***
7:05 PM December 1, 2022
Unit Serial Number: 0314340269

County of Fairfax
SPECIAL ELECTION
0100 100 - PATRIOT
Election Date: December 1, 2022
Poll Opened Date: December 1, 2022
Poll Opened Time: 6:00 AM
Poll Closed Date: December 1, 2022
Poll Closed Time: 7:00 PM
Public Count: 1212

Poll Voting Report

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

Total Standard Ballot Sheets: 1202
Total ExpressVote Cards: 10
-----
Total Sheets Processed:        1212

Ballots for Code 00001-02-01   1200

Cards for Style
100 - PATRIOT
    10

0100 100 - PATRIOT
Unit Serial Number: 0314340269

*** END OF REPORT ***
```

# CLOSING THE POLLS

## TASK 12: POST PRECINCT RESULTS NOTICE

*Materials needed: Precinct Results Notice, one Zero Totals Report from opening and one Voting Results Report from closing for each DS200 that was opened, stapler, blue tape.*

- If not already done, staple tapes (Zero Totals Report and Voting Results Report) from each opened DS200 to the Precinct Results Notice.
  - Find a place at the main entrance to the building where you can post the Precinct Results Notice with its tapes:
    - The Notice and tapes must face out towards to the public and not be folded.
    - Use blue tape on all corners of the tapes because the paper is lightweight and may blow away.
- 

## TASK 13: COLLECT AND VERIFY ALL SIGNATURES

- Check all forms, labels, and envelopes for required signatures before numbered envelopes are sealed.
  - Assign one officer to collect the required signatures. This officer can be the Assistant Chief or another experienced officer.
  - Give this officer the **Required Signatures Checklist** to ensure that all required signatures are present.
  - Officers should sign on the line that matches their assigned number for every form. If an officer forgets their number, check the Oath form.
  - For Collector Officers and any officers who left early, write “CO” or “Left early” in their numbered spot so there are no blank signature boxes.
  - 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 correct number of signatures.
  - The Chief should use the **Required Signatures Checklist** to do a final verification review.

# CLOSING THE POLLS

## TASK 14: PACK NUMBERED ENVELOPES

**STOP!** Do not seal envelopes until after the Chief conducts a final review. Seal the **#7 Orange Pouch** LAST so that all keys and cut seals have been collected.

**Organize forms, return envelopes, and seals on a large table.**

- Set out the envelopes in numerical order across a large table.
- Place the sheet with numbered peel-off signature labels and a pen on the table.
- Place the collected materials on top of each numbered envelope or pouch, for final review by Chief.
- Keep keys, seals, and small items inside the **#7 Orange Pouch** so they don't get lost.
- The special plastic seals for **#2 Blue Pouch** and **#7 Orange Pouch** are in the clear plastic portfolio folder in the gray cart.

**Count and secure spoiled ballots, voided ballots, and surrendered absentee ballots.**

- Count the numbers of voided ballots, spoiled ballots, and surrendered absentee ballots in **Envelope #4**.
- Verify that these numbers were tallied correctly in Part 6 and Part 7 of the SOR.
- After Chief's final review, use the small white peel-off signature label to seal **Envelope #4 - two officers** must sign the seal.

**Count and secure provisional ballots in Envelope #1A.**

- Count the number of small provisional envelopes stored in **Envelope #1A** (during regular voting hours) and **Envelope #1B** (if voting hours extended by court order).
- Two officers fill out and sign the Certification on the back of **Envelope #1A**.
- Verify that the number of provisional ballots is correctly entered in Part 6 of the SOR.
- After Chief's final review, use white peel-off signature label to seal **Envelope #1A - two officers** sign the seal.
- If unused, return the large **Envelope #1B** 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 verified that all forms are properly collected.
- Do not seal envelopes and pouches until you are sure they contain all required materials (which may depend upon completion of other closing procedures).
- Seal the **#7 Orange Pouch** LAST so that all keys and cut seals can be deposited.
- After the Chief has verified that **all required signatures** are present, put the collected materials in the correct envelopes and affix numbered peel-off signature labels. Two officers must sign each label.

# CLOSING THE POLLS

## TASK 15: PACK RETURN ITEMS

Distribute the appropriate “**Items to Return Checklist**” to the team 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.
- After the numbered envelopes have been 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 are damp, wipe them down first.
- Put the blue supply bag in the gray cart.

### **Disassemble and pack the acrylic sneeze guards.**

- Disassemble acrylic sneeze guards. Be careful, as the edges may be sharp.
- Place the acrylic sneeze guards in the box they came in, along with their semi-circle feet. (Place any semi-circle feet that do not fit in the gray supply cart.)
- Place the box of acrylic sneeze guards on top of the gray supply cart.

### **Pack unused PPE supplies.**

- Discard used PPE supplies. (An election officer may take them home, if desired.)
- Return unused PPE supplies in gray cart.

### **Pack the gray cart.**

- Use the “**Items to Return in Gray Cart**” checklist to pack the gray cart.
- Remove the Security Log from inside the left door of the cart.
- On the Security Log, write in the new seal number and sign the affidavit.
- Return the Security Log to the inside of the cart door.
- Lock the cart.
- Seal gray cart with red zip-tie seal and record on **Machine Certification Form**.
- Put the cart key in the **#7 Orange Pouch**.
- Seal the **#7 Orange Pouch**.

# CLOSING THE POLLS

## TASK 16: NOTIFY ROVER AND PACK CHIEF'S CAR

Call/text your Rover when you are ready to leave your polling place.

- Let them know all work is complete and you are getting ready to leave.
- If you have not finished closing procedures by 9:00 PM, your Rover may come to assist you.

Pack the Chief's car using the "Items to Return to Government Center" checklist.

- Some items are heavy; all EOs should help load car.
- Place the windshield sign on passenger seat for easy access at return site.



## TASK 17: CHIEF DRIVES MATERIALS TO DESIGNATED LOCATION

Drive carefully to your designated return site.

- The Chief (or, if mutually agreed, Assistant Chief) must drive these materials back to a return depot.
- 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.
- Now you can go home – thank you very much for serving as a Chief!

**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.**

# CLOSING THE POLLS

## Fairfax County Government Center 12000 Government Center Parkway, Fairfax, VA 22030

106 Heritage	316 Salona	511 Ravenwood	527 Edsall
110 North Springfield	317 Westhampton	512 Sleepy Hollow	530 Tripps
301 Chain Bridge	318 Westmoreland	513 Saint Albans	535 Fort Buffalo
302 Chesterbrook	501 Baileys	514 Crossroads	536 Woodburn
303 Churchill	502 Barcroft	515 Westlawn	705 Graham-Greenway
305 El Nido	503 Belvedere	516 Weyanoke	708 Marshall
307 Haycock	504 Bristow	517 Willston	710 Pine Spring
310 Kirby	505 Glen Forest	518 Columbia	712 Shreve
311 Langley	506 Holmes	519 Hummer	713 Timber Lane
312 Longfellow	507 Lincolnia	520 Skyline	
314 Mclean	508 Masonville	521 Brook Hill	
315 Pimmit	509 Plaza	523 Poe	
	510 Parklawn	525 Walnut Hill	

## North County Governmental Center 1801 Cameron Glen Drive, Reston, VA 20190

*This location is not being used as a return depot this election.*

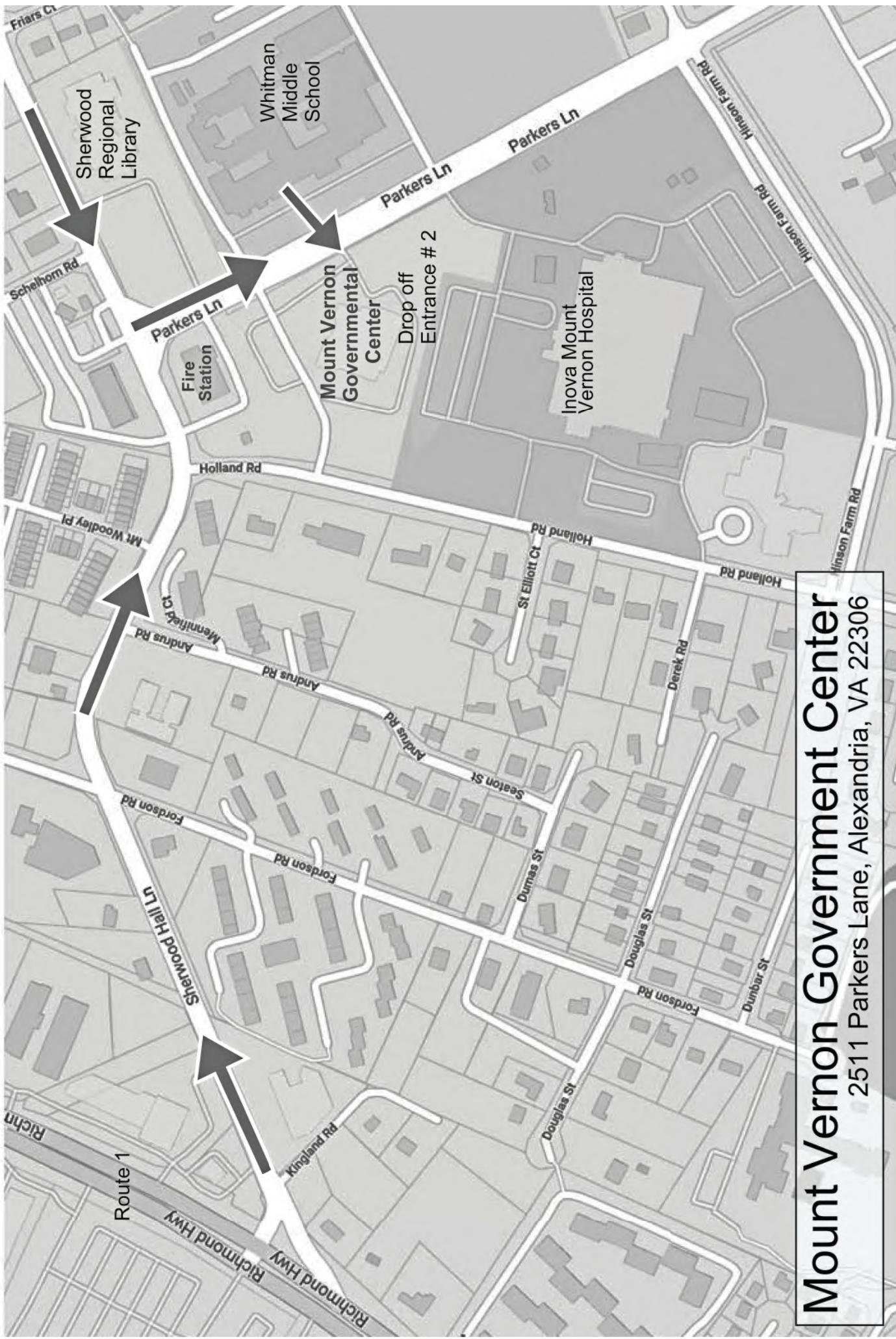
## Mount Vernon Governmental Center 2511 Parkers Lane, Alexandria, VA 22306

401 Bush Hill	420 Villages	602 Bellevue	612 Waynewood
402 Cameron	421 Kingstowne	604 Bucknell	613 Westgate
404 Franconia #1	423 Clermont	605 Fort Hunt	614 Riverside
405 Groveton	424 Huntley	606 Hollin Hall	615 Woodley
406 Hayfield	428 Pinewood	607 Huntington	616 Gunston
408 Mount Eagle	429 Hybla Valley	608 Kirkside	621 Grosvenor
410 Rose Hill	433 Lynbrook #2	609 Marlan	627 Woodlawn #1
411 Virginia Hills	526 Bren Mar	610 Sherwood	635 Woodlawn #2
413 Fairfield	601 Belle Haven	611 Stratford	



# Mount Vernon Government Center

2511 Parkers Lane, Alexandria, VA 22306



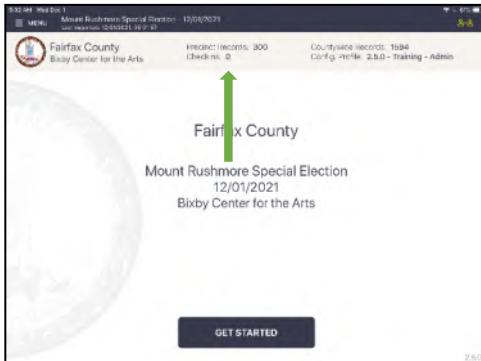


## SECTION 10

# CLOSING GUIDES

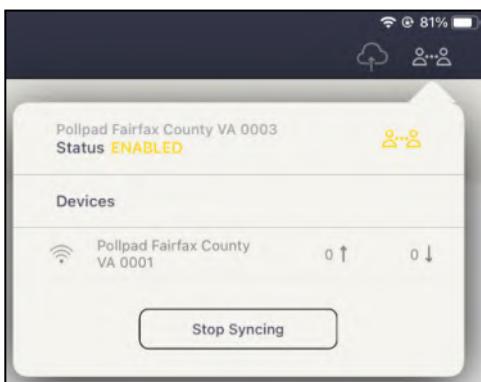
# CLOSING PROCEDURES

# POLL PADS



## 1. Get number of check-ins from each Poll Pad

- Find number of **Check-ins** in the top middle of the screen.
- Record this number in Part 1 on both copies of the **Statement of Results**.
- Repeat this step on each Poll Pad.



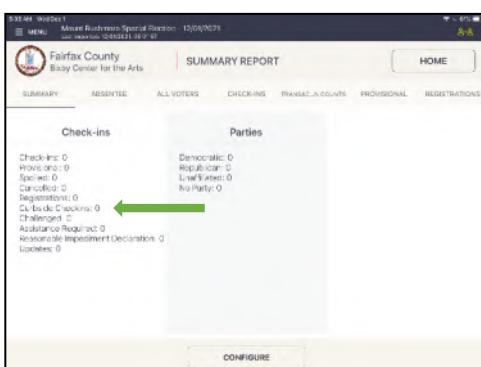
## 2. Verify syncing with other Poll Pads is complete

- Tap the **yellow sync icon** in the top right corner of the screen.
- If this Poll Pad has finished syncing with the others, a zero (0) appears next to the up and down arrows.
- If numbers are not zero, tap **Stop Syncing**, wait 10 seconds, then tap **Start Syncing**. Poll Pad should start syncing within 2 minutes.
- Wait for Poll Pad to finish syncing before starting the next one.



## 3. Display Summary Report on one Poll Pad

- Tap **Menu** in top left corner of screen of any Poll Pad.
- Tap **white Summary Report icon**.



## 4. Get number of curbside voters

- Find number of **Curbside Check-ins** on left side of the screen.
- Record this number in Part 2 on both copies of the **Statement of Results**.



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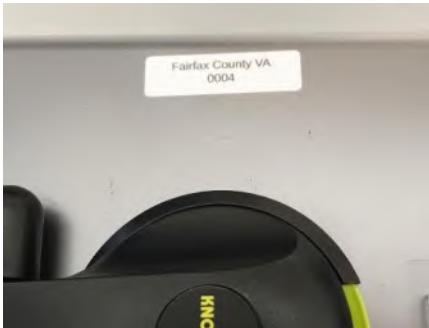
703-324-4735

Office of Elections, Rev. 5/22

# CLOSING PROCEDURES

# POLL PADS

Voters checked in	
From each Poll Pad's home screen, review the top tan banner for the number of voters checked in. If there is an EDR number, add it to the number of voters checked in. For example, if it says "Check-ins: 99 (EDR: 1)", that is actually $99 + 1 = 100$ voters.	
Number of voters checked in on Poll Pad #1	600
Number of voters checked in on Poll Pad #2	+ 520
Number of voters checked in on Poll Pad #3	+ 758
Number of voters checked in on Poll Pad #4	+
Number of voters checked in on Poll Pad #5	+
Total number of voters checked in	= 1,878
Curbside voters	
On any Poll Pad, open Menu, then Summary Report.	
Total number of curbside check-ins	9



## 5. Do NOT power off Poll Pads

- STOP! Check the Statement of Results to verify that Poll Pad check-in and curbside numbers were entered correctly.**
- Leave the Poll Pads turned on when packing them away.
- The screens will dim after a while.

## 6. Identify matching case for each Poll Pad

- Each Poll Pad must be packed in its matching case.
- Find the white label on the back of the Poll Pad.
- Match the Poll Pad label (e.g. 0004) to the number on the blue case tag (e.g. EPB-0004).

## 7. Disassemble Poll Pad

- Disconnect the power cable from the Poll Pad and charger, and then unplug the charger from the surge suppressor.
- Remove stylus from ID holder.
- Carefully slide the ID holder sideways off the back.
- Hold down the base with one hand. Grasp the arm and pull up out of the base. Pull on the arm, **not** on the Poll Pad itself.
- Pack the base, ID card holder, stylus, charger, and power cable in the bottom of the case.

## 8. Pack Poll Pad

- Hold the Poll Pad sideways so that the home button is on the right. Rotate the arm so that it points at your right hand.
- Lay the Poll Pad in the case with the home button on the right. Remember—the Poll Pad stays powered on!
- Close the lid and make sure the latches are secure.
- Put all Poll Pad cases with material to be loaded in Chief's car.



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# CLOSING PROCEDURES

# EXPRESSVOTE



## 1. Turn machine off

- The ExpressVote is heavy. Two officers should perform these tasks.
- Open the access door on the left side of the machine using the black barrel key.
- Flip the power switch to off.
- Close and re-lock the access door, ensuring the keypad cord is threaded through the door opening.



## 2. Close prop bar

- Unplug the headphones from the front.
- Attach the keypad to the Velcro square on the side.
- Lay the ExpressVote **gently** down on its screen.
- Snap the prop bar down flat against the back.



## 3. Unplug machine

- There is a collar around the power connector. Pull to slide it back slightly, and then pull to disconnect it from the back of the ExpressVote.
- Unplug the power cord from the surge protector and the surge protector from the wall outlet.



## 4. Return machine to case

- Slide the ExpressVote into the carrying case.
- Place the headset in the main pocket toward the side compartment.
- Separate the power cord into two sections and place them in the side compartment.
- Close the side and top compartment zippers.



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# CLOSING PROCEDURES

# EXPRESSVOTE



## 5. Return case to the gray supply cart

- Close the carrying handle straps with their Velcro.
- Put the case in the gray supply cart with the side compartment facing out. Tuck straps inside the cart.



# CLOSING PROCEDURES

## DS200 SCANNER



### 1. Check the auxiliary compartment

- Use flat silver key to unlock and open the auxiliary compartment.
- Two officers check for unscanned ballots. If any ballots are present, notify Chief before proceeding.
- Two officers remove ballots and insert them into scanner. If ballots cannot be scanned, set them aside for hand counting with the **Hand Count Report** form.
- Close and re-lock auxiliary compartment. Leave silver metal flap in the upright position.



### 2. Certify Public Count and Protected Count

- Enter the Public Count number and the Protected Count number (from the top of the DS200 screen) on the **Machine Certification Form** for each machine opened.
- Remove red barcoded sticker seal. Affix it to **Machine Certification Form**.



### 3. Close polls and print reports

- Use black barrel key to unlock printer access door. Press and hold down physical **Close Poll** button for 3 seconds.
- Screen will display "You have chosen to close polls". Tap **Close Poll** to confirm.
- One copy of **Ballot Status Report** and four (4) copies of **Voting Results Report** will print automatically.
- Tear off *entire* results tape. (Do not cut individual tapes!)
- Two officers sign at bottom of each of the four **Voting Results Reports**.
- Give the results tapes to the Chief.
- Leave the printer access door open for now.



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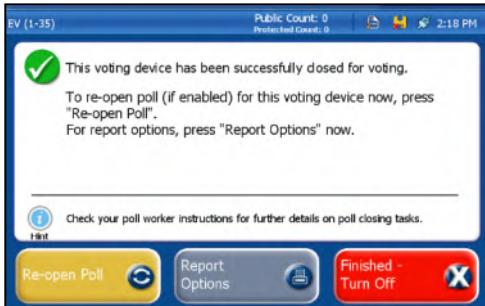
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# CLOSING PROCEDURES

# DS200 SCANNER



## 4. Power down DS200

- Screen will read “this device has been successfully closed for voting.” Tap on-screen red **Finished – Turn Off** button
- Wait for the screen to turn completely dark and the red power light to go off.
- Unplug power cord. Re-wrap cord and place it inside the power compartment.
- Use the flat silver key to close and lock the power compartment.



## 5. Remove USB flash drives from printer and battery compartments of both DS200s

- Remove the first USB flash drive from the compartment in front of the screen.
- Use black barrel key to re-lock printer access door. Lower screen half-way.
- Use black barrel key to open battery compartment directly behind the screen. Remove 2<sup>nd</sup> USB flash drive.
- Re-lock battery compartment door.
- Follow entire closing procedure for each opened machine, before removing flash drives.**
- Give four (4) USB flash drives to Chief to secure in purple pouch.



## 6. Close the DS200

- Lower screen. Use black barrel key to re-lock screen.
- Close the black machine lid and hook the latches.
- Use the flat silver key to re-lock the front of the black machine lid.
- You do not need to re-seal the black machine lid.



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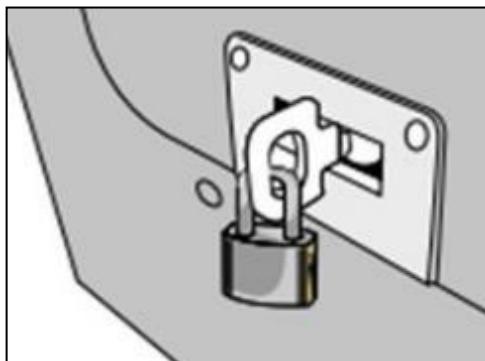
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Office of Elections, Rev. 5/22

# CLOSING PROCEDURES

# COLLECTOR OFFICERS



## 1. Duties just before 7:00 PM

- At 6:55 PM, at least one Collector Officer should station themselves at the drop box.
- Any voter in line at the drop box at 7:00 PM must be allowed to deposit their absentee ballot envelope.
- One Collector Officer should check the curbside voting area before 7:00 PM to see whether any voter wants to deposit an absentee ballot envelope from the curb.
- The Collector Officer can deposit the curbside voter's absentee ballot envelope in the drop box.

## 2. Remove absentee ballot envelopes from drop box

- Move the drop box inside the voting room.
- Unlock the back compartment of the drop box. The key is in the clear plastic portfolio in the gray cart.
- Return the key and lock to the portfolio.
- Remove all absentee ballot envelopes from the compartment.

## 3. Fill in drop box form

- Count the number of absentee ballot envelopes.
- Record the number on the drop box form.
- Record the time on the drop box form.
- Both Collector Officers write their names and sign the form.

	Fairfax County June 21, 2022 Democratic Primary Election	Collection Date: _____ Collection Time: _____
<b>Pct 100 PATRIOT</b> <b>Braddock Elementary School</b> 7825 Hermitage Dr. Annandale, VA 22003-5312		
# Drop Box Envelopes inside bag: _____		
We attest that we performed our duty to collect all envelopes safely and securely from this drop-off location on the date & time stated above. As directed, we sealed all collected envelopes and this form in the TripLOK security bag. We then immediately delivered all collected envelopes to the Office of Elections Staff or Central Absentee Precinct.		
Collector Officer 1	x	Signature _____
Collector Officer 2	x	Signature _____
*Place this form inside the TripLOK security bag.		



# CLOSING PROCEDURES

# COLLECTOR OFFICERS



## 4. Secure envelopes in TripLok security bag

- Immediately secure the envelopes in the TripLok security bag(s).
- If you only need one bag to secure all envelopes, place unused TripLok bag inside first bag.
- Place drop box form in each TripLok bag with the information side facing out.
- Seal the TripLok bag(s). Give the tear-off bag receipt(s) to the Chief. Tell Chief the absentee ballot envelope count total for recording in the Chief's Notes.



## 5. Receive purple pouch and numbers form

- Wait until Chief gives you two more items:
  - (a) purple pouch containing 4 DS200 USB flash drives
  - (b) Election Night Numbers Sheet
- STOP!** Do not leave the precinct before the Chief has given you all required materials.



## 6. Drive items to Fairfax County Government Center

- Leave precinct and drive directly to the Fairfax County Government Center. You must travel together in the same car.
- You should leave precinct no later than 7:30 PM.
- Follow signs to designated drop-off site. There are separate return areas for Collector Officers and for Chiefs.
- After dropping off election materials, you may go home (or return to polling place parking lot, if one officer needs to pick up their car).



## CLOSING PROCEDURES

# SECURING VOTED BALLOTS

HAND COUNT RESULTS		#2 BLUE POUCH
Precinct: SAMPLE	Fairfax County – Democratic Party Primary – June 21, 2022	
INSTRUCTIONS: If you have any hand-counted ballots (ballots left by fleeing voters or stored in the DS200 Auxiliary Compartment, which could not be scanned on the DS200), review and record their votes here. You must also immediately call and notify the Office of Elections at 703-324-4735.		
Do you have any hand-counted ballots?		
<input type="checkbox"/> No. (You do not need to fill out any other information on this form.)		
<input type="checkbox"/> Yes, we have a total of _____ hand-counted ballots.		
If you had any hand-counted ballots, record the vote totals here:		
Member, House of Representatives, 8 <sup>th</sup> Congressional District		
Victoria I. Virasingh	Donald S. Beyer, Jr.	Overvotes
If any hand-counted ballots contain write-ins, enter them here:		
Write-In Votes from Hand-Counted Ballots		
Office	Name	Votes

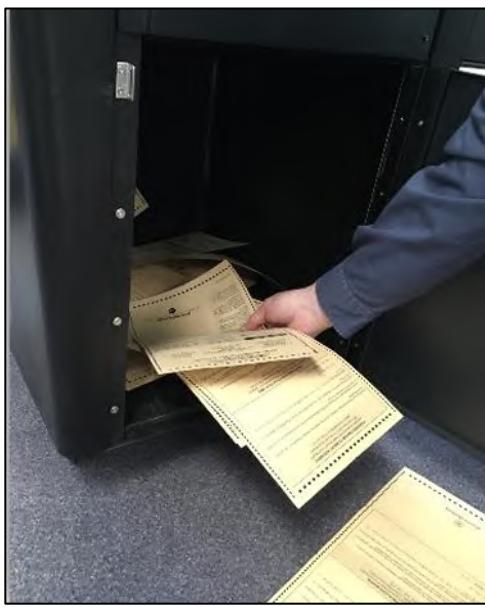
### 1. Hand count ballots that could not be scanned (if any)

- If you do not have any ballots that need to be hand-counted, skip to next numbered step & begin preparing cardboard boxes.
- The Chief or Assistant Chief will supervise two officers of different party affiliations, if possible, to hand count ballots that could not be scanned.
- Invite authorized representatives to observe.
- IMPORTANT:** If the voter's intent is not clear, call the Office of Elections for help.
- Record the results of the hand count on the Hand Count Report.



### 2. Prepare cardboard boxes

- First use any empty boxes in which your ballots were delivered.
- Extra boxes are packed flat in the gray supply cart. If needed, assemble with clear tape.



### 3. Remove ballots from DS200, place in cardboard box

- STOP!** Remove and secure ballots from one scanner at a time to make sure you put them in separate labeled boxes. Follow these instructions from start to finish for each scanner.
- Start with the scanner labeled as DS200 #1 on the **Machine Certification Form**.
- Use the flat silver key to open the ballot compartment.
- Remove all voted ballots from the ballot compartment.
- Look carefully to be sure that the ballot compartment is empty.
- Straighten them into a neat pile. They don't need to face the same way.
- Put the ballots in a cardboard box.
- Put any hand-counted ballots on top of the scanned ballots.



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# CLOSING PROCEDURES

# SECURING VOTED BALLOTS



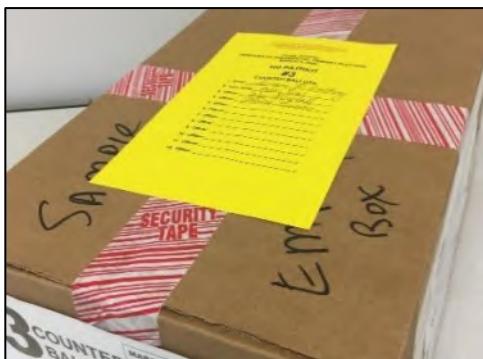
## 4. Seal cardboard box with red tamper tape

- Wrap red tamper tape around the box, completely circling the box in both directions.



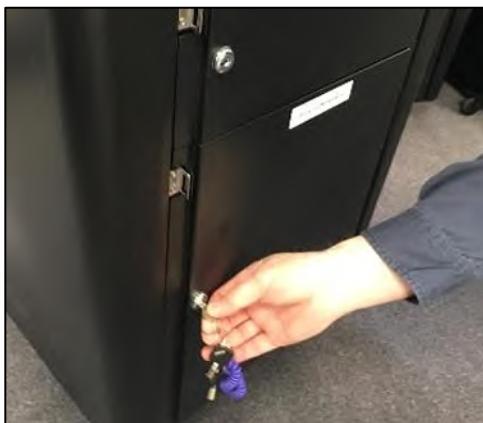
## 5. Attach two white #3 Sheets

- Record DS200 serial number on two white **#3 Sheets** per box.
- Record the number of each box on both sheets (for example, Box 1 of 2, Box 2 of 2).
- Use clear tape to attach one sheet to one side of the box and the other sheet to one end of the box.



## 6. Attach yellow #3 Signature Label

- All officers present at closing must sign the **#3 Signature Label** on each box of ballots.
- Attach the label to the top of the box, then use clear tape to secure it.



## 7. Lock the DS200

- Use the flat silver key to close and lock the ballot compartment.
- Enter the total number of boxes of voted ballots in the column labeled "# of Boxes of Voted Ballots" on the **Machine Certification Form**.
- Repeat all steps for DS200 #2 if it was used during the day.
- Put sealed boxes with materials to be loaded in Chief's car.



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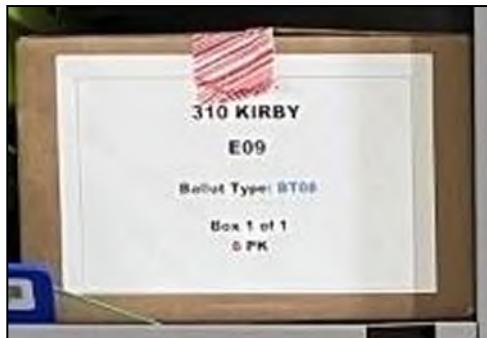
# CLOSING PROCEDURES

# SECURING UNVOTED BALLOTS



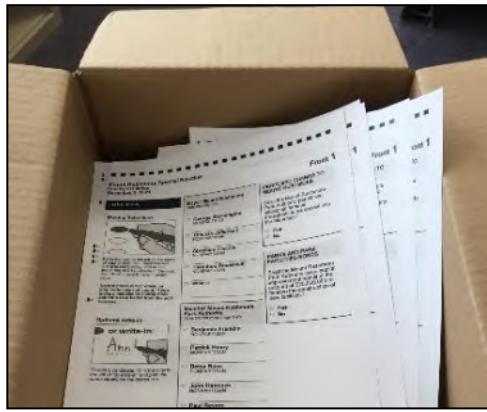
## 1. Return unused (blank) ExpressVote cards

- STOP! Do not mix voted and unvoted ballots.**  
**Keep the boxes for packing voted and unvoted ballots SEPARATE.**
- Put all unused ExpressVote cards back in their brown envelope.
  - Put the brown envelope in the **black rolling kit**.
  - Try not to bend cards so they can be used in future elections.



## 2. Count unused ballots

- Count and write down the number of unopened ballot packs. You don't have to open sealed boxes that were never opened during the day. Use the label information to determine number of ballots inside. Assume each pack contains 100 ballots.
- Count and write down the number of unused ballots remaining in the last pack(s) you opened.
- These numbers are needed to complete **Statement of Results**.



## 3. Box and seal unused ballots

- Place all UNUSED ballots in cardboard boxes. Loose ballots can be added to an opened box containing sealed packs.
- Use opened box(es) in which ballots had been delivered.
- Seal the box flaps with clear tape.



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703-324-4735

Office of Elections, Rev. 5/22

# CLOSING PROCEDURES

# SECURING UNVOTED BALLOTS



## 4. Seal cardboard box with red tamper tape

- Wrap red tamper tape around the box, completely circling the box in both directions.
- Do this for all boxes of unused ballots, including sealed boxes not opened during the day.



## 5. Attach blue #6 Unused Ballots labels

- Use clear tape to attach a blue **#6 Unused Ballots** label to one side and a second blue **#6 Unused Ballots** label to one end of each box.
- Do this for all boxes of unused ballots, including sealed boxes not opened during the day.
- Record the number of each box on both sheets (for example, Box 1 of 2, Box 2 of 2).

## # 6 UNUSED BALLOTS

County of Fairfax  
NOVEMBER 2, 2021

Officer \_\_\_\_\_  
Officer \_\_\_\_\_



## 7. Put boxes in the right places

- Return any empty boxes to the gray supply cart. Break them down and lay them flat.
- Put sealed boxes with materials to be loaded in the Chief's car.



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# 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"/> <b>Election Officer Oath</b> | <b>All</b> officers sign this form during opening.<br>The Chief must sign at top <u>and</u> bottom. |
| <input type="checkbox"/> <b>Compensation Sheet</b>    | <b>All</b> officers sign this form during opening.<br>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"/> <b>SOR – A (original)</b>                   | <b>All</b> officers sign after polls close.   |
| <input type="checkbox"/> <b>SOR – B (copy)</b>                       | <b>All</b> officers sign after polls close.   |
| <input type="checkbox"/> <b>Printed Return Sheet (yellow)</b>        | <b>All</b> officers sign after polls close.   |
| <input type="checkbox"/> <b>#3 Yellow Label:<br/>Counted Ballots</b> | <b>All</b> 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"/> <b>Voting machine tapes</b>                           | <b>Two</b> officers sign each section.   |
| <input type="checkbox"/> <b>#1A green envelope</b><br>(Provisional ballots)    | <b>Two</b> officers complete and sign the back of the envelope and sign a label used to seal the envelope. |
| <input type="checkbox"/> <b>#2A envelope</b><br>(Printed Return Sheet, yellow) | <b>Two</b> officers sign a label used to seal the envelope.  |
| <input type="checkbox"/> <b>#4 envelope</b><br>(Spoiled/voided ballots)        | <b>Two</b> officers sign a label used to seal the envelope.  |
| <input type="checkbox"/> <b>#6 seal for cardboard box</b><br>(Unused ballots)  | <b>Two</b> officers sign a label used to seal the box.   |
| <input type="checkbox"/> <b>#8 envelope</b><br>(Voter forms)                   | <b>Two</b> officers sign a label used to seal the envelope.  |

# ITEMS to RETURN in BLACK KIT

ITEM	CONTENTS	SEALING & SIGNING
<input type="checkbox"/> #1A 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"/> #1B Green Envelope	<b>Only used if a court order extends voting hours past 7:00 PM. Otherwise, return unsealed and unmarked.</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"/> #2 Blue Pouch	<input type="checkbox"/> Election Officer Oath <input type="checkbox"/> Compensation Sheet <input type="checkbox"/> Statement of Results – A (original) <input type="checkbox"/> Statement of Results – B (copy) <input type="checkbox"/> Machine Certification Form <input type="checkbox"/> Hand Count Report <input type="checkbox"/> Chief's Notes <input type="checkbox"/> Precinct Data Sheet <input type="checkbox"/> Comment/Complaint Forms (submitted by voters) <input type="checkbox"/> Equipment password cards	Seal with BLUE plastic tab seal (numbered side up).  Do not use tape or sticky labels.  Do not write on plastic windows!
<input type="checkbox"/> #2A Brown Envelope	<input type="checkbox"/> Printed Return Sheet (yellow) with tapes	Seal with label – 2 signatures.
<input type="checkbox"/> #4 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"/> #7 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. <input type="checkbox"/> Backup iSync drive/envelope	Seal with RED plastic tab seal (numbered side up).  Do not use tape or sticky labels.
<input type="checkbox"/> #8 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"/> Report of Death of Registered Voter <input type="checkbox"/> Voter Referral Worksheets (yellow) <input type="checkbox"/> Election Officer Applications <input type="checkbox"/> Authorized representative forms <input type="checkbox"/> Request to Cancel Voter Registration	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"/> EO Envelope	<input type="checkbox"/> Election Officer Evaluation Form	Seal if desired.
Other Items	<input type="checkbox"/> <b>Unused ExpressVote cards in brown envelope</b> (do not bend or seal) <input type="checkbox"/> <b>Unused provisional envelopes &amp; provisional notices</b> <input type="checkbox"/> Small blue pencil case with clips, scissors, pens, Post-its, mini-stapler, black marker, moistener bottle, etc. <input type="checkbox"/> Magnifying glass <input type="checkbox"/> Magnifying sheet <input type="checkbox"/> Code of Virginia law book <input type="checkbox"/> Backup paper pollbook and count sheet <input type="checkbox"/> Dual polling places only – Maps and Signs <input type="checkbox"/> Voter permit cards <input type="checkbox"/> Small clippers/pliers for cutting seals (in small pouch) <input type="checkbox"/> Chief/Assistant Chief badges with ribbons <input type="checkbox"/> <b>Any unlisted items, such as “lost and found” items</b>	Put the precinct number on “lost and found” items so we can try to get things back to their owners.

# 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"/> Demonstration Ballot (tan)	<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"/> Voter Rights and Responsibilities <input type="checkbox"/> DS200 Instruction Poster <input type="checkbox"/> ExpressVote Instruction Poster <input type="checkbox"/> Curbside Notice <input type="checkbox"/> No write-ins in primary elections	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"/> Tape rolls – clear, blue painters, red tamper <input type="checkbox"/> Ballpoint pens for marking ballots <input type="checkbox"/> "I Voted" and "Future Voter" stickers <input type="checkbox"/> Unused preprinted number labels and sheets	Return in good condition so we can reuse for future elections.

# ITEMS to RETURN in GRAY CART



## ON TOP OF CART:

- A-frame curbside voter sign
- Acrylic sneeze guards (re-packed)
- Absentee ballot drop box (re-packed)

## TOP LEFT:

- Any additional precinct-specific items (e.g., cones, sign stands)
- Unused PPE supplies

## TOP RIGHT:

- Clear plastic portfolio with extra unused seals and drop box hardware
- Blank plastic curbside inserts ("sliders")
- Unused box(es) of privacy folders
- Gray bin with small supplies:
  - Canvas bag with cables & power strips
  - Calculator
  - Extra DS200 tape roll
  - American flag
  - Extra feet for acrylic sneeze guards

## BOTTOM LEFT:

- Black padded cases with ExpressVotes

## BOTTOM RIGHT:

- Blue supply bag
- "Real estate" voter signs
- Handicapped voter sign
- Cardboard privacy booths
- Standing privacy booth (blue hard case)
- Clipboards

## ON INSIDE OF LEFT DOOR:

- Pouch with Cart Security Log (completed and signed)

## ON INSIDE OF RIGHT DOOR:

- Wire frames for voter signs

# ITEMS to RETURN to DEPOT

**The Chief will drive the following items to the designated return depot location:**  
*(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 cases (up to 6)</b>	Poll Pads and attachments Stylus and cloth Chargers and power cords	No seal required.
<input type="checkbox"/> <b># 3 cardboard boxes of voted ballots</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 boxes of unvoted ballots</b>	Unused (blank) standard 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 with precinct number	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.



## SECTION 11

# SAMPLE FORMS

# SAMPLE FORMS

We have provided samples of the forms that you or voters may fill out on election day.

## VOTER FORMS

These forms are to be given to voters to complete on election day.

Note that Spanish, Vietnamese, and Korean versions of voter forms are either on the back of the English version of the form or are placed together with the English forms in your packets.

- **11.2 Voter Registration Application**
- **11.3 ID Confirmation Statement**
- **11.4 Request for Assistance form**
- **11.5 Affirmation of Eligibility form (front)**
- **11.6 Affirmation of Eligibility form (back)**
- **11.7 Comment Form**
- **11.8 Virginia Voters' Election Day Complaint Form**
- **11.9 Request to Cancel Voter Registration**
- **11.10 Report of Death of Registered Voter**

## ELECTION FORMS

These forms are to be completed by you or your election officers on election day.

- **11.11 Election Officer Oath**
- **11.12 Election Officer Compensation Sheet**
- **11.13 Election Officer Evaluation Form**
- **11.14 Voter Referral Worksheet**
- **11.15 Precinct Data Sheet**
- **11.16 Election Night Numbers Sheet**
- **11.17 Machine Certification Form**
- **11.18 Statement of Results (front)**
- **11.19 Statement of Results (back)**
- **11.20 Hand Count Report**
- **11.21 Printed Return Sheet**
- **11.22 Precinct Results Notice**
- **11.23 Drop Box Form**

# SAMPLE FORMS

## VOTER REGISTRATION APPLICATION (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.**

**Virginia Voter Registration Application**

Use blue or black ink

*Starred (\*) items are required. If you do not complete all of the items that are marked with \*, your application may be denied (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 / 신분 확인 명세서		Place in Envelope #8								
<b>Officer of Election / Funcionario electoral / Các viên chức lo về bầu cử / 선거 관리원:</b>										
<b>A</b>	Precinct No. / Name									
	Date:									
	Officer of Election Initials									
<b>B</b>	Affirmation of Voter: If you do not complete this statement or show acceptable ID, you will be required to vote a provisional ballot in this election. Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be. Afirmación del votante: Si no completa esta declaración o muestra identificación aceptable, será requerido que vote una boleta provisional para esta elección. Sujeto a la pena de ley, por la presente afirmo que soy la persona idéntica que me represento a ser. Giấy xác nhận của cử tri: 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. Theo qui định của luật, tôi xác nhận bản thân tôi chính là người đại diện của đơn này. 유권자 진술서: 이 성명서를 작성하지 않거나 신분증을 제시하지 않는 경우, 이번 선거에서 잠정 투표를 해야 합니다. 법의 처벌에 따라, 본인이 동일한 사람이라는 것을 여기에서 확인합니다.									
Optional Opcional Tùy chọn 선택 사항	Signature of voter / Firma del votante / Chữ ký cử tri / 유권자 서명 Printed name of voter / Imprima el nombre del votante In tên cử tri / 정자체 유권자 성명	X _____								
	Birth Year and Last 4 digits of Social Security #: Año de nacimiento y últimos 4 números del SS: Năm sinh và 4 Số cuối của số An sinh Xã Hội: 생년 및 사회 보장 번호 마지막 4자리:	<table border="1"><tr><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr><tr><td>#</td><td>#</td><td>#</td><td>#</td></tr></table>	Y	Y	Y	Y	#	#	#	#
Y	Y	Y	Y							
#	#	#	#							
ELECT-643ID-FFX 03/2022										
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**.

<p>Commonwealth of Virginia <b>REQUEST FOR ASSISTANCE</b> § 24.2-649 of the Code of Virginia</p> <p>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.</p> <p><b>OFFICER OF ELECTION</b>      Precinct #/name: _____      Date: _____</p> <p><b>A. REQUEST OF VOTER</b></p> <p>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.</p> <p>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.</p> <p>Signature of voter: _____ Printed name: _____ Required</p> <p><b>B. AGREEMENT OF ASSISTANT</b></p> <p>I hereby affirm, subject to penalty of law, that:</p> <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> <p>Signature of assistant: _____ Printed name: _____ Required</p> <p>Residence address: _____ City/state: _____ zip: _____ Required</p> <p><b>C. IF VOTER ASKS OFFICER TO TRANSLATE BALLOT (AS ASSISTANT)</b></p> <p>See § 24.2-649(C) for additional information. Any party or candidate interpreter must sign below before observing. (Attach additional forms if necessary.)</p> <p>I hereby affirm, subject to penalty of law, that:</p> <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> <p>Signature: _____ Printed name: _____ Representing: _____</p> <p>Signature: _____ Printed name: _____ Representing: _____</p> <p><b>INSTRUCTIONS IF VOTER IS UNABLE TO SIGN OR MAKE THEIR MARK:</b></p> <p><b>For a voter who is blind, the Officer of Election must:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Write on the <i>Signature of Voter</i> line (Section A), "blind voter" (A blind voter is NOT required to sign or make their mark);</li><li><input type="checkbox"/> Print the voter's name on the line below the signature line (Section A); and</li><li><input type="checkbox"/> Have the assistant sign and complete Section B.</li></ul> <p><b>For a voter who is otherwise unable to sign, the assistant must:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Write on the <i>Signature of Voter</i> line (Section A): "voter unable to sign";</li><li><input type="checkbox"/> Print the voter's name on the line below the signature line (Section A); and</li><li><input type="checkbox"/> Sign and complete Section B.</li></ul>
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# 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 <b>AFFIRMATION OF ELIGIBILITY</b> §§ 24.2-428.2, 24.2-643, 24.2-651, and 24.2-652 of the Code of Virginia</p> <p><b>SECTION A – OFFICER OF ELECTION MUST COMPLETE</b></p> <p>• ENTER PRECINCT NUMBER, NAME AND DATE. • CHECK BOX THAT APPLIES. • HAVE VOTER READ <b>AFFIRMATION OF VOTER</b> BELOW [OR READ <b>AFFIRMATION TO VOTER</b>]. • HAVE VOTER SIGN AND PRINT HIS/HER FULL NAME – BEFORE VOTING. • PLACE FORM IN ENVELOPE #8.</p> <p>OFFICER OF ELECTION'S INITIALS: _____ 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 POLLBOOK . . . AND VOTER'S NAME OR ADDRESS HAS NOT CHANGED. B. <input type="checkbox"/> VOTER'S NAME OMITTED FROM POLLBOOK IN ERROR; REGISTRAR AUTHORIZES OFFICER TO ADD NAME. C. <input type="checkbox"/> VOTER'S NAME ON POLLBOOK . . . BUT VOTER IS CHALLENGED BY ANOTHER VOTER OR AN OFFICER WHO COMPLETES AND SIGNS STATEMENT BELOW</p> <p><b>Statement of Challenger</b> "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> <p><input type="checkbox"/> 1. The named person is not a citizen of the United States; <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; <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); <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); <input type="checkbox"/> 5. The named person is not a resident of the town in the case of a town election; <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; <input type="checkbox"/> 7. The named person is not the identical person he represents himself to be; or <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: _____)." ♦ must cast a provisional ballot if pollbook indicates person already voted</p> <p>Signature of Challenger: _____ Printed Name of Challenger: _____ Daytime Telephone Number: _____ 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>	<p><b>ENVELOPE #8</b></p>
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# 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

# SAMPLE FORMS

# **FAIRFAX COUNTY COMMENT FORM**

Give this form to voters who wish to offer a suggestion, register a complaint, ask a question, or provide information. The Office of Elections will respond to voters who provide their name and address. Return completed forms in **Envelope #2**.

**FAIRFAX COUNTY ELECTORAL BOARD COMMENT FORM**

# SAMPLE FORMS

## VIRGINIA VOTERS' ELECTION DAY COMPLAINT FORM (white 4-page form)

Give this form to voters who wish to register a complaint with the Virginia State Board of Elections. The voter is responsible for having the form notarized and mailing it to the State Board of Elections. The State Board of Elections will respond to the complaint.

	* VIRGINIA * DEPARTMENT <i>of</i> ELECTIONS			VIRGINIA VOTERS' ELECTION DAY COMPLAINT FORM HOW TO FILE A COMPLAINT USING THE VOTER GRIEVANCE PROCESS
<b>VIRGINIA VOTERS' ELECTION DAY COMPLAINT FORM</b>				
Ask an Election Official to help you if you need assistance completing this form. Please write legibly.				
Your Name (last, first, middle)		Today's Date		
Your Address (Number and Street)		City	State	Zip Code
Your Daytime telephone number		Email address (optional)		
Polling Place Name				
Polling Place Address (Number and Street)		City	State	Zip Code
Name of Election Official or Volunteer if known				
Date of Incident				
Describe Your Complaint (attach additional pages if necessary)				
Your Signature				
Notary's Signature (required for formal HAVA Title III complaints)		Date		
Notary's Commission Expiration Date				
OFFICE USE ONLY				
Complaint Number:				
Date Received:				
Department of Elections Staff Member Assigned:				
Hearing Date:				
Final Determination Issued:				

# SAMPLE FORMS

## REQUEST TO CANCEL VOTER REGISTRATION

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

<b>Request to Cancel Voter Registration</b> (§ 24.2-427, Code of Virginia) <i>Solicitud Para Cancelar Registro de Votante / Yêu cầu hủy bỏ Ghi Danh Cử Tri / 유권자 등록 취소 요청</i>			<b>Place in Envelope #8</b>
<b>INSTRUCTIONS:</b> Please fill in the information below. All information on this form is required unless otherwise indicated. <b>Instrucciones:</b> Por favor complete la información a continuación. Toda la información en este formulario es un requisito a menos que se le indique de otra forma. <b>Hướng dẫn:</b> Vui lòng điền thông tin bên dưới. Tất cả các thông tin dưới đây là bắt buộc. 지침: 아래 양식을 작성해주시오. 다른 형식이 있는 경우 모든 정보가 필요합니다.			
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. Remueva mi nombre de los registros de votantes. Entiendo que ya no seré elegible para votar en el estado de Virginia a menos que vuelva a registrar. Vui lòng xóa tên của tôi trong hồ sơ ghi danh cử tri. Tôi hiểu rằng tôi sẽ không còn đủ điều kiện để bỏ phiếu tại Virginia trừ khi tôi nộp lại đơn ghi danh cử tri. 본인을 유권자 등록에서 삭제해주세요. 본인은 등록을 재신청하지 않는 이상 Commonwealth of Virginia에서 투표를 할 자격이 없다는 것을 이해합니다.			
First Name / Primer Nombre / Tên gọi / 이름	Middle / Segundo Nombre / Tên đệm / 중간 이름	Last Name / Apellido / Tên họ / 姓	Suffix
Current Virginia Registration Address / Dirección de residencia / Địa chỉ cư trú hiện thời / 현재 등록 거주지 주소			
Locality / Localidad / Địa phương / 지역구	Voter ID (optional) / Número de identificación de votante / Số cử tri / 유권자ID		
Social Security Number / NSS / SSN / 사회보장번호	Date of Birth (mm/dd/yy) / Fecha de nacimiento / Ngày sinh / 생년월일 / /		
Current Phone (optional) / Número de teléfono / Điện thoại / 전화번호	Email (optional) / Correo electrónico / email / 이메일		
Signature / Firma / Chữ ký / 서명 <u>X</u>	Date (mm/dd/yy) / Fecha / Ngày / 날짜 / /		

ELECT – 427A-FFX – 03/2022

# SAMPLE FORMS

## REPORT OF DEATH OF REGISTERED VOTER

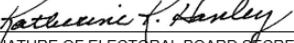
Use when a voter notifies you that a spouse, relative, or neighbor has died.  
Return in **Envelope #8**.

	* VIRGINIA *	REPORT OF DEATH OF REGISTERED VOTER
REPORTE DE DEFUNCION DE UN VOTANTE BÁO CÁO TỬ VONG CỦA CỨ TRI ĐÃ GHI DANH		Pet.
등록 유권자의 사망 신고		
<i>Deceased Voter's Name (print):</i> Nombre del elector fallecido: Tên Cử Tri tử vong: 사망한 유권자 이름:		
<i>Last 4 digits of Social Security Number (if known):</i> Últimos 4 dígitos del Seguro Social: 4 Số cuối của số An Sinh Xã Hội: 사회 보장번호의 마지막 4자리 숫자:		
<i>Date of Birth:</i> Fecha de nacimiento: Ngày Sinh: 생년월일:		
<i>Residence Address of Deceased:</i> Dirección del votante fallecido: Địa chỉ cư trú của Cử tri Tử vong: 고인 거주지 주소:	Number and Street Name	Zip Code
<i>Name of Person Providing Information (print):</i> Nombre de la persona que proporciona la información: Tên người Cung Cấp Thông Tin: 정보 제공자 의 이름 (정자체):		
<i>Signature of Person Providing Information:</i> Firma de la persona Proporcionando la información: Chữ ký Người Cung Cấp Thông Tin: 정보 제공자 의 서명:		
<i>Relationship to Deceased:</i> Relación con el difunto: Mối quan hệ với Cử tri Tử vong: 고인과 어떤 관계:		
<i>Signature of Election Officer:</i> Firma del Oficial Electoral: Chữ ký của Viên chức phụ trách: 선거관리원 서명:	Date:	
WARNING: 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.		
ADVERTENCIA: 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.		
CẢNH BÁO: VIỆC CÓ Ý TRÌNH BÀY SAI SỰ THẬT TRÊN MẪU NÀY LÀ PHẠM TỘI GIAN LÂM BẦU CỨ, CÓ THỂ BI PHẠT TRONG TỘI THEO LUẬT PIAP CỦA VIRGINIA. NGƯỜI VI PHẠM CÓ THỂ BI KẾT ÁN TỘI ĐA 10 NĂM TÙ, HOẶC TỘI ĐA 12 THÁNG TÙ GIAM VÀ/HOẶC BI PHẠT TIỀN TỘI ĐA 2,500 ĐÔ LA MỸ.		
경고: 이 양식에 고의로 거짓된 진술을 할 시에는 선거법 위반죄가 성립하여 벌지나야주 법에 따라 중범죄로 처벌받을 수 있습니다. 위반자는 10년이하의 징역형을 받거나 12개월 이하의 금고형을 받거나 2,500달러 이하의 벌금형을 받을 수 있습니다.		
Form number (ELECT-427)		Rev. 08/2016 Rev. 4 Languages 07/2019

# SAMPLE FORMS

## ELECTION OFFICER OATH

All election officers must sign this form during opening procedures. Note that the **Chief must sign in two places**.

ELECTION OFFICER OATH		RETURN IN <b>#2 BLUE POUCH</b>
Precinct: <b>SAMPLE</b>	Fairfax County – Democratic Party Primary – June 21, 2022	
 ★ VIRGINIA ★ DEPARTMENT <i>of</i> ELECTIONS      COMMONWEALTH OF VIRGINIA <b>OFFICER OF ELECTION OATH</b>		
<b>OATH OF CHIEF OFFICER</b> DELEGATED BY THE GENERAL REGISTRAR OR THE SECRETARY OF THE ELECTORAL BOARD TO ADMINISTER OATH TO OTHER OFFICERS		
I do solemnly swear (or affirm) that I will perform the duties for this election according to law and the best of my ability, and that I will studiously endeavor to prevent fraud, deceit, and abuse in conducting this election.		
 <b>Chief</b> <u>1. X</u> SIGNATURE OF CHIEF OFFICER OF ELECTION  SIGNATURE OF ELECTORAL BOARD SECRETARY		
<b>OATH OF ALL OTHER OFFICERS OF ELECTION</b> I do solemnly swear (or affirm) that I will perform the duties for this election according to law and the best of my ability, and that I will studiously endeavor to prevent fraud, deceit, and abuse in conducting this election.		
<b>Names</b>		<b>Signatures</b>
2. ASST CHIEF:	2. ASST CHIEF:	
3.	3.	
4.	4.	
5.	5.	
6.	6.	
7.	7.	
8.	8.	
9.	9.	
10.	10.	
 <b>Chief</b> <u>1. X</u> SIGNATURE OF PERSON ADMINISTERING OATH <b>CHIEF ELECTION OFFICER</b> TITLE OF PERSON ADMINISTERING OATH		
<u>JUNE 21, 2022</u> DATE ADMINISTERED		

# SAMPLE FORMS

## ELECTION OFFICER COMPENSATION SHEET

All election officers must sign this form during opening procedures or whenever there is time during the day. The Chief should also note any officers who leave early.

COMPENSATION SHEET		RETURN IN #2 BLUE POUCH	
Precinct: <b>SAMPLE</b>	Fairfax County – Democratic Party Primary – June 21, 2022		
Complete and sign next to the number you are assigned based on the precinct roster.			
<b>TO BE COMPLETED BY ALL OFFICERS:</b>			
Officer	Full Name	Signature	Do you wish to be paid?
#1 / Chief			<input type="checkbox"/> Yes <input type="checkbox"/> No
#2 / Assistant Chief			<input type="checkbox"/> Yes <input type="checkbox"/> No
#3 / EO			<input type="checkbox"/> Yes <input type="checkbox"/> No
#4 / EO			<input type="checkbox"/> Yes <input type="checkbox"/> No
#5 / EO			<input type="checkbox"/> Yes <input type="checkbox"/> No
#6 / EO			<input type="checkbox"/> Yes <input type="checkbox"/> No
#7 / EO			<input type="checkbox"/> Yes <input type="checkbox"/> No
#8 / EO			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>TO BE COMPLETED BY THE CHIEF:</b>			
<b>Who is returning the election materials tonight?</b> <i>Whoever returns the election materials will receive a \$10 travel stipend. (Chiefs receive an additional \$10 stipend for picking up supplies before election day.)</i>			
<input type="checkbox"/> Chief <input type="checkbox"/> Asst			
<b>Did all election officers, including you, generally arrive on time?</b> <i>If any officers arrived more than 10 minutes late, even for a valid reason (e.g. got lost, sick, family emergency, etc.), document below.</i>			
Officer Name	Exact Arrival Time	Reason	
EXAMPLE: John Smith	5:15 a.m.	EXAMPLE: Couldn't find building entrance	
<b>If any election officers leave early (e.g. sick, family emergency, etc.), explain here.</b> <i>All officers are expected to stay until the end of closing procedures. Any officers who leave early will have their pay deducted accordingly.</i>			

# SAMPLE FORMS

## ELECTION OFFICER EVALUATION FORM

The Chief should complete this form during election day. The feedback you provide about your officers plays an important role in helping us determine officer assignments in future elections.

ELECTION OFFICER EVALUATION FORM		RETURN IN EO EVALUATION ENVELOPE
Precinct: <b>SAMPLE</b>	Fairfax County – Democratic Party Primary – June 21, 2022	
See instructions on reverse side.		
<b>CHIEF NAME</b>		<b>CHIEF SIGNATURE</b>
ASSISTANT CHIEF NAME	RATING	COMMENTS
	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement	
OFFICER NAMES	RATING	COMMENTS
<b>SECTION A:</b> Who were your best officers? Could they be a Chief? Please explain why.		
	<input type="checkbox"/> Excellent officer and potential Chief <input type="checkbox"/> Excellent officer	
	<input type="checkbox"/> Excellent officer and potential Chief <input type="checkbox"/> Excellent officer	
	<input type="checkbox"/> Excellent officer and potential Chief <input type="checkbox"/> Excellent officer	
<b>SECTION B:</b> Who were your good or average officers? Comments are optional.		
	<input type="checkbox"/> Good <input type="checkbox"/> Average	
	<input type="checkbox"/> Good <input type="checkbox"/> Average	
	<input type="checkbox"/> Good <input type="checkbox"/> Average	
	<input type="checkbox"/> Good <input type="checkbox"/> Average	
	<input type="checkbox"/> Good <input type="checkbox"/> Average	
<b>SECTION C:</b> Did you have any officers who did not perform well? Please explain why.		
	<input type="checkbox"/> Needs improvement <input type="checkbox"/> Needs significant improvement	
	<input type="checkbox"/> Needs improvement <input type="checkbox"/> Needs significant improvement	

# SAMPLE FORMS

## VOTER REFERRAL WORKSHEET

This form is optional but can be helpful for processing non-routine voters. The voter fills in their information, an officer identifies the non-routine issue, and then the Chief follows up accordingly.

PRECINCT: _____	RETURN IN ENVELOPE #8	
<h3>Voter Referral Worksheet</h3>		
You may optionally use this form to help process non-routine voters in your polling place.		
<b>Section A: Completed by the Voter</b>		
An election officer may complete this information on behalf of a voter.		
First name:	Middle:	Last:
Current address:		
Date moved to current address:	Date of birth:	Last 4 digits of SSN ( <i>optional</i> ):
<b>Section B: Completed by an Election Officer</b>		
Check appropriate box(es) in the left-hand column, then give this form to the voter and refer them to the Chief.		
REASON FOR REFERRAL (by Officer)	WHAT-IF REFERENCE (for the Chief)	
<input type="checkbox"/> Voter has <b>no acceptable ID</b>	What-If #1 and Provisional Checklist A.	
<input type="checkbox"/> Voter has <b>moved</b>	What-If #3 and #5-8.	
<input type="checkbox"/> Pollbook says " <b>Inactive</b> "	What-If #4.	
<input type="checkbox"/> Pollbook says " <b>Federal Only</b> "	What-If #9.	
<input type="checkbox"/> Voter's name <b>not in pollbook</b>	What-If #10 and Provisional Checklist B.	
<input type="checkbox"/> Voter is <b>challenged</b>	What-If #11.	
<input type="checkbox"/> Voter's name <b>marked as already voted</b>	What-If #12 and Provisional Checklist C.	
<input type="checkbox"/> Voter requests <b>assistance</b>	What-If #15 or #16 and Request for Assistance form.	
<input type="checkbox"/> Voter is <b>blind</b>	What-If #17. May need Request for Assistance form.	
<input type="checkbox"/> <b>Curbside</b> voter (OP)	What-If #18. May need Request for Assistance form.	
<input type="checkbox"/> <b>Absentee</b> voter	What-If #19 or #20 and Provisional Checklist C.	
<b>Section C: Completed by the Chief or Assistant Chief (OPTIONAL)</b>		
Staple this sheet to the voter's registration application, if applicable.		
Name of Chief/Assistant Chief helping voter:	If you called the office, who did you speak with?	
Resolution:		

Fairfax County Office of Elections, Rev. 1/2020

# SAMPLE FORMS

## PRECINCT DATA SHEET

This form will help you track the number of voters checked in and ensure it matches the number of ballots cast on the DS200 throughout the day. In addition, record the number of ballots in each pack as you open them at the bottom of this form.

PRECINCT DATA SHEET			RETURN IN #2 BLUE POUCH		
Precinct: SAMPLE		Fairfax County – Democratic Party Primary – June 21, 2022			
INSTRUCTIONS: Assign an election officer (or high school page, in November elections) to track the below numbers throughout the day of election. They should inform you immediately if any numbers are not what they should be.					
<b>As close to each hour as possible, enter the below numbers.</b>					
<ul style="list-style-type: none"><li>▪ If there are no voters in line at a given time, write "0".</li><li>▪ Do not count non-voters (e.g. children who are waiting with their parents).</li><li>▪ "Voters checked in but not yet cast ballot" includes voters who are at the ballot table, in the voting booths, or in line at the ballot scanner.</li><li>▪ [Voters checked in on Poll Pads] should always equal [voters checked in but not yet cast ballot] plus [ballots cast on DS200s]. If not, figure out why (e.g. an officer did not properly check in voters) and record in the Chief's Notes.</li></ul>					
Time	Voters in line at Poll Pads	Check-in stations (Poll Pads)	Voters checked in on Poll Pads	Voters checked in but not yet cast ballot	Ballots cast on DS200(s)
Example	8	2	120	3	117
6:00 AM					
*6:30 AM					
7:00 AM					
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					
7:00 PM					
Time last voter checked in:					

**Count and double-count the number of ballots in each pack as you open them.** Each ballot pack *should* have 100 ballots. However, if any pack has more or less than 100, you will need to know when completing the Statement of Results.

Ballot pack	Number of ballots in pack	Ballot pack	Number of ballots in pack	Ballot pack	Number of ballots in pack	Ballot pack	Number of ballots in pack
1		11		21		31	
2		12		22		32	
3		13		23		33	
4		14		24		34	
5		15		25		35	
6		16		26		36	
7		17		27		37	
8		18		28		38	
9		19		29		39	
10		20		30		40	

# SAMPLE FORMS

## ELECTION NIGHT NUMBERS SHEET

Use this form immediately after polls close to record important numbers required by the Virginia Department of Elections. The Collector Officers will drive this form to our main office. This replaces the need for an officer to call in these numbers.

ELECTION NIGHT NUMBERS SHEET		RETURN WITH COLLECTOR OFFICERS				
Precinct: <b>SAMPLE</b>	Fairfax County – Democratic Primary – June 21, 2022					
INSTRUCTIONS: An officer should gather these numbers immediately after polls close. Collector Officers must then drive this form to the Fairfax County Government Center, along with other election materials.						
<b>DS200 Scanners</b>						
<b>How many DS200s were opened and used to scan ballots – 1 or 2?</b> Most precincts will only open and use one DS200. Some precincts may have needed to open their second DS200.						
<b>Poll Pads</b>						
<b>Total Curbside Voters</b> On any Poll Pad, open Menu, then Summary Report. Also found in Part 2 of the Statement of Results (SOR).						
<b>Provisional Ballots</b>						
Tally the number of provisional ballots by reason code. Then, group totals by category below.						
Reason code <b>#1</b>	Reason code <b>#2</b>	Reason code <b>#3</b>	Reason code <b>#4</b>	Reason code <b>#5</b>	Reason code <b>#6</b>	Reason code <b>No ID</b>
<b>No ID</b> All provisional ballot envelopes with “No ID” reason selected.						
<b>Not Registered</b> All provisional ballot envelopes with reason codes 1 or 2.						
<b>Other</b> All provisional ballot envelopes with reason codes 3, 4, 5, or 6.						

# SAMPLE FORMS

## MACHINE CERTIFICATION FORM

Use this form during opening procedures to verify seal numbers before opening equipment.  
Use this form during closing procedures to record seal numbers as you close equipment.

MACHINE CERTIFICATION FORM						
				RETURN IN <b>#2 BLUE POUCH</b>		
Precinct: <b>100 PATRIOT (SAMPLE)</b>				Fairfax County – Democratic Primary – June 21, 2022		
<b>BEFORE POLLS OPEN</b>						
Verify seal and counter numbers. If any are broken or do not match, call Election Support. If you open and update Poll Pads on Monday, write new seal numbers.						
<b>POLL PADS</b>	Poll Pad 1 (EPB-0001)	Poll Pad 2 (EPB-0002)	Poll Pad 3 (EPB-0003)	Poll Pad 4 (EPB-0004)	Poll Pad 5 (EPB-0005)	Provisional (EPB-0006)
As delivered (green zip-tie seal)	1000111	1000222	1000333	1000444	1000555	1000666
If re-sealed (yellow zip-tie seal)						
<b>DS200s</b>	Case seal (green zip-tie seal)	USB/printer seal (red barcoded sticker)	Public Count		Protected Count	
#1: DS0000111111	100001	10000002	0		1000	
#2: DS0000222222	200001	20000002	0		2000	
<b>ADDITIONAL EQUIPMENT</b>	Gray cart (green zip-tie seal)	#2 Pouch (no seal)	#7 Pouch (no seal)			
	999999	n/a			n/a	
<b>AFTER POLLS CLOSE</b>						
Record new seal and counter numbers. You must remove and affix the USB/printer compartment seals from all DS200s, whether or not they were used for voting.						
DS200 #1 Place USB/printer compartment seal (red barcoded sticker) here.			DS200 #2 Place USB/printer compartment seal (red barcoded sticker) here.			
<b>DS200s</b>	Machine seal (no seal)	# of boxes of voted ballots	Public Count		Protected Count	
#1: DS0000111111	n/a					
#2: DS0000222222	n/a					
<b>ADDITIONAL EQUIPMENT</b>	Gray cart (red zip-tie seal)	#2 Pouch (blue plastic tab seal)	#7 Pouch (red plastic tab seal)			

# SAMPLE FORMS

## STATEMENT OF RESULTS (front)

The SOR is the most important form you will complete on election day. It is the record of voters, ballots, and votes in your precinct.

STATEMENT OF RESULTS – A (original)		RETURN IN #2 BLUE POUCH												
Precinct: <b>100 PATRIOT (June 2022)</b> Fairfax County – Democratic Primary – June 21, 2022														
<b>What to do at the beginning of the day</b>														
<input type="checkbox"/> Print opening tapes from each DS200. <input type="checkbox"/> Have two officers sign all <b>four zero totals reports</b> on opening tapes.														
<b>What to do at the end of the day</b>														
<input type="checkbox"/> <b>Record</b> check-in and curbside numbers from Poll Pads in Parts 1 + 2. <input type="checkbox"/> <b>Print</b> closing tapes from each DS200. <input type="checkbox"/> <b>Have</b> two officers sign all <b>four voting results reports</b> on closing tapes. <input type="checkbox"/> <b>Fill</b> out every section of SOR A and SOR B. <input type="checkbox"/> <b>Staple</b> appropriate tapes to this page – see right column. <input type="checkbox"/> <b>Fold</b> bottom of tape to fit on SOR.														
<b>1 Voters checked in</b> From each Poll Pad's home screen, review the top tan banner for the number of voters checked in. If there is an EDR number, add it to the number of voters checked in. For example, if it says "Check-ins: 99 (EDR: 1)", that is actually $99 + 1 = 100$ voters. <table border="1"><tr><td>Number of voters checked in on Poll Pad #1</td><td></td></tr><tr><td>Number of voters checked in on Poll Pad #2</td><td>+</td></tr><tr><td>Number of voters checked in on Poll Pad #3</td><td>+</td></tr><tr><td>Number of voters checked in on Poll Pad #4</td><td>+</td></tr><tr><td>Number of voters checked in on Poll Pad #5</td><td>+</td></tr><tr><td><b>Total number of voters checked in</b></td><td>=</td></tr></table>			Number of voters checked in on Poll Pad #1		Number of voters checked in on Poll Pad #2	+	Number of voters checked in on Poll Pad #3	+	Number of voters checked in on Poll Pad #4	+	Number of voters checked in on Poll Pad #5	+	<b>Total number of voters checked in</b>	=
Number of voters checked in on Poll Pad #1														
Number of voters checked in on Poll Pad #2	+													
Number of voters checked in on Poll Pad #3	+													
Number of voters checked in on Poll Pad #4	+													
Number of voters checked in on Poll Pad #5	+													
<b>Total number of voters checked in</b>	=													
<b>2 Curbside voters</b> On any Poll Pad, open Menu, then Summary Report. <table border="1"><tr><td>Total number of curbside check-ins</td><td></td></tr></table>			Total number of curbside check-ins											
Total number of curbside check-ins														
<b>3 Ballots cast</b> Using the Ballot Status Accounting Report from each DS200's closing tape, record the number of ballots cast ("Public Count"). <table border="1"><tr><td>Number of ballots cast on DS200 #1</td><td></td></tr><tr><td>Number of ballots cast on DS200 #2</td><td>+</td></tr><tr><td>Number of ballots counted by hand because they could not be scanned (<i>usually 0</i>)</td><td>+</td></tr><tr><td><b>Total number of ballots cast</b></td><td>=</td></tr></table>			Number of ballots cast on DS200 #1		Number of ballots cast on DS200 #2	+	Number of ballots counted by hand because they could not be scanned ( <i>usually 0</i> )	+	<b>Total number of ballots cast</b>	=				
Number of ballots cast on DS200 #1														
Number of ballots cast on DS200 #2	+													
Number of ballots counted by hand because they could not be scanned ( <i>usually 0</i> )	+													
<b>Total number of ballots cast</b>	=													
<b>4 Does the number of voters checked in (box 1) match the number of ballots cast (box 3)?</b> ____ Yes ____ No, because... <input type="checkbox"/> An election officer did not properly check in some voters (include details below) <input type="checkbox"/> We had fleeing voters leave without casting their ballot (include details below) <input type="checkbox"/> Other (specify below):														

# SAMPLE FORMS

## STATEMENT OF RESULTS (back)

On the back of the SOR, you will reconcile the number of standard ballots you were issued with the number of standard ballots used and unused. All officers present during closing procedures must also sign at the end of the SOR.

STATEMENT OF RESULTS – A (original)		RETURN IN #2 BLUE POUCH		
Precinct: <b>100 PATRIOT (June 2022)</b>		Fairfax County – Democratic Primary – June 21, 2022		
<b>5 Standard Ballots Issued</b>	Number of ballots received in gray cart before election day	<b>1000</b>		
	Number of ballots received from Rover on election day ( <i>usually 0</i> )	<b>+</b>		
	<b>Total number of ballots issued</b>	<b>=</b>		
<b>6 Standard Ballots Used and Unused</b>	"Total Standard Ballot Sheets" from DS200 Ballot Status Accounting Report(s)			
	Number of hand-counted ballots ( <i>usually 0</i> )	<b>+</b>		
	Number of spoiled ballots in #4 envelope	<b>+</b>		
	Number of voided ballots in #4 envelope	<b>+</b>		
	Number of provisional ballots in #1A and #1B envelopes	<b>+</b>		
	Number of unopened ballot packs, multiplied by 100 (e.g. 5 unopened packs x 100 = 500)	<b>+</b>		
	Number of unused ballots remaining in the last pack(s) you opened	<b>+</b>		
	<b>Total number of ballots used and unused</b>	<b>=</b>		
<b>7 Other Ballots</b>	"Total ExpressVote Cards" number from DS200 Ballot Status Accounting Report(s)			
	Number of surrendered absentee ballots in #4 envelope			
	Please check the box and explain if any of the following are true.			
	<input type="checkbox"/> There were more or less than 100 ballots in one or more of the packs (include details below)			
	<input type="checkbox"/> _____ ExpressVote cards were spoiled, voided, or used for provisional voters (include details below)			
<b>8 Collect signatures to certify</b>	We hereby certify that the two copies of the Statement of Results are a complete record of this election and all information entered here is true and correct.			
	1	Chief	Name:	X
	2	Asst. Chief	Name:	X
	3	EO	Name:	X
	4	EO	Name:	X
	5	EO	Name:	X
	6	EO	Name:	X
	7	EO	Name:	X
	8	EO	Name:	X
	9	EO	Name:	X
	10	EO	Name:	X
	11	EO	Name:	X
	12	EO	Name:	X

# SAMPLE FORMS

## HAND COUNT REPORT

If any ballots stored in the DS200 auxiliary compartment during the day cannot be scanned on the DS200 at the end of the day, they must be hand-counted and recorded on this form.

HAND COUNT REPORT		RETURN IN #2 BLUE POUCH	
Precinct: <b>SAMPLE</b>	Fairfax County – Democratic Primary – June 21, 2022		
INSTRUCTIONS: If any ballots stored in the DS200 Auxiliary Compartment cannot be scanned on the DS200, immediately call and notify the Office of Elections at <b>703-324-4735</b> . You will record vote totals from hand-counted ballots, as well as from the DS200 Voting Results Report tape(s), on this form.			
<b>Do you have any hand-counted ballots?</b>			
<input type="checkbox"/>	No. ( <i>You do not need to fill out any other information on this form.</i> )		
<input type="checkbox"/>	Yes, we have a total of _____ hand-counted ballots.		
<b>Member, House of Representatives, 8<sup>th</sup> Congressional District</b>			
	Victoria I. Virasingh	Donald S. Beyer, Jr.	Overvotes
DS200 #1 Results Tape	+	+	+
DS200 #2 Results Tape	+	+	+
Hand-counted results	+	+	+
<b>TOTAL</b>	=	=	=
If any hand-counted ballots contain write-ins, enter them here. You may continue on the back of this form, if needed.			
<b>Write-In Votes from Hand-Counted Ballots</b>			
Office	Write-In Name		Total votes

# SAMPLE FORMS

## PRINTED RETURN SHEET

For this required form, simply attach a copy of the DS200 tapes and have all officers sign at the bottom.

PRINTED RETURN SHEET		RETURN IN #2A ENVELOPE																																																																	
Precinct: 100 PATRIOT (SAMPLE)		Fairfax County – Democratic Primary – June 21, 2022																																																																	
 * VIRGINIA * DEPARTMENT of ELECTIONS																																																																			
<h2>PRINTED RETURN SHEET</h2>																																																																			
<p>This form must be signed by all officers of election <u>present during closing procedures</u> and placed in Envelope #2A.</p>																																																																			
<p>The Clerk of Circuit Court must make it available for public inspection on the day following the election and for sixty days thereafter.</p>																																																																			
<p>DS200 Serial Number(s):</p>																																																																			
#1:	DS0000111111	#2:	DS0000222222																																																																
<p><b>Election officer signatures</b></p> <p>We hereby certify that the attached totals tape is a true and correct copy of the election results printed out by the electronic voting machines used in this precinct.</p> <table border="1"><thead><tr><th>#</th><th>POSITION</th><th>NAME</th><th>SIGNATURE</th></tr></thead><tbody><tr><td>1</td><td>Chief</td><td></td><td>X</td></tr><tr><td>2</td><td>Asst Chief</td><td></td><td>X</td></tr><tr><td>3</td><td>EO</td><td></td><td>X</td></tr><tr><td>4</td><td>EO</td><td></td><td>X</td></tr><tr><td>5</td><td>EO</td><td></td><td>X</td></tr><tr><td>6</td><td>EO</td><td></td><td>X</td></tr><tr><td>7</td><td>EO</td><td></td><td>X</td></tr><tr><td>8</td><td>EO</td><td></td><td>X</td></tr><tr><td>9</td><td>EO</td><td></td><td>X</td></tr><tr><td>10</td><td>EO</td><td></td><td>X</td></tr><tr><td>11</td><td>EO</td><td></td><td>X</td></tr><tr><td>12</td><td>EO</td><td></td><td>X</td></tr><tr><td>13</td><td>EO</td><td></td><td>X</td></tr><tr><td>14</td><td>EO</td><td></td><td>X</td></tr><tr><td>15</td><td>EO</td><td></td><td>X</td></tr></tbody></table>				#	POSITION	NAME	SIGNATURE	1	Chief		X	2	Asst Chief		X	3	EO		X	4	EO		X	5	EO		X	6	EO		X	7	EO		X	8	EO		X	9	EO		X	10	EO		X	11	EO		X	12	EO		X	13	EO		X	14	EO		X	15	EO		X
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I\_I  
Staple tapes here

From each DS200  
opened for voting:  
1. Zero totals report  
2. Voting results report

# SAMPLE FORMS

## PRECINCT RESULTS NOTICE

Use this form to display the voting results at the entrance of your polling place building.

<p><b>Precinct Results Notice</b></p> <p>Election: Democratic Party Primary Date: June 21, 2022 Precinct: <b>100 PATRIOT</b></p> <p>After voting ended at this polling place, election officers attached a duplicate set of printed tapes from the ballot scanners to this notice.</p> <p>The <b>zero totals report</b> (left two columns) confirms that a ballot scanner had zero votes before being used for voting.</p> <p>The <b>voting results report</b> (right two columns) confirms the number of ballots cast and the number of votes for each candidate in each contest.</p> <p>In most precincts, only one ballot scanner is expected to be used, so there will only be one of each report.</p> <p>If two scanners were used, tapes from both machines are attached. Numbers from both voting results reports must be combined to understand the total votes cast in this precinct.</p> <p><b>View results from all precincts here:</b> <a href="https://fairfaxcounty.gov/elections/returns">https://fairfaxcounty.gov/elections/returns</a></p>	<p><b>DS200 #1</b> Voting Results Report (printed after voting ends)</p> <p>Staple here</p> <p>If second scanner was not opened or used to scan ballots, there may not be a tape here.</p>	<p><b>DS200 #2</b> Zero Totals Report (printed before voting begins)</p> <p>Staple here</p> <p>If second scanner was not opened or used to scan ballots, there may not be a tape here.</p>	<p><b>DS200 #2</b> Zero Totals Report (printed before voting begins)</p> <p>Staple here</p> <p>If second scanner was not opened or used to scan ballots, there may not be a tape here.</p>	<p><b>DS200 #1</b> Voting Results Report (printed after voting ends)</p> <p>Staple here</p> <p>If second scanner was not opened or used to scan ballots, there may not be a tape here.</p>	<p><b>Discard this notice and tapes on or after:</b> <b>Thursday,</b> <b>June 23, 2022</b></p> <p>If tape is longer than page, staple at corners /</p> <p>If tape is longer than page, staple at corners /</p> <p>If tape is longer than page, staple at corners /</p> <p>If tape is longer than page, staple at corners /</p> <p>If tape is longer than page, staple at corners /</p> <p>If tape is longer than page, staple at corners /</p>
--	--	--	--	--	--

# SAMPLE FORMS

## **DROP BOX FORM**

As Collector Officers count and secure absentee ballot envelopes from the drop box, they will record the number of envelopes in each bag on this form.

**Fairfax County  
June 21, 2022  
Democratic Primary  
Election**

**Collection Date:**

**Collection Time:**

**Pct 100 PATRIOT  
LINCOLN HIGH SCHOOL**

7825 Heritage Dr  
Annandale, VA 22003-5312

**# Drop Box Envelopes inside bag:** \_\_\_\_\_

We attest that we performed our duty to collect all envelopes safely and securely from this drop-off location on the date & time stated above. As directed, we sealed all collected envelopes and this form in the TripLOK security bag. We then immediately delivered all collected envelopes to the Office of Elections Staff or Central Absentee Precinct.

**Collector Officer 1**

**x**

**Signature**

**Collector Officer 2**

**x**

**Signature**

**\*Place this form inside the TripLOK security bag.**

-----  
To be completed by Office of Elections Staff

**Notes:**

**Date Received:**

**# Drop Box Return Mailers received:** \_\_\_\_\_

I attest that I opened the sealed TripLOK security bag and verified the quantity of return mailers collected from this drop-off location.

**Office of Elections Staff**

**x**

**Signature**



## SECTION 12

# ACCESSIBILITY & EXPRESSVOTE

Fairfax County Office of Elections

12000 Government Center Pkwy, Suite 323, Fairfax, Virginia 22035

703-324-4735 or [ElectionOfficers@fairfaxcounty.gov](mailto:ElectionOfficers@fairfaxcounty.gov)

<https://www.fairfaxcounty.gov/elections>

# ACCESSIBILITY

Accessibility is a vital consideration both before and on election day. The concept of accessibility covers two things needed to minimize barriers to voting:

1. How you interact with voters who have different kinds of disabilities.
2. The physical layout of your polling place (inside and outside).

**Reminder:** You have an ExpressVote ballot marking device at each precinct. The ExpressVote is especially helpful to voters with vision, physical, or language issues. However, any voter can use the ExpressVote!

## HELPING VOTERS WHO NEED ACCESSIBILITY ASSISTANCE

### 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, 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. Touching someone, even if you intend to give assistance, could knock the person off balance and can feel demeaning and intrusive.
- 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.

### 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 and magnifying sheet visible on the ballot table so voters know that they are available.

# 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 when 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, wave your hand or lightly tap their shoulder from the front.
- 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 their job, but they must be always under the handler’s control.
- The service dog must concentrate on its task, so don’t pet, talk to, distract, or offer treats to the animal.

# ACCESSIBILITY

**CONFIGURE THE POLLING PLACE TO BE AS PHYSICALLY ACCESSIBLE AS POSSIBLE. MONITOR BARRIERS THROUGHOUT ELECTION DAY.**

## PARKING

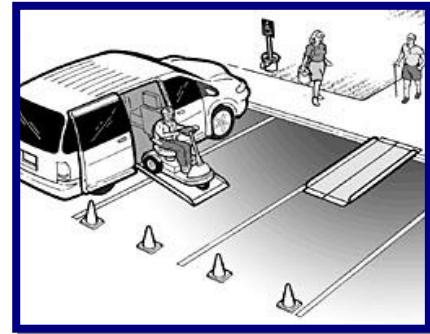
There may be several things you need to remember about parking on election day.

Some precincts use temporary solutions to address accessibility issues such as movable signs and parking cones.

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 that election officers have blocked off other spaces to ensure persons with disabilities can have clear access to the temporary ramp. You may need to do this at your precinct.



You should 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

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. You or your election officers must make sure that the door stays open throughout the day or find another ADA-acceptable solution.

# 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:

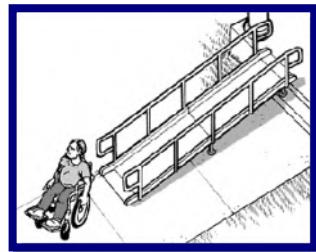
- All over-hanging objects should be trimmed or removed prior to election day. However, changes in structures and vegetation occur often. Be sure to check these barriers before election day and inform the proper personnel if a potential problem is found.
- When objects extend into the path of travel 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 election officer 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 election officers. 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" wide.

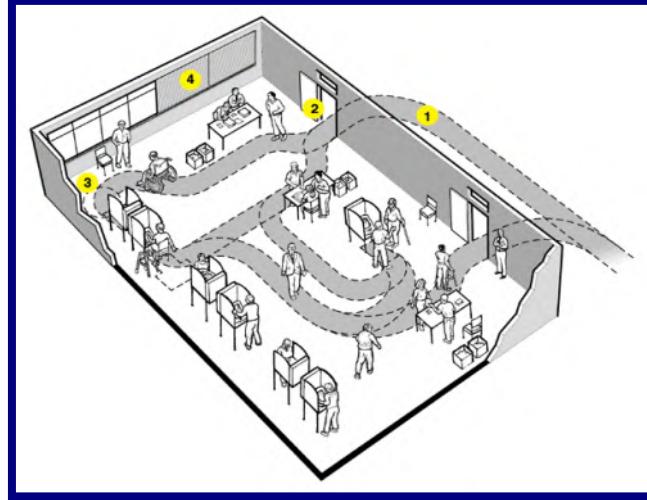


## INSIDE THE POLLING ROOM

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.



## SECTION 13

# 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 interfere with voters or the voting process.

**IMPORTANT:** Authorized representatives should not talk to voters. If they observe an issue in the polling place, they should report it to an election officer or their local party committee.

A more detailed guide from the Virginia Department of Elections addressing “Dos and Don’ts for Campaigners and Authorized Representatives” appears at the end of this section.

## 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**. Electronic or digital copies cannot be accepted.

- In a **general or special election**, the authorization must be signed by the chairperson of a local party committee or an independent candidate on the ballot. Photocopied forms or signatures are acceptable.
- In a **primary election**, the authorization must be signed by a candidate on the ballot. Photocopied forms or signatures are acceptable.
- If you have reason to believe an authorized representative may not be a registered voter in Virginia, you may verify their registration status. All Fairfax County voters will be listed in the Poll Pad. Non-county residents may use their own phone to access their voter record in the online Virginia Department of Elections Citizens Portal and show the phone screen to the Chief. If needed, you can also call registration staff at 703-324-8765 to verify an individual’s voter registration status.

## SAMPLE AUTHORIZED REPRESENTATIVE FORM

This is a sample of a 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 have a valid signature.

[Name of representative] is a duly registered voter in the Commonwealth of Virginia  
and is authorized to represent [political party or independent candidate] as an  
authorized representative (“poll watcher”) on [date of the election].

Signed: [party chairman or independent candidate]

# AUTHORIZED REPRESENTATIVES

## NUMBER OF AUTHORIZED REPRESENTATIVES ALLOWED

The number of authorized representatives permitted in the polling place varies by time of day.

Write-in candidates are not entitled to authorized representatives at any time.

### **Before polls open**

- In a general or special election, each political party or independent candidate may have one authorized representative.
- In a primary election, each candidate may have one authorized representative.

### **While polls are open**

- In a general or special election, each political party or independent candidate may have up to three authorized representatives.
- In a primary election, each candidate may have up to three authorized representatives.
- If there are more than three pollbook stations, one representative from each political party and one from each independent or primary candidate must be allowed for each pollbook station.

### **After polls close**

- In a general or special election, each political party with a nominee on the ballot may have up to two authorized representatives. Each independent candidate on the ballot may have one authorized representative.
- In a primary election, each candidate may have one authorized representative.
- 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. Record any bystanders' names in the Chiefs Notes.

**IMPORTANT:** Authorized representatives may not leave the polling place or call, text, email, tweet, photograph, record video, or otherwise communicate the returns until after the results are tabulated 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 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 authorized representative must have their own authorization form unless the political party or candidate committee provided a list for the day.
- Must wear the authorized representative identification badge (provided by the Chief) while inside the polls.
- Must return the authorized representative identification 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 record video.
- 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 happening. May create and mark their own list of voters (officers can **not** supply any list to the representatives.)
- May observe election officers serving a curbside voter.
- May not campaign or display campaign material within the 40-foot Prohibited Area.
- May observe closing procedures and completion of the Statement of Results but may not participate or interfere.

If any authorized representative does not comply with the requirements, call the office for guidance on how to handle the situation.



DEPARTMENT OF ELECTIONS  
1100 Bank Street, 1<sup>st</sup> Floor  
Richmond, VA 23219  
[elections.virginia.gov](mailto:elections.virginia.gov)

Toll-free: (Voice) 800-552-9745  
(TDD) 800-260-3466  
804-864-8901  
[info@elections.virginia.gov](mailto: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 voting takes place. This 40-foot "campaign-free" zone is referred to as the "prohibited area." Restrictions which apply to the prohibited area also apply to any location voting takes place. 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(E).
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 the property on which voting is taking place 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 any location where voting takes 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.
  - 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 font size no smaller than twenty-four (24) point. §24.2-622.
  - d. The voter is allowed to carry sample ballots and campaign material into the polling place and voting booth but must not display them to other voters. §§ 24.2-622, 24.2-604.4.
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 DURING VOTING (General Information and Requirements)**

- 1. Authorized representatives shall be allowed 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 secrecy of the ballot guaranteed to all voters. § 24.2-604.4.
  - a. Authorized representatives shall never see personally identifying information (PII) including, but not limited to, VERIS screens. Authorized representatives are not entitled to visual access of the pollbook.
  - b. One authorized representative of each political party or independent candidate in a special or general election, or one authorized representative in a primary election is entitled to attend any absentee pre-processing session. 1VAC20-70-40.

At no time can the secrecy of the ballot be violated. Authorized representatives cannot handle any absentee ballot or envelope or view information on an absentee ballot or envelope. Authorized representatives can hear check-in and view the session.

Local political party chairs must be provided the times and places of pre-processing sessions in sufficient time to allow for authorized representatives to be present.

- 2. In a primary election, each primary candidate on the ballot in that election is entitled to representation.

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>

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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.



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. They or their supporters may be able to witness the counting of votes ("ascertainment of the vote") in the precinct after the polls close (as chosen "bystanders"). See section V below and § 24.2-655.

No candidate whose name is printed on the ballot shall serve as a representative of a party or a candidate while voting is occurring. § 24.2-604.4.

3. The chairman of the political party or the independent/primary candidate entitled to representatives, as appropriate, must provide a notice of authorization.

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.

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. § 24.2-604.4.

### **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 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
  - c. A candidate may serve as an authorized representative before polls open but not while voting is taking place.
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. §§ 24.2-604.4, 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 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.

<sup>2</sup> Please reference § 24.2-604(F) for candidates in the polling place on Election Day.  
ELECT-604



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. § 24.2-604.4
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. §§ 24.2-604.4 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(B)
  - 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 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. § 24.2-653.

### The Canvass:

3. The canvass is a public, open meeting of the Electoral Board. Anyone may attend.
4. 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.

### The Provisional Ballot Determination Meeting:

5. The provisional meeting is a closed meeting. Only certain entities are authorized to be present during the provisional meeting. 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. § 24.2-653.01
  - b. Appropriate staff and legal counsel for the Electoral Board may be present when the Electoral Board is conducting its provisional ballot determination meeting. § 24.2-653.01
  - c. In a primary election, one representative of each primary candidate on the ballot in that election.
  - d. 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. § 24.2-653.01.
6. Write-ins are never entitled to have representation during provisional meetings.
  7. Representative may not impede the orderly conduct of the determination.
  8. Representative may not participate during the provisional ballots determination meeting, as they serve only as observers.
  9. 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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**GUIDELINES FOR CAMPAIGNERS AND AUTHORIZED REPRESENTATIVES (REPS)**  
§§ 24.2-310, 24.2-604 et. seq.

**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.

BEFORE POLLS OPEN §24.2-639	WHILE POLLS ARE OPEN §24.2-604	ASCERTAINING THE VOTE §24.2-655
One rep of each political party having a nominee on the ballot in this election  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]	Candidates may enter polling places only to vote, or to visit for no longer than ten (10) minutes per day per polling place  For each pollbook in use in the precinct: <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] ***  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.</li></ul>	Two reps of each political party having a nominee on the ballot in this election  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] ***  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.  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.



## SECTION 14

# GUIDELINES & NOTICES

# 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.

# 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, 2012, 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.

**Notice 8422 (final)**  
Facilities and Transportation Services  
Community Use  
Effective: May 1, 2022

## **FACILITIES**

### **Leasing and Community Use of Facilities**

#### **Community Use of School Facilities as Polling Places for the Democratic Party Primary, June 21, 2022**

##### **I. PURPOSE**

To provide a list of the 58 school facilities that have been made available to the Fairfax County Electoral Board as polling places for the Democratic Party Primary, June 21, 2022, (see attachment) and to supply related information.

This notice is effective until Tuesday, June 28, 2022.

##### **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.

Parking spaces are to be reserved for voters. Please reference the attachment for number of reserved parking spaces required for your facility.

**To accommodate multiple pieces of electronic voting equipment, tables with separate chairs designated for ballot distribution and ballot marking, election staff, and 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.**

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 (final)**  
Page 2  
Effective: May 1, 2022

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, June 6, 2022, through Friday, June 17, 2022. Voting equipment will be picked up for storage beginning Wednesday, June 22, 2022.

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 Monday, June 20, 2022, between the hours of 4:30 p.m. and 7:30 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, June 21, 2022.

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

**Attachment (final)**

**Notice 8422**

Page 1

Effective: 05/01/2022

**FAIRFAX COUNTY SCHOOL FACILITIES USED AS POLLING PLACES**  
**June 21, 2022, Democratic Party Primary**

<u>Elementary Schools (42)</u>	<u>Spaces</u>	<u>Middle Schools (4)</u>	<u>Spaces</u>
Annandale Terrace	10	Holmes	10
Bailey's	10	Longfellow	10
Beech Tree	10	Poe	10
Belle View	10	Whitman	10
Belvedere	10		
Braddock	10		
Bren Mar Park	10	<u>Secondary Schools (1)</u>	
Bush Hill	10	Hayfield (2 precincts)	20
Cameron	10		
Chesterbrook (2 precincts)	20	<u>High Schools (7)</u>	
Churchill Road	10	Edison (1 out of 2 precincts)	10
Clermont	10	Justice	10
Fort Hunt	10	Langley (2 precincts)	20
Franklin Sherman	10	Marshall	10
Glen Forest	10	McLean	10
Graham Road	10	Thomas Jefferson High School for Science and Technology	10
Groveton	10	West Potomac	10
Gunston	10		
Haycock	10	<u>Other Facilities (4)</u>	
Hayfield	10	Bryant Center	10
Hollin Meadows	10	Leis Instructional Center	10
Hybla Valley	10	Pimmit Hills Center	10
Kent Gardens	10	Virginia Hills Center	10
Lemon Road	10		
Lynbrook (1 out of the 2 precincts)	10		
Mason Crest	10		
Mount Eagle	10		
Mount Vernon Woods (2 precincts)	20		
North Springfield	10		
Parklawn	10		
Pine Spring	10		
Riverside	10		
Rose Hill	10		
Shrevewood	10		
Sleepy Hollow	10		
Stratford Landing	10		
Timber Lane	10		
Washington Mill	10		
Waynewood	10		
Westlawn	10		
Woodburn	10		
Woodley Hills	10		



## **SECTION 15**

# **EMERGENCY PROCEDURES**

# 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 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:

1. The Chief **MUST** contact the Electoral Board for authorization to reproduce ballots.
2. Make a copy of the "Authorization to Reproduce Ballots" form on the next page. If you need another one, make another copy. Never use the original.
3. Using the copy, the Chief completes the top of the form and Section 1.
4. The Chief should personally reproduce the ballots with a second election officer, preferably one representing a different political party. They must remain continuously in the room where the ballots are being reproduced. All damaged or imperfect copies must be destroyed.
5. After the correct number of ballots have been created, the Chief and the assisting officer complete Section 2.
6. The Chief confirms the number of ballots reproduced and examines them for completeness and correctness. Once satisfied, the Chief completes Section 3 of the form.
7. The Chief puts the form in **Envelope #2**.
8. Reproduced ballots must be accounted for on the **Statement of Results**.
9. Any unused reproduced ballots are returned in the same manner as other unused ballots.



★ VIRGINIA ★  
**DEPARTMENT *of* ELECTIONS**

**AUTHORIZATION TO  
REPRODUCE BALLOTS**  
VA. CODE §§ 24.2-612, 24.2-642 & 24.2-646.1

Election Date (MM/DD/YY)	<input type="checkbox"/> General	<input type="checkbox"/> Special	<input type="checkbox"/> Primary
	Circle Election Type(s)		

<b>Fairfax County</b>		
Locality	Precinct Name	Precinct #

Ballot Style:	<input type="checkbox"/> Full	<input type="checkbox"/> Full w/out Town	<input type="checkbox"/> Federal Only	<input type="checkbox"/> Presidential Only
	Circle One			

1. I, the undersigned Chief Officer of Election, do solemnly swear under penalty of perjury that I was requested by, and received authorization from, the Fairfax County Electoral Board to reproduce \_\_\_\_\_ copies of the Official Ballot for the aforementioned election.

Chief Officer of Election: \_\_\_\_\_  
Print First and Last Name \_\_\_\_\_ Signature \_\_\_\_\_

2. We, the undersigned Officers of Election, do solemnly swear under penalty of perjury, that we reproduced only the number of ballots authorized by the Fairfax County Electoral Board, that we were continuously present in the room in which the ballots were reproduced, and that we destroyed all damaged or imperfect copies. We further certify that as soon as the ballots were reproduced, we kept them in our exclusive possession, allowed no one to examine them, and delivered them to the Chief Officer of Election or to an authorized courier.

Officer of Election: \_\_\_\_\_  
Print First and Last Name \_\_\_\_\_ Signature \_\_\_\_\_

Officer of Election: \_\_\_\_\_  
Print First and Last Name \_\_\_\_\_ Signature \_\_\_\_\_

3. 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.

Chief Officer of Election: \_\_\_\_\_  
Print First and Last Name \_\_\_\_\_ Signature \_\_\_\_\_

4. I, the undersigned Secretary of the Fairfax County 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 Number for the election listed above.

Electoral Board Secretary: \_\_\_\_\_  
Print First and Last Name \_\_\_\_\_ Signature \_\_\_\_\_