



**Chief Officer Training
Montgomery County
November 5, 2024**

Introductions



Electoral Board:

Richard D. Langford

Kenneth L. Stiles

Carroll D. Williams

Registrar:

Connie Viar

Chief Deputy Registrar:

Trina French

The Day Before the Election



Chief Officers will come to the Registrar's Office the day before the election to:

- Pick up the Chief's case
- Take and sign the Officer's Oath
- Receive final instructions and reminders

Sign up today for your pickup time on Monday, November 4th.

DON'T TALK POLITICS with Voters or other Officers

**Do not use the Poll Pads to look up
anyone other than the person
you're checking in.**

KNOWiNK Poll Pads

When you scan a driver's license:

- The Poll Pad does exactly what you do when you carry out a manual search. It looks at:
 - First 3 letters of the last name
 - First 3 letters of the first name
 - (Plus the birth year)
- It can bring up more than one voter, because more than one voter in the county matches that criteria.
- Some Virginia Driver's licenses don't scan! If the Poll Pad does not bring up the correct voter, try a manual search.

KNOWiNK Poll Pads

For a manual search:

- Don't enter more than 3 letters of the first and last names. You could make a typo.
- If the Poll Pad does not bring up a voter, do NOT tell the voter they're not registered.
- First try re-entering the 3 letters of the first and last names.
- Then ask the Officer next to you for assistance. Call the Chief or Asst. Chief over if needed.

Provisional Ballots



Every precinct will receive a supply of Provisional Ballots which cannot be scanned on Election Day.

The image shows a sample of a Provisional Ballot form. At the top left, it reads: "Commonwealth of Virginia, Official Ballot", "County of Montgomery", "General and Special Elections", and "Tuesday, November 5, 2024". At the top right, the precinct information "Auburn HS Full 04021" is circled in red. In the center, the words "Provisional Ballot" are circled in red. Below this, there are instructions for making selections, including filling in ovals for candidates or issues, and writing in a candidate. A small illustration shows a hand using a pen to fill in an oval. At the bottom, there are two boxes for marking selections: "President and Vice President" and "Member".

- “Provisional Ballot” printed at the top center. Identifying precinct information is printed in the top right corner.
- These ballots are not pre-folded. The Provisional Ballot Envelope is now larger, and ballots will fit without folding.

Processing a Provisional Ballot

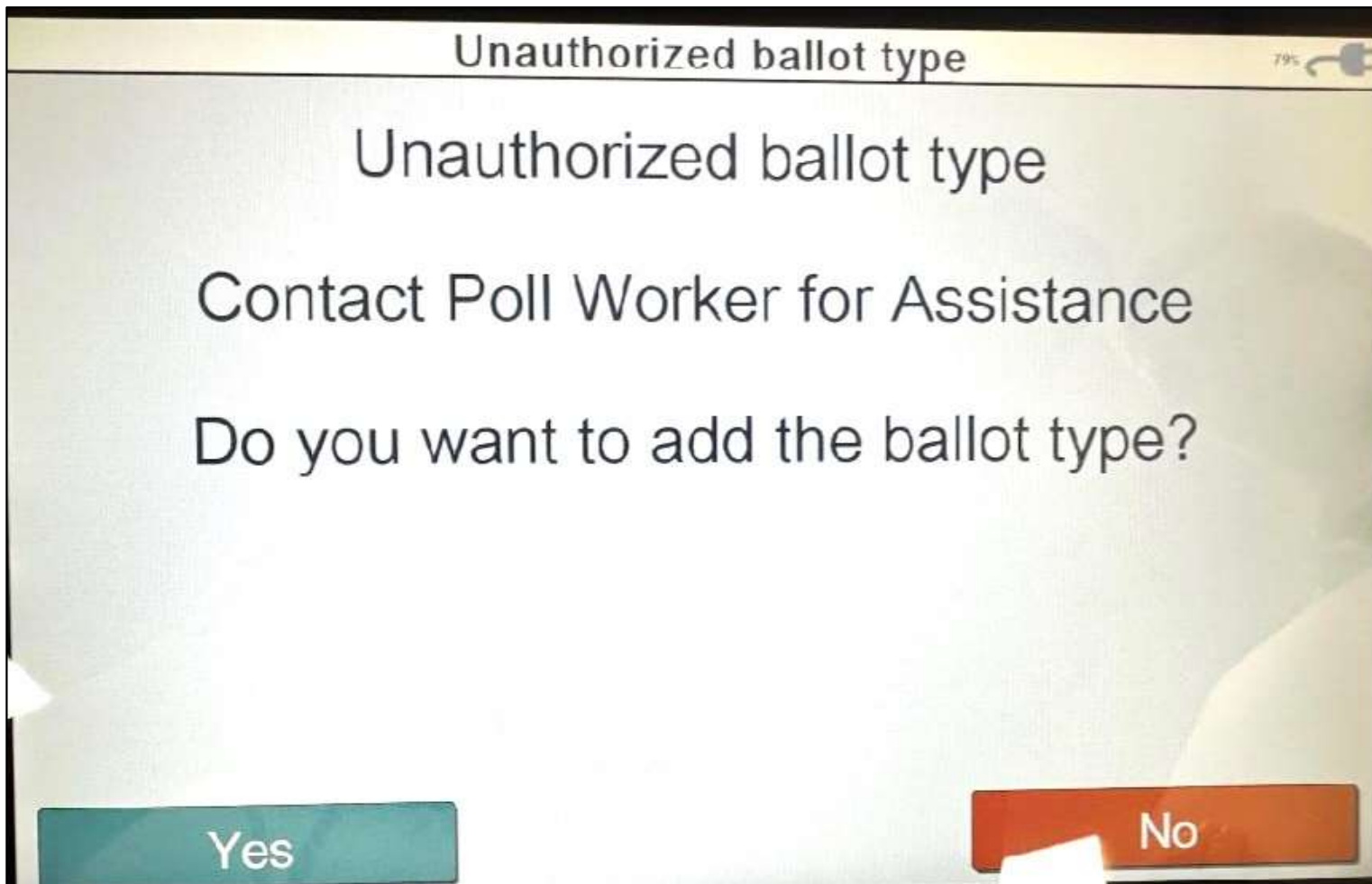
Officers assisting Provisional Voters will:

- Hold onto each Voter's ID and NOT return it until all steps are complete.
 - Officer issues the Provisional Ballot and privacy folder to the Voter but retains the Voter's Provisional Ballot Envelope
 - Explain to the Voter that their ID will be returned after they bring their ballot back and seal it in their Provisional Ballot Envelope.
- Have Voter seal their Provisional Ballot Envelope.

Provisional Ballots



FVS Scanner will show this screen if voter mistakenly inserts their Provisional Ballot. Officer will press “No.”



Ballot Styles



All precincts will be issued four ballot styles:

- “Full” ballots with all races
- Provisional ballots (Full – with all races)
- “Federal-Only” ballots with all races except the Virginia Constitutional Amendment race
- “Presidential-Only” ballots with only the Presidential race

The “Federal-Only” and “Presidential-Only” ballots are very unlikely to be used. Call the office if you believe one of these ballot styles is needed by a voter.

Poll Opening Tasks



Box #6 (unmarked ballots) will contain:

- The *Receipt for Ballots* which lists all styles of ballots delivered to the precinct
- “Full” ballots in packs of 50
- “Provisional” ballots in a shrink-wrapped pack(s) of 50
- 10 “Federal-Only” ballots and 10 “Presidential-Only” ballots in a single, sealed, and labeled white envelope

If Provisional Ballots from your precinct were issued during Early Voting, you might receive fewer than 50 ballots. The Provisionals will then be contained in a sealed, white envelope specifying the number of ballots contained.

Ballot Officers will give Provisional, Federal-only, and Presidential-only ballots to the Chief in the morning.

Authorized Representatives

While the polls are open, Authorized Representatives may **challenge a Voter** who is “known or suspected not to be a duly qualified voter.”

Chief should follow steps for Problem 11 in the *What Ifs*.

- Chief completes *Section A* at the top of the **Affirmation of Eligibility** form and initials where indicated.
- Challenger completes and signs the *Statement of Challenger* section of the **Affirmation** form, stating the specific reason for the challenge.
- Voter must complete and sign *Section B* of the **Affirmation** form and will then be allowed to vote a regular ballot.
- If Challenger does not sign, there is no challenge. Voter may cast a regular ballot.
- If Voter does not sign, then they may vote a Provisional Ballot only.

Authorized Representatives

Each precinct will be issued three badges for Authorized Representatives to wear while in the polling place.

- Lanyard and badge will say “Authorized Representative.”
- Authorized Reps will receive badge when signing in and return badge when signing out.



OBSERVER SIGN-IN SHEET Pouch 8

November 5, 2024 Primary Election

Precinct: CAP-Early Vote

ALL OBSERVERS MUST: §24.2-604.4*

- ◆ Be a (REGISTERED) qualified voter in Virginia*. If needed, call the office to verify they are registered.
- ◆ Have a letter from the political party, primary candidate, or Independent candidate*
- ◆ Have a valid I.D. (for verification)
- ◆ Wear orange “OBSERVER” lanyard while in polling place

R=Republican Party D=Democratic Party I=Independent

Name	Party	Date	Time In	Time Out
PRINT LEGIBLY	CIRCLE ONE:			
1.	R D I		am / pm	am / pm
2.	R D I		am / pm	am / pm
3.	R D I		am / pm	am / pm
4.	R D I		am / pm	am / pm
5.	R D I		am / pm	am / pm

Statement of Results

New Single-page, 8½ x 14-inch Format

Parts 1 through 3. Enter:

- Number of voters checked in from the Pollbook Summary Report printed after close of polls.
- Number of “Pages Cast” from the Scanner Results Tape.
- Number of curbside voters from Curbside Voter Log.

Part 4. Check Box Yes/No

- Does Number of Voters Checked In = Number of Pages Cast?

STATEMENT OF RESULTS		ENVELOPE 2B
MONTGOMERY COUNTY, VIRGINIA NOVEMBER 5, 2024 – GENERAL ELECTION PCT: 0304 Blue Ridge Church		↑ Staple
Part 1. Turnout Obtain this information from the Electronic Pollbook Summary Report		FVS ZERO TAPE
Total Number of Voters Checked In= Poll Pad Summary Report	795	and
Part 2. Pages Cast Obtain this information from the FVS# «FVS_ID» FVS Machine Tape		FVS SUMMARY TAPE
Total Number of Votes=Pages Cast on the FVS Machine	795	and
Part 3. Curbside Obtain this information from the Curbside Voters Log		FVS WRITE-IN TAPE (if a November Election)
Total Number of Voters on Curbside Log	6	and
Part 4. Discrepancies. Does the Total Number of Voters Checked In (1) = the Total Number of Votes (2)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>If "No," please provide an explanation below. If more space needed continue on the back. If Yes, continue to Part 5. Certification.</small>		FVT (ADA) OPEN & CLOSING TAPES
Part 5. Certification. We hereby certify that the two copies of the Statement of Results are a complete record of this election and that all of the information entered hereon is true and correct.		POLL PAD OPEN & CLOSING TAPES
Signature of Election Official		
1	(Chief) <u>Mary L. Smith</u>	
2	(Assistant Chief) <u>Frank Jones</u>	
3	(Officer) <u>Spina Davis</u>	
4	(Officer) <u>James R. Kim</u>	
5	(Officer) <u>Kobate Miller</u>	
6	(Officer) <u>EJ Davidson</u>	
7	(Officer) <u>Thomas J. Cole</u>	
8	(Officer)	
9	(Officer)	
10	(Officer)	

See “Election Day Guide for Officers of Election” for detailed instructions

Chief and Asst. Chief training presentation

Statement of Results

New Single-page, 8½ x 14-inch Format

- If there is a discrepancy between number of Pages Cast and Number of Voters Checked In, explain reason for discrepancy in Part 4.
- All Officers sign BOTH copies of the SOR.

STATEMENT OF RESULTS		ENVELOPE 2B
MONTGOMERY COUNTY, VIRGINIA NOVEMBER 5, 2024 – GENERAL ELECTION PCT: 0304 Blue Ridge Church		↑ Staple
Part 1. Turnout Obtain this information from the		FVS ZERO TAPE
Electronic Pollbook Summary Report		and
Total Number of Voters Checked In= Poll Pad Summary Report	795	FVS SUMMARY TAPE
Part 2. Pages Cast Obtain this information from the		and
FVS# «FVS_ID» FVS Machine Tape		FVS WRITE-IN TAPE (if a November Election)
Total Number of Votes=Pages Cast on the FVS Machine	795	and
Part 3. Curbside Obtain this information from the		FVT (ADA) OPEN & CLOSING TAPES
Curbside Voters Log		and
Total Number of Voters on Curbside Log	6	POLL PAD OPEN & CLOSING TAPES
Part 4. Discrepancies. Does the Total Number of Voters Checked In (1) = the Total Number of Votes (2)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "No," please provide an explanation below. If more space needed continue on the back. If Yes, continue to Part 5. Certification.		
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5 (Officer)	Kobate Miller	
6 (Officer)	EJ Davidson	
7 (Officer)	Thomas J. Cole	
8 (Officer)		
9 (Officer)		
10 (Officer)		

See "Election Day Guide for Officers of Election" for detailed instructions

Chief and Asst. Chief training presentation



Delivery of Materials to the Office on Election Night



New drop off procedure:

- In the parking lot, Officers can assist with removal of items from the vehicle and transport into the building, including Chief's case, Box 3A, **Poll Pads**, and stand-up marking booths.
- Station 1 (outer lobby)
 - Chief will hand off AB Drop Bag to Deputy Registrar and be present while she confirms # contained and signs Chain of Custody Form.
- Station 2 (inner lobby)
 - Chief will meet with an Officer of Election who will aid in removal of Envelopes/Boxes and sort them into plastic bins.
 - Chief will retain Envelopes 1A (Provisional Ballots), 2A, and 2B.
 - Officers will move Box/Envelope 3A and Chief's case into office.



Delivery of Materials to the Office on Election Night



New drop off procedure (continued):

- Station 3 (inner lobby, behind/beyond Station 2)
 - Chief will meet with EB member who will:
 - Open 1A Envelope and pass it to a Deputy Registrar or assisting Officer of Election
 - Open 2B Envelope to make sure the Oath and SORs are signed, needed forms are present, and there is at least one complete set of machine tapes.
 - Ballot Record Report, Curbside Voter Log, Incident Report, Receipt for Ballots, Results Reporting Sheet



Unisyn Voting Machines

Removing the scanner (FVS) from the cage

- Unlock the wheels first!
- Easy to remove the unit without lifting!



Unisyn Voting Machines

Loading the scanner
(FVS) back in the cage

- Easy to do without lifting!
- Don't forget to LOCK THE WHEELS when you're done!

Closing and locking the Cage



When you close the doors and are rotate the handle to secure the doors, make sure the hooks (at the top and bottom) catch properly on the frame before you apply the lock.



Wrong way to close the cage door

Closing and locking the Cage

When the hooks catch properly, there will be much less movement of the doors (in and out).



Right way to close the cage door

Stand-Up Ballot Marking Booths



The case is 24 x 24 x 5 inches.

It will NOT fit in the cage and must be transported to and from the polling place by the Chief or volunteer Officer.

Ballots will be delivered to the polling place in the cage



- On Election Morning, Ballot Officers will count packs of ballots and confirm the precinct has received the expected number of ballots according to the *Receipt for Ballots*.
- Ballot Officer will sign the *Receipt for Ballots* form and give it to the Chief.

Cage - Top Shelf Contents



Top shelf – Front Row

1 Poll Pad Case must be placed **in front of** the other two cases.



Box/Envelope 6

Unvoted Ballots

Top Shelf – Back Row

(2) Two Poll Pads

Plastic Bin needs to be placed **lengthwise** in the cage.



Marking Booths (5)

Clear Plastic Box

- Machine Instructions w/Headphones
- Power Cords
- Surge Protectors
- Clipboards
- Privacy Folders
- **Ballot Receipt Box**

Cage - Bottom Shelf Contents



Blue Absentee Mail Ballot Drop Box

Delivered
Unassembled.

Information, Log, &
Seals inside

- Tri-Fold Poster Board
- Election Day Hours Sign

- Box 3A (Unassembled)

FVT – ADA Machine



Marking Booths (5)

FVS – Ballot Scanner

- Locked to top of Ballot Box.

Power Cord

- Plug already inserted in back of scanner.
- Cord is wound up and held to handle with Velcro.

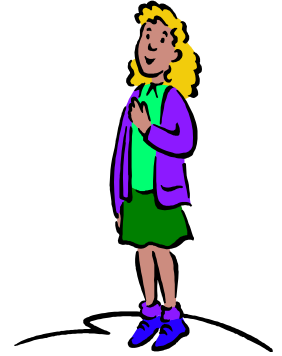
Some precincts will have more than 10 marking booths. They may shift during transport. Be careful when you open the cages doors.

Election Day Situations

- If you find an item is missing, **call the Registrar.**
 - Signs, forms, other supplies
 - Fewer or more than expected packs of ballots
- If an item of equipment is not starting up properly or if a seal is damaged or missing, **call the Registrar immediately.**
- If an Authorized Representative or an outside Campaigner won't heed your instructions, **call the Registrar.**

Registrar's Office: 540-382-5741

Election Day Set Up



The Chief Officer will:

- Welcome Authorized Representatives.
- Administer the Oath
- Assign Officers to arrange furniture and post notices and signs.
- Assign Officers to set up electronic poll books. **Confirm serial and seal numbers on the back of Envelope 7. Print three Poll Pad Summary Reports.**
- Assign Officers to count packs of ballots. Confirm that number of ballots received matches **Receipt for Ballots** inside Box/Envelope 6.

List of Chief's Election Day Set-Up tasks: Pages 3 – 6 of "Election Day Guide for Officers of Election"

Election Day Set Up

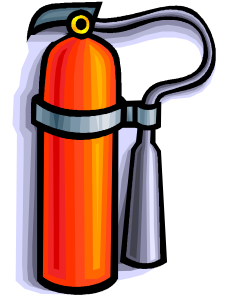


The Chief Officer will:

- Assign Officers to set up the voting machines. Confirm serial and seal numbers and machine protective and public counter numbers on back of Envelope 7. Print/sign 3 copies of the Zero Tape for the ADA tablet (FVT).
- For the FVS Scanner, there is a Zero Tape for each ballot style: Full, Federal-only, and Presidential-only.
- Scanner will print three copies of each set of tapes – 9 Zero Tapes in total. If you do NOT get 9 Zero Tapes, press “print” for additional sets.
- There is no Zero Tape for the Provisional Ballot Style, since it cannot be scanned on Election Day.

List of Chief’s Election Day Set-Up tasks: Pages 3 – 6 of “Election Day Guide for Officers of Election”

Before the Polls Open



The Chief Officer will review emergency procedures with all officers:

- Location of fire extinguishers and fire alarms.
- Location of emergency exits.
- Identify potential hazards (icy steps/sidewalks, slick/wet floors, electrical cords on floors).
- Location of emergency phone to call 911.
- Designate officer to call 911.
- Designate a safe location to meet and wait outside building.

Electronic Pollbooks



- Open and Close instructions for the Poll Pads will be in the Ziploc bag (with the voting machine instructions) in the clear plastic bin on the top shelf of the cage.
- Chief's Binder has a copy of the instructions, so you can review before Election Day.



Election Day Set Up

Completed Absentee Ballot Drop Off Bag and Sign

On Election Day, each polling place serves as a drop-off location for completed absentee ballots.

- An official Ballot Bag is delivered in the cage.
 - Bag is delivered flat and must be assembled into a box shape.
 - Seal must be inserted in zipper clasp after clasp is closed. **Record Seal No. on Envelope 7.**
 - **Seals for Ballot Bag are blue.**
 - Unused seals are stored with Ballot Bag instructions in a clear envelope inside the Ballot Bag.

The Ballot Bag location is the Chief's decision. Should be in view of the Officers. **Place in a secure location - away from entry door.**

Location may be in the lobby/entrance area if an Officer is assigned to monitor it.

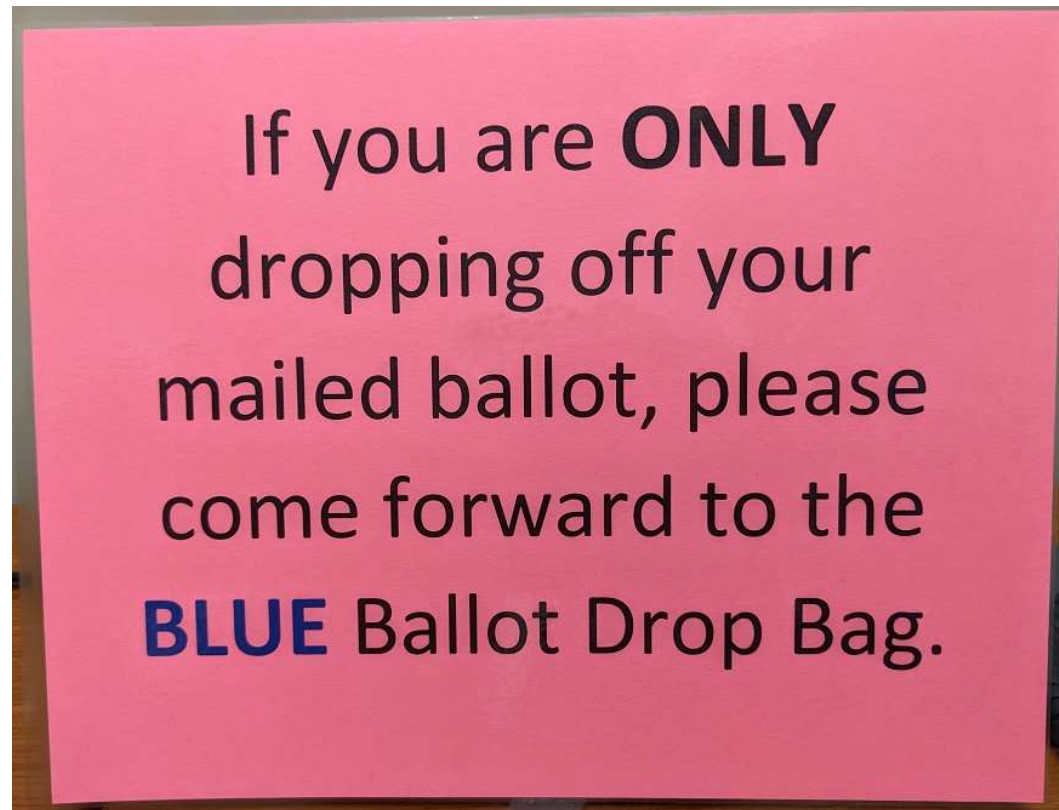
Completed Absentee Ballot Drop Off

- Seal must be inserted in zipper clasp after clasp is closed.
Record Seal No. on back of Envelope 7.

THIS ENVELOPE CONTAINS KEYS OR CARTRIDGES TO VOTING MACHINES OR DATA STORAGE UNIT(S) AND VOTING EQUIPMENT SEAL(S) LISTED BELOW:							
VOTING MACHINE NUMBER OR COUNTER/TABULATOR/UNIT SERIAL NUMBER	SEAL NUMBER		PROTECTIVE COUNTER NUMBER		PUBLIC COUNTER NUMBER		
	OPEN	CLOSE	OPEN	CLOSE	OPEN	CLOSE	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
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_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	

Completed Absentee Ballot Drop Off

Post This Sign on Entry Door



Sign is stored in the front pocket of the accordion file.

Setup/Shutdown Equipment Procedures

Two minds are better than one!

- Assign two Officers to set up pollbooks and two Officers to set up voting machines.
 - One Officer should read instructions as the other carries out each step.
 - Follow instructions as written!

Approved Identification

Effective July 1, 2020, Revised September 2024

ELECTRONIC FORMS OF ID

Student IDs from some institutions of higher learning located in Virginia are acceptable in electronic form.

Currently, only the following Virginia student IDs are acceptable in electronic form:

George Mason University
Liberty University
Roanoke College

Please note that student IDs from high schools located outside Virginia are NOT approved in any form.

An electronic form of these documents is acceptable: current utility bill, bank statement, government check, paycheck, or other government document containing name and address of the voter.


Identification	Is Accepted?
Virginia driver's license	Yes, may be current or expired.
Virginia DMV-issued ID card	Yes, may be current or expired.
Valid employee ID card, containing a photograph, issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID	Yes
Valid student ID issued by a public or private high school or institution of higher education located in Virginia	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid U.S. passport or passport card	Yes
Government-issued ID card from a federal, Virginia, or local political subdivision	Yes
Voter ID card issued by the Department of Elections	Yes
Voter confirmation documents	Yes
Valid tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by Virginia.**
Nursing home resident ID	Yes, if issued by a government facility.
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes. The document cannot be more than 12 months old. Acceptable in physical or electronic form.
Any other current government document containing the name and address of the voter	Yes. Acceptable in physical or electronic form.
Signed ID Confirmation Statement	Yes
Out-of-state driver's license	No
Student ID from a high school located outside of Virginia	No
Membership card from private organization displaying a photograph	No
Credit card displaying a photograph	No
Virginia Driver Privilege Card and Identification 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 or DMV-issued ID card, for which the expiration date should not be considered when determining its validity.

**The 11 recognized tribes are: Cherokee (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patowomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)

Approved Identification

Effective July 1, 2020, Revised September 2024



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Voter Identification

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

Identification	Is Accepted?
Virginia driver's license	Yes, may be current or expired.
Virginia DMV-issued ID card	Yes, may be current or expired.
Valid employee ID card, containing a photograph, issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID	Yes
Valid student ID issued by a public or private high school or institution of higher education located in Virginia	Yes. Acceptable in electronic form only if is an officially adopted method of issuing a student ID by the institution.
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid U.S. passport or passport card	Yes
Government-issued ID card from a federal, Virginia, or local political subdivision	Yes
Voter ID card issued by the Department of Elections	Yes
Voter confirmation documents	Yes
Valid tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by Virginia.**
Nursing home resident ID	Yes, if issued by a government facility.
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes. The document cannot be more than 12 months old. Acceptable in physical or electronic form.
Any other current government document containing the name and address of the voter	Yes. Acceptable in physical or electronic form.
Signed ID Confirmation Statement	Yes
Out-of-state driver's license	No
Student ID from a high school located outside of Virginia	No
Membership card from private organization displaying a photograph	No
Credit card displaying a photograph	No
Virginia Driver Privilege Card and Identification 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 or DMV-issued ID card for which the expiration date should not be considered when determining its validity.

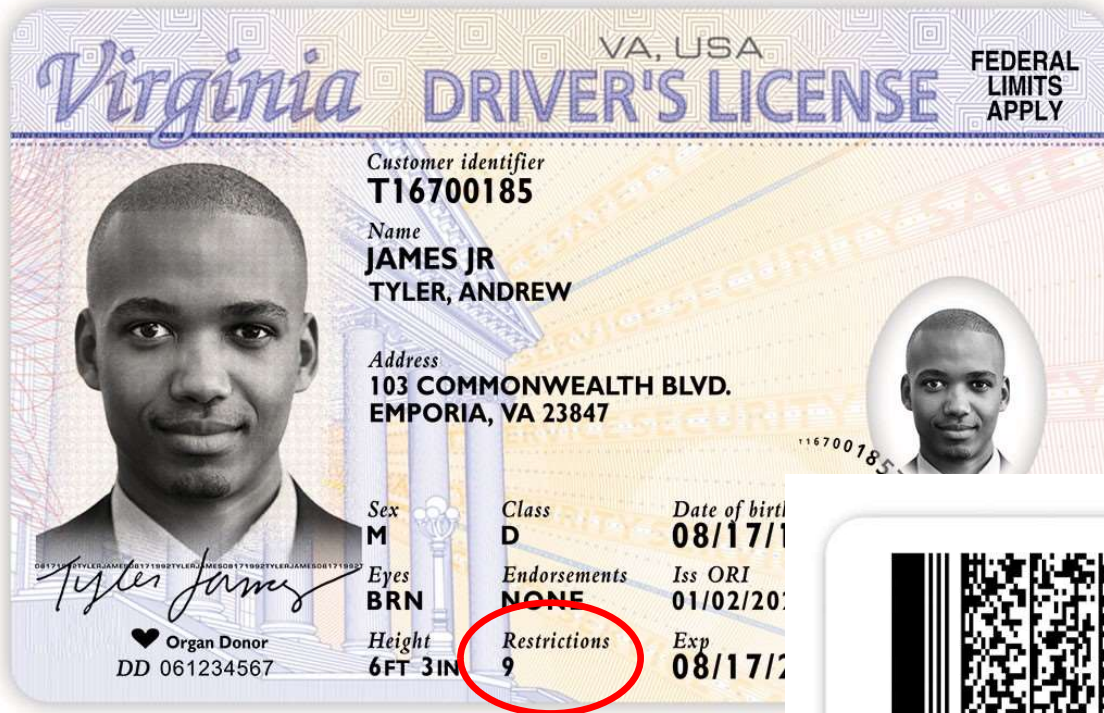
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Unless otherwise noted, acceptable forms of identification do NOT have to contain a photograph of the voter. Some acceptable forms of ID do not have an address.

*“Valid” means the document is genuine and is not expired for more than twelve months, EXCEPT for a Virginia driver’s license and DMV-issued ID, for which the expiration date should NOT be considered when determining its validity.

Driver Privilege Card is issued to non-citizens and by definition is not an acceptable ID for voting. It has a “9” under restrictions on the front. Restriction listed on back says “Limited duration.”

How to recognize a Driver's Privilege Card



Restriction listed on back says "9 Limited duration."

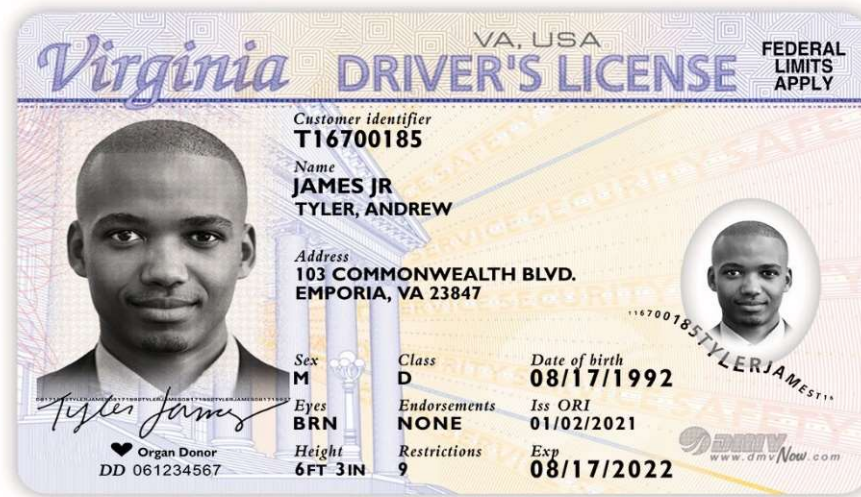
It has a "9" under "Restrictions" on the front.



Driver's Privilege Card

If a voter presents one of these cards, send the voter to the Chief Officer.

It is possible the voter is a new citizen who has not updated their driver's license.



Approved Identification

Commonwealth of Virginia Place in Envelope #8

ID Confirmation Statement - § 24.2-643 of the Code of Virginia

A Officer of Election:
Precinct No./Name: _____ Date: _____ O of E Initials: _____

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.

Signature of voter: _____ Date: _____

Printed name of voter: _____

Birth Year (optional) ____|____|____|____ Last 4 digits of Social Security # (optional) ____|____|____|____

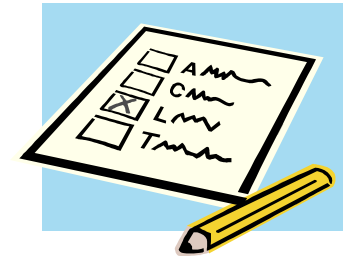
WARNING: Making a materially false statement on this form constitutes the crime of election fraud, which is punishable under Virginia law as a felony. Violators may be sentenced to up to 10 years in prison and/or fined up to \$2,500. §24.2-1016

ELECT-643ID 8/2020

**Do NOT
turn a voter away
for lack of
identification!**

- Send the voter to the Chief.
- Voter can sign an **ID Confirmation Statement** affirming they are the registered voter they claim to be. A voter can then be checked in and allowed to vote normally on the precinct equipment.

Voters without ID



- Any voter who does not present acceptable identification AND does not sign the statement must vote a Provisional Ballot (Reason Code 4).
- Voters casting a Provisional Ballot are given until noon on the third business day after the election (Friday, November 8th) to provide approved ID or a signed ID Confirmation Statement to the Registrar's Office by: Fax, electronic mail, in-person delivery or timely mail delivery.
- Provide the voter with a Provisional Voter Notice – ID ONLY with information on dates and times of the Electoral Board's Provisional Ballot Meetings.

See *What Ifs...* Page 27, Problem 19.

HAVA Voters At Check-In

Poll Pad shows a blue banner and
“Voter Must Show ID.”



- This person registered through the mail or a third-party registration drive.
- When voting in their first federal election, this voter must show:
 - a current and valid photo identification OR
 - a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter **as it appears in the pollbook.**
- Check voter in normally if they have an approved ID.
- A HAVA Voter may NOT sign the ID Confirmation Statement. If they cannot provide approved identification, they must vote a Provisional Ballot. (§ 24.2-643 Subsection E.)
- Voter will have until noon Friday to send or bring a copy of an approved identification document to the Registrar’s office.

See *What Ifs...* Page 6, Problem 1.

Absentee Voters at Check-In



- A person who returns an unused or spoiled Absentee Ballot **ON** Election Day may vote normally on equipment at their **regular polling place** after surrendering the ballot.
- Chief should spoil surrendered absentee ballot, reinsert ballot in its envelope(s), and place in Envelope 4. Record number of surrendered absentee ballots enclosed on the **Ballot Record Report**.
- Chief may then override voter's absentee status in the pollbook, check the voter in, and issue a ballot from the precinct's supply.

See *What Ifs...* Page 27, Problem 19.

Status of Absentee Voter's Ballot



The Poll Pads will list information about each Absentee Voter's ballot.

- “Pre-processed” if ballot has been checked-in and scanned ahead of Election Day.
- “Marked” if ballot has been received, but not pre-processed.
- “Issued” if sent out by mail, but not received back at the office by the time pollbook is downloaded into the Poll Pad.
- “Unmarked” if ballot has been returned unused. (Voter has not yet voted.)
- “Unmarked” may also indicate the ballot has been received but is waiting for voter to cure an error.
- “On Machine” if ballot cast in person during “early voting.”
- “SDR Provisional” if voter registered and voted after close of books.

Voter Check-In Situations

Absentee Voters without a ballot to surrender

- An Absentee Voter without their ballot to surrender should complete a statement attesting that they lost or never received their ballot.
- After completing and signing the form, the Chief will have the voter complete a provisional ballot.

The image shows a yellow form titled "Statement of Voter" from the Virginia Department of Elections. The form includes fields for name (First, Middle, Last, Suffix), address (House number, street name or rural route address, City, Zip code), and signature. It also contains checkboxes for "I applied for but did not receive or" and "I applied for and received but lost" my absentee ballot. A "Privacy Act Notice" and a "WARNING" are at the bottom. The form is labeled "SBE-708 REV 09/2021".

See *What Ifs...* Page 28, Problem 20.

Voter Flags

“Inactive” or “Confirmation Mailing”



The Registrar has reason to believe the Voter may no longer live at the address of record.

- Pollbook will indicate a voter is “**Inactive**” or has been sent a “**Confirmation Mailing.**”
- Detailed information can be found in the *What Ifs - A complete guide for helping voters with exceptional situations*. (Summary Chart for voters who have moved can be found on Page 10.)
- Follow guidance in the *What Ifs*. If Voter is qualified, allow them to vote after they complete the **appropriate forms**. (Place the forms in **Envelope 8**.)
- If Voter is no longer qualified, SDR is an appropriate next step. Call the Registrar at 540-382-5741 if you have questions.

See *What Ifs...* Page 9, Problem 4.

Check-in Table Voting Hours



- Poll Pad prints a Ballot Receipt for each voter when check-in is complete.
- Hand Ballot Receipt to voter when returning ID.
- Direct Voter to Ballot Table.

Chief Officers: If there is not enough physical space for a separate Ballot Table or if you are short on staffing, Pollbook Officers may retain Ballot Receipt and issue the ballot directly to the voter.

Ballot Officer

Before the Polls Open




- Open Box/Envelope #6.
- Find **Receipt for Ballots** on top and set aside.
- Count the shrink-wrapped packs of ballots (including shrink wrapped pack(s) of Provisional Ballots) and Envelope of Federal-Only and Presidential-Only ballots.
- Compare number of ballots received to information on the **Receipt for Ballots**. If number matches, sign the **Receipt** and give it to the Chief. If numbers do not match, inform the Chief. Chief will keep this form for return in Envelope 2B.
- Record the number of packs and other ballots (in envelopes) on the **Ballot Record Report** form.
- As each shrink-wrapped pack of ballots is opened, two Officers must count the number of ballots contained. Record that number on the **Ballot Record Report**.

Ballot Officer

While the Polls Are Open



- Responsible for handing out ballots to voters
 - Take the **Ballot Receipt** from the voter and place it in Ballot Receipt Box.
 - Remind voters to:
 - Use a precinct pen to mark their ballot 
 - Fill in ovals completely and neatly
 - Check the back for additional races (if applicable)
 - Print neatly if voter chooses to write-in a name (if applicable)
 - Insert a ballot in privacy folder and hand folder with ballot to the voter.
 - Direct voter to marking booth area.

Ballot Officer

While the Polls Are Open



- Can take a mismarked ballot from a voter and issue a new ballot.
 - With a pen, write the word “Spoiled” across the mismarked ballot.
 - Place the ballot in Envelope #4.
 - Enter a mark under “Spoiled” on the ***Ballot Record Report*** form.
 - Hand a new ballot to the voter.
- Chief will accept surrendered ABs, check voter in on Pollbook, and issue voter a Ballot Receipt. Chief will bring surrendered ABs to Ballot Table to go in Envelope 4. Ballot Officer will make note on Ballot Record Report of number received.

November 2024 Paper Ballot

Commonwealth of Virginia, **SAMPLE BALLOT**
 County of Montgomery
 General and Special Elections
 Tuesday, November 5, 2024

Ballot Style: Full

Making selections

To vote for a candidate, fill in the oval to the left of the name.
 To vote an issue, fill in the oval next to Yes or No.
 To write in a candidate who is not already on the ballot, fill in the oval and write the name of the person on the line.
 If you want to change a vote or if you have made a mistake, ask an election officer for another ballot. If you make marks on the ballot besides filling in the oval, your votes may not be counted.

<p>President and Vice President Vote for only one</p> <p><input type="radio"/> Democratic Party Electors For: Kamala D. Harris, President and Tim Walz, Vice President</p> <p><input type="radio"/> Republican Party Electors For: Donald J. Trump, President and JD Vance, Vice President</p> <p><input type="radio"/> Green Party Electors For: Jill E. Stein, President and Rudolph T. Ware III, Vice President</p> <p><input type="radio"/> Libertarian Party Electors For: Chase R. Oliver, President and Mike ter Maat, Vice President</p> <p><input type="radio"/> Independent Electors For: Claudia De la Cruz, President and Karina Garcia, Vice President</p> <p><input type="radio"/> Independent Electors For: Cornel R. West, President and Melina Abdullah, Vice President</p> <p><input type="radio"/> Write-in _____</p>	<p>Member United States Senate Vote for only one</p> <p><input type="radio"/> Timothy M. Kaine - D</p> <p><input type="radio"/> Hung Cao - R</p> <p><input type="radio"/> Write-in _____</p> <hr/> <p>Member House of Representatives 9th District Vote for only one</p> <p><input type="radio"/> Karen G. H. Baker - D</p> <p><input type="radio"/> H. Morgan Griffith - R</p> <p><input type="radio"/> Write-in _____</p> <hr/> <p>Proposed Constitutional Amendment</p> <p>Should the Constitution of Virginia be amended so that the tax exemption that is currently available to the surviving spouses of soldiers killed in action is also available to the surviving spouses of soldiers who died in the line of duty?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Ballot Style and Precinct Identifier (not shown here)

Marking Booth Officer





- Answer voter questions.
- Remind Voters to use OUR precinct pens to mark their ballots.
- Do not allow the Optical Scanner (FVS) to be unattended. Take over for the Voting Machine Officer if they are busy helping a voter with an issue.
- Periodically check for and remove any extraneous materials from the marking booths.

Equipment Seals

Consult equipment opening and closing instructions!

Scanner (FVS)

Exterior handle:  Cut to open case in the morning.

TM (memory stick) compartment:  Cut to remove TM after machine is shut down at closing.



Equipment Seals

Scanner (FVS) continued



Emergency Ballot Box door
(Officer will apply seal if the
Emergency Ballot Box is used.)

Ballot Box door:
Delivered with seal in
place. Cut seal after
polls are closed to
transfer ballots to
Box/Envelope #3A.

Equipment Seals

FVT (ADA Tablet)

Exterior handle:
Cut to open case
in the morning.



Electronics Compartment:
Cut seal only if paper needs to be changed. Replace seal when done and record new seal number on back of Envelope 7.



Scanner and ADA Tablet Equipment Seals

Morning Tasks - Follow Opening Instructions!

- Check that exterior seals of both machines are intact.
- Compare SERIAL and SEAL numbers of the scanner (FVS) and ADA Tablet (FVT) to numbers recorded on back of Envelope 7.
- Cut seal at handle of each machine, unlock lid with key, and open. Put used seals in Envelope 7.
- Check that interior seal of each machine is intact and compare interior seal numbers to numbers recorded on back of Envelope 7.

Election Day Set Up

Voting Machine Officers

- Voting machine instructions will be in a zip lock bag in the Clear Plastic Bin on the cage top shelf. FVT headphones will be with instructions.
 - For the FVS Scanner, Open and Close instructions will be in a single **GRAY** folder. Open Header Card and Close Card will be in this folder.
 - For the ADA Tablet (FVT), Open and Close instructions will be in a single **BLUE** folder.
- The Chief will have copies of the instructions in their **Chief's Election Day binder**.



Voting Machine Officer

- Stand far enough away from the FVS to ensure privacy for the voter. Officers may apply tape to the floor as a reminder.
- Answer questions on the operation of the scanner and provide guidance if ballot is rejected.
- Voter will insert ballot into the machine. Some voters may not understand this. If folders are used, check folders given to you for un-scanned ballots.
- FVS Ballot Light will rapidly flash **red** and **green** while processing ballot and then stay **green** after ballot is accepted.
- FVS will not count a rejected ballot.

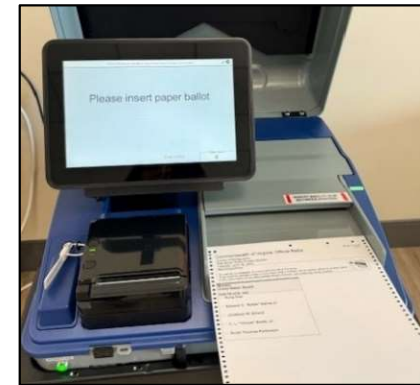


"Ballot Light"

Power light

Rejected Ballots

- The Scanner will reject a ballot if a race is overvoted OR if no marks can be read. Guidance slips are printed for each of these types of errors.
- A Voter can choose to send an unmarked (blank) ballot through the scanner as a “protest vote.” A Voter can also choose to cast a ballot with an overvote. Only correctly marked races will be counted.
 - Officer will press “Bypass Validation” button on screen. The next ballot scanned will be accepted regardless of the error.
- The Scanner will also reject a ballot if it does not recognize the ballot as valid. The screen will say “Invalid Ballot. See pollworker for assistance.” No slip will be printed.
 - Allow voter to try the ballot two more times. If the ballot is rejected a third time as “Invalid,” direct voter to Ballot Table to exchange it for a new ballot.



When ballot is considered “cast”

A voter, voting in person on Election Day, has not voted until a “permanent record” of the voter's intent is preserved.

- A “permanent record” is preserved by the voter by:
 - Inserting an optical scan ballot into an electronic counter
 - Placing a paper ballot in an official ballot container.
- If the ballot is rejected by the scanner due to an overvote or undervote and the voter has walked away, an Officer may reinsert the ballot in the voting machine and override the rejection, so the ballot can be cast for the absent voter.

Complete wording of Virginia Regulation 1VAC20-60-40 appears on
Page 6 of the Election Day Guide.

Freedom Vote Tablet (FVT) for voters with disabilities

- Large touch screen
- Can increase font and change to high contrast display.
- Audio Ballot with headphones and keypad for blind voters. Keypad has brail.
- Sip-and-puff technology for paralyzed voters. Call Registrar's office if sip-and-puff kit is needed. Sheriff will deliver quickly.
- Prints narrow ballot with print-out of voter's choices and coding for the scanner.
- Edge of the scanner bed is now used to guide ballot into the scanner. No "insert ballot between arrows."

Freedom Vote Tablet (FVT)

- **Can be used by ANY VOTER to create their ballot**
 - If your supply of preprinted ballots runs low, the FVT can be used as “Ballot on Demand” device.
 - It takes time to use the FVT. To avoid a line, alternate with preprinted ballots to extend supply before you run out.
- **All ballots created must be accounted for on Ballot Record Report.**

To initiate a ballot on the FVT (ADA Tablet)

Press “Manual Entry”



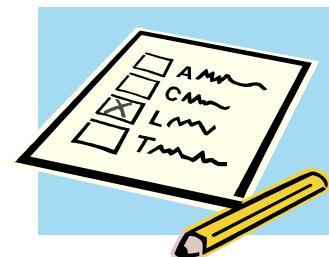
Enter Election Day password from Chief’s key ring.



Enter ballot code from Chief’s key ring.



Reasons to Cast a Provisional Ballot



- Voter is **not registered** (or “not on pollbook”) and will use **Same Day Registration** process.
- Voter wants to update existing registration to your precinct and vote using **Same Day Registration** process.
- Voting hours are extended by **court order**.
- Voter is marked as **Absentee** but does not have their mailed ballot to surrender to the Chief.
- Voter is marked as having **already voted**.
- Voter has **no acceptable ID** and declines to sign ID Confirmation Statement.

See “*What Ifs*” for detailed guidance.

Processing a Provisional Ballot

**Do NOT check in ANY
Provisional Voters
on the pollbook!**

Processing a Provisional Ballot



- Retain Voter's ID until they have inserted their marked ballot in the Provisional Envelope. (Explain this to the voter.)
- Provide voter with a *Provisional Ballot*.
- Keep Provisional Voters in view. Set aside space at or close to the Chief's table for a Provisional Voter to mark their ballot.
- Don't forget to give the voter their *Provisional Voter Notice* with the date and location of the Electoral Board's Provisional Ballot meeting.
- During the day, collect Provisional Ballot Envelopes in the **red 1A/1B zipper-pouch** to protect voters' personal info.

Same Day Voter Registration (SDR)

- Voters may register or update their registration on Election Day.
 - All ballots cast as part of SDR are PROVISIONAL BALLOTS
 - The SDR process **MUST** be carried out in the precinct of the current address.
 - If you have questions about a particular voter's situation, call the office (540-382-5741).

ELECT has an online training presentation about SDR.

<https://www.elections.virginia.gov/formwarehouse/training/>

Look for “Same Day Registration.”

Same Day Voter Registration (SDR)

- Follow *What Ifs* FIRST (Problems 4 – 8)
 - When possible, send voter to precinct where they are currently registered (even if in another locality). Voter may choose instead to cast SDR Provisional Ballot, but there is **no guarantee** the Provisional Ballot will be counted.
 - If voter is unsure where they are registered or even IF they are registered, use ELECT’s Citizen Portal site to confirm.
 - If voter is not registered in Virginia or is ineligible according to the *What Ifs* (“Mover’s Rules”), then Same Day Registration is the appropriate option.

Same Day Voter Registration (SDR)

For the Provisional Ballot to be counted:

- The voter must carry out the SDR process in the **correct precinct** (based on their current residence address).
 - To determine the correct precinct, the Officer may:
 - Use ELECT's **Polling Place Lookup Tool**. It requires only the voter's current address.
 - Consult the precinct map
 - If on campus, refer to list of dorms and corresponding precincts
 - Call the Registrar's office if you have questions about a particular voter.
- The Voter's Registration Application/Envelope must be filled out properly, legibly, and signed.

Polling Place Lookup Tool

The Polling Place Lookup Tool does NOT provide sufficient information for Officers to determine the correct precinct for an SDR voter [on the VT campus](#).

- All three campus precincts, A-3, E-3, and F-3, have the same facility name and street address.
- To determine the correct campus precinct for an SDR voter on campus:
 - [Consult the list of dormitories assigned to each precinct.](#)
 - Call the Registrar's office if necessary.

Provisional Ballot Envelope

- Front side for Same Day Registration (or “not on pollbook”)
- Back side for ALL OTHER reasons

SDR side

- Registration Form is ON the Provisional Envelope.
- Voter completes this portion and **signs** the form.
- At the bottom, the Chief (or designated Officer) will:
 - Check box for #1 SDR
 - Indicate whether ID was provided
 - Sign the envelope.

FLAP ↑

Same Day Registration Provisional Ballot
Voter resides in this precinct but is not on this precinct's pollbook.

SDR Precinct # _____

Primary elections—Party ballot D R

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

1 * Yes No I am a citizen of the United States of America
 * Full social security number _____ SSN never issued
 * Date of Birth (MM/DD/YYYY) ____ / ____ / ____
 * Gender _____

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

3 * Yes No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.
 Yes No if yes, has your right to vote been restored?

4 I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.
 I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.
 I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:
 An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
 Been granted a court issued protective order.
 In fear for personal safety from being threatened or stalked by another person.
 A participant in the Virginia Attorney General's Address Confidentiality Program.
 Been approved to be a foster parent.
 A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

My mailing address
(Complete only if you have checked a box in this section) _____

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

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

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

* Signature _____ Today's date (MM/DD/YYYY) ____ / ____ / ____

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

Election Officer Use

#1 Same Day Registration (not on pollbook)
 Time: _____ a.m. p.m. (circle one)
 Yes No: Did voter show ID or complete ID Confirmation Statement?

Comments _____

Election Officer Signature _____

Office/Electoral Board Use

Voter ID # _____

Accreditation Count Do not count

Voter Identification

1. If the voter returns with the proper identification, check this box and sign _____

2. Attach a copy of the identification document.

ELECT-653-English-07/2024

Provisional Ballot Envelope

Back of envelope is for all other reasons:

- Voter completes **and signs** top of form.
- Chief (or designated Officer) checks box to indicate reason and then **signs**.
 - # 3: Voting after hours
 - # 4: Marked AB without ballot to surrender
 - # 5: Shown as having already voted
 - # 6: Other
 - # 7: No ID and declined to complete ID Confirmation Statement

Provisional Ballot - All other provisional reasons
Voter is on this precinct's pollbook

Precinct # _____
Primary elections—Party ballot D R

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

1 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____
* First Name _____ * Middle Name _____ None

2 * Date of Birth (MM/DD/YYYY) ____/____/____

3 * Social Security Number _____
Last 4 digits required
Providing your full Social Security number may help determine your eligibility to vote.

4 * Residence Address (May not be a P.O. Box) _____ Apt. _____
* City/Town _____ * ZIP Code _____
If address is different than voter registration record, provide the date you moved (MM/DD/YYYY) ____/____/____

5 Email _____ Phone _____

6 **Statement of Voter**
To the best of my knowledge, I am a registered voter of this locality, and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning.

* Signature _____ Today's date (MM/DD/YYYY) ____/____/____

Privacy Act Notice: This form requires personal information, including information related to your Social Security number, for identification purposes and to prevent fraud. Federal law (the Privacy Act and Help America Vote Act) and State law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia) and the Virginia Government Data Collection and Dissemination Practices Act authorize the collection, use, and dissemination of 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.

Who intentionally making a false statement on this form constitutes the crime of election fraud, punishable as a felony in Virginia. Violators may be sentenced up to 10 years in prison or up to 12 months in jail and/or fined up to \$2,500.

Election Officer Use
Select a Reason
 #3 Voting after hours due to court order
 #4 Vote by mail - no ballot to surrender
 #5 Shown on pollbook as already voted
 #6 Other _____
 #7 Voter does not have required ID and declined to complete the ID Confirmation Statement
Comments _____
Election Officer Signature _____

Staff/Electoral Board Use
Voter ID # _____
Adjudication Count Do not count
Voter Identification
1. If the voter returns with the proper identification, check this box and sign _____
2. Attach a copy of the identification document.

ELECT-653-English-07/2024

Approved Identification

- If SDR voter does not have an approved ID with them, they may complete the ID Confirmation Statement.
- If SDR voter refuses to sign the ID Confirmation Statement, Officer will check the “NO” box at the bottom left of the application near where the Officer signs the application.
- SDR Voter will have until noon on the third business day after the election (Friday, November 8th) to provide approved ID or a signed ID Confirmation Statement to the Registrar’s Office.

Commonwealth of Virginia Place in Envelope #8

ID Confirmation Statement - § 24.2-643 of the Code of Virginia

A Officer of Election:
Precinct No./Name: _____ Date: _____ O of E Initials: _____

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.

Signature of voter: _____ Date: _____

Printed name of voter: _____

Birth Year (optional) _____ Last 4 digits of Social Security # (optional) _____

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. §24.2-1016

ELECT-643ID 8/2020

by checking this box, I affirm both that I am an individual with physical
Article II, § 2 of the Constitution of Virginia, individuals with physical disab

Election Officer Use

#1 Same Day Registration (not on pollbook)
Time: _____ a.m. p.m. (circle one)

No Did voter show ID or
complete ID Confirmation Statement?

Comments _____

Election Officer Signature X

Processing a Provisional Ballot



- Make sure all required information (marked with *) is **completed and legible** on the Provisional Ballot Envelope.
 - SDR (front of envelope) requires full Social Security # be entered.
 - Many addresses have apartment or room numbers. Ask to confirm if you don't see one.
 - A room number is required for on-campus addresses.
 - Chief and/or designee completes Election Officer area on bottom left of the Provisional Ballot Application/Envelope and **signs their name**.
 - **Seal each envelope with the flap!**
 - Chief and/or designee completes the Provisional Ballot LOG.

Processing a Provisional Ballot

Copy information from each Provisional Envelope to the Provisional Ballot Log. This task may be delegated to another Officer.

To help you keep track of which Envelopes have been entered on the Provisional Ballot Log:

- Write the Log Entry number down on the front of the Provisional Envelope in the top, right corner – above or near the precinct number.

1	Voter name Last name _____ Middle _____ First name _____ Suffix _____ Address City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? Date: _____
2	Voter name Last name _____ Middle _____ First name _____ Suffix _____ Address City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? Date: _____
3	Voter name Last name _____ Middle _____ First name _____ Suffix _____ Address City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? Date: _____
4	Voter name Last name _____ Middle _____ First name _____ Suffix _____ Address City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? Date: _____
5	Voter name Last name _____ Middle _____ First name _____ Suffix _____ Address City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? Date: _____

Page _____ of _____

Provisional Ballot Log

1	Voter name Last name _____ Middle _____ First name _____ Suffix _____ Address City/town _____, State _____ Zip code _____ Birth year only Phone number _____ (____)-____-____	SSN# last 4 Reason code _____ 1 3 4 5 6 7 Notes _____
	Registrar use only Was this vote counted? YES NO Why not? Date: _____	
2	Voter name Last name _____ Middle _____ First name _____ Suffix _____ Address City/town _____, State _____ Zip code _____ Birth year only Phone number _____ (____)-____-____	SSN# last 4 Reason code _____ 1 3 4 5 6 7 Notes _____
	Registrar use only Was this vote counted? YES NO Why not? Date: _____	
3	Voter name Last name _____ Middle _____ First name _____ Suffix _____ Address City/town _____, State _____ Zip code _____ Birth year only Phone number _____ (____)-____-____	SSN# last 4 Reason code _____ 1 3 4 5 6 7 Notes _____
	Registrar use only Was this vote counted? YES NO Why not? Date: _____	
4	Voter name Last name _____ Middle _____ First name _____ Suffix _____ Address City/town _____, State _____ Zip code _____ Birth year only Phone number _____ (____)-____-____	SSN# last 4 Reason code _____ 1 3 4 5 6 7 Notes _____
	Registrar use only Was this vote counted? YES NO Why not? Date: _____	
5	Voter name Last name _____ Middle _____ First name _____ Suffix _____ Address City/town _____, State _____ Zip code _____ Birth year only Phone number _____ (____)-____-____	SSN# last 4 Reason code _____ 1 3 4 5 6 7 Notes _____
	Registrar use only Was this vote counted? YES NO Why not? Date: _____	

Page _____ of _____

- Authorized Representatives may ask to inspect or copy your Provisional Ballot Log **when the polls close.**
- Some information is considered confidential. You may provide Authorized Reps with the information on the left (voter's name, address, phone number, and Year of Birth), but not the information on the right (last four digits of the SSN or the Reason Code).
- **At end of night, the LOG will go in Envelope 8.**

Provisional Ballots are returned to the Registrar's office on Election Night.

- Place sealed Envelope 1A in the **large, red 1A/1B zipper-pouch** for delivery to Registrar.
- If you have over 100 Provisional Ballots, construct and use the 1A Box. Treat it with the same care you would Box 3A, containing voted ballots, when returning it to the office. (Detailed instructions on construction are provide with the box.)
- Transfer Provisional Ballot information to the *Ballot Record Report* and to the *Results Reporting Sheet*.
- Place the Log in Envelope 8 for delivery to the Registrar.

Poll Closing Task



- DO NOT forget to complete Certification on back on Envelope 1A.
 - Enter total number of Provisional Ballots enclosed. Enter “None” if no Provisional Ballots were cast.
 - Two Officers sign Certification.

AFTER THE POLLS CLOSE AND BEFORE SEALING THIS ENVELOPE . . .

TWO OFFICERS OF ELECTION [REPRESENTING DIFFERENT PARTIES]

- COUNT THE NUMBER OF SEALED PROVISIONAL VOTES (GREEN ENVELOPES) CAST DURING NORMAL VOTING HOURS THAT WERE REMOVED FROM THE EMERGENCY BALLOT BOX
- ENCLOSE INSIDE THIS ENVELOPE, THE SEALED GREEN PROVISIONAL VOTE ENVELOPES CAST DURING NORMAL VOTING HOURS;
- ENTER ON **LINE 1** THE NUMBER OF SUCH GREEN ENVELOPES ENCLOSED, OR WRITE “NONE” IF APPLICABLE
- SIGN THE **CERTIFICATION** [TWO OFFICERS]
- SEAL THIS ENVELOPE WITH LABEL; SIGN AND DATE THE LABEL [TWO OFFICERS]

CERTIFICATION OF OFFICERS	
1. GREEN ENVELOPES CONTAINING <i>PROVISIONAL</i> BALLOTS [CAST DURING NORMAL VOTING HOURS]	NUMBER ENCLOSED:
SIGNATURE OF OFFICER OF ELECTION _____	
SIGNATURE OF OFFICER OF ELECTION _____	

Affirmation of Eligibility



The Chief Officer will use the Affirmation of Eligibility form if:

- Voter is listed as **“Inactive”** or been flagged with **“Confirmation Mailing”** on the pollbook, and the name/address has not changed.
- Voter’s name is on pollbook but is marked as having already voted (Voter casts a Provisional Ballot).
- Chief completes Section A.
- The *What Ifs* will tell you when this form is needed and which boxes should be checked.
- Voter must complete all the information in Section B and sign. If voter refuses to complete form, they must cast a Provisional Ballot.

Place the Affirmation of Eligibility form in Envelope 8.

Affirmation of Eligibility



The Affirmation is also used if a voter is challenged about their qualifications to vote.

- A Voter may be challenged by:
 - An Authorized Representative
 - A Qualified Voter, or
 - An Officer of Election.
- Chief completes Section A, enters their initials, and checks Box C. (See [Problem 11 in *What Ifs*](#) for detailed guidance.)
- Challenger completes Statement of Challenger (below Section A) and signs.
- Voter completes Section B and signs.
- [If both Voter and Challenger sign the form, Voter casts ballot normally.](#)
- If Challenger refuses to complete form/sign, then there is no challenge and Voter casts ballot normally.
- If Voter refuses to complete form/sign, they may NOT vote normally but may cast a Provisional Ballot (Reason #6 – Other).

Request for Assistance

See “What if Guide” for more detailed information



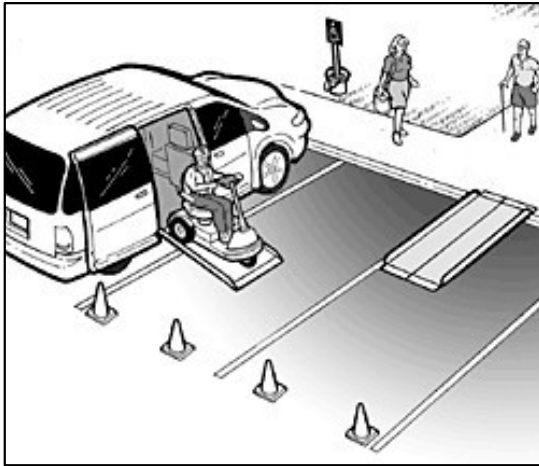
The Chief will use the **Request for Assistance** form if the voter asks for help completing the ballot. A voter might be blind, have a physical disability, need to have the ballot translated, or be unable to read or write.

- Authorized Representatives of a candidate or party, the voter’s employer, or an agent of the voter’s union are not allowed to assist a voter.
- Any assistant will SIGN, PRINT NAME and ADDRESS on Section B.
- If an Officer is asked to translate ballot, the authorized representatives from each party must SIGN and PRINT NAME on Section C.
- Place the Request for Assistance form in Envelope 8.

ADA signage, parking additions



At some polling places:



- County Buildings and Grounds personnel will place signs and cones to designate van-accessible parking places (ADA requirement).
- Buildings and Grounds may place a sign to designate a Curbside Voting spot or area.
- Some polling places may receive additional instruction for propping door, etc. to meet accessibility requirements.
- If you believe the cones and/or signs are not well-placed, please move them and document your changes on the “ADA Sign Map” in the Chief’s binder.



Curbside Voting

See “What If Guide” for more information

- The Department of Elections says checking periodically for a curbside voter is a best practice.
- The primary method for learning of a curbside voter is from the driver or a campaign worker. Talk with campaigners early in the day and ask for their help in notifying an Officer of a curbside voter.
- The Registrar’s phone number has been added to curbside voting signs. **PLEASE make sure your phone is on and that you can hear/feel a call from the office.**
- If Officers are busy with their other duties, the Chief Officer or Assistant Chief Officer **may go alone** to help a curbside voter.



Curbside Voting

See “What If Guide” for more information

- Prepare items for curbside voting:
 - Clipboard
 - Copy of “Curbside Voting” information sheet (found in Accordion File)
 - Pen
 - Paper (if needed to record voter’s address for Poll Book Officer for check-in.)
 - Request for Assistance Form (if needed by voter)
 - Privacy folder



Curbside Voting

See “What If Guide” for more information

- Any voter 65-or older or anyone with a permanent or temporary disability may vote outside the polling place (within 150-feet of the entrance).
- Record assisting Officers names and “Time Out” on the [Curbside Voting Log](#).
- Greet the voter and inform them that they will be using a paper ballot at the curb. If voter needs an ADA compliant machine, they will need to enter the polling place.
- Ask voter for their identification document.
- If ID lacks an address, ask voter for address of record and write it down.



Curbside Voting

See “What If Guide” for more information

- Give voter a copy of “Curbside Voting” information sheet.
- Take identification document to Poll Book Officer for check-in.
- Remind Pollbook Officer to check the “Curbside” box in the pollbook.
- Enter Pollbook Officer’s name on the ***Curbside Voter Log***.
- Take Ballot Receipt issued by Pollbook Officer to the Ballot Table and exchange the Receipt for a ballot and privacy folder.
- Take ballot, privacy folder, pen, and clip board to voter at the car.



Curbside Voting

See “What If Guide” for more information

- Give curbside voters all of the options at the vehicle that they would have if they came into the polling place: Explain any ballot issues, offer new ballot if needed, offer opportunity to override rejected ballot, etc.
- Ask voter to stay parked until they are informed their ballot has been accepted by the scanner.
- Let voter know ballot has been accepted, provide “I Voted” sticker.
- Record “Time in” on [Curbside Voting Log](#).



Curbside Voting Log

The Curbside Voter Log is an acceptable record of a voter's choice to use this option.

It is not necessary to cancel/redo voter's check-in so that the Curbside box can be checked. Doing so will create an extra Ballot Receipt slip for the voter.

CURBSIDE VOTER LOG		ENVELOPE 2B					
MONTGOMERY COUNTY, VIRGINIA JUNE 20, 2023 – PRIMARY ELECTION							
Polling Place: <u>A-1 101 SLUSSER'S CHAPEL CHURCH OF GOD</u>							
	Voter Name	Time Out	Officer Name	Officer Name	Time In	Flag in EPB	Entered by
1						<input type="checkbox"/>	
2						<input type="checkbox"/>	
3						<input type="checkbox"/>	
4						<input type="checkbox"/>	
5						<input type="checkbox"/>	
6						<input type="checkbox"/>	
7						<input type="checkbox"/>	
8						<input type="checkbox"/>	
9						<input type="checkbox"/>	
10						<input type="checkbox"/>	
11						<input type="checkbox"/>	
12						<input type="checkbox"/>	

* Two Officers representing each political party must accompany ballot taken to curbside voter. Three Officers must remain inside polling place at all times. If only four officers are assigned to the polling place, the Chief Officer or the Assistant Chief Officer must perform this task.

Provisional Voting for Extended Hours



- Polling hours may be extended ONLY by court order.
- If hours are extended, all voters who arrive after 7:00 PM must vote a PROVISIONAL BALLOT.
- Log all provisional ballots voted during extended hours on a separate Precinct Provisional Ballot Log.
- Place all extended hours provisional ballots in Envelope 1B.
- **Insert Precinct Provisional Ballot Log in Envelope 8.**

CLOSING THE POLLS



- At 6:45 PM, the Chief Officer will go outside and announce loudly and clearly, “The polls will close in 15 minutes”.
- At exactly 7:00 PM, the Chief Officer will go outside and announce loudly and clearly, “The polls are officially closed”.
- Close the door and lock the precinct.



Poll Closing Tasks



Detailed Instructions are listed in the “Election Day Guide for Officers of Election:”

The Chief Officer will:

- Welcome any authorized representatives.
- Supervise closing of the voting machines after printing three copies of Election Summary Tape and Write-in Report from the FVS (Scanner) and three copies of the Close Report from the FVT (ADA machine) following the voting machine instructions.
- Supervise repacking of the pollbooks after printing three copies of Poll Pad Summary Report tape.
- Supervise completion of the *Ballot Record Report*.
- Supervise counting of ballots in the blue Absentee Ballot Drop Bag and completion of the Chain of Custody form.

List of Chief’s closing tasks: pages 7- 10 of the “Election Day Guide for Officers of Election”

Completed Absentee Ballot Drop Off Chain of Custody Form

Ballot Collection From Drop-Off Locations

Drop-box unique identifier (if applicable) _____

Location Name _____

Drop-off location Address _____

City _____ State _____ Zip _____

Date and time of ballot collection Date ____/____/____ Time ____:____ am/pm

Names of officers of election or employees who collected ballots (minimum two)

Collector 1 _____

Collector 2 _____

Any additional collectors (if applicable) _____

Number of ballots collected _____

Collector affirmation I attest that I performed my duty to safely and securely collect all ballots from this drop-off location at the time and date stated. I then immediately delivered all collected ballots to either the general registrar's office or central absentee precinct.

Collector 1 signature _____ Date ____/____/____

Collector 2 signature _____ Date ____/____/____

Any additional collectors signature (if applicable) _____ Date ____/____/____

Number of ballots received in GR Office _____

Received by Name _____

Signature _____

ELECT-C1289(86) 9/15/2020

After the polls close, at least two Officers will:

- Count absentee ballots in the Ballot Bag.
- Record the day and time the ballots are counted on the *Ballot Collection From Drop-Off Locations* form.
- Enter their names, then sign and date.
- Officer transporting Ballot Bag to the Registrar's office must also sign.
- Place *Ballot Collection* form inside the bag and apply new seal to clasp. Record seal number on Envelope 7.
- Do not collapse the bag before return.



Complete the form and deliver re-sealed Ballot Bag EVEN IF NO ballots have been dropped off.



Poll Closing Tasks



- Scanner (FVS):
 - Open Emergency Ballot Box compartment to confirm the compartment is empty before closing down the scanner.
 - After scanner is powered down, cut seal to TM memory compartment, remove memory stick and place in labeled envelope.
 - Cut seal on Ballot Box door, unlock door, and transfer ballots to Box/Envelope 3A.
 - Put all used seals in Envelope 7.
- ADA Table (FVT)
 - Close machine according to instructions.
 - Replace lid and lock with key.

BALLOT RECORD REPORT

ENVELOPE 2B

MONTGOMERY COUNTY, VIRGINIA
 NOVEMBER 5, 2024 – GENERAL ELECTION
 PRECINCT: 0304 Blue Ridge Church

Assume each ballot pack has 50 ballots. How many unopened ballot packs are inside Envelope/Box #6?

Envelope/Box #1: 25 (Ballot Packs) x 50 + 70 (Provisional, Federal & Presidential Only Ballots) = 1320 Total Ballots

If the amount doesn't match the Receipt for Ballots call the office. (540) 382-5741

1. OPEN PACKS
 - Assume each pack is 50 until opened.
 - Open as needed, 2 Officers count and record actual count in column.

Ballot pack #	# Of Ballots in pack	2 Officer's Initials
1	50	FJ RSM
2	50	FJ RSM
3	49	FJ RSM
4	50	JRK LJD
5	50	LJD JRK
6	51	LJD JRK
7	50	TFC MLS
8	50	TFC MLS
9	50	RSM SHQ
10	49	SHQ FJ
11	50	SHQ FJ
12	50	FJ JRK
13	50	LJD JRK
14	50	RSM JRK
15	51	TFC MLS
16	50	TFC SHQ
17	50	TFC SHQ
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
Total =	850	

2. ELECTION DAY STATISTICS
 - Cross off or circle each number when used.

2a. SPOILED BALLOTS Envelope 4
 This is a ballot spoiled by the voter.

X	X	X	X	X	X	X	X	9	10
11	12	13	14	15	16	17	18	19	20

2b. VOIDED BALLOTS Envelope 4
 This is a ballot found abandoned.

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

2c. PROVISIONAL BALLOTS Envelope 1A/1B
 This is a ballot for a provisional voter.

Obtain Provisional Ballot Total from the Provisional Ballot Log or the Back of Envelope 1A/1B. Both these totals should match.
 Provisional Ballots → 7 Total

2d. ABSENTEE BALLOTS - SURRENDER Envelope 4
 This is an unused ballot returned by voter.

X	X	X	X	X	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

3. END OF DAY FINAL REVIEW

	Total
Loose unused ballots (include unused Provisional, Federal & Pres. Only Ballots)	+ 111
Sealed unused ballots x 50	+ 400
3a. Total ballots NOT USED	= 511
Record total from FVS (machine tape)	+ 795
Record SPOILED BALLOTS (2a.)	+ 8
Record VOIDED BALLOTS (2b.)	+ 0
Record PROVISIONAL BALLOTS (2c.)	+ 7
Record FVT (ADA) printed ballots (machine tape)	- 1
3b. Total ballots USED	= 809
Record 3a. + 3b.	TOTAL BALLOTS = 1320

Does 3a. + 3b. TOTAL BALLOTS match the number of ballots you began with this morning? Yes No
 If no, explain below. Example: There were more or less than 50 ballots in one or more packs.

Frank Jones 11/5/2024 Thomas F. Cole 11/5/2024
 Officer Signature Date Officer Signature Date

Rev. 8.26.2023(1)

Ballot Record Report Single-Page Format

- Top: Count number of ballots sent in Box/Envelope 6.
- Section 1: Count ballots in each pack after opening. Enter number on form and counting Officers' initials.
- Section 2: Record disposition of Spoiled and Voided Ballots.
Entry for Provisional Ballots in Section 2c will come from the Provisional Ballot Log after close of polls.
- Record number of surrendered Absentee Ballots in Section 2d.

BALLOT RECORD REPORT ENVELOPE 2B

MONTGOMERY COUNTY, VIRGINIA
 NOVEMBER 5, 2024 – GENERAL ELECTION
 PRECINCT: 0304 Blue Ridge Church

Assume each ballot pack has 50 ballots. How many unopened ballot packs are inside Envelope/Box #6?
 Envelope/Box #6: 25 (Ballot Packs) x 50 + 70 (Provisional, Federal & Presidential Only Ballots) = 1320 Total Ballots

If the amount doesn't match the Receipt for Ballots call the office. (540) 382-5741

Ballot pack #	# Of Ballots in pack	2 Officer's Initials
1	50	FJ RSM
2	50	FJ RSM
3	49	FJ RSM
4	50	JRK LJD
5	50	LJD JRK
6	51	LJD JRK
7	50	TFC WLS
8	50	TFC WLS
9	50	RSM SAG
10	49	SAG FJ
11	50	SAG FJ
12	50	FJ JRK
13	50	LJD JRK
14	50	RSM JRK
15	51	TFC WLS
16	50	TFC SAG
17	50	TFC SAG
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
Total =		850

2. ELECTION DAY STATISTICS	
- Cross off or circle each number when used.	
2a. SPOILED BALLOTS Envelope 4	
This is a ballot spoiled by the voter.	
X X X X X X X X	9 10
11 12 13 14 15 16 17 18	19 20
2b. VOIDED BALLOTS Envelope 4	
This is a ballot found abandoned.	
1 2 3 4 5 6 7 8 9 10	
11 12 13 14 15 16 17 18 19 20	
2c. PROVISIONAL BALLOTS Envelope 1A/1B	
This is a ballot for a provisional voter.	
Obtain Provisional Ballot Total from the Provisional Ballot Log or the Back of Envelope 1A/1B. Both these totals should match.	
Provisional Ballots	7 Total
2d. ABSENTEE BALLOTS - SURRENDER Envelope 4	
This is an unused ballot returned by voter.	
X X X X X	6 7 8 9 10
11 12 13 14 15	16 17 18 19 20
3. END OF DAY FINAL REVIEW	
	Total
Loose unused ballots (Include unused Provisional, Federal & Pres. Only Ballots)	+ 111
Sealed unused ballots x 50	+ 400
3a. Total ballots NOT USED	= 511
Record total from FVS (machine tape)	+ 795
Record SPOILED BALLOTS (2a.)	+ 8
Record VOIDED BALLOTS (2b.)	+ 0
Record PROVISIONAL BALLOTS (2c.)	+ 7
Record FVT (ADA) printed ballots (machine tape)	- 1
3b. Total ballots USED	= 809
Record 3a. + 3b. TOTAL BALLOTS	= 1320

Does 3a. + 3b. TOTAL BALLOTS match the number of ballots you began with this morning? Yes No
 If no, explain below. Example: There were more or less than 50 ballots in one or more packs.

Frank Jones 11/5/2024 Thomas F. Cole 11/5/2024
 Officer Signature Date Officer Signature Date

Rev 8-28-2023/11/1

Ballot Record Report Single-Page Format

- Section 3a: Count all loose and still-packaged unused ballots. Include unused Provisionals, Federal-only, and Presidential-only ballots.
 - Section 3b: Enter number of ballots used by category (Scanned, Spoiled, Voided, and Provisional).
- Enter number of ballots printed by the FVT (ADA Tablet).
- Add/Subtract entries as indicated.
- Does sum of USED and NOT USED ballots equal the total number of ballots delivered to the precinct?
 - Explain the discrepancy if you have one.



Poll Closing Tasks



See “Election Day Guide for Officers of Election” for detailed instructions

- Apply a security seal to each Poll Pad Case for return to the office.
- Record seal numbers on the back of Envelope 7.





Poll Closing Tasks



See “Election Day Guide for Officers of Election” for detailed instructions

- Two Officers, working separately, will complete two identical copies of the Statement of Results. *Complete initially in pencil. After confirming copies match, copy over pencil in black ink. Make sure all Officers sign both copies.*
- Attach a complete set of opening and closing tapes to each SOR:
 - FVS Scanner 3 Zero Tapes (one for each ballot style)
Election Summary Tape (results tape)
Write-in Report
 - FVT Tablet Open Report
Close Report
 - Poll Pad Opening Summary Report
Closing Summary Report



Poll Closing Tasks



See “Election Day Guide for Officers of Election” for detailed instructions

- Complete the Printed Return Sheet (yellow paper)
- Attach a complete set of voting machine tapes:
 - FVS Scanner 3 Zero Tapes (one for each ballot style)
 - Election Summary Tape (Results)
 - Write-in Report
 - FVT Tablet Open Report
 - Close Report
 - Poll Pad Opening Summary Report
 - Closing Summary Report
- Make sure that all Officers sign this form. Place in Envelope 2A.
- After completing the SORs and the Printed Return Sheet, place any additional voting machine tapes in Envelope 2B.



Polls Closing Tasks

Complete the Results Reporting Sheet

- At top, enter:
 - Time you are calling the office, your name and the name of person at the office taking your call.
- From FVS scanner “Election Summary” tape, enter
 - Pages Cast
 - Votes for each candidate
- From Curbside Voter Log, enter
 - Number of Curbside Voters

RESULTS REPORT SHEET		ENVELOPE 2B	
MONTGOMERY COUNTY, VIRGINIA			
NOVEMBER 5, 2024 - GENERAL ELECTION			
PRECINCT: Whole Ballot			
TIME: _____			
Called In By: _____			
Taken By: _____			
TOTAL PAGES CAST: _____			
U.S. PRESIDENT		CURBSIDE VOTER LOG	
Kamala D. Harris/Tim Walz (D)		Voted Outside the Polls	
Donald J. Trump/JD Vance (R)			
Jill E. Stein/Rudolph T. Ware III (G)		PROVISIONAL LOG INFO (LOG=NUMBERS BELOW)	
Chase R. Oliver/Mike ter Maat (L)		1. SDR - Same Day Registration	
Claudia De la Cruz/Karina Garcia (I)		3. After Hours - Court Order	
Cornel R. West/Melina Abdullah (I)		4. NO Ballot Surrendered	
Write-In		5. Pollbook Shows Voted	
Undervotes		6. Other	
Overvotes		7. NO - ID Declined ID Statement	
U.S. SENATE		Total must match the total on the back of ENVELOPE 1A/1B	
Timothy M. Kaine (D)			
Hung Cao (R)			
Write-In			
Undervotes			
Overvotes			
U.S. CONGRESS DISTRICT 9			
Karen G. H. Baker (D)			
H. Morgan Griffith (R)			
Write-In			
Undervotes			
Overvotes			
AMENDMENT			
YES			
NO			
Undervotes			
Overvotes			



Polls Closing Tasks



Chief Officer

Results Reporting Sheet

- From cover page of the Provisional Ballot Log, enter the number of Provisional Ballots by type:
 - Each Reason for casting has its own entry
 - Total on Reporting Sheet must match total specified on back of 1A Envelope(s) or 1A Box if used.

RESULTS REPORT SHEET		ENVELOPE 2B	
MONTGOMERY COUNTY, VIRGINIA			
NOVEMBER 5, 2024 - GENERAL ELECTION			
PRECINCT: Whole Ballot			
TIME: _____			
Called In By: _____			
Taken By: _____			
TOTAL PAGES CAST: _____			
U.S. PRESIDENT		CURBSIDE VOTER LOG	
Kamala D. Harris/Tim Walz (D)		Voted Outside the Polls	
Donald J. Trump/JD Vance (R)		PROVISIONAL LOG INFO (LOG=NUMBERS BELOW)	
Jill E. Stein/Rudolph T. Ware III (G)		1. SDR - Same Day Registration	
Chase R. Oliver/Mike ter Maat (L)		3. After Hours - Court Order	
Claudia De la Cruz/Karina Garcia (I)		4. NO Ballot Surrendered	
Cornel R. West/Melina Abdullah (I)		5. Pollbook Shows Voted	
Write-In		6. Other	
Undervotes		7. NO - ID Declined ID Statement	
Overvotes		Total must match the total on the back of ENVELOPE 1A/1B	
U.S. SENATE			
Timothy M. Kaine (D)			
Hung Cao (R)			
Write-In			
Undervotes			
Overvotes			
U.S. CONGRESS DISTRICT 9			
Karen G. H. Baker (D)			
H. Morgan Griffith (R)			
Write-In			
Undervotes			
Overvotes			
AMENDMENT			
YES			
NO			
Undervotes			
Overvotes			



Polls Closing Tasks

Seals for the Envelopes and Boxes



- A place for each Officer to sign.
- Color-coded to match the Envelopes and Forms.

Envelope 4	Envelope/ Box 3A	Envelope/ Box 3A	Envelope/ Box 3A	Envelope 2A
Required Signatures 2 Officers*	Required Signatures ALL Officers	Required Signatures ALL Officers	Required Signatures ALL Officers	Required Signatures 2 Officers*
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
1*	1*	1*	1*	1*
2*	2*	2*	2*	2*
3	3*	3*	3*	3
4	4*	4*	4*	4
5	5*	5*	5*	5
6	6*	6*	6*	6
7	7*	7*	7*	7
8	8*	8*	8*	8
	# Ballots	# Ballots	# Ballots	
	3 Seals per Box/Envelope	3 Seals per Box/Envelope	3 Seals per Box/Envelope	
Envelope 5	Envelope/ Box 3A	Envelope/ Box 3A	Envelope/ Box 3A	Envelope 2B
Required Signatures 2 Officers*	Required Signatures ALL Officers	Required Signatures ALL Officers	Required Signatures ALL Officers	Required Signatures 2 Officers*
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
1*	1*	1*	1*	1*
2*	2*	2*	2*	2*
3	3*	3*	3*	3
4	4*	4*	4*	4
5	5*	5*	5*	5
6	6*	6*	6*	6
7	7*	7*	7*	7
8	8*	8*	8*	8
	# Ballots	# Ballots	# Ballots	
	3 Seals per Box/Envelope	3 Seals per Box/Envelope	3 Seals per Box/Envelope	

Please use the actual sticky flap of the envelope.



Polls Closing Tasks



Seals for the Envelopes and Boxes

- Enter number of voted ballots contained in Envelope/Box 3A. This is the same as the number as “Pages Cast” on the Results Summary Tape.
- Seal lists the total number of Seals to apply to Box/Envelope if greater than one.

Envelope/ Box 3A	
Required Signatures	
ALL Officers	
Date:	_____
1*	_____
2*	_____
3*	_____
4*	_____
5*	_____
6*	_____
7*	_____
8*	_____
# Ballots	_____
3 Seals per Box/Envelope	

Envelope/Box 3A

Voted Ballots

Also enter the total number of voted ballots enclosed in the Box/Envelope on the label.

The image shows the front of a brown envelope/box labeled "3A". On the left side, there is a blue vertical band with the number "3A" in white. To the right of this band is a white label with the following text:

COUNTED BALLOTS
For use in accordance with 1 VAC 20-80-60

3A

Type of Voting System: Optical Scan
ENCLOSED ...
 COUNTED PAPER BALLOTS
 COUNTED ABSENTEE BALLOTS

INSTRUCTIONS TO REGISTRARS & OFFICERS OF ELECTION:
■ SEAL THIS ENVELOPE WITH LINES
■ ALL OFFICERS MUST SIGN AND DATE LABEL

TO: CLERK OF THE CIRCUIT COURT

OPEN THIS ENVELOPE ONLY ... ■ ON ORDER OF A COURT
■ WITH AUTHORIZATION OF THE STATE BOARD OF ELECTIONS - § 24.2-609, CODE OF VIRGINIA

RETENTION ... ■ FEDERAL ELECTIONS - TWO (2) YEARS
■ ALL OTHER ELECTIONS - ONE (1) YEAR

DISPOSITION ... DESTROY

At the top right of the envelope, there is a small white label with the following text:

NOVEMBER 5, 2024
GENERAL ELECTION
MONTGOMERY COUNTY, VIRGINIA
101 PRECINCT A-1
Slusser's Chapel
ENVELOPE or BOX 3A
Ballot Count: _____

This is a close-up of the label from the envelope/box 3A. The text on the label is as follows:

NOVEMBER 5, 2024
GENERAL ELECTION
MONTGOMERY COUNTY, VIRGINIA
101 PRECINCT A-1
Slusser's Chapel
ENVELOPE or BOX 3A
Ballot Count: _____

A blue arrow points from the top left towards the label. A blue circle highlights the "ENVELOPE or BOX 3A" and "Ballot Count: _____" section of the label.

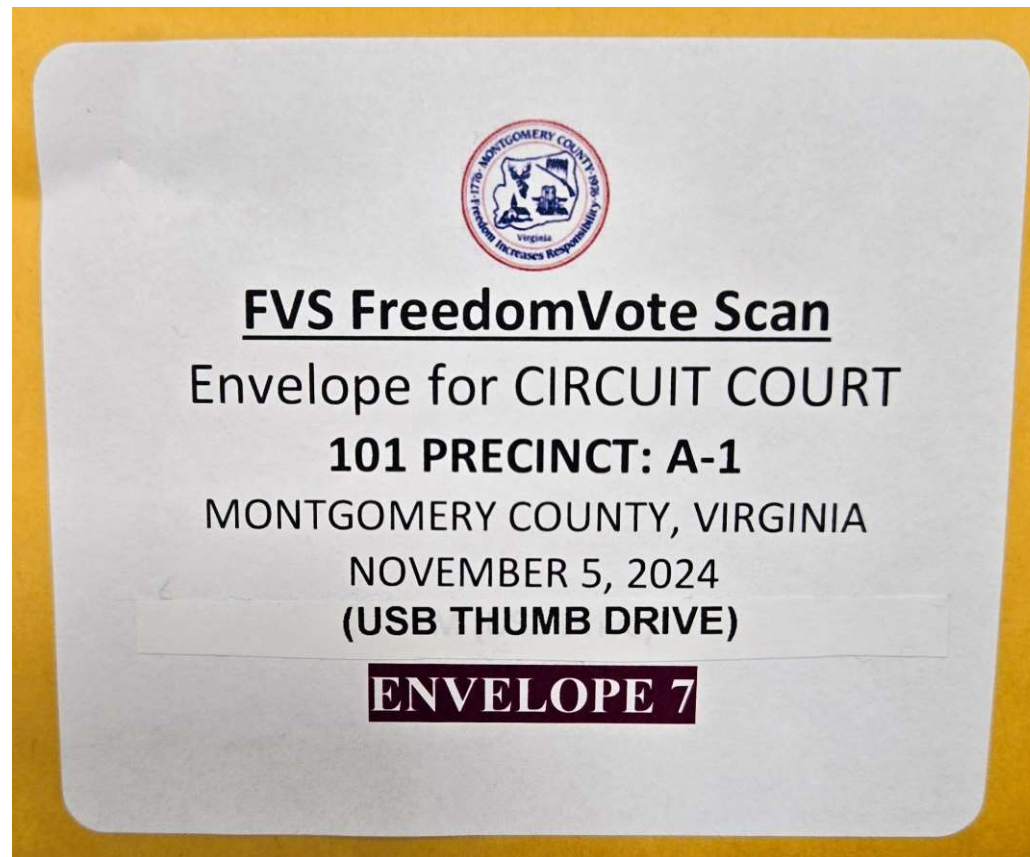
Scanner (FVS) Voting Machine Memory



- Chief and assisting Officers will remove voting machine memory (USB Drive) from the FVS ***after the voting machines are powered down.*** Follow the “Closing the Polls” instructions.
- Place USB Drive in the small, padded envelope titled “FVS FreedomVote Scan, Envelope for Circuit Court.”
- Close this envelope and seal **with two signatures.** Place in Envelope 7.

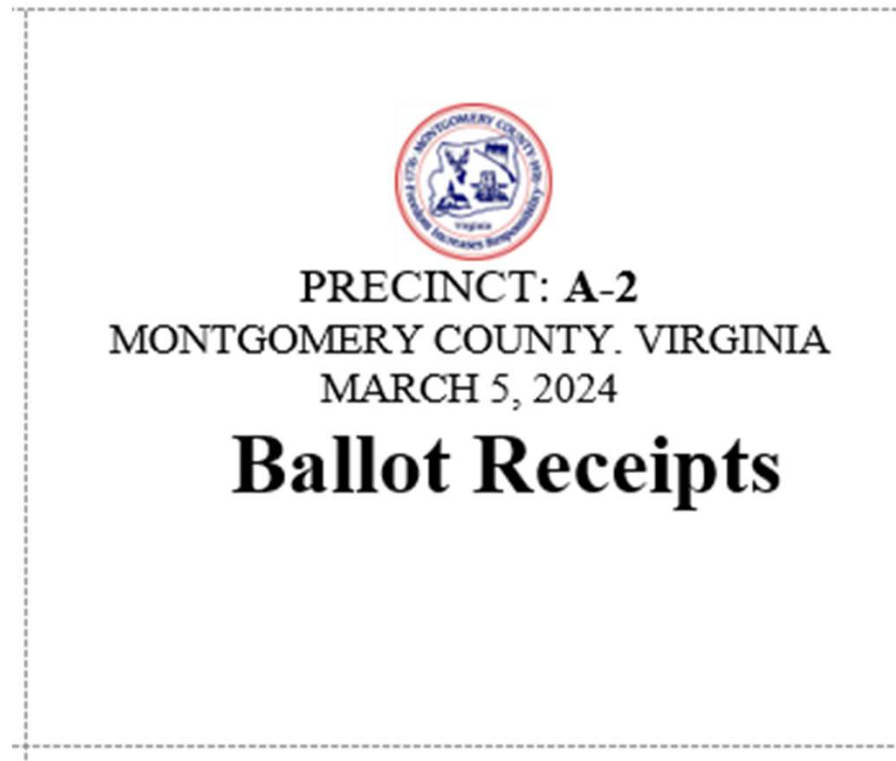
Envelope for Scanner's USB Thumb Drive

- Place USB Drive in the small, padded manila envelope with this label. Seal with two signatures.



Ballot Receipt Envelope

- The Ballot Receipts printed by the Poll Pads are a vital record of the election.
- Place this envelope with the other Envelopes (2B, 4, 7, etc.) in the Chief's case for return to the office on Election Night.





Packing Voted Ballots

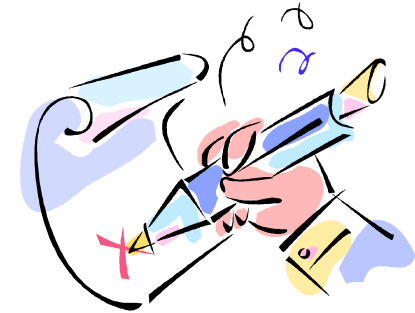


Voted Ballots will be returned to the Registrar's office in Box or Envelope 3A.

- **If fewer than 500 ballots have been scanned, use Envelope 3A.** (If more than 500 ballots have been scanned, use Box 3A. The box is delivered flat, so Officers will need to construct it.)
- Cut seal and unlock the rear door of the Scanner ballot box.
- Remove voted ballots and transfer to Box/Envelope 3A.
- Close Box/Envelope with packing tape.
- Apply three seals. ALL Officer must sign seals.
- Enter number of voted ballots on these #3A seals (new).
- The Chief will take the voted ballots (#3A) with the Chief's case. The box(es) of unused ballots (#6) should be locked in the cage.

Signature Requirements

- Election Day Oath – **all Officers**
- Pay record – **all Officers**
- **SOR (both copies) – all Officers**
- Yellow Printed Sheet – **all Officers**
- Envelope/Box #3A (Voted Ballots) must be closed with tape and sealed with signatures of **ALL OFFICERS!**
- FVS thumb drive padded Envelope – two Officers
- Ballot Receipts Envelope – two Officers
- Voting Machine Tapes – two Officers (Chief and Assistant Chief or designated Officers)
- Seals on numbered Election Materials Envelopes – two Officers



Best practice: Everybody sign everything!

When only two Officers are required to sign, the two Officers should be of different parties.



Polls Closing Tasks



See “Election Day Guide for Officers of Election” for detailed instructions

- Remove all polling place signs and adhesive tape. Place signs in the cage. Leave polling place and inside of 40’ prohibited area clean and organized.
- Lock room and/or building.
- Return to the Registrar’s Office on ELECTION NIGHT:

- Chief’s case
- Envelope/Box #3 (Voted Ballots)
- Blue Absentee Ballot Drop Box (not collapsed)
- AND all three Poll Pads!

A member of the Registrar’s staff will open the drop bag and count the dropped absentee ballots - or confirm there are no ballots - and then complete the final portion of the chain of custody form.



Repacking the Cage

BRING ALL THREE POLL PAD CASES BACK TO THE OFFICE ON ELECTION NIGHT!



Box/Envelope 6 UNUSED Ballots



Blue Absentee Ballot Drop Bag will be returned to the office by the Chief on Election Night.



Do NOT collapse the bag. Do NOT place bag in cage for return.

Cage inventory photos are posted on the inside of the cage doors.

- Put all LARGE rolls of tape in the Plastic Bin: Masking tape, painter's tape, and duct tape.
- Place the Scanner back in the cage with the handles facing the cage door.
- Lock wheels after cage is in place.

Repacking the Cage

If you have “stand-up marking booths,”
DO NOT PUT THEM IN THE CAGE FOR RETURN TO THE OFFICE.

The Chief will bring them back to the office.

If another Officer is assisting with the return, they may wait a day or two to bring them in.





Election Day Emergencies

- Natural disasters (earthquakes, winter storms, etc.).
- Damaged or malfunctioning voting equipment.
- Electrical power outage.
- Officers of Election who do not show up on Election Day.
- Inability to enter the polling place.
- Bomb threat.
- Unruly or threatening behavior from a citizen.

Call the Registrar: 382-5741



Election Day Emergencies

- Electrical power outage
 - All facilities have emergency lighting sufficient to exit the building.
 - An electrical generator and operational lighting will be delivered to affected polling place.
 - Poll Pads will still communicate with one another, but the printers will not function. Officers will write Voter Passes by hand.

Call the Registrar: 382-5741



What to do in an Evacuation


- Voting Machine Officers should note “public counter” number on voting machine.
- *If possible*, take voting machines, Poll Pads, ballot box, paper ballots, forms, envelopes, and pens.
- If you are unable to continue the voting process outside the polling place, record the names of voters already checked in and advise them to wait until the building can be re-entered.
- If they must leave, advise them to return before 7:00 pm. Allow them to go to front of check-in line when they return.
- If voter must leave and has already been issued a ballot, voter must insert completed ballot in emergency ballot box or turn ballot in to the Chief.

If you should run out of Provisional Ballots



Report situation to the Registrar at 540-382-5741.

- Have voter use the ADA Tablet to create their Provisional Ballot
- OR use a regular ballot and print “Provisional Ballot” by hand at the top of the ballot. Fold it in half before handing it the voter to mark.

Commonwealth of Virginia, Official Ballot		Auburn HS Full
County of Montgomery		04021
General and Special Elections		
Tuesday, November 5, 2024		
Making selections	Provisional Ballot	
<p>To vote for a candidate, fill in the oval to the left of the name.</p> <p>To vote an issue, fill in the oval next to Yes or No.</p> <p>To write in a candidate who is not already on the ballot, fill in the oval and write the name of the person on the line.</p> <p>If you want to change a vote or if you have made a mistake, ask an election officer for another ballot.</p> <p>If you make marks on the ballot besides filling in the oval, your votes may not be counted.</p>		
President and Vice President	Member	

Failure of Electronic Pollbooks



- Report situation to the Registrar at 540-382-5741.
- Use backup paper pollbooks and Pollbook Count Sheet to check in voters.
- Instructions for use of paper pollbooks are with the paper pollbooks in the zipped cover of the Chief's case.
- Allow voters to continue voting on regular equipment per the normal procedures.

Failure of FVS Scanner



- Voters should continue to mark paper ballots.
- Turn FVS and ballot box bin around so scanner slot is facing away from voters.
- **Apply seal to Emergency Ballot Compartment door. Record seal on back of Envelope 7.**
- Have voters insert ballots in Emergency Ballot Compartment.
- Wait until the polls close before scanning ballots from Emergency Ballot Compartment. Chief and one Officer will feed ballots into the scanner. Officers have the authority to override rejected ballots so any properly marked races can be counted.
- If Emergency Ballot Compartment gets full, ballots may be moved by Chief and one Officer to Chief's Case which can serve as an Emergency Ballot Box.

Closing Reminders



- [Election Day Guide \(2024\)](#)
- [Basic Training presentation \(August 2024\)](#)
- [SOR Example \(November 2024\)](#)
- [Dos and Don'ts \(for Campaigners and Authorized Representatives\) \(Sept 2022\)](#) and [What Ifs \(Dec 2023\)](#)

Documents are available at the Montgomery County Registrar's website:

<https://www.montgomerycountymva.gov/1/departments-services/office-of-elections/officers-of-election>

The background of the slide is a close-up, slightly angled view of the American flag. The blue field with white stars is at the top, and the red and white stripes are below. The flag appears to be waving in the wind, with some shadows and highlights on the fabric.

Thank you!