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Acceptable Identification — ID from the list provided. *See Identification (ID)*.

Affirmation of Eligibility — Form completed by a voter when there is a special annotation on the EPB or for other special circumstances such as address confirmation or a voter who is challenged.

ADA — Americans with Disabilities Act.

Ballot Box — Large plastic box that holds the Scanner unit and collects the scanned/voted ballots.

Ballot Drop Box — Blue canvass bag where voters may deliver their mailed and voted ballots.

Ballot Officer — Officer responsible for issuing the ballot.

Ballot Record Report — Form used to track the amount of paper used in an election.

Ballot Style — Specific offices, candidates and issues on the ballot.

Privacy Booth — Private area where a voter may mark the ballot.

Call-In Results Sheet — Paper record of the total number of votes cast per candidate or issue in each precinct.

Central Absentee Precinct (CAP) — Precinct where absentee ballots are counted on election day

Disenfranchised — Deprived of the rights of citizenship, especially the right to vote.

Election Day Guide (EDG) — Election day instructions for election officers.

Election District — Area which is represented by an official when elected by voters. The location of a voter's home address determines the election district, precinct, and polling place where voter is eligible to vote. The City of Fairfax is one election district.

Election Return Envelopes — Pre-numbered envelopes used to return official election materials.

Emergency Ballot Bin — Container inside the Ballot Bin that collects ballots if the scanner is not working.

Electronic Pollbook (EPB) — Electronic device that with an alphabetical list of all registered voters in a precinct.

Federal Election — Primary, special or general election for the offices of U.S. Senate, U.S. House of Representatives or President and Vice President of the United States.

Final Absentee Report (AB List) — Report of voters who applied for absentee ballots.

Fled Voter - Voter who left after checking in at the pollbook station but before casting a ballot

(FPCA) Federal Post Card Application — Form that allows military and overseas voters to register to vote and request an absentee ballot.

General Election — Regularly scheduled November election or May City Election.

(HAVA) Help America Vote Act — Federal election law passed due to the problems of the 2000 Presidential election in Florida.

Header Card — First card inserted in the OVO on election day morning.

Identification (ID) — Specific list of eligible IDs used for voting.

- Logic and Accuracy Testing (L&A)** — Test that verifies the ability of the voting system to process election data, handle voting, and provide accurate tabulation.
- Oath Form** — Official document signed by election officers that records the election day oath.
- Outside Polls Voter (OP)** — Voter age 65 or older, or with a physical disability may vote from their car. Also known as Curbside Voter.
- OpenElect Voting Interface (OVI)** — ADA voting equipment.
- OpenElect Voting Optical Scan (OVO)** — Machine that scans and tabulates paper ballots.
- Paper Ballots** — Official paper ballots given to each polling place.
- Paper Pollbook (PB)** — Emergency paper backup of alphabetical list of all registered voters in a precinct.
- Pollbook Officer** — Officer operating the electronic pollbook (EPB).
- Protective Counter Number**- Total lifetime number of ballots created or scanned of a voting machine.
- Provisional Vote** — Vote cast when a voter’s eligibility is in question on election day. The electoral board reviews voter’s eligibility after the election.
- Public Counter Number** — Number of ballots created or cast on a voting machine during the current election.
- Request for Assistance Form** — Form completed by a voter and a person who will help voter.
- Results Tape** — Tape run at the end of the day to show the total number of votes cast per candidate or issue.
- Return Absentee Envelope** — Outer envelope of the absentee ballot package being returned to the office.
- Sample Ballot** — Unofficial example of how the candidates and/or issues appear on the ballot.
- Signature Verification Checklist** — Chart that lists which documents require election officer signatures.
- Statement of Results (SOR)** — Official record of each precinct’s election day results.
- Tally Sheets** — Part X of the SORs, a form used to track hand counted ballots.
- Transport Media (TM)** — Thumb drive that holds election data.
- Uninterruptable Power Supply (UPS)** — Battery that operates between a wall outlet and an electronic device to prevent power disturbances that effect performance and life of the electronic device(s).
- Virginia Election and Registration Information System (VERIS)** — Statewide database used to register and maintain the list of Virginia voters.
- Voting Permit** — Card issued to a voter after being checked in on the EPB and presented to the ballot officer.
- What-Ifs** — Reference guide for voter eligibility issues.
- What-Ifs Flow Chart** — Flow chart that shows how to process a voter who has moved.
- Zero Tape** — Tape printed before the polls open on election day morning to show that no votes have been cast.

General Reminders:

- i** Below is a general outline of reminders for election day.
Be sure to follow the detailed instructions in each section.

Chiefs: Before Election Day

- Contact ALL of your officers and get a confirmation from them.
- All officers are eligible and encouraged to vote absentee by the deadline.
- Officers who are working in the precinct in which they registered, may vote on election day.
- Review emergency procedures and assign the Security Officer position prior to election day.
- Arrange to setup the precinct room on Monday afternoon.

Election Morning

- Arrive at your assigned precinct no later than 4:45 a.m. on election day.
- Set up all machines early in case you need to report a problem.
- Strictly adhere to the required 6 a.m. opening time.
- Count how many people are in line at 6 a.m. to begin the Line Study.

During the Day

- Continuously observe and listen in the polling area and within the 40 ft. prohibited area.
- Do not eat at the poll book desk, near any voting equipment or directly in front of any voters.
- Rotate officers through breaks, meals, different duties including breaks to remove PPE.
- Don't leave the polling place on election day unless directed by the electoral board (§24.2-115.1).

Before You Leave

- Strictly adhere to the required 7 p.m. closing time.
- Report the data required on the Call-In Sheet.
- Check and sign both copies of the Statement of Results.
- Return all envelopes to the office of elections.

i Information to Remember

✓ Voters:

- i* Voters are first! Limit conversations with voters and friends.
- i* All voters must provide a valid ID. If they do not have an ID with them, they must sign the ID Confirmation Statement or vote a NO ID Provisional Ballot (lime green envelope).
- i* Voters in line at 7 p.m. must be allowed to vote.

✓ Authorized Representatives:

- i* Reps can be registered anywhere in VA.
- i* Reps can cannot use a camera inside the polling place. §24.2-604(C).
- i* Only authorized people are allowed in polling place.
- i* Family and friends of election officers are not authorized to hangout and visit.

Chief and Deputy Chief Officer

Before Polls Open

i *The paperwork you will need to open the precinct is in the grey folder labeled 'Chief AM.'*

A Welcome Authorized Representatives

§24.2-103; §24.2-604 (C); §24.2-639 (Paragraph 3) and §24.2-643.

- Authorized representatives must be a qualified voter of Virginia, be able to provide acceptable ID or, if no ID, be able to confirm their identity. A voter registration card is sufficient proof of both ID and registration status. If you have any question about the representative's eligibility or registration status, call 703-385-7891.
- Authorized representatives must have written authorization signed by the City, State, or District Party Chair or the independent candidate. Photocopies of the authorization are acceptable.
- Before the polls open only one representative of each political party or independent candidate is permitted in the room and only for the purpose of verifying that all voting equipment public counters are zero.
- While the polls are open, not more than three representatives per political party or independent candidate are permitted.
- While polls are open, a candidate is allowed to visit a polling place for no longer than ten minutes per polling place on election day.
- For more information on authorized representatives, refer to the 'Dos and Don'ts for Campaigners and Authorized Representatives' found in Appendix C.
- Authorized representatives may retain their letters of authorization.
- Authorized representatives may not perform any type of filming or photography while inside the polling place, including the use of a camera phone to film or photograph.

B Swear in Election Officers

i *Officers should sign remaining documents in the same order as they did on the Oath form.*

- Chief administers Oath, signs and completes form.
- All officers sign Oath form. Place Oath in the #2 envelope.

C Complete the Compensation Sheet

- All officers sign the Compensation Sheet.
- Make note of the arrival time of tardy officers (after 4:45 a.m.).
- Place completed Compensation Sheet in envelope #8.
- All election officers must wear a name badge.

D Discuss Emergency Procedures (Security Officer)**i** Refer to Appendix D.

- Evacuation route and location of exits.
- Location of emergency devices such as flashlight and AED.
- Evacuation assignments. Use the bright orange security cards at each station.
- Designated safe location to meet/wait outside the building.

E Read the Following Statement Aloud to All Present**1VAC20-60-40. When Ballot Cast:**

- A. A voter, voting in person on election day or voting absentee in-person, has not voted until a permanent record of voter's intent is preserved.
- B. A permanent record is preserved by a voter inserting an optical scan ballot into an electronic counter, or placing a paper ballot in an official ballot container.
- C. A vote has not been cast by voter unless and until voter or an officer of election or assistant at the direction of and on behalf of voter pursuant to § 24.2-649 of the Code of Virginia completes these actions to preserve a permanent record of the vote.
- D. If any voter's ballot was not so cast by or at the direction of voter, then the ballot cannot be cast by any officer of election or other person present. Notwithstanding the previous sentence, if a voter inserts a ballot into an optical scanner and departs prior to the ballot being returned by the scanner due to an undervote or overvote, the officer of election may cast the ballot for the absent voter.
- E. An absentee voter who votes other than in person shall be deemed to have cast his ballot at the moment he personally delivers the ballot to the general registrar or electoral board or relinquishes control over the ballot to the United States Postal Service or other authorized carrier for returning the ballot as required by law. Statutory Authority, § 24.2-103 of the Code of Virginia.

F All Officers Inspect Sealed Envelopes (§24.2-639)**Gather the following supplies:**

- #7C red pouch (containing voting equipment keys, unnumbered seals and passwords)
 - Header card envelope from the AM pouch.
- Discuss expectations regarding the wearing of PPE, social distancing and disinfection.**
 - Header card envelope is sealed, has the correct precinct name and election date.
 - The #7C red pouch from the AM pouch is sealed and has the correct precinct name.

G Prepare the Provisional Ballot Box (§24.2-624)

i *The key for the red election supply bag is located in the AM pouch. Once you empty it, this will be your provisional ballot box.*

- Use the key to open the red election supply bag.
- Empty the bag and set aside the contents.
- All officers should look in the bag and see that it is empty.

i *Authorized representatives are welcome to see that the bag is empty.*

- Lock the empty provisional ballot box.



H NEW: Prepare the Ballot Drop Box

i *The key for the blue drop box is located in the AM pouch. Voters may deliver their **mailed**-voted ballots to the drop box without standing in line. They may not vote in the precinct once the ballot is in the drop box. The box may only be opened by the GR or a member of the Electoral Board. Pickups will occur during the day and after 7 p.m. **No ballots may be placed in the drop box after 7 p.m.***

- Empty the bag and set aside the contents if any.
- All officers should look in the bag and see that it is empty.
- Lock the empty ballot drop box.
- Place the box convenient to the front door and where it will be under constant watch.

I Deploy Officers to Assigned Tasks

i *There is a complete supply list on the chief's clipboard. The list tells you where each item is located.*

- Give the Procedural Specialist the forms file box and the emptied, and locked red election supply bag. This is now the provisional ballot box.
- Direct Procedural Specialist to setup their table and place the provisional ballot box in plain sight.
- Hand out the remaining supplies to officers according to the tasks that you have assigned to them.

EPB Specialist	Ballot Officer(s)	Regular Officer	Regular Officer	Regular Officer	Regular Officer
<input type="checkbox"/> Green plastic pouch labeled, 'EPB.' <input type="checkbox"/> Direct to the location of the orange EPB case.	<input type="checkbox"/> #6 boxes <input type="checkbox"/> 'Use Me First Pouch.' <input type="checkbox"/> Ballot Record Report. <input type="checkbox"/> Ballot receipt(s).	<input type="checkbox"/> Pens sample ballots and privacy folders.	<input type="checkbox"/> Soft red pouch with office supplies for the chief and procedural specialist tables.	<input type="checkbox"/> White zippered pouch from the clear bin with inside and outside signs to be posted.	<input type="checkbox"/> Clear plastic supply bin with extension cords, surge protectors <input type="checkbox"/> Bag w/ UPS bricks.

J Open the Electronic Pollbooks (EPBs)

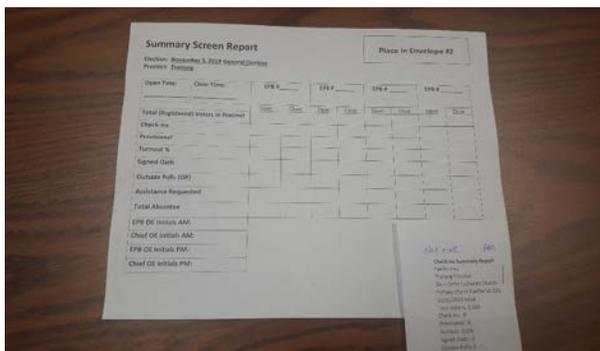
i Each precinct has an officer who opens and closes the pollbooks. This officer is also trained in minor trouble shooting. The chief is required to verify the following information and initial the pollbook Summary Screen Report.

- Check each EPB in use:
- Use the image and the list below to make sure the pollbooks are ready to check in voters.
 - a. Is the correct precinct and the correct election date displayed?
 - b. Is the EPB open to voter search screen?
 - c. Is voter checked-in count zero (0) on each EPB?
- Initial the Check-In Summary Report showing that no voters have been checked in.
- Mark the Report A.M.
- Attach the report to the purple Pollbook Summary Report. OR Complete the AM portion of the pollbook Summary Screen Report by initialing the opening columns for each EPB.
- Give the report back to the EPB Specialist to place in green pouch until closing.



- a. This is the screen you see.
- b. Voter check-in count is zero (0).
- c. The correct precinct and election date is displayed.

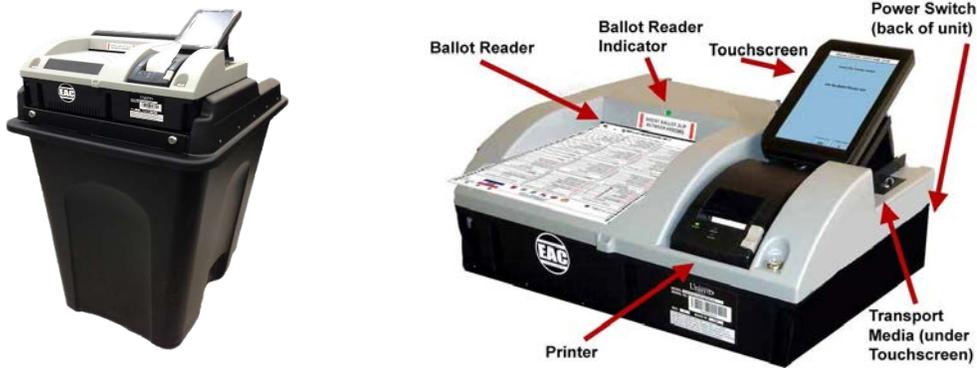
Poll Pad Home Page



Summary Screen Report and Check-In Summary Report

K Open the Scanner (OVO)

i Opening the scanner is a priority first thing in the morning. The sooner you are up and running, the better the morning will progress. Carefully follow steps 1-16. One person reads; one person does.



Gather the following supplies:

- Pens and scissors
- Both copies of the SORs (AM folder)
- #7C red pouch (containing voting equipment keys, unnumbered seals and passwords)
- Header card envelope (AM folder)

1. Open the Sealed Envelopes (§24.2-639)

- Open the header card envelope.
- Open the #7C red pouch containing the equipment keys and passwords. The equipment/ballot box keys will be on a black lanyard.
- Keep all keys somewhere safe for the entire day. Make note of where key is located here: _____

2. Unpack the Ballot Box Container

i The OVO scanner and OVI ADA ballot marking device will be inside the large black ballot box in their own soft carrying cases and will be clearly marked.

- Does the plastic seal number securing the ballot box match what is listed on Part 3 of SOR #1?
If not, call 703-385-7891 immediately.
- Cut the plastic numbered seal on the ballot box and place cut seal in the #7C red pouch.
- Remove the ballot box cover.
- Remove the OVO scanner and OVI ADA ballot marking devices from the ballot box container and set them on a table.
- Position the ballot box where it makes the most sense for traffic flow and privacy.

3. Is the Main Ballot Box Empty?

- Two officers and all authorized representatives (if present) look to see that the main ballot box is empty.

4. Is the Emergency Ballot Bin Empty?

- Use the PK key to unlock the emergency ballot lock located on the right, back side of the Bin and labeled, 'emergency.'
- Two officers and all authorized representatives (if present) look to see that the emergency bin is empty.
- Close the emergency ballot bin and lock it.
- Secure the emergency ballot bin with an unnumbered seal.

5. Attach Top Cover On Ballot Box

- Holding the front chute and one of the rear handles of the cover, slide the cover towards the front of the ballot box.
- Make sure the three tabs on the cover slide into place.
- Make sure you cannot lift the cover from the box.
- Insert an un-numbered seal in the round hole between the handles on the back of the ballot box and cover.

6. Setup OVO Scanner (Troubleshooting Guide is at the end of the regular officer section)

- Two officers remove the scanner from the soft black carrying case.
- Remove power cord from zippered compartment on the outside of the carrying case.
- Position the scanner on top of the ballot box cover.
- Slide the scanner back until it can't go any further (see picture below).



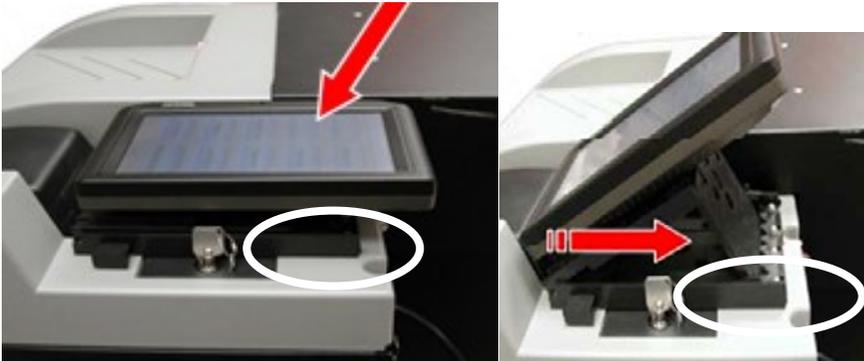
7. Lock OVO in Place

- Use the PK key on the black lanyard to lock the scanner into place on the ballot box. Lock both locks (pictured below).



8. Position the Screen and Secure the Printer Cover

- Gently lift the screen from the top/back edge and move the stand back until it stops (see pictures below).
- Set the screen back on the stand (see picture below).
- Press down on the printer cover.
- Do not** cut the plastic numbered seal securing the TM compartment (circled below).



9. Plug OVO Into an Uninterruptible Power Supply (UPS/brick)

- Plug the UPS into an outlet.
- Turn on the UPS by firmly holding the power button for 5 seconds; the green light will go on.
- Plug the OVO power cord into the socket behind the scanner's screen and then into the UPS.
- Turn the OVO power switch to the 'ON' position (I = ON).

i The printer light should be green. If it is not, make sure it is firmly closed.

i The scanner light is on and red during the bootup process.

i Since the bootup process takes about four minutes, you can begin to setup the OVI ADA ballot marking device and come back to the scanner to complete the opening process. Refer to the opening procedures for the OVI ADA ballot marking device in **Part L**.



'ON' position (I = ON).

10. Run the Zero Count Report

i *At bootup, the scanner will run a series of diagnostics and load the election. This takes about four minutes and cannot be interrupted. If you lose power during bootup, you may not be able to reset the machine. The machine is ready when the screen is asking you to input the election day password. Passwords are located in the chief's name badge in the #7C red pouch.*

Input the election password and press 'Enter.'

i *The scanner will print a Machine Info Report.*

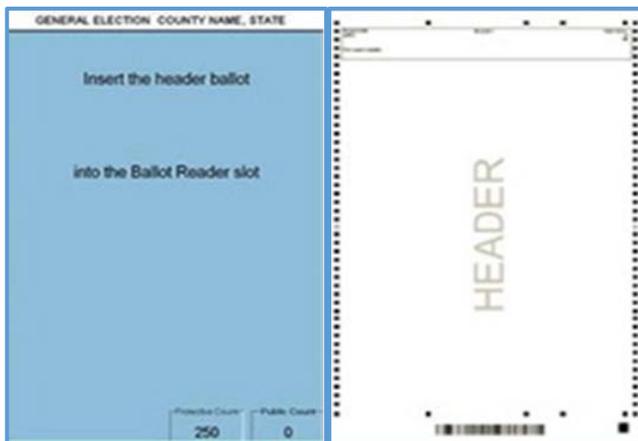
Remove the Machine Info tape and set it aside.

Does the header card have your correct precinct code? If the header card does not have the correct precinct code, call 703-385-7891.

Insert the header card into the scanner at the prompt pictured below.

i *The machine will scan the header card and return it back to you.*

Place the header card back in the envelope and then into the #6 envelope/box (uncounted ballots).



The scanner will now print the Zero Count Report.

Press the 'Print Copy' button to print a second copy.

Set both Zero Count Reports aside.

Touch 'Done' at the bottom of the screen.

i *The screen should now read 'Please Insert a Paper Ballot' and the ballot indicator light should be green.*

All officers must verify that the OVO public counter is zero.

Authorized representatives (if present) are welcome to examine the Zero Count tape but they cannot touch it.

No one may vote until 6 a.m.

11. Verify the OVO Serial Number

i *The machine serial number is located on the front of the OVO.*

- Does the serial number on the Zero Count tape match the serial number listed on Part 3 of SOR #1?
- If serial number does not match, call 703-385-7891.

12. Verify the OVO's Public Counter Number

- Is the public counter number on the Zero Count tape zero?
- If public count is not zero, call 703-385-7891.

13. Verify the OVO's Protective Counter Number

- Does the protective counter number on the Zero Count tape match the protective counter number on Part 3 of SOR #1?
- If this number doesn't match, call 703-385-7891.

14. Verify the OVO's Seal Number

- Does the seal number securing the TM compartment match what is listed on Part 3 of SOR #1?
- Do not remove the seal.
- Write the seal number on one of the Zero Count tapes.
- If the seal number doesn't match, call 703-385-7891.

15. Signing and Attaching OVO's Opening Tapes

- Gather all of the machine tapes that printed during the opening.
- Two officers sign the Machine Info tape.
- Label the Machine Info tape '1.'
- Two officers sign both copies of the Zero Count tapes.
- Label the Zero Count tapes, '1' and '2' respectively.
- Attach the tapes labeled '1' to SOR #1.
- Attach the tapes labeled, '2' to SOR #2.

16. Put Header Card Away (unless you did so in step 10)

- Confirm that the header card has been put back into the envelope it came in.
- Put the envelope with the header card in the #6 box/envelope.

17. Seal Check List

- Numbered seal on the TM
- Unnumbered seal on Emergency Bin
- Unnumbered seal on back of the OVO on the data port
- Unnumbered seal connecting the ballot box to ballot cover.

L Opening/Setting Up the OVI ADA Ballot Marking Device

Gather the following supplies:

- Pens and pencils
- Both copies of the SORs
- Voting equipment keys
- Passwords

1. Setup ADA Privacy Booth

i One of the privacy booths provided to your precinct is labeled to hold the OVI ADA marking device. It does not have Plexiglas or legs.

- Find the booth with the label that indicates it is the ADA privacy booth.
- Assemble the booth by placing it on the table designated for ADA.
- Place the device in such a way that it protects the user's privacy.**

i Special care must be given to privacy. The screen must not be visible to other voters or OEs. There should not be glare on the screen that makes it difficult to see.

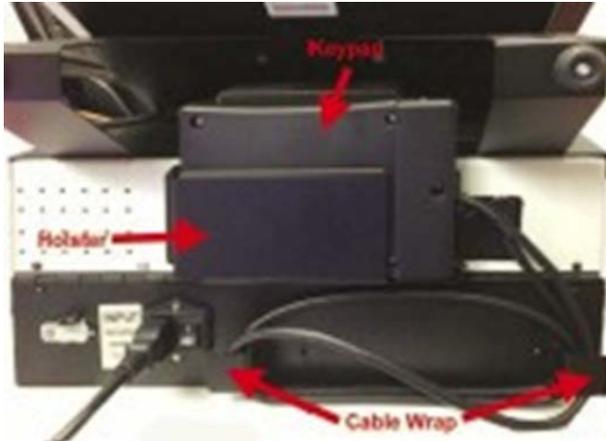
2. Setup OVI ADA Marking Device

- Two officers remove the OVI ADA ballot marking device from the soft black carrying case and place it on a table to simplify setup.
- Remove everything from the carrying case:
 - both power cords;
 - headphones and
 - both sets of laminated instructions.



3. Remove Keypad from Holster

- Unwrap the cord securing the keypad and remove from the holster.
- Attach headphones into the appropriate jack on the keypad.



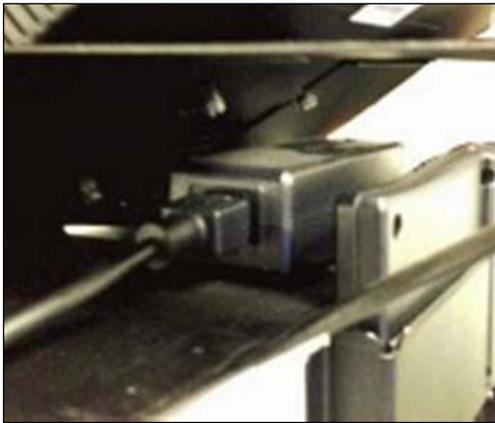
OVI keypad location

4. Attach Both Power Cords

- Plug both power cords into the back of the OVI.

i One goes into the power supply under the screen (upper connection pictured below).

i One goes into the back of the unit next to the power switch (lower connection pictured below).



Upper power connection, OVI



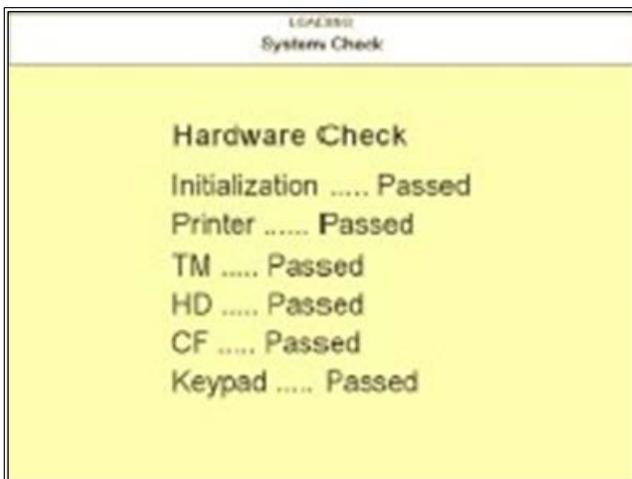
Lower power connection and power switch, OVI

5. Place OVI ADA Marking Device Inside the ADA Privacy Booth

- Two officers place the OVI ADA marking device inside the tabletop privacy booth.
- Plug both power cords into the UPS.
- Check again to see that the UPS has been plugged into a working outlet and has been turned on.

6. Power On the ADA Ballot Marking Device (OVI)

- Turn the power switch to the 'ON' position (I=ON). The switch is next to the lower power connection area on the back of the unit.
- Check the power to the screen located on the bottom right side of the screen
- The OVI will run a series of diagnostics and load the election (takes about two minutes). Do not interrupt these procedures.



OVI Hardware check screen

- i** *When the diagnostics are complete, the OVI ADA accessible marking device prints a Machine Info tape.*
- Set tape aside.
- The screen will display the message, 'election day. Press Continue to Open Voting.'
- Touch 'Continue.'
- An Open Report will automatically print. This report includes the public and protective counter numbers for the OVI.
- Write the number of the seal on the front of the OVI on this tape. You will need this number to complete the SOR.
- All officers must verify that the public counter is zero.

7. Verify the OVI's Serial Number

- Does the serial number located on the side of the OVI match the number on Part 3 of SOR #1?
- Does the serial number on the Open Report match the number listed on Part 3 of SOR #1?
- If one or both of the serial numbers do not match, call 703-385-7891.

8. Verify the OVI's Public Counter Number

- Is the public counter number on the Open Report zero?
- If the public count is not zero, call 703-385-7891.

9. Verify the OVI's Protective Counter Number

- Does the protective counter listed on the Open Report match the protective counter on Part 3 of SOR #1?
- If the number doesn't match, call 703-385-7891.

10. Verify the OVI's Seal Number

- Does the seal number securing the front match Part 3 of SOR #1?

i Do not remove the seal.

- If the seal number doesn't match, call 703-385-7891.

11. Signing and Attaching the OVI's Open Tapes

- Two officers sign the Machine Info tape.
- Label the Machine Info tape, '1.'
- Two officers sign the Open Report.
- Label the Open Report, '1.'
- Attach the Machine Info tape and the Open Report labeled, '1' to SOR #1.

M Count Paper Ballots

- Did two officers count the packages in the Use Me First pouch?
- Did two officers count the packages in the #6 box?
- Did two officers open and count one of the packages in the Use Me First pouch?
- Did the ballot officer complete Section 2, Line 1 of the Ballot Record Report?
- Are the ballots secure?
- Review the required steps and duties required with the ballot officer.
- Do you need to call the office because of any discrepancies? 703-385-7891.

While Polls Are Open

i *The chief and deputy are responsible for all operations in the polling place and need to be aware of all activities affecting the conduct of the election including outside the building if the activity affects voter. During the course of the day, it may be necessary for the chief and the deputy to assist any of the officers in performing their required duties. The chief and deputy are expected to be competent in all specific duties of all officer positions. The more organized you are while the polls are open, the smoother the closing will be. Make sure everyone knows their assignments after the polls are closed, etc.*

A At 6:00 a.m.

i *Use a cell phone for accurate time.*

- Go outside the building at voter entrance and loudly and clearly announce, 'This polling place is open.'
- Count the number of voters in line at 6 a.m.
- No one, including election officers may vote before 6 a.m.
- Follow correct procedures for EOs to vote, preferably when there are no voters in line.

B Verify Voter Turnout Hourly

- Ask the PS to print a check-in summary from the Poll Pad every hour, on the hour.
- Input the hourly EPB counts on the EPB/OVO Hourly Results Sheet.
- Text or call 703-951-7872 to report the EPB checked-in count every hour, including 7 p.m.
- Throughout the day, check that the EPB and machine numbers match.
- If the numbers do not match, call 703-385-7891 OR text 703-951-7872.

C Assist Curbside Voters

Gather the following supplies on the outside polls clipboard:

- Privacy Folder
- Pen
- Assistance Form
- Correct ballot
- Sticker

- Search voter on the EPB.
- While voter's details screen is open, click the Outside Polls 'OP' box in the election day flags.
- Confirm the check-in.
- Two officers, one from each political party, (this does not apply in a Primary) provide the curbside voter with the correct ballot style, cardboard, privacy folder, pen, clipboard and assistance form (if needed).
- Instruct voter to place voted ballot inside the privacy folder.
- Return voter's ballot to the polling room and insert ballot into the scanner.
- If ballot is rejected by the scanner, cast the ballot 'as-is.'
- Dispose single-use items.
- Replace used items on the clipboard so it's ready for the next voter.

D Assist with Procedural Specialist Duties

Spoiling a ballot

i A spoiled ballot is either a defective ballot or a ballot issued to a voter that is subsequently determined by voter not to reflect their intent. The chief has the discretion to give another officer this assignment.

- Ask voter to spoil ballot by filling in all the bubbles to protect privacy. This is **not** required.
- Mark 'Spoiled' through the seal on the back of the ballot
- Cross off the next consecutive number in the 'spoiled ballot' section of the Ballot Record Report.
- If the spoiled ballot is accompanied by a ballot alert tape, staple the tape to the spoiled ballot.
- Provide voter with a new ballot.
- Place all spoiled ballots in the #4 envelope.

Overvoted ballot

i A voter who makes more selections than they are entitled to make has overvoted their ballot.

Either:

- Spoil the ballot as instructed above.

Or:

- Cast as is by instructing voter to scan the ballot.
- Select 'Bypass Validation' and reinsert the ballot into the scanner.

i A voter who brings an absentee ballot to the precinct may vote a new ballot only if they spoil the original absentee ballot. **A spoiled absentee ballot is recorded on Section D of the Ballot Record Report.** A new ballot is then issued to voter.

Voiding a ballot

i A voided ballot is an abandoned ballot. Voter is no longer present to make corrections and cast the ballot. A voided ballot **cannot** be cast. (See 1VAC20-60-40 When Ballot Cast in the Before Poll Open section of the manual.)

- Do not otherwise mark on the ballot.
- Attach a sticky note or piece of paper to the ballot and label it 'Voided.'
- Place the voided ballot in #4 envelope.
- Mark the Ballot Record Report.

E Prepare for Closing

- Sign labels.
- Arrange election envelopes and place completed paperwork on top of the envelopes.
- Place security tape, clear packing tape and signed labels on the envelope table.
- Review the 'Chief/Deputy Closing the Polls' section of the Election Day Guide.
- Put away supplies that are not needed for closing.
- Assign closing tasks for each officer.
- Assign one officer to be responsible to tape and secure envelopes.**

Closing the Polls

i All closing paperwork will be located in the red plastic pouch labeled, 'Chief PM.'

Gather the following supplies:

- Voting Equipment Keys (black lanyard)
- Chief PM pouch
- Pens and pencils

A At 6:45 p.m. Use a cell phone to determine it is 6:45 p.m.

- Announce outside the polling place entrance, 'This polling place will close in 15 minutes.'
- Remind campaign workers to remove all their trash and signs.

B At 7:00 p.m. Use a cell phone to determine it is 7 p.m.

i All voters who are in line by 7 p.m. are permitted to vote (§24.2-603).

i Do not begin ascertaining the results until the last voter has voted and departed.

- Announce outside the polling place entrance, 'This polling place is officially closed.'
- Record the names of voters, if any, waiting in line.
 - Start the list with the name of the last person in line and work forward.
 - If you have a long line, station an officer at the end of the line.
- Report final turnout data when all voters have left the precinct.
 - Text 703-951-7872 or
 - Call 703-285-7891

C Welcome Authorized Representatives (§24.2-655)

i Authorized representatives must be a registered voter of VA, show acceptable ID, and have written authorization signed by the local, state or district party chair or independent candidate.

i No more than two representatives of each political party OR one representative of each independent candidate after polls close.

i Authorized representatives may observe, but not interfere with tallying and closing.

i Authorized representatives may not leave or phone in returns until after the final results are certified (i.e. both SOR's are completed, both SORs match and all the officers agree they are correct). The chief has discretion to determine when the representatives may leave.

i Authorized representatives may not use a camera or a camera on a phone.

i If there are less than four authorized representatives inside the polling place, go outside and invite up to four bystanders to watch the ascertainment of results.

D Certify Pollbook Summary Report

i *Instruct the EPB Specialist to run the Check-in Summary Report on the PS Poll Pad.*

- Ask the PS to bring up the Check-in Summary report. **This must be done on the Poll Pad with the printer.**
- i** *The check-ins on each EPB when added together, equal the Total Check-Ins on this report.*
- Label the Check-In Summary Report P.M.
- Initial the Report.
- Staple the report to the Pollbook Summary Report.
- Set this aside to complete the SORs.
- When you have finished completing the information needed on the SOR, place Pollbook Summary Report in the #2 envelope.

E Check the OVO's Emergency Ballot Bin

i *If you forget to scan a ballot from the OVO's emergency bin and you have already closed the OVO, you will have to hand count those ballots.*

- Cut the unnumbered seal.
- Using the PK key, unlock the emergency bin and check to see if ballots are present.
- If ballots are in the bin, scan them into the OVO. If no ballots, begin to tally results.
- Relock emergency bin using the PK key.
- If the OVO isn't able to scan some of the ballots, you will have to hand count those ballots.

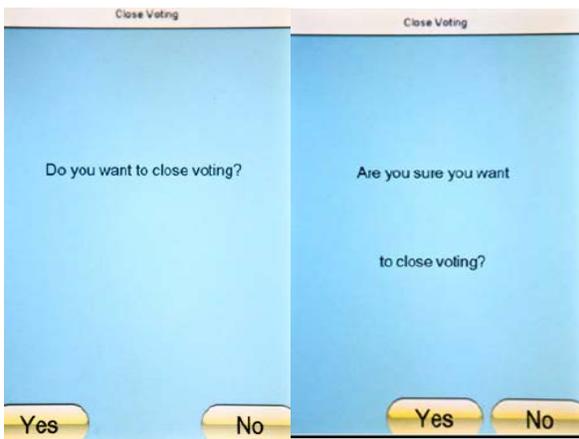
F Closing the OVO Scanner

Gather the following supplies:

- PM pouch (containing close card envelope and closing paperwork)
- Voting equipment keys (black lanyard)
- #7C red pouch
- Both copies of the SORs unless you plan to record new seal number on tape #1.
- Pens, pencils and scissors

1. Get the Results From the OVO

- Insert the close card from the PM pouch into the scanner.
- Place close card returned by the machine, back in the envelope and into the #6 envelope/box.
- Confirm that you want to close voting.
- Touch 'Yes' to continue.



- Enter the election password and press 'Enter.'
- Wait for the OVO to print the Election Summary Report.
- Press 'Print' two more times to print a total of three Election Summary tapes.
- Label the Election Summary Reports '#1,' '#2,' and '#3.'
- Set all three Election Summary tapes aside.
- Touch 'Continue.'

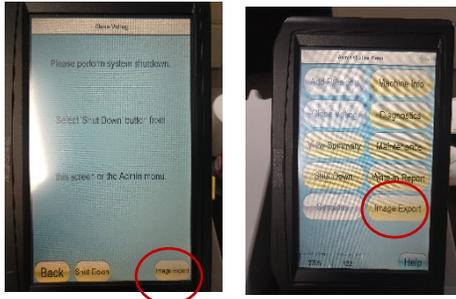
2. Print Write-In Reports (Not Applicable for Primary Elections)

- 'Do you want to print a Write-In Report?' Press 'Yes.'
- Make sure the box next to 'Compress Images' is checked.
- Touch 'Continue.'
- The OVO will begin printing the Write-In Report. This may take some time. When the report is finished printing, the screen will say, 'Report printed successfully.'
- Touch 'Print' two more times to print a total of three Write-In Reports.
- Label the Write-In Reports '#1,' '#2,' and '#3' and set them aside.

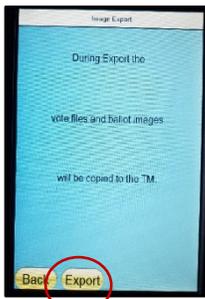
3. Export Images

i The images can be exported from either the Close Voting screen, the Administrative Menu screen or the Maintenance screen.

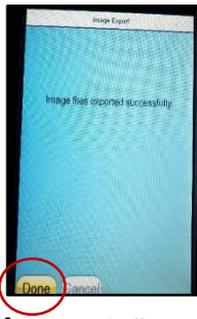
1. Touch “Image Export.”



2. On the Image Export screen, touch “Export.”



3. The Image Export screen will notify you that the files exported successfully.



4. Touch “Done.”

5. Continue to instructions to shut down the machine.

4. Shut Down the OVO

- Touch 'Shut Down.'
- 'Are you sure you want to shut down the scanner?' Touch, 'Yes' to confirm.

i The shutdown process takes about 30 seconds.

i You will know the machine is off when you can't hear the fan running.

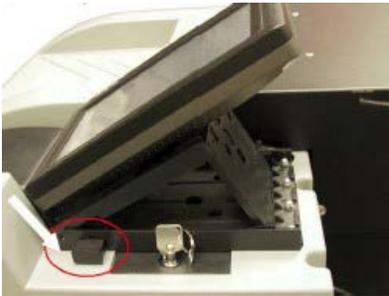
- Press the power switch on the back of the OVO to the 'OFF' position (O = OFF).

i If the ballot reader indicator light is still on, the power switch is still on and you will need to turn it to the 'OFF' position.

- Unplug the power cord from the OVO outlet and from the UPS outlet.
- Unplug the UPS from the electrical outlet.

5. Remove Transfer Media (TM/USB) from the OVO

- Return the screen to its delivery position by releasing the kickstand.
- Press the button on the right at the base of the screen. Lift to access the TM compartment.
- Cut the seal that secures the TM compartment cover and set it aside for the #7C red pouch.
- Using the barrel key, unlock and remove the TM compartment cover.



Press to lift cover and unlock with barrel key



Remove TM (Transfer Media)

- Remove the transfer media (TM/USB) and set it aside for the #7C red pouch.
- Replace and lock the cover.
- Return the screen to its flat position and press the button to lock it into place.
- Insert a new numbered seal into the TM compartment. Write this number on one of the tapes.
- Record the new seal number on Part 3 of SOR #1.
- Use the PK key to unlock both locks on the front of the scanner.
- Two officers slide and lift the OVO off of the ballot box and place it back in its soft carrying case.

6. Remove Voted Ballots from the Ballot Box

- i** *Two officers working together.*
- i** *All used seals are returned in the #7C red pouch.*

- Cut the plastic unnumbered seal on the ballot box (back side between the handles).
- Take the top cover off of the ballot box.
- Use the PK key to open the back of the door on the left backside of the box labeled 'Main.'
- Lift off the cover.
- Pull out all voted ballots from the top or back of the machine.
- Stack ballots neatly.
- Place in #3 box.
- Record the number of voted ballots on the #3 label.
- Follow sealing and signing instructions for the #3 box. You may set this aside for later.

7. 7C Red Pouch

- Place the following items that were set aside into the #7C red pouch:
 - Cut seals (numbered and unnumbered).
 - OVO Transfer Media (TM).
 - Voting Equipment keys.

8. Report Candidate Totals As Soon As Possible

- i** *Reporting candidate totals is a priority and should be done as soon as the machine tapes are available. If you are using two scanners and/or hand counting ballots, you will need to add both tapes together and report the hand count totals later.*
- Complete the candidate totals information on the Call-In sheet.
- Report this section of the results to the office by calling 703-385-7891 or texting a photo to 703-951-7872 or by emailing pictures to Registrar@fairfaxva.gov.
- Announce unofficial results to authorized representatives (if present).
- You must finish and report the completed Call-in sheet. You may do this later but don't forget.

G Closing the OVI ADA Ballot Marking Device

Gather the following supplies:

- PM pouch (containing close card envelope and closing paperwork)
- Voting equipment keys (black lanyard)
- #7C red pouch
- Pens, pencils and scissors

1. Run the OVI Close Reports

- Touch the lower left corner of the screen to access the 'hidden button.'
- Enter election password on the administrative menu and press the 'Enter' button.
- Touch 'Close Voting.'
- Touch 'Close Voting' again.
- Touch 'Close Voting' for a third and final time.
- Wait for the OVI to print the first Close Report.
- Press 'Print' two more times to print a total of three Close Reports.
- Label the OVI Close Reports #1, #2 and #3 and set aside.
- Touch 'Back' on the screen to return to the administrative menu.
- Touch 'Shut Down.'
- Confirm 'Shut Down.'
- Wait for the machine to completely shut down.
- Turn the power switch on the back of the unit to the 'OFF' position (O = OFF).
- Write down the seal number from the front of the machine on one of the tapes.
- Unplug the two power cords.
- Disconnect the headset from the keypad.
- Return the keypad to its holster on the back and securely wrap the cord around the cable wrap.
- Gently lift the screen, pull the brace back, and return the screen to its original position. A magnet will lock it into place.
- Two officers return the OVI to its carrying case.
- Place both power cords and the headphones behind the OVI in the carrying case.
- Place the laminated instructions on top of the OVI's screen before zipping up the carrying case.

2. Put the Voting Equipment into the Ballot Box

- Gently place the OVI ADA ballot marking device into ballot box first.
- Gently place the scanner on top of the ADA ballot marking device.
- Place the top cover back on the ballot box.
- Seal with a plastic numbered seal.
- Provide all of the tapes to the officers completing the SOR.

H Complete the Statement of Results (SORs)

i §24.2-667 states, 'At the conclusion of determining the votes cast on voting devices and paper ballots the officers of election shall verify all required data has been accurately entered, sign both copies of the statement of results, and affirm that the statement is complete and the information thereon is true and correct.'

i Two teams must work separately and independently to complete the SORs. Once completed, compare copies, make any necessary corrections and have every officer sign both copies.

Gather the following supplies:

- Pens and pencils
- OVO Summary and OVI Closing Reports
- Smart phone or calculator
- Both copies of the SORs

1. Part 1: Turnout

- Line A: Enter total number of voters checked in on the EPB from the EPB Summary Report/Tape.
- i** You may need to add totals from each EPB to get total checked-in count for the precinct.
- Line B: Enter total number of curbside/outside polls voters from Pollbook Summary Report/Tape.

2. Part 2: Ballots Cast

- Line C1: Enter number of ballots cast from the Election Summary tape.
- Line C2: Enter number of ballots counted by hand from Part X. (This is rare.)
- Line C3: Add Lines C1 and C2 and enter total. This is the total number of ballots cast (machine plus hand counted ballots).

3. Part 3 of SOR #1, Section B: Machine and Seal Numbers

- Record the following information for the OVO.
 - Seal number securing the TM compartment on the OVO. (You may have written this on one of the tapes.)
 - Protective counter number for the OVO.
 - Public counter number for the OVO.
- Record the following information for the OVI.
 - Seal number securing the front of the machine. (You may have written this on one of the tapes.)
 - Protective counter number for the OVI.
 - Public counter number for the OVI.
 - Seal number securing the ballot box.

i Images of OVO and OVI close tapes are located after **Section J: Tapes**.

4. SOR Review

- Check all numbers and entries twice.
- Make sure both SORs match.

5. SOR Part 4: Certifying Results

- Part A** Skip this section unless you hand counted ballots or used two machines.
- Part B:** Reporting discrepancies. Answer the question by checking the 'Yes' or 'No' box.
- If you answer 'No,' you must provide an explanation why the numbers do not match.
- Part C:** All officers must sign both SORs.
- Count the number of signatures on both SORs.
- Has everyone signed?

6. Finish the Call-In Sheet

- Use the:
 - Ballot Record Report
 - Pollbook Summary
 - Provisional Log and
 - OVO Summary
 - SOR
- Complete all of the information.
- Report completed information by calling 703-385-7891, texting a photo to 703-951-7872 or emailing a photo to registrar@fairfaxva.gov.

Presidential Only (If you used two scanners or hand count any ballots follow this section and report any changes in results to the office.)

7. SOR Part 4: Reconciling Two Scanner Machines (Presidential Only)

- i** *If you did not have two scanner machines, go to step 5.*
- Enter totals for each machine summary tape into Column A.
- If you also hand counted ballots, transfer hand count totals (from Part X), into Column B.
- For each line, add across Columns A and B, entering total votes cast for each candidate/issue in Part 4, Column C.
- Enter Undervotes and Overvotes.
- Add across and down for totals.

I Hand Counting Ballots (This is rare)

i Part X and Part 5 are in the Chief PM folder.

i These sections do not have to be completed unless you hand count ballots or have two machines.

i Two officers should work together to hand count ballots.

1. Record Candidate and Referendum Votes from each Ballot on Part X

- Remove Part X from the Chief PM folder.
- With two teams of two officers or a single team of three officers:
 - Officer 1 marks the first ballot as #1 in the top right corner.
 - Two officers look at the ballot.
 - Officer 1 reads aloud the vote(s) for the first contest.
 - Officer 2 records the vote(s) with a hash mark under the candidates on SOR #1.
 - Officer 3 records the same information on SOR #2. Repeat this process for each contest and question.
 - If there is no vote for an office or question, make a hash mark for Undervote. If more than one vote is allowed, the undervotes and votes should equal the number allowed for that contest.
 - If there are more votes cast than allowed for an office or question, make a hash mark for Overvote.
 - Both officers tally votes cast for each candidate/issue.
- Transfer Part X hand count totals to Part 5, Column B of both SORs.

2. SOR Part 5 Totals

- If you also had two machines, enter totals for each machine summary tape into Column A.
- Transfer hand count totals (from Part X), into Column B.
- For each line:
 - add across Columns A and B, entering total votes cast for each candidate/issue in Part 5, Column C.;
 - enter Undervotes and Overvotes and
 - add across and down for totals.

J Tapes

i *Examples of OVO and OVI closing tapes are on the next page.*

i *Signatures are not required on the Write-In Reports.*

1. Sign and Attach the OVI Close Reports

- All officers must sign all copies of the OVI Close reports.
- Sign the tape in the same order as you did on the Oath form.

2. Sign and Attach the OVO Election Summary Reports

- All officers must sign all copies of the OVO Election Summary Reports.
- Sign the tape in the same order as you did on the Oath form.

3. SOR #1

- Attach all tapes labeled '#1' to the left hand corner of page one of SOR #1 in the following order from top to bottom.
 - 1 OVO Election Summary tape – All officers sign. **This tape should be on top.**
 - 1 Write-In Report – No signatures required.
 - 1 OVI Close Report – All officers sign.
 - 1 OVO Zero Count tape – Two officers sign.
 - 1 OVI Open Report – Two officers sign.
 - 1 OVO Machine Info Report – Two officers sign.
 - 1 OVI Machine Info tape – Two officers sign.
- Fold the tapes up to fit the length of the paper Use a paperclip to attach the ends to the SOR.

4. Tapes for SOR #2

- Attach all tapes labeled '#2' to the left hand corner of page one of SOR #2 in the following order from top to bottom.
 - 1 OVO Election Summary tape – All officers sign. **This tape should be on top.**
 - 1 Write-In Report – No signatures required.
 - 1 OVI Close Report – All officers sign.
 - 1 OVO Zero Count Report – Two officers sign.
- Fold the tapes up to fit the length of the paper. Use a paperclip to attach the ends to the SOR

5. Prepare the Printed Return Sheet (Yellow in the PM Pouch)

- Attach all tapes labeled '#3' to the right hand corner of the Printed Return Sheet in this order:
 - 1 OVO Election Summary Report – All officers sign. **This tape should be on top.**
 - 1 Write-In Report – NO signatures required.
 - 1 OVI Close Report – All officers sign.
- Fold the tapes up to fit the length of the paper. Use a paperclip to attach the ends to the SOR
- All officers sign the certification on the bottom of the Printed Return Sheet.

OVO – Election Summary

OVI Close Report

Election Summary

Absentee—LAT

City of Fairfax
 Democratic Party Primary Election
 Tuesday, June 11, 2019
 Election Date
 Tue Jun 11, 2019

Report Printed:
 Mon Apr 22, 2019 02:22:38 PM

Software Version: 1.3.0.1
 OS Version: OVO OS ver. 1.1.00
 Machine Name: UVS013041

Election ID: 365
 Election Version: 12.3.2

Public Count 15
 Protective Count 2062

Open Poll
 Mon Apr 22, 2019 02:17:41 PM

Close Poll
 Mon Apr 22, 2019 02:22:30 PM

Precincts	Count	Blank
07001	15	1
Consolidated		

Pages Cast 15
 Blank Pages 1

Commonwealth's Attorney (D)
 Vote for only one: Total: 13
 Raymond F. Morrogh (D) 6
 Steve T. Descano (D) 7
 Undervote 1
 Overvote 1

Signatures

Close Report

Election Title:
 City of Fairfax
 Democratic Party Primary Election
 Tuesday, June 11, 2019
 Election Date: June 11, 2019

Current Date: Mon April 22, 2019 02:09:02 PM
 Software Version: 1.3
 OS Version: OVI OS ver. 2.0
 Machine Name: UVS206224

Election ID: 365
 Election Version: 12.3.2
 Session Type: Logic Test

Voting Status: CLOSED
 Open Time: Mon April 22, 2019 02:06:26 PM
 Close Time: Mon April 22, 2019 02:09:02 PM

Protective Count: 150
 Public Count: 1
 Session Count: 1

Session Cancelled: 0
 Precincts Count:
 07001-D (1): 1

Signatures

K Sign and Seal Election Envelopes/Boxes

i You may also refer to the Envelopes/Box Packing List at the end of this section for a list of all envelopes to be completed and their contents.

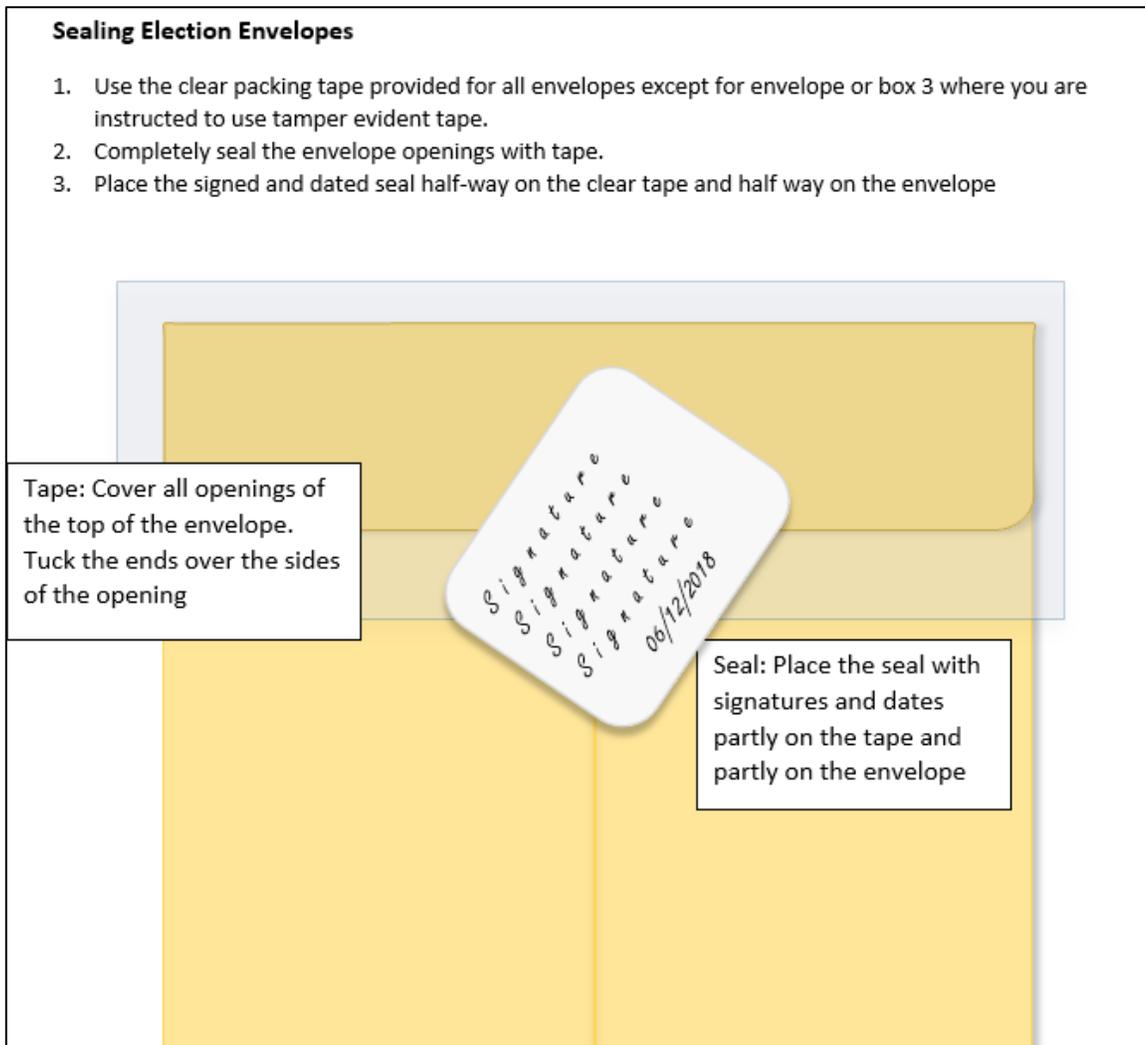
Gather the following supplies:

- Post-election envelopes 1A, 2, 2A, 3 (may be a box), 4, (already in use) 8
- Box #6 and #7C red pouch
- Chief's PM pouch (contains PM paperwork including the Empty Envelope Certification)
- Pens and pencils

Follow these instructions for sealing your envelopes.

i All officers must be present and observe the sealing and signing of election envelopes!

i **DO NOT** transport official election records in unsealed envelopes.



1. #1A Envelope – Green provisional envelopes

i *If you did not use any provisional ballots, complete the Empty Envelope Certification. For detailed instructions on how to complete this form, see #9.*

- Take all of the provisional ballots out of the red provisional ballot bag.
- Count the total number of ballots.
- Complete the provisional ballot section of the Election Night Call In Sheet:
 - Count the number of ballots.
 - Use the Provisional Ballot Log to record the type of provisional ballots that were cast.
- Complete the certification section on the back of the envelope.
- Enter the number of provisional envelopes on line 1.
- Seal and sign:
 1. Two officers sign the certification.
 2. Seal the entire flap of the envelope, including the side openings with the clear tape.
 3. Two officers sign, date and affix a signature label over the flap of envelope.
 4. Place Provisional Ballot Logs in the #8 envelope.

2. #2 Envelope – Results (Everything in this envelope is purple)

i **Seal this envelope last**

- Officer of Election Oath form
- Poll Pad iSync Drive
- Pollbook Summary Report
- Statement of Results (two copies)
- Ballot Record Reports (Full and Federal-Only)
- Election Night Results Call-In Sheet
- Empty Envelope Certification (Signed or unused)
- Write-In Certification (2 copies, if used)
- Incident Reports (if used)
- Seal and sign:
 1. Chief completes and signs the 'Certification of Materials Used in Election' form attached to the #2 envelope.
 2. Seal the entire flap of the envelope, including the side openings with the clear tape.
 3. Two officers sign, date and affix a signature label over the flap of envelope.

3. #2A Envelope – Printed Return (Yellow)

- Printed Return form (yellow and inside the Chief PM folder).
 - Are there three tapes attached to the form?
 - Have all officers signed the certification on the bottom of the form?
- Seal and sign:
 1. Seal the entire flap of the envelope, including the side openings with the clear tape.
 2. Two officers sign, date and affix a signature label over the flap of envelope.

4. #3 Envelope/Box – Counted ballots

- All counted ballots removed from the scanner
- All hand counted ballots
- Seal and sign:
 1. Seal completely with the tamper evident tape.
 2. All officers sign and date the label on the #3 envelope/box in the space provided or us a label.



5. #4 Envelope – Spoiled Ballots

i *If no spoiled/voided ballots, complete the Empty Envelope Certification. For detailed instructions on how to complete this form, see #9.*

- All spoiled/voided ballots with ballot alert tapes attached go in the #4 envelope.
- Seal completely with clear tape and sign:
 1. Seal the entire flap of the envelope, including the side openings with the clear tape.
 2. Two officers sign, date and affix a signature label over the flap of envelope.

6. #6 Envelope/Box – Unused ballots (Use the box the ballots were delivered in)

- Unused ballots
- Header and closing cards
- Seal and sign:
 1. Seal completely with the tamper evident tape.
 2. Two officers sign, date the #6 label on the envelope or box.

7. #7C Red Pouch – Keys and Seals

- OVO Transport Media (TM/USB).
- Keys for voting equipment (black lanyard).
- Used (cut) seals.

Do not place the Poll Pad iSync drive in this envelope.

- Insert an unnumbered seal through the hole on the zipper tab and the large metal eyelet of the pouch.

8. #8 – Yellow reusable pouch (The forms that go into the #8 are all white)

i *No seal is required for envelope #8.*

Completed Forms:

- Voter Registration Applications
- Affirmation of Eligibility Forms
- Request for Assistance Forms
- Provisional Ballot Logs
- Telephone Inquiry Log.
- Compensation Form
- Notes for the Registrar
- Letters of Authorization for Reps. (Remember, they may take them with them)
- Ballot Alert Tapes (not attached to anything)
- EPB/OVO Hourly Count Form
- Print outs from EPB at the PS table
- Other completed paperwork

Keys

- Red bag key
- Precinct room keys

9. Empty Envelope Certification

i *Complete this form if you do not use the #1A or the #4 envelopes. That means you have no provisional ballots and/or no spoiled ballots.*

- Check all applicable boxes on the form.
- Two officers sign the Empty Envelope Certification.
- Put completed form inside the #2 envelope.
- Return **unused** #1A or #4 envelope(s) when you return election envelopes on election night.

10. Go Back and Sign and Seal Envelope #2

11. Dismiss Officers of Election

- After the unofficial results have been called in, the precinct has been cleaned up, machines sealed, all paperwork is complete and supply bag has been put back together, dismiss your officers of election.

12. Returning Election Envelopes to the Office

i *Seal **all** the envelopes you used in the presence of all election officers.*

i *Do not transport unsealed envelopes to the office!*

- Return all election envelopes/boxes.
- Return the 'Use me first pouch.'
- Return the iPad.
- Return the balloon weight.

Packing and Sealing Envelopes		
	Contents	Sealing and Signing (Refer to Part B)
1A	<input type="checkbox"/> Provisional ballots cast during normal voting hours If empty, complete the Empty Envelope Certification Place Provisional Ballot Logs in the #8 envelope	<input type="checkbox"/> Complete the certification section on the envelope. <input type="checkbox"/> Enter the total number of provisional envelopes on line 1. <input type="checkbox"/> Two officers sign the certification. <input type="checkbox"/> Seal with clear tape. <input type="checkbox"/> Two officers sign, date and affix a signature label.
2	<input type="checkbox"/> Officer of Election Oath form <input type="checkbox"/> iSync drive from the EPB (Poll Pad) <input type="checkbox"/> Pollbook Summary Report <input type="checkbox"/> Statement of Results (two copies) <input type="checkbox"/> Ballot Record Reports (Full/Federal only) <input type="checkbox"/> Election Night Results Call-In Sheet <input type="checkbox"/> Empty Envelope Certification (if used) <input type="checkbox"/> Write-In Certification (2 copies, if used) <input type="checkbox"/> Incident Reports (if used)	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;"> These are printed on purple paper. </div> <input type="checkbox"/> Chief completes and signs the 'Certification of Materials Used in Election' form attached to the outside of the envelope. <input type="checkbox"/> Seal with clear tape. <input type="checkbox"/> Two officers sign, date and affix a signature label.
2A	<input type="checkbox"/> Printed Return Sheet (Yellow) <ul style="list-style-type: none"> <input type="checkbox"/> Are there three tapes attached to the form? <input type="checkbox"/> Have all officers signed the certification on the bottom of the form? 	<input type="checkbox"/> Seal with clear tape. <input type="checkbox"/> Two officers sign, date and affix a signature label.
3	<input type="checkbox"/> Counted Ballots	<input type="checkbox"/> Seal with tamper evident tape. <input type="checkbox"/> ALL officers sign, date affix a signature.
4	<input type="checkbox"/> Spoiled/Voided Ballots with 'Alert' tapes attached If empty, complete the Empty Envelope Certification.	<input type="checkbox"/> Seal with clear tape. <input type="checkbox"/> Two officers sign, date and affix a signature label.
6	<input type="checkbox"/> Unused Ballots <input type="checkbox"/> Header and Close Cards	<input type="checkbox"/> Seal with tamper evident tape. <input type="checkbox"/> Two officers sign, date and affix a signature label.
7C	<input type="checkbox"/> OVO Transport Media (TM/USB) <input type="checkbox"/> Keys for voting equipment (black lanyard) <input type="checkbox"/> Used (cut) seals	<input type="checkbox"/> Insert an unnumbered seal through the hole on the zipper tab and the large metal eyelet.
8	All documents are on white paper <input type="checkbox"/> Completed Voter Registration Applications <input type="checkbox"/> Completed Affirmation of Eligibility Forms <input type="checkbox"/> Completed Request for Assistance Forms <input type="checkbox"/> Provisional Ballot Logs <input type="checkbox"/> Telephone Inquiry Logs <input type="checkbox"/> Compensation Form <input type="checkbox"/> Notes for the Registrar <input type="checkbox"/> Letters of Authorization for REPS <input type="checkbox"/> Ballot Alert Tapes (not attached to anything) <input type="checkbox"/> EPB/OVO Hourly Count Form <input type="checkbox"/> Tapes from EPB printer at PS table <input type="checkbox"/> Other completed paperwork <input type="checkbox"/> Keys (red bag and precinct room keys, as applicable)	Sealing: <input type="checkbox"/> No Seal Required.

Use these procedures only if voting hours are extended by court order:

This is rare

i *Should the Election Day hours be extended beyond 7 p.m., you will be notified by the office or the electoral board and provided with instructions including the new closing time. The following instructions apply only to such an event.*

- Use a separate Provisional Ballot Log for 'after hours' voters.
- All qualified voters in line after 7 p.m., and before the new closing time must vote by provisional ballot.
- Use Reason #3 on provisional envelope and log.
- Use additional reason codes where needed.
- Circle all appropriate codes on the log.
- Check the appropriate box on the provisional envelope. For an 'after hours' voter that does not have acceptable ID, you will check reason code #3 and also check 'No ID: voter also did not show required ID.'
- Separate out all provisional ballots with reason #3 checked (even if another reason is also checked).
- Place all 'after hours' provisional ballots #1B envelope.
- Place all provisional logs in #8 envelope.
- Complete certification on the reverse side of the envelope.
- Write the number of provisional ballots enclosed on line 1.
- Two officers must sign certification section.
- Seal the envelope with a signature label.

Procedural Specialist

Before the Polls Open

i *The procedural specialist handles all non-standard voters including: managing all necessary forms, ensuring the forms are properly completed before voter is checked in on the EPB and votes on the machine or is provided a provisional ballot. The chief and deputy should also provide assistance when necessary. Sample forms are listed in Appendix B.*

A Setup Procedural Specialist Table

i *Keep the provisional ballot box key on you throughout the day.*

Gather the following supplies:

- Locked provisional ballot box. It must be in plain view (§24.2-624)
- Procedural Specialist forms box
- White, corrugated tabletop marking station(s)
- EPB case with printer
- Pens
- Balloon and weight (if applicable)



While Polls Are Open

A. Use the What-If Guide in Appendix A or in the forms box to determine:

- Is voter eligible to vote?
- What forms need to be completed?
- If a voter has moved, to where and when did voter move?
- What are the reasons for completing a provisional ballot?
- How do you help a voter complete a provisional ballot?
- What if a voter brings an absentee ballot?
- What if a voter is marked as having already voted?
- What if a voter has no ID and refuses to sign the ID Confirmation Statement?

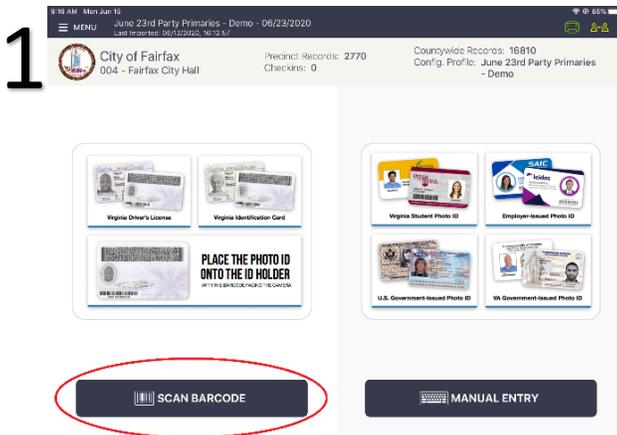
B. Standard EPB Check-In Procedure

i Voters who are able to vote on the machine can be checked in normally.

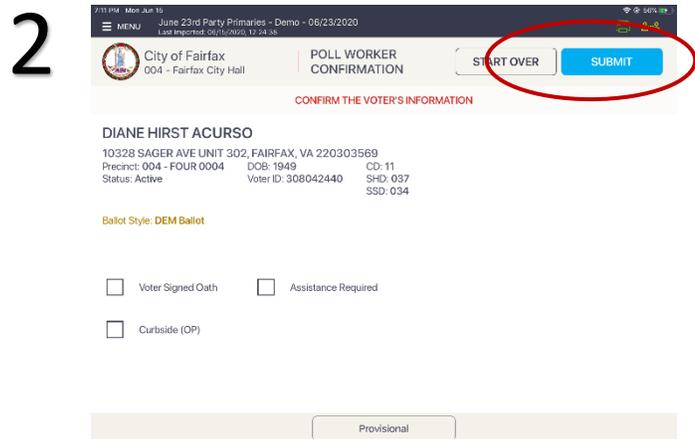
- Once all required paperwork has been completed, search voter in the EPB.
- From voter detail screen, touch the appropriate Election Day Flag.
- Touch 'Accept' and touch 'OK' to confirm the check-in.
- For Manual Entry, find the instructions in the Regular Officer section.

i You may be asked to input a password before you can complete the check-in.

- If voter is eligible to vote, get a ballot from the EPB check-in table
- If voter is voting a provisional ballot, get the ballot from the ballot officer and alert them that it is for a provisional ballot.
- All completed forms go in the #8 envelope.



Main Home Page



Voter Detail Screen

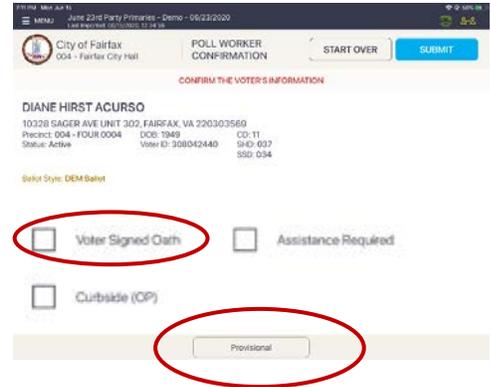
C Check in a Provisional Voter

i The procedural specialist gets the ballot from the ballot officer. Provisional voters should not leave the procedural specialist’s table until they are done voting and are ready to leave the precinct. **Never send a provisional voter to the ballot table!**

- Once the paperwork has been completed, search voter in the EPB.
- Make choices as they apply such as ‘Voter Signed Oath,’ or ‘Assistance Required.’
- From voter detail screen, touch Provisional.

i You may be asked to input a password before you can complete the check-in.

- Touch ‘Submit’ to confirm the check-in.
- All completed forms go in the #8 envelopes.



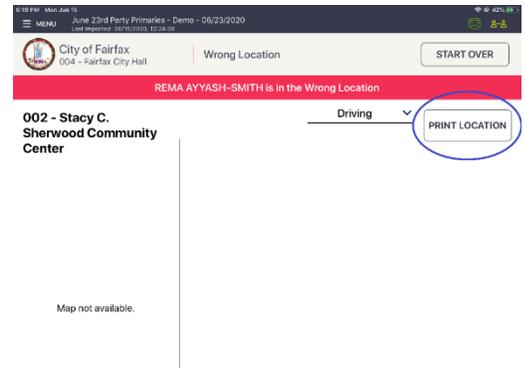
! Follow the What If Guide for details on when a voter is eligible to vote.

D Print Location

i If you search a voter who is not registered in your precinct you will get a screen that says voter is in the wrong location.

- Make sure the printer is connected and powered on.
- Touch “Print Location.”
- Give the tape to voter.

i The email and text functions are not available.



At the end of the Day

- Return completed forms in the #8 envelope:
 - Voter Registration Applications
 - Request for Assistance
 - Affirmation of Eligibility
 - Telephone Inquiry
 - Provisional Ballot Logs
- Return unused forms in the file box

Regular Officers – This section is provided to the regular officers and details their duties and responsibilities. As a chief, you are required to be familiar with and supervise these activities.

Before the Polls Open

i *Regular officers work in the capacities of greeter, electronic pollbook (EPB) officer, ballot officer, marking station officer and voting machine officer. The chief is in charge of the precinct. You should expect to receive an email from the chief telling about the precinct and giving you your assignment(s). If you have not heard from the chief, call him/her.*

Job Assignments

What assignment has the chief given you to do before the polls open?

- Arranging the room (the chief will guide you).
- Posting signs (instructions below).
- Counting ballots.
- Setting up the voting machines, EPBs and marking stations. Follow the instructions of the chief, deputy or procedural specialist.

Post ALL Signs listed at Eye Level (Soft Grey Pouch)

i *These signs are **required**. If it says ‘two’ you must post two of that sign.*

Inside:

- Post ‘Vote Here,’ ‘Arrows,’ ‘Enter’ and ‘Exit’ signs near entrance and exits to direct voters.
- Two ‘Prohibited Area’ posters.
- One ‘Voter’s Rights and Responsibilities’ poster.
- Two ‘Attention All Voters’ posters.
- Maps of City of Fairfax (one at each EPB station and one at the Procedural Specialist Station).
- Two large ‘Sample Ballot’ posters.
- Two ‘Easy Voting Instructions’ posters.
- Two ‘Always Fill the Box’ posters.
- One ‘HAVA2 – Election Date’ poster.

Outside and visible at 40 ft. Prohibited Area

- Prohibited Area Sign visible at 40 foot line from each polling place entrance(s) or in the area designated by the electoral board.
- i** *This sign should be sitting on the ground outside the main entrance to the polling place.*

i *Review sign placement. Do signs correctly direct a voter from the parking lot to the voting room and tell them what they need to do?*

Electronic Pollbook Specialist

i Each precinct has an officer who sets up and closes pollbooks. This officer is also trained in minor troubleshooting. The chief is required to verify the following information and initial the pollbook Summary Screen Report.

Gather the following supplies:

- Green EPB specialist pouch
- A pen and pencil
- All Poll Pad cases

A Setup Electronic Pollbooks (EPBs)

- Open all EPBs **following the procedures outlined in the EPB Guide** (in the green pouch).
- i** Follow the directions for printing the Check-In Summary Report.
- Initial the Check-In Summary Report showing that no voters have been checked in.
- Mark the Report A.M.
- Attach the report to the purple pollbook Summary Screen Report. OR Complete the AM portion of the pollbook Summary Screen Report by initialing the opening columns for each EPB.
- Ask the chief to initial the report.
- Place report back in green pouch until closing.

B Setup Pollbook Stations

- Put one paper clipped packet at each pollbook station.
 - Precinct map (may only need one for the entire pollbook station)
 - List of acceptable IDs
 - Sample ballot
- Put supplies at each pollbook station.
 - One pen
 - Ballots
 - Single-use pens
 - Single-use privacy folders
- Secure all power cords on the table and floor using the blue tape provided.

Ballot Officer

i *Ballot officer accounts for all paper ballots. **The counting of ballots is always done with two officers.***

Gather the following supplies:

- The 'use me first' ballot pouch picked up by the chief the day before the election
- #6 envelope/box delivered by the electoral board on election day morning
- #4 envelope
- The black pouch (contains ballot and marking station accessories)
- The Ballot Record Report (black pouch)
- Ballot receipt (chief)

Two Officers:

1. Count the packages of ballots

- i** *Ballots are located in the 'use me first' pouch and the #6 envelope or box.*
- i** *Each ballot package is shrink wrapped and is assumed to contain 100 ballots until counted.*
- i** *Complete tasks 1 and 2 no later than 5:45 a.m.*
- i** *Keep paper ballots in a secure location and under observation at all times.*

- Two officers count the number of **unopened** ballot packs received in the 'use me first' pouch.
- Record that number on Part 1 of the Ballot Record Report.
- Two officers count the number of **unopened** ballot packs in the #6 envelope/box.
- Record that number on Part 1 of the Ballot Record Report.

i Have the chief call the office if the number printed on the report does not match what you counted; 703-385-7891.

2. Count the ballots in the package.

- Open one of the ballot package(s) in the 'use me first' pouch.
- Count the ballots in groups of ten alternating the rotation of each stack to make counting easier.
- Did both officers count the same number? If not, count again.
- Mark the agreed upon number of ballots in the first opened pack on Part 2, Line 1 of the Ballot Record Report.
- Only open ballot packages as they are needed.
- As ballot packages are opened and counted, input the number on the next consecutive line in Part 2 of the Ballot Record Report.

i If ballot supplies begin to run low, call 703-385-7891.

Marking Station Setup

i *Marking station officers are responsible for the setup and break down of standup and tabletop privacy booths.*

A Assemble Standup Marking Stations – Required (§24.2-609)

i *Federal law requires one marking station for every 425 voters.*

- Use the required number of marking stations assigned to your precinct. The chief knows this number.**
- Release latches on front of case.
- Raise cover/top and unfold (soft) sides.
- Unsnap the black panels that secure aluminum legs.
- Remove and extend legs.
- Close black panels.
- Close and latch case.
- Turn case upside down.**
- Insert legs (either end) into the holes in the bottom of the case/booth.
- Twist legs to secure (legs are angled/slanted outward.)
- Stand booth upright.
- Open top and unfold privacy sides.
- Secure the sides by inserting corners into slots in upper corners of booth back.

B Supplies for the Marking Stations

- 'Always Fill the Box' Poster
- 'Easy Voting Instructions' Poster
- 'Explanation of Party IDs' Poster
- Notices of Withdrawal posters (if provided) in each privacy booth (Attach if provided.)

C Assemble Tabletop Marking Stations

- Unfold and place on tables.
- Place one tabletop marking station at the procedural specialist's table.
- Place chairs for the tabletop marking stations.

Voting Machine Setup

i *Voting machine officers may be asked to help the chief and/or deputy with the setup of the voting equipment.*

A Follow instructions to setup the machine

- Assist the chief and deputy with the setup of the OVO scanner and OVI ADA marking device.
- Secure all trip hazards such as power cords on the floor using the blue tape provided.

B Create a box around the OVO

- Create a four foot box on the floor that surrounds the scanner using the blue painter's tape provided in the supply bin.



While Polls Are Open

i Regular officers work as greeters, electronic pollbook officers (EPB), ballot officers, marking station officers and voting machine officers.

Greeter Duties

i The greeter prepares voter for a positive voting experience. In smaller turnout elections, this role may be covered by the EPB officers.

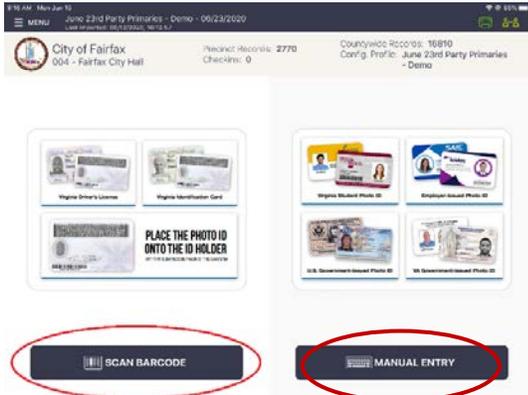
- Provide voter with a sample ballot.
- Ask voter if they are ready to vote “THIS” ballot.
- Ask voter to have their ID ready.
- Ask voter if they have any other questions.
- Use the questions/statements below to assist voter.

These are statements and questions that can be used to help voters prepare for voting.	<input type="checkbox"/> ‘Please have your ID ready.’	Greeter and EPB Officer
	<input type="checkbox"/> Have you reviewed the ballot?	
	<input type="checkbox"/> Do you need to see a sample ballot?	
	<input type="checkbox"/> Have you read the constitutional questions?	
	<input type="checkbox"/> ‘You will take your ballot to the marking station where you will vote the ballot in private.’	Ballot Officer
	<input type="checkbox"/> ‘You will need to mark your ballot by filling in the box next to the candidate of your choice.’	
	<input type="checkbox"/> If you make a mistake, you will have to spoil your ballot and request a new one, so please be careful.’	
	<input type="checkbox"/> ‘Once you have marked your ballot, you will take it to the scanner.’	Machine Officer
	<input type="checkbox"/> Slide ballot into the scanner underneath the green indicator light.’	
	<input type="checkbox"/> ‘The ballot can go into the scanner in any direction.’	

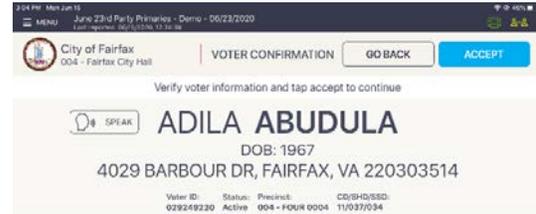
Electronic Pollbook (EPB) Officer Duties

i Pollbook officers verify each voter’s eligibility and ID, and check-in all qualified, ‘standard’ voters while directing ‘non-standard’ voters to the procedural specialist.

i A ‘standard’ voter is a voter that shows a valid form of ID, who does not have a special message in the pollbook and whose name and address match the pollbook record. Any voter for whom this does not apply is a non-standard voter and is sent to the procedural specialist.



Main Home Page



Voter Detail Screen

a. Communicate with voter

- Ask for voter’s ID.
- Use the Virginia ID list to confirm the ID is valid.

b. Scanning IDs

- Place driver’s license into the ID holder with the barcode facing the Poll Pad’s camera.
- Touch ‘Scan Barcode;’ voter’s detail screen opens.

i A Virginia driver’s license or Election ID may be directly scanned into the Poll Pad.

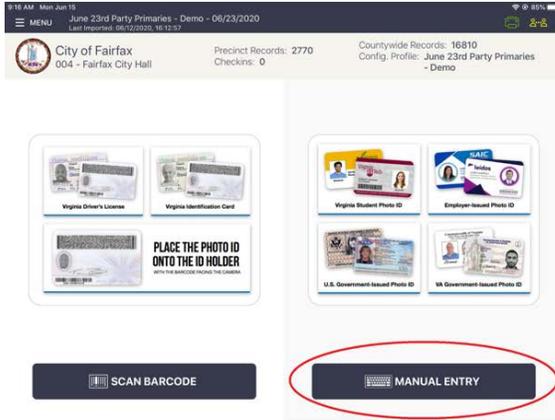
i If camera is unable to scan the ID, or the ID is not placed into the ID holder within five seconds, the Poll Pad will revert back to the main search page. Touch ‘Scan Barcode’ to start the check-in process again.

i Other IDs must be entered manually; go to c. Manual Entry

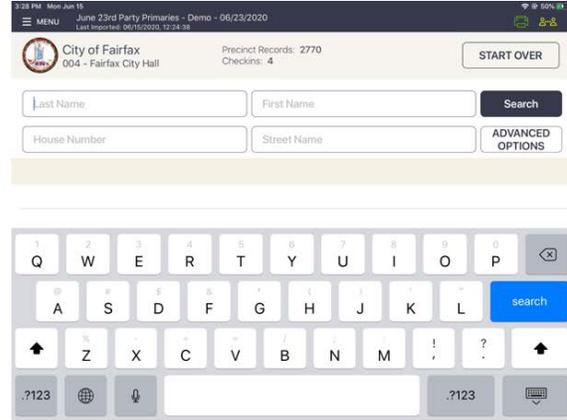
- Ask voter to provide his or her full legal name and residence address.
- i** Name can be provided orally or in writing; however, the ‘stated’ name must match the pollbook.

i The address on an ID provided for the sole purpose of satisfying the ID requirement does not need to match the pollbook unless the ID is NOT a photo ID.

- Compare the name provided by voter with the name listed in the EPB.
- Does the information match?
 - Yes – Follow part d.
 - No – Send voter to the Procedural Specialist.
- Record not found? – Go to part f.



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Manual Entry Screen

c. Manual Entry

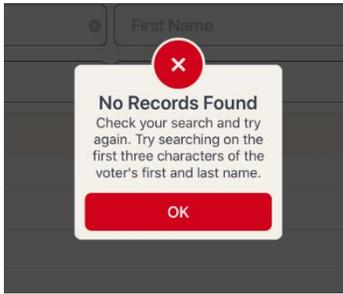
- Touch 'Manual Entry.'
- Type the first two letters of the last name in the 'last name' field.
- Type the first letter of the first name in the 'first name' field
- Touch 'Search.'
- i** *If you make a mistake, touch the 'x' to clear the field and start over.*
- i** *Voter's record may come up or you will see a list of voters to choose from.*
- Touch correct record to open voter's detail screen.
- Ask voter to provide his or her full legal name.
- i** *Name can be provided orally or in writing; however, the 'stated' name must reasonably match the pollbook.*
- i** *The address on an ID provided for the sole purpose of satisfying the ID requirement does not need to match the pollbook unless the ID is NOT a photo ID.*
- Compare the name provided by voter with the name listed in the Poll Pad.

d. The information stated by voter matches the Poll Pad

- Repeat voter's name from voter's detail screen in Poll Pad.
- Touch 'Accept' to confirm check-in.
- Check in is complete when a message appears saying, 'Processed Successfully.'*
- Give voter the ballot.
- Give the voter a single-use pen and privacy folder.

e. Voter information does not match Poll Pad record

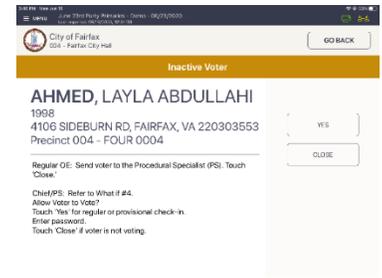
- Direct voter to Procedural Specialist



f. No Records Found



g. Advanced Search



i. Special Messages

f. Voter information not found

- If you can't find a voter in the Poll Pad, you will get a popup message that says 'No Records Found.'
- Touch 'Ok' and 'Advanced Search.'

g. Search by Address

- Touch the 'house number' field and use the onscreen keyboard to type the house number. No apartment number is needed.
- Touch the 'street name' field and type the first few letters of the street name.
- Do NOT include the street type such as 'Lane,' 'Drive,' 'Court' etc.
- After selecting the street name, touch the area of the screen to the left or right of the advanced search function to hide the keyboard and touch 'Search.'
- If you find voter, touch 'Submit' to confirm the check-in.
- Check in is complete when a message appears saying, 'Processed Successfully.'
- Give voter a ballot.
- Give the voter a single-use pen and privacy folder.
- Direct voter to marking station.
- If you cannot find voter, direct voter to the Procedural Specialist.

h. Search by Voter ID or Date of Birth

- Touch the 'Voter ID Number' or 'DOB' field and use the onscreen keyboard to type the number.
- If you find voter, touch 'Submit' to confirm the check-in.
- Check in is complete when a message appears saying, 'Processed Successfully.'
- Give voter a ballot.
- Give the voter a single-use pen and privacy folder.
- Direct voter to marking station.
- If you cannot find voter direct voter to the Procedural Specialist.

i. Special Messages

- Send voter to the Procedural Specialist.
- Touch 'Close' on the popup message.
- Touch 'Start Over' to clear results and return to the home page.

Ballot Officer

- i** After voter has been checked in on the EPB, voter is given a voting permit and voter is directed to the ballot table.

A Providing Ballots to Voters

- i** If ballots are being distributed at the EPB table, skip this section.

- Take the voting permit from voter.
- Hand voter a ballot inside a single-use privacy folder.
- Hand voter a single-use pen.
- Instruct each voter to ‘always fill the box.’
- Direct voter to the marking stations.

B Open and Count Ballots

- Maintain enough opened and counted ballots for continuous voting.
- Use the same method for counting used before the polls opened.
- If ballots are being distributed at the EPB table, keep the check-in station supplied with ballots.
- Maintain the Ballot Record Report.

C Recording Spoiled Ballots

- The chief or procedural specialist brings you a ballot that has been spoiled by voter.
- Mark off the next consecutive number on the ‘spoiled ballot’ section of the Ballot Record Report (pictured below).

Spoiled ballots <i>This is a ballot spoiled by the voter.</i>																
<input type="checkbox"/>	Hand the voter a new ballot.															
<input type="checkbox"/>	Cross off or circle the next number below.															
<input type="checkbox"/>	Place the spoiled ballot in Envelope #4/ask Chief.															
a	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64

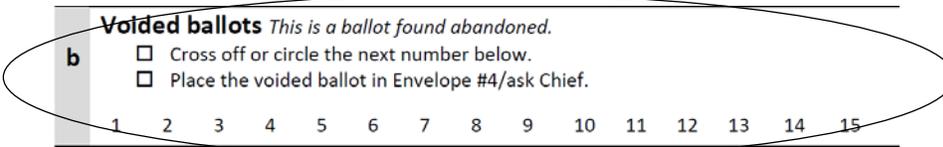
- Provide the correct ballot style to voter.
- Place all spoiled ballots in the #4 envelope.
- The chief or procedural specialist brings you an **absentee** ballot that has been spoiled by voter.
- Mark off the next consecutive number on the ‘spoiled and returned absentee ballots’ section of the Ballot Record Report (pictured below). A new ballot is then issued to voter.
- Place all spoiled ballots in the #4 envelope.

Spoiled and returned absentee ballots															
d	<i>This is an absentee ballot that the voter returns. This is rare.</i>														
<input type="checkbox"/>	Cross off or circle the next number below.														
<input type="checkbox"/>	Place the returned ballot in Envelope #4.														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

D Recording Voided/Abandoned Ballots

i *The chief or procedural specialist may bring you a ballot that has been voided.*

- Mark off the next consecutive number in the ‘voided’ ballots section.
- No new ballot is issued in this circumstance.
- Place the ‘voided’ ballot in the #4 envelope.
- Do NOT mark on or complete the ballot in any way.



i *What is the difference between a ‘Spoiled’ and ‘Voided/Abandoned’ Ballot?*

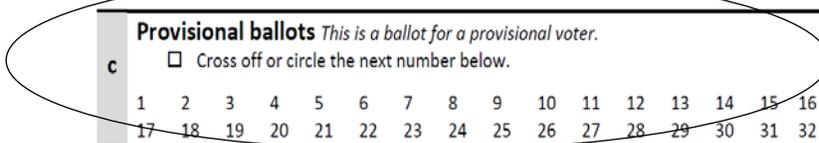
A ‘spoiled’ ballot is when a ballot was issued, voter makes a mistake, and another ballot is issued as a replacement. An ‘abandoned/voided’ ballot is left behind by a voter and is not cast. When a ballot is voided, the EPB count will be one higher than the scanner’s public counter number. Mark this type of discrepancy on Part 4 of the SORs.

E Recording Provisional Ballots

i *Only the procedural specialist or the chief may ask you for a provisional ballot.*

i *Voter marks that ballot at the procedural specialist’s table.*

- Mark off the next consecutive number in the ‘provisional ballot’ section of the Ballot Record Report for each provisional ballot issued (pictured below).



F Voters Voting on OVI ADA Marking Device

- Send any voters to the chief who would benefit from voting on the accessible device.

Ballot Marking Station Officer – While Polls Are Open

i Voters mark their ballots at standup booths or corrugated tabletop booths. Instructions are available in each booth.

- Direct voters to an available booth to mark their ballot.
- Direct voters to the poster, ‘always fill the box’ located inside the marking station.
- Check the booths to ensure that voters have not left ballots, pens, trash, political material or privacy folders behind.

Voting Machine (OVO) Officer - While Polls Are Open

i Machine officers supervise the operation of the voting equipment while voters insert their marked ballot into the scanner.

Gather the following supplies:

- ‘I Voted’ stickers
 - Assistance Forms
-
- Maintain the four foot privacy perimeter around the scanner marked on the floor with tape.
 - Stand on the right hand side of the scanner where the printer is located, but remain outside the privacy perimeter.
 - Watch all ballots being inserted into the scanner.**
 - Instruct voters waiting in line to stand outside the privacy perimeter.
 - Advise voters to insert their ballot into the scanner underneath the green indicator light.
 - Tell voter to wait until the indicator light goes back to green.
 - Direct voters to the chief/deputy when a ‘Ballot Alert’ message occurs. This message appears on the scanner’s screen, it prints a ‘Ballot Alert’ tape and it rejects the ballot back to voter.
 - Provide assistance to voters (as applicable).
 - Complete and sign an assistance form if your assistance requires seeing the ballot.
 - Issue ‘I Voted’ stickers to voters.
 - Return privacy folders to the ballot table.

Helpful Hints for scanning ballots

- ✓ Ballots can be inserted in any orientation as long as the short end of the paper is inserted first.
- ✓ If voter is using a privacy folder, suggest they pull one edge slightly out of the folder and hold it lightly as it feeds into the scanner.
- ✓ When an alert message is generated, the next voter may vote as soon as the light turns green even though the screen may still indicate ‘By-pass Validation.’
- ✓ While the ballot is being read by the scanner, the indicator light will turn red. Once the ballot is cast, the indicator light turns green again and a ‘Thank You for Voting’ message appears briefly on the scanner’s screen.

Ballot Alert Messages

i A ballot will be returned by the scanner if it is over voted, blank or damaged. A ballot alert message will print with an explanation.

- | | |
|--|--|
| A Blank ballot message – no selection made. | <input type="checkbox"/> Remove the printed alert message.
<input type="checkbox"/> Hand voter a privacy folder and have them step aside.
<input type="checkbox"/> Get the chief/deputy.
<input type="checkbox"/> A ballot can be scanned as soon as the ballot reader indicator light is green.
<input type="checkbox"/> Do not look at voter’s ballot unless it is at their request and then you must complete and sign a Request for Assistance form. |
| B. Overvoted ballot – too many selections made. | <input type="checkbox"/> Remove the printed alert message.
<input type="checkbox"/> Hand voter a privacy folder and have them step aside.
<input type="checkbox"/> Get the chief/deputy.
<input type="checkbox"/> A ballot can be scanned as soon as the ballot reader indicator light is green.
<input type="checkbox"/> Do not look at voter’s ballot unless it is at their request and then you must complete and sign a Request for Assistance form. |
| C. Cast ballot As-Is | <input type="checkbox"/> The chief officer may ask you to assist a voter in casting their ballot ‘as-is.’
<input type="checkbox"/> Have voter insert the ballot.
<input type="checkbox"/> The ballot will again be rejected.
<input type="checkbox"/> Select ‘By-pass Validation.’
<input type="checkbox"/> Have voter push the ballot again through the scanner.
<input type="checkbox"/> The ballot will now be accepted by the scanner. |

Regular Officers - After Polls Close

i *The polls close promptly at 7 p.m. Anyone in line at that time is allowed to vote. Closing procedures begin after the last voter has left the precinct.*

EPB Specialist

- Use the EPB guide located in the green pouch to close and export check-ins.
- Use the EPB guide to close the Poll Pad.

Ballot Officer (s)

- Complete Part 4 on the Ballot Record Report.
- Verify that all sections of the Ballot Record Report are complete.
- Give the completed Ballot Record Report to the chief.
- Completed Ballot Record Reports go in the #2 envelope.

Ballot Marking Stations

- Take pens, clipboards, and trash out of booths.
- Close the booth or lay it on its side to remove the legs from the bottom.
- Remove booth legs, extend and fold.
- Open the case.
- Store legs in cover (back) of booth and close both of the leg storage panels.
- Release and fold in sides of booth.
- Close cover and secure latches.
- Assist with putting away election equipment and supplies in designated secure location.
- Mark any damaged or defective marking stations with blue painters tape.**

General Clean Up

- Collect all signs, posters and maps from inside and outside.
- Remove tape, tacks or staples.
- Using the supply list, neatly stack and replace supplies in the red precinct bag and plastic bin. The supply list is located in the Chief's AM pouch.
- Return borrowed items to proper location.
- Pick-up and discard flyers, sample ballots, food containers, etc.
- Assist transporting voting machines, EPBs and election supply bag to the designated secure location for overnight storage.

Prohibited Area and Activities

A Persons Allowed Inside the Polling Place (See Prohibited Area Poster and Appendix C)

- Officers of election
- Qualified voters offering to vote and persons assisting them at their request (§24.2-643 A&B)
- Voters** wearing campaign materials (§24.2-604K)
- Candidates who are voting or visiting (but not campaigning) for no longer than ten minutes per day, per polling place (§24.2-604F)
- Minors age 15 or younger accompanying a voter are allowed to enter voting booth and offer assistance without completing and signing the Request for Assistance form (§24.2-604G).
- Any member or authorized representative of the City of Fairfax electoral board, Virginia State Board of Elections, or Virginia Department of Elections
- Any authorized party representative or independent candidate representative.
- Voting equipment custodians
- News media representatives (§24.2-604, I)
- Neutral observers or others as authorized in writing by the City of Fairfax electoral board (§24.2-604 I)
- Election pages (§24.2-604H)

B Activities Prohibited Inside Polling Place (See Prohibited Area Poster)

- Campaigning is not permitted by anyone inside the polling place (§24.2-604D).
- No person may give, tender, or exhibit any ballot, ticket, or other campaign material to anyone (§24.2-604D).
- No person may solicit or in any manner attempt to influence any person in casting his vote (§24.2-604D).
- No one may hinder or delay an officer of election or voter (§24.2-604D).
- Neutral observers, candidates and authorized representatives are prohibited from assisting voters with voting and from wearing any indication that they are authorized to assist voters either inside the polling place or within 40 feet of any entrance to the polling place (§24.2-604I). See the 'Do's and Don'ts for Campaigners and Authorized Representatives' located in Appendix C.

C Authorized Representatives – See the Do's and Don'ts in Appendix C

- Must be a qualified Virginia voter and be able to confirm their identity (§24.2-604C).
- Must present to the chief officer a 'letter of authorization' signed by the local, state or district party chair or the independent candidate. If list of authorized representatives is not previously provided, a copy of the signed 'letter of authorization' is acceptable (§24.2-604C). They may retain the authorization letters
- Are not permitted to campaign inside the polling place building.
- Cannot hinder or delay any officer of election or voter (§24.2-655).
- Cannot sit at the check-in table with officer of election but must be positioned to see the check-in table and hear what is occurring. Authorized representatives may appeal to the local electoral board if dissatisfied with the chief officer's decision on placement (§24.2-604C).
- May create their own list of voters and mark their own list (an officer cannot provide any list to representatives).

- Cannot advocate for any voter, assist a voter in voting, or wear any indicator that he or she is available to assist any voter inside the polling place or within 40 feet of any entrance to the polling place.
- May talk to a voter. However, any conversation with a voter must be in the presence of the chief or a designated officer of election or the conversation will be considered a disruption to the polling place and the representative will be removed from the polling place.
- Officers of election have authority to remove any representative who does not adhere to the above guidelines.
- May not use a camera or the camera on a phone to film or photograph.
- May not sit at the check-in table but must be allowed to see and hear the check-in process.
- “The separate table or privacy booth that voters are directed to for the purpose of completing and voting the provisional voting materials is not a check-in table and the privacy of the voting process should be respected by officers of election and authorized representatives.” (Appendix C, page 6, item #5).

D Number of Authorized Representatives are allowed:

Before the Polls Open

- One authorized representative:
 - General – of each political party with a candidate on the ballot or each independent candidate
 - Primary – of each candidate on the ballot in that election. (§24.2-639).

While the Polls Are Open

- Not more than three representatives of each political party, independent or primary candidate.
- One representative for each pollbook in use.
- Candidates may enter polling places only to vote, or to visit for no longer than ten minutes per day per polling place (§24.2-604).

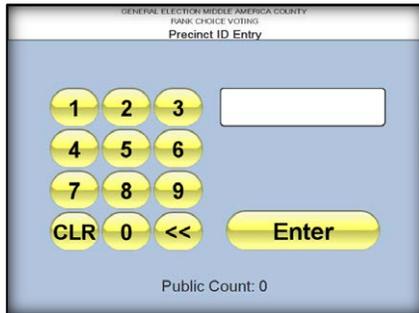
Authorized Representatives, After the Polls Close

- General Election — not more than two representatives for each political party and not more than one representative for each independent candidate.
- Primary Election — not more than one representative for each primary candidate.
- Representatives cannot leave the polling place nor can they relay in any manner the results of the election until after the final results are ascertained and the chief announces the results and opens the doors. There are no exceptions to this rule.
- Representatives may witness the counting and ascertainment of results and make their own notes but may not touch or handle any ballot, voting equipment or official document or interfere in any manner (§24.2-655).

Voting on the ADA Device (OVI)

i The OVI ADA ballot marking device officer loads the ballot for the disabled voter so they can vote independently, without assistance. The chief, deputy chief or designated OVI officer should be the only people acting as the ADA ballot marking device officer.

- Determine how voter needs to use the OVI: touchscreen ballot or audio ballot.



Touch Screen Voting on the OVI:

1. To activate the OVI for voting, enter the precinct code on the OVI screen.
2. Select the correct ballot style according to the voting permit.
3. Step away for privacy but remain nearby in case voter has questions.
4. The instruction screen displays for voter. If the headset is attached, the instructions are also on the audio interface.
5. Since the instructions take more than one page to display, inform voter that they may use the arrow keys on the screen to navigate back and forth between the pages.
6. If voter wishes to skip the instructions, they can touch the 'Start' button at any time to go directly to the ballot.
7. The 'Settings' button at the bottom of the screen may be used at any time to adjust contrast or brightness of the screen. If adjusting contrast or brightness, voter must press 'Done' to save their settings preferences during voting.
8. Voter makes selections by touching anywhere in the box by the desired candidate or question. The selected candidate/issue will become highlighted. To change a selection, voter must first deselect the previous choice before making a new choice.
9. Once voter has finished making their selections, he or she will touch 'Done.'
10. A 'Summary Screen' displays. This screen allows voter to review their choices and make any changes if necessary.
11. When voter is satisfied with their selections, he or she will touch the 'Print' button.
12. The OVI will print a marked ballot for voter.
13. Instruct voter to take the marked ballot to the scanner.
14. Voter inserts the ballot into the scanner by positioning it between the two red arrows. The ballot is read by the scanner just like any other marked ballot.

Audio Voting on the OVI

Before you activate the ballot:

1. Encourage voter to sit since audio balloting takes longer.
2. Provide voter with the keypad and give them a chance to feel it.
3. Ensure that voter is aware of volume buttons (top left of keypad), tempo buttons (top right of keypad). After the voting session is over, the volume and tempo of the audio ballot is automatically reset back to the default values.
4. Verify that the headphones are plugged into the jack on the upper left side of the keypad and have voter put them on. As soon as you activate the ballot, the audio instructions will begin to play.
5. Activate the audio ballot on the OVI by inputting the precinct code.
6. Select the correct ballot style or primary ballot according to the voting permit.
7. Voter will hear the instructions once you activate the ballot; see step 4.
8. Voter will begin making their selections.
9. Once voter has reviewed and is satisfied with their selections, he or she will touch the square 'Enter' or 'Done' key to print the marked ballot.
10. Instruct voter to take the ballot to the scanner. If voter is unable to do so without assistance, the OVI/ADA officer should help voter as directed by voter including placing the ballot into a privacy folder. No Request for Assistance form is required if the officer or other assistance does not need to look at the ballot in order to provide assistance.
11. Voter inserts the ballot into the scanner by positioning it between the two red arrows. If requested by voter, the OVI officer inserts the ballot.

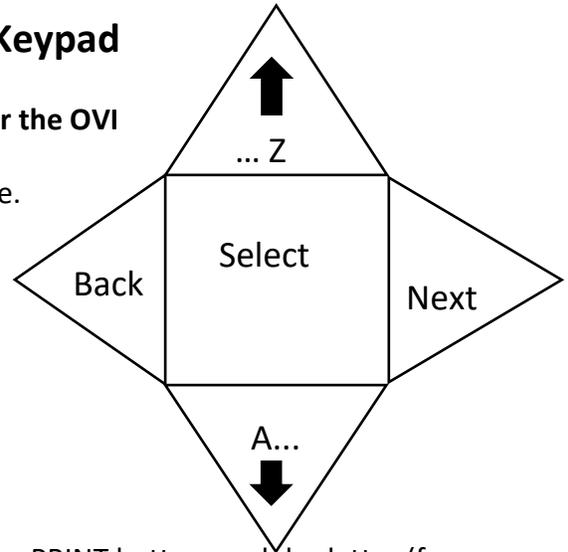
What if the screen goes blank? (This is rare)

- ✓ If voter fails to make a selection after two minutes, a message will appear on the screen or through headphones asking voter if they need more time. If voter fails to respond, the OVI will cancel the session and the OVI officer will have to activate a new ballot for voter.
- ✓ If the OVI has not been used for some time, it may print a blank stub of paper before printing the ballot. This is simply a test to assure the printer is working properly.

How to Assist a Voter with the OVI Audio and Keypad

These instructions are on a laminated guide inside the case for the OVI
Instruct voter and Prepare the Machine for Voting

- Hand the keypad to voter or connect voter’s assistive device.
- Have voter practice firmly pressing the navigation buttons.
- Have voter put on the earphones.
- Type the Precinct ID (not the password) on the screen.



Navigating the OVI Keypad

Green Square—Select

- The green square selects the office, candidate, DONE button, PRINT button or alpha-letter (for write-ins).
- To make a different choice press the green square to deselect before navigating to a different choice.

Yellow Right Arrow — Next

- The yellow arrow moves voter forward through the contest list until reaching the DONE button.
- At that point voter will be taken to the first contest.

Pink Left Arrow—Back

- Moves voter backward through the contest list until reaching the DONE button.
- Voter will then be taken to the first contest and hear ‘You are at the beginning of the ballot.’

Blue and Gray Arrows—Up and Down

- Moves voter up and down through the list of candidates.
- Moves voter up and down through the alphabet when performing a write-in vote.

Audio Keyboard—Sequence of the Up and Down Arrows While Performing a Write-In

- When voter makes a selection, the keypad begins the next selection from that letter.
- When voter has finished spelling the name of the candidate, they press the yellow right arrow (not the SELECT button) to get to the next contest or to the DONE option.

A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z	space	<<

ADA Ballot Marking Device (OVI) Keypad Keys

Tempo Speed Up: The light blue up arrow (with a +) key at the top right side of the keypad allows voter to speed up the tempo of the audio.



Tempo Slow Down: The light brown down arrow (with a -) key at the top right side of the keypad (below the Tempo Up key) allows voter to slow down the tempo of the audio.

Pause: Pressing the 'Tempo Up' and 'Tempo Down' buttons at the same time will pause the audio. Voter will hear the message 'Pause – press up or down volume buttons to restart.' Pressing either the up or down volume buttons will restart the sound. Pressing any of the arrow buttons will take voter to the selected contest or candidate and the audio will start playing from that point.

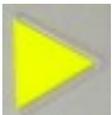
Volume: The keypad has two volume keys on the upper left to increase or decrease the volume of the audio presented to voter. When the volume is changed, it affects the next sound file played. The volume setting stays as set by voter for the duration of the ballot session, after which it returns to the default volume.



Volume Increase: The reddish oval (with a +) key at the top left of the keypad allows voter to increase the volume of the audio.

Volume Decrease: The black oval (with a -) key at the top left side of the keypad (below the volume increase key) allows voter to decrease the volume of the audio.

Navigation: When the ballot is displayed, the keypad navigation is organized in a circular fashion. The right and left keys move through the candidates and choices and include the 'Done' option.



Right key (yellow): Moves voter forward through the contests. The last entry in the list is the 'Done' option. If voter moves past the 'Done' option, the OVI goes back to the first contest.



Left key (pink): Moves voter backward through the contests. Back button will stop at the first contest and voter will hear "you are at the beginning of the ballot."



The up (blue) and down (gray) arrow keys will cycle voter through the candidates or choices available for the current contest. The audio will name the candidates as this occurs, and if a candidate has been selected, the audio will inform voter.



Enter key (middle square green key): If the choice where voter is at is selectable, this button makes the selection. This button is also used by voter to deselect a choice he wishes to change. If the 'Done' button is selected, the OVI moves to the review screen.

OVI Touchscreen Buttons



Cancel: Cancels the ballot and brings the OVI screen back to the prompt to enter the election password.

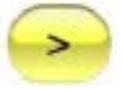


Help: Displays instructions.

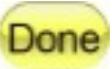
Settings: Allows voter to change the brightness settings of the screen to one of three preset brightness levels (Dark, Normal, Light) and contrast settings (Normal or High).



Previous Page: Allows voter to navigate back to previous pages of the ballot, if applicable.



Next Page: Allows voter to navigate forward to additional pages of the ballot, if any.



Done: This moves the ballot from the ballot entry (selection) screen to the summary screen. The 'Done' button is initially disabled and only enabled once all contests on the ballot have been displayed.



Zoom In: The + button on the side of the screen allows voter to decrease the number of columns displayed from 3 to 2 to 1. The Zoom function is enabled when at least two columns appear on the screen.



Zoom Out: The – button on the side of the screen allows voter to increase the number of columns displayed from 1 to 2 to 3, which displays more contests on the screen but also decreases the font. The zoom out function is enabled when one or two columns are displayed on the screen.

–

OVO and OVI Troubleshooting

Before the Polls Open

The OVO or OVI Doesn't Start

- Switch the OVO or OVI to the 'OFF' position.
- Check power connections on the OVO or OVI.
- Make sure the power cords are plugged into the unit and into the UPS.
- Make sure BOTH power cords are connected to the OVI.**
- Make sure the UPS is turned 'ON' and plugged into an electrical outlet.
- Test the wall outlet to make sure it is working.
- Switch the OVO or OVI to the 'ON' position (I=ON).
- Check to see if the OVO or OVI's power indicator light is on:
 - OVI printer LED light is green. It will show through the holes in the front of the OVI unit.
 - OVO printer LED light is green and the scanner's indicator light is red.

While Polls are Open

A The scanner continues to reject ballots without an alert tape

- Call the office 703-385-7891 to clean the rollers
- Have voters place their ballots in the emergency bin until someone from the office comes out to clean it.

B Power Blackout or Brownout

- Call the office immediately to report any power outages. The OVO and OVI will function on the UPS battery backup for 10 to 30 minutes.
- Power down the OVO by pressing the hidden button in the bottom left hand corner of the screen.
- Enter the election password, press 'Enter,' press 'Shut Down' and 'Confirm Shutdown.'
- Continue voting by placing all voted ballots in the OVO's emergency ballot bin.
- If the OVO's emergency ballot bin reaches full capacity, overflow emergency ballots should be placed in the provisional ballot box (red election supply bag).
- All non-provisional ballots placed in the Emergency Ballot Bin will be scanned into the OVO at the end of the day before tallying the results. If not, they will be hand counted.

C Installing/Changing the Printer Paper on the OVO

- i** *Each OVO will be equipped with a full paper roll before it is deployed to the precinct.*
- Open the printer cover by pressing the cover's open lever at the top of the printer.
- Remove the paper roll core, if applicable.
- Insert a new paper roll with the paper feed coming through from the bottom (i.e. not hanging over the top).
- Pull out a small amount of paper and close the cover. Press down on both sides of the cover to latch it securely.

D Installing/Changing the Printer Paper on the OVI

i *An on screen error message appears when the OVI printer has run out of paper. Each OVI will be equipped with a full paper roll before it is deployed to the precinct.*

- Call the office to report the error message.
- The office will bring you an extra roll.
- Open the OVI case by removing the plastic numbered seal.
- Unlock the case with the PK key provided and lift the grey cover up.
- Pressing the lever located on the top right front of the cover.
- Remove the paper roll core, if applicable.
- Insert the new paper roll with the paper feed coming up from the bottom (i.e. not hanging over the top).
- The paper end of the roll should face the front of the printer.
- Pull out a small amount of paper and close the printer cover. Press down on both sides of the cover to latch it securely.
- Close the OVI case and lock using the PK key.
- Seal with a numbered plastic seal.
- Record new number in the space provided on the SOR.

E Printer Error Code 244 or 245

i *The OVO or OVI cannot communicate with the printer or there is a problem with the printer paper.*

- Report the error code to the office.
- Try repositioning or replacing the printer paper.
- Continue voting by placing all voted ballots in the OVO's emergency ballot slot. All non-provisional ballots will be scanned into the OVO at the end of the day before tallying the results. If not, they will be hand counted.

F Ballot Reader Motor Continues to Run

i *If the ballot reader sounds like it continues to run, the reader indicator LED remains red and inserted ballot pages are pushed back when inserted into the OVO reader:*

- Report the problem to the office.
- Turn the OVO's power switch to the 'OFF' position (O=OFF). Switch is located on the back of the unit.
- Remove any jammed ballot page (see 'Ballot Reader Jam, Reader Status: Ballot Jammed' instructions below).
- Once ballot page is removed, restart the OVO by turning the power switch to the 'ON' position (I=ON). Enter election password, press 'Enter.'

G Ballot Reader Jam, Reader Status: 'Ballot Jammed'

- Report the problem to the office.
- Stop voters from inserting more ballots; however, continue voting by placing all voted ballots into the OVO's emergency ballot bin.
- If the ballot is not ejected automatically and part of the page is visible, gently pull the ballot out of the reader. Do not force.
- Wait for the scanner's indicator light to turn green before reinserting a ballot page.
- It may be necessary to turn the OVO 'OFF' and wait 12 seconds before restarting the unit.
- The screen will indicate whether the jam occurred before or after the ballot was cast.
- If the ballot was already cast and not deposited into the ballot box, put the voted ballot in the #3 envelope. Attach a note to the ballot that the ballot was cast during a jam and the screen indicated the ballot was already cast.
- If the ballot was not already cast, re-insert ballot into the scanner. If ballot will not scan, place ballot in the emergency slot so it can be hand counted at the end of the night.

H Ballot is stuck in the reader

- Turn the OVO's power switch to the 'OFF' position (O=OFF).
- Unlock both front locks to remove the OVO from the ballot box.
- Pull the OVO towards you.
- TWO officers lift the OVO and place it on a nearby table.
- You will now have access to the back of the OVO reader where the ballot should be found.
- Gently remove ballot.
- TWO officers place the OVO back on the ballot box and push it all the way back (push away from you).
- Using the PK key, lock the OVO into place on the ballot box. Lock both locks.
- Restart OVO by turning the power switch to the 'ON' position (I=ON).
- You may be prompted to input a password. If a 'Ballot jammed after cast. Special handling required' message is displayed, the ballot returned was cast on the machine. Do not reinsert the ballot page.
- Put cast ballot in #3 envelope (counted ballots).

I Ballot Reader Status: 'No Reader'

i The 'No Reader' message indicates that there is a problem with the ballot reader or with its connection to the PC component inside the OVO case.

- Report the problem to the office.
- Power down the OVO by turning the power switch to the 'OFF' position (O=OFF). Wait 12 seconds and restart by turning the power switch to the 'ON' position (I=ON).
- Continue voting by placing all voted ballots in the OVO's emergency ballot slot. All non-provisional ballots placed in the emergency ballot slot will be scanned into the OVO at the end of the day or hand counted.

J 'Invalid Ballot' Message

i The scanner is unable to process the ballot for the following reasons: ballot isn't the right type, ballot is unreadable due to damage or the ballot is marked beyond the readable area.

- Try re-scanning the ballot.
- If it still doesn't scan, ask for voter's permission to look at the ballot.
- If the ballot appears to be different from the official ballot, the ballot's election data in the header of the ballot is invalid, or voter marked invalid areas on the ballot (made marks on the barcodes or timing marks), spoil the ballot and give voter a new ballot.

After the Polls Close

OVO's Election Summary (Closing) Report Doesn't Print

- If voting has already been closed on the unit, touch, 'Admin.'
- Touch, 'View Summary.'
- Touch, 'Print' to print the Election Summary Report.
- If there seems to be another problem, power down the unit by turning the power switch to the 'OFF' position (O=OFF). Switch is located on the back of the unit.
- Wait 12 seconds and restart the unit by turning the power switch to the 'ON' position (I=ON).
- Print the Election Summary Report via the admin screen.

What-If Guide, Voter Eligibility, and Moved Rules

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What to do when...

A complete guide for helping
voters with exceptional situations

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Abbreviations

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

Acceptable ID List

Voter Identification List:

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

1

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

If the voter does not have an acceptable form of ID, the voter may sign an ID Confirmation Statement.

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

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

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



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

Help America Vote Act

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

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

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

2

Name on ID does not match name in pollbook.

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



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

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



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

3

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

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

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



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



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



Some acceptable forms of ID do not have an address.



If you are uncertain, call the General Registrar.

4

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

Has voter moved?

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

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



Why does this happen?

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

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

**Use this “Moving Conditions” chart when a voter has moved.
Ask the voter:**

Question #1: Where did you move?

Question #2: When did you move?

How far did voter move? → ----- When did voter move? ↓	Within precinct	Within county/city AND congressional district (but not the same precinct).	To a different county/city OR congressional district (still within Virginia)	Outside of Virginia
After November 5, 2019	See problem 5: Voter can vote.	See problem 6: Voter can vote in precinct where registered.	See problem 7: Voter can vote in precinct where registered.	See problem 8b for presidential elections; see problem 8a for non-presidential elections.
Between November 9, 2016 and November 5, 2019	See problem 5: Voter can vote.	See problem 6: Voter can vote in precinct where registered with Affirmation of Eligibility.	See problem 7: Voter may vote a provisional ballot in precinct where they live.	See problem 8a for presidential elections; see problem 8a for non-presidential elections.
On or Before November 9, 2016	See problem 5: Voter can vote.	See problem 6: Voter may vote provisionally in precinct where they live.	See problem 7: Voter may vote a provisional ballot in precinct where they live.	See problem 8a for presidential elections; see problem 8a for non-presidential elections.

5

Voter moved within the same precinct.

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

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

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

Town Elections Only

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

6

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



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

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

? Voter moved on or after November 5, 2019.

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

? Voter moved between November 8, 2016 and Nov. 5, 2019.

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

? Voter moved before November 9, 2016.

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



Do not enter voter's new address in pollbook.

Town Elections Only

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

7

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

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

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

? Voter moved on or after November 5, 2019.

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

? Voter moved before November 5, 2019.

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

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

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

Town Elections Only

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

8

Voter moved to another state.

Is this a presidential election?

? If No, go to problem 8a.

? If Yes

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

8a:

Voter is no longer eligible to vote in Virginia.

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

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

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

8b:

Voter may vote a “Presidential-Only” Ballot.

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

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

9

Voter marked with federal symbol in pollbook.



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



Voter can only vote for federal offices.

1. Find the Federal-Only Ballot Record Report and follow instructions.
2. Check voter into the pollbook.
3. Check 'Federal Only' flag.
4. Give voter a Federal Only ballot.

9a

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

Go to problem 19 and follow instructions.

9b

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

Go to problem 20 and follow instructions.

10

Voter's name is not in the pollbook.



Make sure to look:

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

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



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

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



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



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

11

Voter is challenged.



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

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



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



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

12

Voter's name marked in pollbook as already voted.

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



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

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

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

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

1. look up the voter;
2. undo check-in and
3. re-check the voter in for the correct primary

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



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



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

For paper pollbooks, follow the separate instructions from ELECT.

13

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



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

This is very rare.

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



What does this mean?

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

Provisional Reason Codes

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

14a

Voter must vote a provisional ballot.

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

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

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



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



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

14b

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

For all other reasons, see 14a.

1. Voter fills out and signs the statement on the front of the lime green provisional ballot envelope.
2. Officer signs the front of the envelope.
3. Officer gets a ballot from the ballot officer.
4. Ballot Officer marks on the Ballot Record Report that a provisional ballot was used.
5. Voter votes a ballot and seals ballot in the lime green provisional ballot envelope.
6. Officer copies the information from the provisional envelope onto Provisional Ballot log.
7. Officer places the envelope in the provisional ballot box.
8. Officer gives the voter the lime green Provisional Voter Notice.
9. Officer checks the voter in as a provisional voter or otherwise indicates in the pollbook that the voter voted a provisional ballot.



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



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

15

Voter asks for help voting.

1. Officer explains the purpose of the Request for Assistance form to the voter and assistant.
2. Officer helps the voter determine who the assistant will be. Use the criteria on the Request for Assistance form.
3. Voter signs Section A – Request of Voter.



If voter is unable to sign, ask the assistant to write 'voter unable to sign' and to print the voter's name.

4. Assistant fills out and signs Section B – Agreement of Assistant.
5. Officer checks in voter as normal.
6. Officer indicates in the pollbook that assistance was given.
7. Officer shows the voter and assistant to the voting booth.
8. Voter or assistant places the ballot in the scanner or ballot box.
9. Officer places completed documents in Envelope #8.



If appropriate, let voters know they have the option to mark their ballot using an electronic ballot marking device with an audio ballot and/or larger text.



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

16

Voter asks an Election Officer to translate the ballot.

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

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



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

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



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

17

Voter is blind or low vision and asks for assistance.

➡ Let voters know they have the option to mark their ballot independently using an electronic ballot marking device with an audio ballot and/or larger text.

➡ If voter chooses to use the electronic ballot marking device, an assistant may help but is not required. If an assistant is used:

1. Officer explains the purpose of the Request for Assistance form to the voter and assistant.
2. Officer helps the voter determine who the assistant will be. Use the criteria for blind voters on the Request for Assistance form.

➡ Voters who are blind do not have to sign this form, but they must show ID.

1. Officer writes 'blind voter' on the signature line in Section A – Request of Voter and prints voter's name on the line below the signature.
2. Assistant completes and signs Section B – Agreement of Assistant.
3. Officer checks in voter as normal.
4. Officer indicates in the pollbook that assistance was given.
5. Officer shows the voter and assistant to the voting booth.
6. Voter or assistant places the ballot in the scanner or ballot box.
7. Officer places completed documents in Envelope #8.

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

18

Voter asks to vote outside of the polling place.

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

- 65 or older; OR,
- Physically disabled.

1. Check voter into the pollbook as normal (including a review of ID).
2. Indicate in the pollbook that this is an Outside the Polls (OP) voter.
3. Two Election Officers from different political parties bring the Request for Assistance form, pen, privacy envelope, and ballot to the voter.
4. Officer will place the voted ballot in the scanner or ballot box.



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



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

19

Absentee voter comes to polling place WITH their absentee ballot.

1. Officer makes sure that voter's name in the pollbook OR Final Absentee List shows status as "Issued" or "Unmarked." If not, go to 20b.
2. Voter removes ballot from envelope and writes 'SPOILED' on the front of the ballot. If voter filled in any part of the ballot, they can fill in the rest of the ovals for privacy.
3. Voter returns the ballot and any other related materials to the envelope or attaches them together.
4. Officer places the spoiled ballot pkg. in Envelope #4.
5. Officer checks voter into pollbook and has them cast vote as normal.
Checking in this voter may require the Chief's password to override the AB symbol and complete the check-in process.
6. Ballot officer indicates on the Ballot Record Report that an **absentee** ballot has been returned and spoiled.



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



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

20

Absentee voter comes to polling place WITHOUT their absentee ballot.

20a

Voter's name in the pollbook OR Final Absentee List shows status as "Issued" or "Unmarked." If not, go to 20b.

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

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



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



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

20b

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

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

21

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

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



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

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



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

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



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



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

22

You run low on ballots or provisional ballot envelopes.

If you run low on ballot supplies:

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

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

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



Use available materials, such as paper clips.



Keep voter’s information visible.

23

Voting equipment has malfunctioned.

23a

Electronic Pollbooks

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

23b

Tabulation Machine - Scanner

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



★ 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 he is the named registered voter who he claims to be. Any voter who does not present acceptable identification and does not sign this statement must vote a provisional ballot.

Identification	Is Accepted?
Valid* Photo ID	Yes, if issued by an employer; the U.S. or Virginia government; a high school located in Virginia; or a college or university located in the U.S.
Government-issued ID card from a federal, VA, or local political subdivision	Yes
Valid DMV-issued ID card	Yes
Valid Tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by VA**
Valid U.S. passport or passport card	Yes
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
Nursing home resident ID	Yes, if issued by government facility
Voter ID card issued by the Department of Elections	Yes
Valid student ID issued by a public or private school of higher education located in the U.S.	Yes
Valid student ID issued by a public high school in VA	Yes
Valid student ID issued by a private high school in VA	Yes
Valid Virginia driver's license	Yes
Voter confirmation documents	Yes
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes
Any other current government document containing the name and address of the voter	Yes
Signed ID Confirmation Statement	Yes
Credit card displaying a photograph	No
Membership card from private organization displaying a photograph	No
Valid out-of-state driver's license	No

- Voter confirmation documents
- Valid Virginia driver's license
- Valid United States passport
- Any other identification card issued by a government agency of the Commonwealth, one of its political subdivisions, or the United States
- Valid student identification card issued by any institution of higher education located in the Commonwealth of Virginia
- Valid student identification card issued by any institution of higher education located in any other state or territory of the United States
- Valid Student identification card issues by any public or private high school located in Virginia
- Any valid employee identification card containing a photograph of the voter and issued by an employer of the voter in the ordinary course of the employer's business
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document containing the name and address of the voter
- A signed ID Confirmation Statement

Remember: Unless otherwise noted, acceptable forms of identification do NOT have to contain a photograph of the voter.

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

** See Va. Code §§ 8.01-385, 51.1-700. Eleven tribes are: Cheroenhaka (Nottoway), Chickahominy, Eastern Chickahominy, Mattaponi, Monacan, Nansemond, Nottoway of Virginia, Pamunkey, Patawomeck, Rappahannock, & Upper Mattaponi.

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.

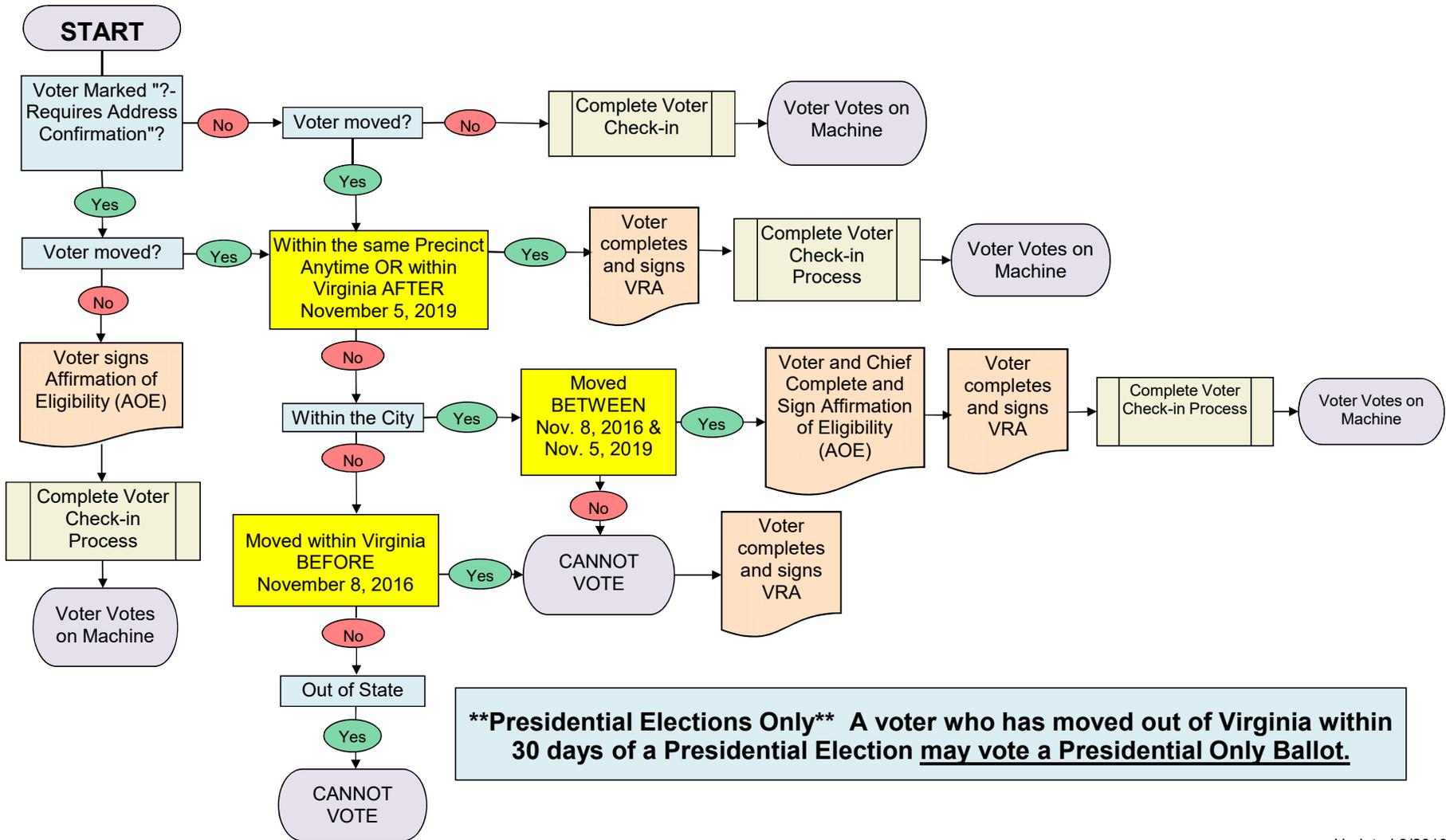
Signature of voter: _____ Date: _____

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

Voter Eligibility / Move Rule Flow Chart
Virginia Election Code: 24.2-400; 242.-401; 24.2-402; 24.2-428; 24.2-428.2; 24.2-651
The Virginia Election Law Code Book & the What-If Guide are the controlling authority.



****Presidential Elections Only** A voter who has moved out of Virginia within 30 days of a Presidential Election may vote a Presidential Only Ballot.**

Provisional Flow Chart

After talking with the voter, completing the Telephone Inquiry of Voter form and calling the GR office, the Procedural Specialist (PS) has determined that the voter will vote a provisional ballot. If the voter is voting provisionally because of an address issue, have the voter complete a Virginia Registration Application (VRA). If the voter must complete an Affirmation of Eligibility (AoE), the PS will also provide that form to the voter.

The Voter...

Voter provides PS with the green tear off sheet, answers PS's questions, and any paperwork given including a VRA or AoE.

Voter completes front side of provisional envelope and signs. Voter votes ballot, places it in envelope, seals the envelope and gives it to the PS.

Voter receives Provisional Ballot Meeting Notice.

The Procedural Specialist (PS)...

PS completes the Telephone Inquiry of Voter form and calls us.

PS reviews completed paperwork from the voter such as a VRA or AoE.

PS gives the correct ballot style & provisional ballot envelope to the voter.

PS completes Provisional Ballot Log.

If voter is listed on the EPB, PS will perform a Provisional Check-in. This function may require a password.

Completed voter forms are placed in the #8 Envelope.

PS verifies front of envelope is complete and is signed by the voter. PS also signs the front of the envelope & completes the back of the envelope.

PS places voted provisional ballot into the Provisional Ballot Box (blue election supply bag).

PS gives voter the appropriate Provisional Meeting Notice(s).

All provisionals are returned to the GR office in the #1A or #1B envelope. Completed Provisional Ballot Logs, VRAs, Affirmation of Eligibility, green tear off sheets and Telephone

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**COMMONWEALTH OF VIRGINIA
OFFICER OF ELECTION OATH**

OATH OF ALL OTHER OFFICERS OF ELECTION

**DELEGATED BY THE GENERAL REGISTRAR OR THE SECRETARY OF THE
ELECTORAL BOARD TO ADMINISTER OATH TO OTHER OFFICERS**

I do solemnly swear (or affirm) that I will perform the duties for this election according to law and the best of my ability, and that I will studiously endeavor to prevent fraud, deceit, and abuse in conducting this election.

Brenda Cabrera

REGISTRAR ADMINISTERING OATH

DELEGATED OFFICER OF ELECTION

OATH OF ALL OTHER OFFICERS OF ELECTION

I do solemnly swear (or affirm) that I will perform the duties for this election according to law and the best of my ability, and that I will studiously endeavor to prevent fraud, deceit, and abuse in conducting this election.

1. Richard Fitzgerald
Chief SIGNATURE
2. Adam Basinger
Deputy Chief SIGNATURE
3. Deborah Clare Lynch
Procedural Specialist SIGNATURE
4. Karen Cullen
EPB Specialist SIGNATURE
5. Clifford J. Diehl
Regular SIGNATURE
6. Robin Pevarnik
Regular SIGNATURE
7. Kathryn Russell
Regular SIGNATURE
8. Paulette Sandene
Regular SIGNATURE
9. BRIJMOHAN SINGH
Regular SIGNATURE

Date Administered 11/6/2018

Draw a single line through the name of any officer who does not serve. Add the name and signature of any officer not on the list.

City of Fairfax Election Official Compensation Claim Form

11/3/2020

RETURN IN ENVELOPE #8

General Election

000 CAP

INSTRUCTIONS: Each Officer must sign this form to confirm participation and complete and verify his/her information. Pages should not sign this form. Replacement Officers assigned on Election Day will not appear on this form and should provide their information below and sign. If someone comes to work that is not on your list, please verify that he/she is an Election Officer and not a pollworker assigned by a party.

Party/Position	Work Phone	Home Phone	Cell Phone
R Chief James Roberts	10454 Breckinridge Ln. Fairfax, VA 22030	(703) 352-2349	(703) 969-1832
<input type="checkbox"/> I wish to waive my stipend and volunteer my service	<input type="checkbox"/> This email is correct: jrn221c@gmail.com		
SIGNATURE _____	Election Day Emergency Contact Name: _____	Contact #: _____	
D Deputy Donna Genco	3909 Chain Bridge Rd. Fairfax, VA 22030	(808) 781-4739	
<input type="checkbox"/> I wish to waive my stipend and volunteer my service	<input type="checkbox"/> This email is correct: Donnagenco@earthlink.net		
SIGNATURE _____	Election Day Emergency Contact Name: _____	Contact #: _____	
R Regular Sally Cramer	9475 Fairfax Blvd # 202 Fairfax, VA 22031	(571) 232-1824	(703) 691-0266
<input type="checkbox"/> I wish to waive my stipend and volunteer my service	<input type="checkbox"/> This email is correct: cramerwithac@hotmail.com		
SIGNATURE _____	Election Day Emergency Contact Name: _____	Contact #: _____	
D Regular Linda Ruble	3716 Richard Ave Fairfax, VA 22031		(703) 431-4637
<input type="checkbox"/> I wish to waive my stipend and volunteer my service	<input type="checkbox"/> This email is correct: lrc45@gmail.com		
SIGNATURE _____	Election Day Emergency Contact Name: _____	Contact #: _____	

RETURN IN ENVELOPE #8

COMMONWEALTH OF VIRGINIA

City of Fairfax

ELECTION PAGE EVALUATION

NOVEMBER 3, 2020 GENERAL ELECTION

Chief Election Officers: Please complete the following information. Your student page will complete the bottom portion.

PRECINCT: TRAINING

Name of Page: _____

Hours Worked in Precinct: _____ 5:00 am-1:00 pm _____ 12:30 pm-8:30 pm
or the following hours: _____ to _____

Did not serve on November 5, 2019. If not, identify reason below.

CHIEF'S COMMENTS: _____

SIGNATURE OF CHIEF ELECTION OFFICER

Student Pages: We value your opinion about the 2017 Election Page program. We greatly appreciate the time you have given to the voting public and hope you will choose to serve as an Election Officer in the future.

What high school do you attend? _____
Did your training prepare you for Election Day? _____
Would you recommend the Election Page program to other students? _____
Has this experience made you more likely to vote in future elections? _____
Would you consider working as an election officer in the future? _____
Has this experience increased your awareness of the importance of civic participation? _____

Additional Comments:



CHIEF: COMPLETE AND GIVE TO ELECTION PAGE

**ELECTION PAGE "HOURS SERVED" REPORT
NOVEMBER 3, 2020 GENERAL ELECTION**

Electoral Board

Curtis Chandler
Chairman

Lorraine Koury
Vice Chairman

Richard Herrington
Secretary

Brenda Cabrera
General Registrar

Precinct: Training

CHIEF ELECTION OFFICERS: It is important to complete and give this form to each student assigned in your precinct. Many students are working on government projects, and this report is required by their teachers. Thank you for your assistance.

Page Name: _____

Arrived on time: YES NO Total Hours Served in Precinct: _____

CHIEF ELECTION OFFICER: _____

Additional Comments:

SIGNATURE OF CHIEF ELECTION OFFICER

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Please call the office with your hourly EPB Count including 7 p.m. Throughout the day, verify the EPB total matches the ballots scanned on the OVO. This duty may be delegated to any officer.

	EPB	SCAN
Time	Total Checked In	OVO#
7:00 AM		
8:00 AM		
9:00 AM		
10:00 AM		
11:00 AM		
12:00 PM		
1:00 PM		
2:00 PM		
3:00 PM		
4:00 PM		
5:00 PM		
6:00 PM		
7:00 PM		

EXAMPLE

Time	Total Checked In	OVO# 6002
8:00 AM	300	300

Ballot Record Report

Place in Envelope 2

Precinct - Training

November 3, 2020 – General - City of Fairfax

1. Start here at the beginning of the day

How many unopened ballot **packs** are inside the blue pouch? _____

How many unopened ballot **packs** are inside Box #6? _____

Assume that each pack of ballots has **100** ballots. Do you have **1700** ballots? **YES NO**

If you answered no, call the main office (703) 385-7891

- With two officers, **open** and **count** one package of ballots from the blue pouch.
- Record** that number in the column on the far right beside the number one.
- With 2 officers, continue to **open, count** and **record** new ballot packs as needed.

3. What to do with spoiled, voided and provisional ballots

Spoiled ballots *This is a ballot spoiled by the voter.*

- a**
- Hand the voter a new ballot.
 - Cross off or circle the next number below.
 - Place the spoiled ballot in Envelope #4/ask Chief.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64

Voided ballots *This is a ballot found abandoned.*

- b**
- Cross off or circle the next number below.
 - Place the voided ballot in Envelope #4/ask Chief.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----

Provisional ballots *This is a ballot for a provisional voter.*

- c**
- Cross off or circle the next number below.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64
65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

Spoiled and returned absentee ballots

d *This is an absentee ballot that the voter returns. This is rare.*

- Cross off or circle the next number below.
- Place the returned ballot in Envelope #4.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----

4. What to do at the end of the day

Total ballots NOT used

a	Count the number of ballots not used in the last pack(s) you opened	+	
	Count the total number of unopened ballot packs and multiply by 100 <i>Include all ballots still in Envelope/Box #6.</i>	+	
	How many total ballots were not used? Add the two rows above	→	=

Total ballots used

b	Record the number of ballots scanned from the voting machine tape	+	
	Record number of spoiled ballots from 3A above	+	
	Record number of voided ballots from 3b above	+	
	Record number of provisional ballots from 3c above	+	
	How many total ballots were used? Add the four rows above	→	=

Final review

Add the total number of ballots from section 4a and 4b	→	=
Subtract the number of ballots created on the ballot marking device (OVI)		-
Does this number equal 1700?	YES NO	=

c If you circled no to the question above, check the reason(s) why.

- The Electoral Board brought _____ ballots during the day.
- There were more than or less than 100 ballots in one or more of the packs.
- We don't know why the numbers do not match.
- Other: Please explain on the back.

2. Open Packs

Ballot pack #	# of ballots in pack
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
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24	
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48	
49	
50	

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★ 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 he is the named registered voter who he claims to be. Any voter who does not present acceptable identification and does not sign this statement must vote a provisional ballot.

Identification	Is Accepted?
Valid* Photo ID	Yes, if issued by an employer; the U.S. or Virginia government; a high school located in Virginia; or a college or university located in the U.S.
Government-issued ID card from a federal, VA, or local political subdivision	Yes
Valid DMV-issued ID card	Yes
Valid Tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by VA**
Valid U.S. passport or passport card	Yes
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
Nursing home resident ID	Yes, if issued by government facility
Voter ID card issued by the Department of Elections	Yes
Valid student ID issued by a public or private school of higher education located in the U.S.	Yes
Valid student ID issued by a public high school in VA	Yes
Valid student ID issued by a private high school in VA	Yes
Valid Virginia driver's license	Yes
Voter confirmation documents	Yes
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes
Any other current government document containing the name and address of the voter	Yes
Signed ID Confirmation Statement	Yes
Credit card displaying a photograph	No
Membership card from private organization displaying a photograph	No
Valid out-of-state driver's license	No

- Voter confirmation documents
- Valid Virginia driver's license
- Valid United States passport
- Any other identification card issued by a government agency of the Commonwealth, one of its political subdivisions, or the United States
- Valid student identification card issued by any institution of higher education located in the Commonwealth of Virginia
- Valid student identification card issued by any institution of higher education located in any other state or territory of the United States
- Valid Student identification card issues by any public or private high school located in Virginia
- Any valid employee identification card containing a photograph of the voter and issued by an employer of the voter in the ordinary course of the employer's business
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document containing the name and address of the voter
- A signed ID Confirmation Statement

Remember: Unless otherwise noted, acceptable forms of identification do NOT have to contain a photograph of the voter.

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

** See Va. Code §§ 8.01-385, 51.1-700. Eleven tribes are: Cheroenhaka (Nottoway), Chickahominy, Eastern Chickahominy, Mattaponi, Monacan, Nansemond, Nottoway of Virginia, Pamunkey, Patawomeck, Rappahannock, & Upper Mattaponi.

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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



Staple tapes above

Attach in this order:

SOR #1

(on top)

- OVO Election Summary (All Sign)
- Write-In Report (none in a primary)
- OVI Close Report (All Sign)
- OVO Zero Count Tape (2 Sign)
- OVI Open Report (2 Sign)
- OVO and OVI Machine Info tapes

SOR#2

(on top)

- OVO Election Summary (All Sign)
- Write-In Report (none in a primary)
- OVI Close Report (All Sign)
- OVO Zero Count Tape (2 Sign)

Statement of Results #1

Election Date - November 3, 2020
 Election Type - General
 City of Fairfax

Precinct - 001 Fairfax Presbyterian Church

**Place in
Envelope 2**

What to do at the beginning of the day

- Print two zero tapes
- Have two officers sign the zero tapes
- Attach Machine Info and zero tapes on the left side of the page
- Complete Section 3 Part A - Machine Information

What to do at the end of the day

- Print three results tapes
- Have ALL officers sign results tapes and both SORs
- Attach one of each tape on the left side of the page
- Fold bottom of tape to fit on SOR
- Complete Section 3 Part B - Machine Information

PART 1: Turnout

A	Voter check in numbers from the pollbook	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Total number of voters checked in</td> <td style="width: 30%;"></td> </tr> </table>	Total number of voters checked in
Total number of voters checked in		
B	Outside polls numbers from the pollbook	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Number of voters checked in who voted outside of the polling place</td> <td style="width: 30%;"></td> </tr> </table>	Number of voters checked in who voted outside of the polling place
Number of voters checked in who voted outside of the polling place		

PART 2: Ballots Cast

C	Ballots cast machine tape(s) + hand count		
	Number of ballots cast on machine OVO # [UVS013045]		C1
	Number of ballots counted by hand		C2
	Total number of ballots cast	=	C3

PART 3: Machine Information

Voting Machine Serial Number	Seal Number		Protective Counter Number		Public Counter Number	
	Open	Close	Open	Close	Open	Close
OVO Scanner #1 UVS013045	<input type="checkbox"/> Verify and check the box		<input type="checkbox"/> Verify and check the box		<input type="checkbox"/> 0 Verify and check the box	
OVO Scanner #2	<input type="checkbox"/> Verify and check the box		<input type="checkbox"/> Verify and check the box		<input type="checkbox"/> 0 <input type="checkbox"/> Verify and check the box	
OVI ADA UVS206155	<input type="checkbox"/> Verify and check the box		<input type="checkbox"/> Verify and check the box		<input type="checkbox"/> 0 Verify and check the box	
Ballot Box UVSBOT5433	<input type="checkbox"/>					

Incident Report

Return in Envelope 2

Date/Time: _____ Person Reporting Incident: _____

Type of Incident: _____

- 1) What Happened?

- 2) Who discovered the problem, and how was the problem found? Who was notified?

- 3) What Actions were taken to safeguard the integrity of the voting systems?

- 4) Were the voting systems returned to normal operation? Yes No (Explain why not)

- 5) What follow up actions are recommended?

- 6) Have all follow up actions been completed? Yes No (Explain why not)

- 7) What lessons have been learned from this incident?

- 8) What steps are being taken to prevent this type of incident from recurring?

Completed by:

Printed Name	Signature	Date
--------------	-----------	------

Reviewed by:

General Registrar Signature	Date
-----------------------------	------

Reviewed By Electoral Board:

Secretary	Chairman	Vice Chairman
-----------	----------	---------------

Place in Envelope #8

TELEPHONE INQUIRY OF VOTER'S QUALIFICATION TO VOTE

(Precinct Officer: Collect this information before calling the Registrar)

VOTER'S SOCIAL SECURITY #: _____

VOTER'S FULL NAME (LAST, FIRST, MIDDLE):

VOTER'S RESIDENCE ADDRESS (WHERE THEY LIVE NOW):

VOTER'S DATE OF BIRTH: _____

Briefly state the voter issue: _____

Q: Did voter recently change name or address? _____

If so, provide former name or address: _____

Q: Did you attempt to update your voter registration? _____

Q: Did you attempt to register to vote at the DMV (online or at an actual location? If at an actual office, which office & what was the date?

ADMINISTRATIVE DETAILS:

Name of Officer of Election Calling: _____

Name of Registrar that you talked to: _____

Date/Time: _____

How was the issue resolved (i.e. Voter Registration Application & Affirmation of Eligibility form completed or Voted Provisional Ballot)?

(Place this form in Envelope #8)

Federal Only

Full

Type of Ballot:

Precinct #: _____

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Provisional Log

Election Date: 11/3/2020
 Election Type: General
 Locality: City of Fairfax

What to do at the end of the day

Enter the total number of Provisional Vote envelopes for each reason code.

			Totals
Voter's name IS NOT on pollbook. Voter:	1	is a resident of the precinct, or has been since the November general election last year	
	2	has been a resident of the precinct for the last 2 federal elections, is now a resident of the county or city, and current residence is in the same congressional district as this precinct	
Voter's name IS on the pollbook, and voter:	3	is voting after normal poll closing time due to court order	
	4	applied for an absentee ballot, but does not have the ballot	
	5	is shown in the pollbook as already having voted	
	6	Other (any reason not captured in the other codes)	
	No ID	voter did not show required ID	

What to do during the day

Copy information from the Provisional Vote envelopes below

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

Notice to Provisional Voter (except NoID)

Give to Voter

Dear voter,

You voted a **provisional ballot** today.

Your local electoral board decides which provisional ballots will be counted. They will meet on November 4, 2020 at 10:00 a.m. at the Sisson House, 10455 Armstrong Street, Fairfax, VA 22030.

Your provisional ballot will not be counted if the board cannot confirm that you are qualified and registered to vote in this precinct.

You can provide proof that you are qualified to vote in this precinct in person before the deadline, or you can attend the electoral board meeting to provide proof (most people do not need legal counsel, but you may bring a lawyer with you). If you have questions, call your General Registrar's office at 703-385-7890.

After vote counting is completed, you can find out if your ballot was counted by calling the Department of Elections at 866-839-2556.

Election officer:

Give this notice to voters when:

- Their name is not on the poll book
- They voted after poll closing
- We do not have their absentee ballot
- The poll book shows they have already voted
- They didn't show proper ID

Reasons you received a provisional ballot

_____ Your name was not on the poll book

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

_____ You voted after the polls closed because of a court order

_____ Our records show that you have already voted

_____ Other: _____

If you registered at DMV or other government agency:

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

If you learned that your registration was cancelled,

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

Provisional Vote

Precinct _____

Voter: fill in your information on this side.

Voter name

1 Last name _____ Middle _____
First name _____ Suffix _____

2 Birthdate _____/_____/_____

Address

3 Address _____ Apt. number _____
City/Town _____ State _____ Zip Code _____

4 Phone _____-_____-_____

5 Social Security number _____-_____-_____
(last 4 digits required)

Statement of voter

To the best of my knowledge, I am a registered voter of this locality and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning. Your address information will be used to update your voter registration record.

Voter: sign here

6

Election officer: sign here

Today's date _____/_____/_____

Place voted ballot in this envelope.

Privacy Act Notice: This form requires personal information, including the last four (4) digits of your Social Security number, for identification purposes and to prevent fraud. Providing your full Social Security number, though not required, may prove helpful in the determination of your eligibility to vote. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted.

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

For layout purposes only

Provisional Vote

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

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

Electoral Board:

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

2. Attach a copy of the identification document.

Voter's name IS NOT on pollbook. Voter:

- 1 is resident of the precinct for a general election or
- OR
- 2 has been a resident of the precinct for the last 2 federal elections, is now a resident of the county or city, and current residence is in the same congressional district as this precinct

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

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

Notice to Provisional Voter with No ID

Give to Voter

Dear voter,

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

Providing proper identification

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

Election officer:

Give this notice to voters when they did not show proper ID.

Acceptable forms of identification

- Valid Virginia driver's license
- Valid United States passport
- Identification card issued by the federal government, the Commonwealth of Virginia, or one of its political subdivisions
- Valid student photo identification card from a college, university, or private school
- Valid employee identification card issued in the normal course of business
- Tribal enrollment or other tribal ID
- Voter confirmation documents
- Current utility bill, bank statement, government check, government document, or paycheck containing the name and address of voter
- Signed ID Confirmation Statement

The deadline to provide your ID is 12:00 p.m. on November 6, 2020.

Your local electoral board decides which provisional ballots will be counted.

They will meet on November 4, 2020 at 10 a.m. at 10455 Armstrong St., Fairfax, VA 22030.

Your provisional ballot will not be counted unless you provide proper identification by the time of the electoral board meeting.

You can provide your ID in person or by a method listed below any time before the deadline. You can attend the electoral board meeting to deliver your identification. (Most people don't need legal counsel, but you may bring a lawyer with you.) If you have questions, call the General Registrar's office at 703-385-7890.

After vote counting is completed, you can find out if your ballot was counted by calling the Department of Elections at 866-839-2556.

How and where to deliver your ID

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

By email: Registrar@fairfaxva.gov

By fax: 703-591-8364

In person to the electoral board/General Registrar:

By mail to the Electoral Board/General Registrar:

10455 Armstrong St. Suite 300
Fairfax, VA 22030

10455 Armstrong St. Suite 300
Fairfax, VA 22030

Provisional Vote

Precinct _____

(for voters without ID only)

Voter: fill in your information on this side.

Voter name	
1 Last name _____	Middle _____
First name _____	Suffix _____
2 Birthdate <input type="text"/> / <input type="text"/> / <input type="text"/>	
Address	
3 Address _____	Apt. number _____
City/Town _____	State _____ Zip Code <input type="text"/>
4 Phone <input type="text"/> - <input type="text"/> - <input type="text"/>	
5 Social Security number (last 4 digits required)	<input type="text"/> - <input type="text"/> - <input type="text"/>

Statement of voter

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

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

Voter: sign here

6 X

Election officer: sign here

X

Today's date / /

Place voted ballot in this envelope.

Privacy Act Notice: This form requires personal information, including the last four (4) digits of your Social Security number, for identification purposes and to prevent fraud. Providing your full Social Security number, though not required, may prove helpful in the determination of your eligibility to vote. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted.

WARNING: Intentionally making a materially false statement on this form constitutes the crime of election fraud, punishable as felony in Virginia. Violators may be sentenced up to 10 years in prison and fined up to \$100,000.

For layout purposes only

Provisional Vote *(for voters without ID only)*

Election Officer: use this envelope when the voter IS on the pollbook, but does not have ID.

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

Electoral Board:

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

Election Official:
sign here

X

2. Attach a copy of the identification document.

Virginia Voter Registration Application

Use blue or black ink

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

1. YES NO
* I am a citizen of the United States of America.

* Full social security number No SSN was ever issued.

* Date of birth

* Gender

2. * Last name _____ Jr. Sr. II III IV (Circle if applicable)
* First name _____ * Middle name _____ None
* Residence address (May not be a P.O. Box) _____ Apt # _____
* City/Town _____ * ZIP _____
E-mail _____ Phone _____

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

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

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

5. I am currently registered to vote in another state: _____. (Indicate state of previous registration)

6. I am interested in being an Officer of Election (poll worker) on Election Day. Please send me information.

7. **AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true. I authorize the cancellation of my current registration and I have read the Privacy Act Notice.**

* Signature _____ Today's date: _____

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

* Virginia Voter Registration Application Receipt

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

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

_____/_____/_____
Date application received

Thank you for applying to vote in Virginia!

Virginia Voter Registration Application

With this form, you can register to vote in elections in Virginia. You can also use this form to change the information on your Virginia voter registration.

Register to Vote

If you are currently registered to vote, you do not have to use this form unless you have moved or changed your name.

ATTENTION: Overseas citizens, uniformed service voters, qualifying spouses and dependents may register using the Federal Post Card Application (FPCA), available at www.fvap.gov.

Go Online

You may complete your voter registration application online at www.elections.virginia.gov/registration. You may also check your voter registration status online at www.elections.virginia.gov/registration.

Your Address

You must provide a street address or a description of where you live as a residence address. You may provide a mailing address in Box 4 if: (1) your residence address is not serviced by the U.S. Postal Service; (2) you are homeless; (3) you are an overseas citizen; or (4) you are a uniformed service member, or qualifying spouse or dependent. Qualified protected voters must provide a Virginia post office box in Box 4 to receive protected voter status. No other applicant can list a mailing address.

How to Mail

Mail your completed application to your local registrar. Use the online address lookup tool if you do not know your registrar's address: www.elections.virginia.gov/localGR or mail your application to:

Virginia Department of Elections
1100 Bank Street
Richmond, VA 23219

Mailed applications must be postmarked at least 22 days before the next election in which you plan to vote. A qualified active-duty uniformed services member, spouse or dependent is NOT subject to the mailing deadline if by reason of active duty, you are normally absent from the locality in which you reside.

Questions?

Call your local voter registration office or call (800) 552-9745 • TTY 711.

Privacy Act Notice

When registering to vote, Article II, Section 2 of the Constitution of Virginia (1971) requires you to provide your social security number, if you have one. If you do not provide your social security number, your application will be denied. Voting officials use the social security number as a unique identifier to ensure that no voter is registered in more than one place.

Your application will only be open to inspection by the public if the social security number is removed. Your social security number will appear on reports produced only for official use by voter registration and election officials, for jury selection purposes by courts, and all lawful purposes. Your decision to decline to register to vote as well as the office where you submit your application, if you choose to do so, are confidential and will only be used for voter registration purposes.

ID Requirements

All voters must show one acceptable form of ID or provide a written statement when voting in-person. In federal elections, all first time voters who registered by mail will be required to provide one acceptable form of ID; a written statement will not be accepted.

For a complete list of acceptable forms of ID visit: www.elections.virginia.gov/voterID.

Need more information? Go Online: www.elections.virginia.gov Or Call: (800) 552-9745 TTY: 711

WARNING: INTENTIONALLY VOTING MORE THAN ONCE IN AN ELECTION OR MAKING A MATERIALLY FALSE STATEMENT ON THIS FORM CONSTITUTES THE CRIME OF ELECTION FRAUD, WHICH IS PUNISHABLE UNDER VIRGINIA LAW AS A FELONY. VIOLATORS MAY BE SENTENCED TO UP TO 10 YEARS IN PRISON, OR UP TO 12 MONTHS IN JAIL AND/OR FINED UP TO \$2,500.

SECTION A – OFFICER OF ELECTION MUST COMPLETE

- ENTER PRECINCT NUMBER, NAME AND DATE.
- CHECK BOX THAT APPLIES.
- HAVE VOTER READ *AFFIRMATION OF VOTER* BELOW [OR READ *AFFIRMATION TO VOTER*].
- HAVE VOTER SIGN AND PRINT HIS/HER FULL NAME – BEFORE VOTING.
- PLACE FORM IN ENVELOPE #8.

OFFICER OF ELECTION'S INITIALS: _____

PRECINCT NO./NAME : _____ CONG. DIST.: _____ DATE: _____

IF VOTER HAS NO I.D., VOTER MUST COMPLETE A PROVISIONAL BALLOT.

- A. VOTER'S NAME MARKED WITH "?" ON **POLLBOOK** . . . AND VOTER'S NAME OR ADDRESS HAS NOT CHANGED.
- B. VOTER'S NAME OMITTED FROM **POLLBOOK** IN ERROR; REGISTRAR AUTHORIZES OFFICER TO ADD NAME.
- C. VOTER'S NAME ON **POLLBOOK** . . . BUT VOTER IS **CHALLENGED BY ANOTHER VOTER OR AN OFFICER WHO COMPLETES AND SIGNS STATEMENT BELOW**

Statement of Challenger

"I do hereby state, subject to penalties for hindering, intimidating, or interfering with a qualified voter pursuant to § 24.2-607, that I am a qualified voter of this Commonwealth or an officer of election and that, to the best of my knowledge, information, and belief, _____ is not a qualified voter of this precinct by reason of (please check each of the following reasons that is applicable):

- 1. The named person is not a citizen of the United States;
- 2. The named person is not now 18 years of age or, in the case of a primary election or a special election held on a date other than a general election date, will not reach the age of 18 before the next general election;
- 3. The named person is not a resident of the Commonwealth (or, if he has not been a resident of the Commonwealth within the preceding 30 days, he is attempting to vote for an office or issue other than electors of President and Vice President of the United States);
- 4. The named person is not a resident of this precinct (or he has not been a resident of this precinct since the second preceding general federal election and has not continued to be a resident of this county or city and this congressional district);
- 5. The named person is not a resident of the town in the case of a town election;
- 6. The named person has been disqualified from voting by the Constitution and laws of the Commonwealth and this disqualification has not been removed by proper authority;
- 7. The named person is not the identical person he represents himself to be; or
- 8. The named person has voted in this election at this or another voting place (state when and where the named person previously voted in this election: _____)."
 - ❖ *must cast a provisional ballot if pollbook indicates person already voted*

Signature of Challenger: _____

Printed Name of Challenger: _____ Daytime Telephone Number: _____

Residence Address: _____

PRIVACY NOTICE: Section 24.2-651 of the Code of Virginia requires the person making a challenge to sign a statutory statement. Therefore, if you refuse to sign this statement, no challenge will be made. Your completed form may be provided to government officials and third parties for election-related purposes.

SECTION B – AFFIRMATION OF VOTER IS REQUIRED

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

AFFIRMATION OF VOTER

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

- THAT I AM A CITIZEN OF THE UNITED STATES,
- THAT I AM AT LEAST 18 YEARS OF AGE (OR WILL BE ON THE ____ DAY OF _____, _____),
- THAT I AM A RESIDENT OF THE COMMONWEALTH OF VIRGINIA
 - (OR THAT I HAVE BEEN A RESIDENT OF THIS COMMONWEALTH WITHIN THE PRECEDING 30 DAYS AND AM VOTING ONLY FOR ELECTORS OF PRESIDENT AND VICE PRESIDENT OF THE UNITED STATES),
- AND THAT ACCORDING TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, I AM NOT DISQUALIFIED FROM VOTING BY THE CONSTITUTION AND LAWS OF THIS COMMONWEALTH;
- THAT MY FULL NAME IS _____;
- THAT IN SUCH NAME I WAS DULY REGISTERED AS A VOTER OF THIS PRECINCT;
- THAT I AM NOW OR AT SOME TIME SINCE THE LAST NOVEMBER GENERAL ELECTION HAVE BEEN AN ACTUAL RESIDENT OF THIS PRECINCT;
 - OR THAT I HAVE BEEN AN ACTUAL RESIDENT OF THIS PRECINCT AT SOME TIME SINCE THE SECOND PRECEDING GENERAL FEDERAL ELECTION AND HAVE BEEN AND CONTINUE TO BE A RESIDENT OF THIS COUNTY OR CITY AND THIS CONGRESSIONAL DISTRICT;
- IF I AM VOTING IN A TOWN ELECTION TODAY, THAT I AM CURRENTLY A RESIDENT OF THAT TOWN;
- THAT I AM THE IDENTICAL PERSON I REPRESENT MYSELF TO BE;
- AND THAT I HAVE NOT VOTED IN THIS ELECTION AT THIS OR ANY VOTING PLACE AND WILL NOT VOTE IN THIS ELECTION AT ANY OTHER VOTING PLACE.”
 - ❖ *must cast a provisional ballot if pollbook indicates person already voted*

VOTER SIGNATURE: _____

PRINTED VOTER NAME: _____

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

CURRENT RESIDENCE ADDRESS: _____

CITY/TOWN/STATE/ZIP: _____

MAILING ADDRESS IF DIFFERENT: _____

MONTH/YEAR MOVED: _____

DAYTIME TELEPHONE NUMBER: _____

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

WARNING: MAKING A MATERIALLY FALSE STATEMENT ON THIS FORM CONSTITUTES THE CRIME OF ELECTION FRAUD, WHICH IS PUNISHABLE UNDER VIRGINIA LAW AS A FELONY. VIOLATORS MAY BE SENTENCED TO UP TO 10 YEARS IN PRISON, OR UP TO 12 MONTHS IN JAIL AND/OR FINED UP TO \$2,500.



Warning: Intentionally making a materially false statement or entry on this form shall constitute the crime of election fraud, which is punishable under Virginia law as a Class 5 felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2500.

OFFICER OF ELECTION

Precinct #/name: _____

Date: _____

A. REQUEST OF VOTER

I hereby affirm, subject to penalty of law, that I require assistance to vote my ballot by reason of either blindness, physical disability, or inability to read or write, or I need the ballot translated into another language.

I request that the person signing the agreement below in *Section B* enter the voting booth or voting machine enclosure to assist me or to vote my ballot in accordance with my instructions.

Signature of voter: _____ Printed name: _____
Required

B. AGREEMENT OF ASSISTANT

I hereby affirm, subject to penalty of law, that:

- I will vote this voter's ballot as the voter instructs.
- I will not solicit or attempt to influence how the voter votes.
- I will not disclose or indicate how the voter votes on any office or question.
- I am not serving in this polling place today as an authorized representative of a political party or candidate or as a neutral observer authorized by the electoral board. (See § 24.2-604 for additional information)
- I am not the voter's employer or agent of that employer, or an officer or agent of the voter's union. (This provision does NOT apply if the voter is blind.)

Signature of assistant: _____ Printed name: _____
Required Required

Residence address: _____ City/state: _____ zip: _____
Required Required Required

C. IF VOTER ASKS OFFICER TO TRANSLATE BALLOT (AS ASSISTANT)

See § 24.2-649(C) for additional information. Any party or candidate interpreter must sign below before observing. (Attach additional forms if necessary.)

I hereby affirm, subject to penalty of law, that:

- I will not solicit or attempt to influence how the voter votes.
- I will not disclose or indicate how the voter votes on any office or question.

Signature: _____ Printed name: _____ Representing: _____

Signature: _____ Printed name: _____ Representing: _____

INSTRUCTIONS IF VOTER IS UNABLE TO SIGN OR MAKE THEIR MARK:

For a voter who is blind, the Officer of Election must:

- Write on the *Signature of Voter* line (Section A), "**blind voter**" (A blind voter is NOT required to sign or make their mark);
- Print the voter's name on the line below the signature line (Section A); and
- Have the assistant sign and complete Section B.

For a voter who is otherwise unable to sign, the assistant must:

- Write on the *Signature of Voter* line (Section A): "**voter unable to sign**";
- Print the voter's name on the line below the signature line (Section A); and
- Sign and complete Section B.

Request to Cancel Voter Registration

(§ 24.2-427, Code of Virginia)

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

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

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

 Last Name First Name Middle or Maiden Name NONE Suffix NONE

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

 City State ZIP

 Locality Voter ID (OPTIONAL)

[- -] / /
 SSN Date of Birth (MM/DD/YY)

 Current Phone (OPTIONAL) Email (OPTIONAL)

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

▶ _____ / /
Signature (x) **Date (MM/DD/YY)**

FRAUD WARNING

INTENTIONALLY VOTING MORE THAN ONCE IN AN ELECTION OR MAKING A MATERIALLY FALSE STATEMENT ON THIS FORM CONSTITUTES THE CRIME OF ELECTION FRAUD, WHICH IS PUNISHABLE UNDER VIRGINIA LAW AS A FELONY. VIOLATORS MAY BE SENTENCED TO UP TO 10 YEARS IN PRISON, OR UP TO 12 MONTHS IN JAIL AND/OR FINED UP TO \$2,500.

PRIVACY NOTICE

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

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

NOTIFICATION OF DEATH OF REGISTERED VOTER

Pct.

Deceased Voter's Name (print):	
Social Security Number: (if known)	Date of Birth:
Resident Address of Deceased:	Number and Street Name
Name of Person Providing Information (print):	Zip Code
Signature of Person Providing Information:	
Relationship To Deceased:	
Signature of Election Officer:	Date:
* General Registrar Verification (VERIFIER'S SIGNATURE)	Date:

Sample

(METHOD OF VERIFICATION)

* All notifications must be verified through reliable source e.g. Public Health Records, Obituary SBE-427 6/04 prior to cancellation of registration, unless notification is provided by immediate family member e.g. parent, spouse or sibling.



If you feel your voting rights have been violated or that you may have witnessed an election law being broken, contact the Department of Elections at 1-800-552-9745, or via email at info@elections.virginia.gov.

First, review the “Voters’ Rights and Responsibilities” poster in the polling place or on our web site (www.elections.virginia.gov). Make sure you meet the requirements that allow you to vote. If you do not understand the requirements, ask an election official to explain them to you.

If you feel you met all the requirements but were still not allowed to vote, ask an election official to contact the General Registrar’s office about your case ***before you leave the polling place***. The General Registrar will investigate your case and may be able to resolve the problem immediately.

If you are still not satisfied with the outcome, call the Department of Elections at 1-800-552-9745 as soon as possible, ***preferably before the polls close***. The sooner the Department of Elections knows about your problem, the more likely you will get a satisfactory answer on Election Day.

If you still believe your voting rights may have been violated or may be violated in the future, you may file a complaint with the Department of Elections. Inside are instructions on how to file a complaint, time lines, and the route your complaint will follow.

NOTE: You have 10 days from the date of the incident to file a complaint.

How to file a complaint:

1. This complaint form is for complaints alleging violations of Title III of the Help America Vote Act of 2002 (HAVA). Title III deals with voting equipment, accessibility, provisional voting, voting information, the computerized statewide voter list used to create pollbooks, identification requirements for voting in federal elections if registration was by mail, and contents of registration forms. For other complaints, please use the online complaint form available at www.elections.virginia.gov Fill out the attached Complaint Form (also available at www.elections.virginia.gov) and mail to the address below. To qualify as a formal complaint under this procedure, this Complaint Form must be used and notarized prior to submission. Complaints alleging Title III violations that do not qualify as formal complaints will be handled as informal complaints.
2. Mail completed Complaint Forms to:
Deputy Commissioner
Department of Elections
1100 Bank Street, 1st Floor
Richmond, VA 23219-3642



Your complaint will be reviewed using the following processes:

- **Non-HAVA Complaints and Informal HAVA Complaints:**

If you file this type of complaint, you should expect a response from a member of the Department of Elections staff within 30 days of submitting the complaint. Responses will be provided via the method the complainant used to file the complaint (i.e. e-mailed complaints will receive a response via e-mail).

- **HAVA Title III Complaints:**

If your complaint alleges a violation of Title III of the Help America Vote Act, it will be treated as a formal complaint if notarized. You can expect the following steps if you file this type of complaint:

1. Your complaint will be acknowledged in writing and you will be offered the opportunity to request a hearing on the record with the Department of Elections staff. (Similar complaints may be consolidated at the discretion of the Department.)
2. If a hearing is granted, it will be held in-person or by phone, at the discretion of Department of Elections.
3. Once all research about the complaint has been completed, a final determination letter will be signed by the Commissioner of Elections or Deputy Commissioner of Elections of the Department of Elections. You can expect a response within 90 days of receipt of the complaint by Department of Elections.
4. Department of Elections may request an extension of the 90 day response period. If a response is not provided to you and you have not granted Department of Elections an extension, the complaint will be resolved within 60 days using alternative dispute resolution procedures.
5. All final determination letters regarding HAVA Title III complaints will be posted on Department of Elections' website.
6. You may appeal a final determination letter to the full Department of Elections within 15 days of issuance. The Board may decide the appeal based on the information already available in the record or may determine to hold a hearing regarding the matter. The Board will decide your appeal within 45 days.



VIRGINIA VOTERS' ELECTION DAY COMPLAINT FORM

Ask an Election Official to help you if you need assistance completing this form.
Please write legibly.

Your Name (last, first, middle)		Today's Date	
Your Address (Number and Street)		City	State
			Zip Code
Your Daytime telephone number		Email address (optional)	
Polling Place Name			
Polling Place Address (Number and Street)		City	State
			Zip Code
Name of Election Official or Volunteer if known			
Date of Incident			
Describe Your Complaint (attach additional pages if necessary)			
Your Signature			
Notary's Signature (required for formal HAVA Title III complaints)			Date
Notary's Commission Expiration Date			

OFFICE USE ONLY	
Complaint Number:	
Date Received:	
Department of Elections Staff Member Assigned:	
Hearing Date:	
Final Determination Issued:	

Precinct #: **Training**

- At the end of the day, complete this information after voting has stopped
- Call the main office to report your results (703)-385-7891

1. Use the Ballot Record Report and the EPB Summary to complete this section.

#Spoiled Ballots: _____ #Voted Curbside: _____ #Unused Ballots: _____

2. Use the machine tapes, EPB Summary and Provisional Log to complete this section

- a. Ballots Cast on Machine: This is the same number as Part 2. Line C1 on the SOR + _____
- b. Hand Counted Ballots: This is the same the number as Part 2 Line C2 on the SOR + _____
- c. Add Lines a, b. This is the same number as Part 2 Line C3 on the SOR = _____
- d. Voters Checked in on the pollbook: This is the same number as Part 1, Line A on the SOR =====
- e. How many No ID provisional ballots are recorded on the Provisional Log? _____
- f. How many mint green envelopes with reason 1 or 2 are recorded on the Provisional Log? + _____
- g. How many mint green envelopes with reason 3 - 6 are recorded on the Provisional Log? + _____
- h. How many total provisional ballots were cast? Add Lines e, f, and g = _____

3. Complete the candidate totals

Use the Summary of Results tape(s) to enter the candidate totals. If you hand counted ballots, use Part 4 of the SOR.

Member Senate 34th District

Petersen _____
Write In _____
Undervotes _____
Overvotes _____

Commonwealth Attorney

Descano _____
Fahey _____
Write In _____
Undervotes _____
Overvotes _____

Member House of Delegates 37th District

Bulova _____
Write In _____
Undervotes _____
Overvotes _____

Sheriff

Kincaid _____
DeCarlo _____
Write In _____
Undervotes _____
Overvotes _____

Printed Return Sheet

PRINTED RETURN SHEET

Attach Results Tapes Here

- OVO**
Election Summary tape
- Write In Tapes
- OVI**
Close Report tape

Date of Election: November 3, 2020
 County/City: City of Fairfax
 Precinct: Training

This form must be signed by ALL Officers of Election and placed in Envelope 2A

The Clerk of Circuit Court must make it available for public inspection on the day following the election and for sixty days thereafter.

We hereby certify that the attached totals tape is a true and correct copy of the election results printed out by the electronic voting machines used in this precinct.

Machine Serial Numbers

OVO xxxxxxxx

OVI xxxxxx

All officers must sign

Officer of Election

Certification of Empty Envelopes

Place in Envelope 2

When applicable, this completed form placed in Envelope #2 may substitute for empty Envelopes #1A or #4. Please return empty envelope(s) to the general registrar for use in next election.

1. Certification of Two Officers of Election After Polls Close

I certify under felony penalty for false statements under § 24.2-1016 that (check any that apply):

- Provisional voting was offered in this precinct in accordance with applicable laws and instructions of the Department of Elections; and no provisional ballots were cast in this precinct (return empty #1A envelopes to the general registrar).
- No spoiled or voided ballots were received in this precinct (return empty #4 envelope to general registrar).

Signature of Officer of Election

Signature of Officer of Election

2. Certification of Electoral Board On the Day After the Election

The Electoral Board reviewed the above certification as part of its canvass.

Signature of Secretary of Electoral Board

IF ANY OF THE BOXES ABOVE APPLY, THIS SHEET SHOULD BE PLACED IN ENVELOPE #2 AND FORWARDED TO THE CLERK WITH THE ELECTION MATERIALS FOR THIS ELECTION IN PLACE OF THE EMPTY ENVELOPE(S).

Clerk of the Circuit Court: On the day after the election give to the Electoral Board. They will sign and return it to you after the Canvass.

RETENTION: Two Years (Federal Elections) & One Year (All other elections). DISPOSITION: Destroy

Certification of Election Materials Used

Attached to Envelope 2

* (attach completed form to top or side of box containing SORs and Pollbooks for the election (Envelope 2))

Item	Location--Unless optional, explain any item not present, for example, by indicating that an empty envelope certification form has been completed.
Envelope 1A--Provisional Votes	<input type="checkbox"/> Used <input type="checkbox"/> Unused – Completed Empty Envelope Certification
Envelope 1B--After hours provisional (used only if instructed)	<input type="checkbox"/> Used <input type="checkbox"/> Unused – Completed Empty Envelope Certification <input type="checkbox"/> N/A
Envelope 2-- Oaths, Pollbooks, EPB Summary Report, SORs, etc.	<input type="checkbox"/> Used
Envelope 2A—Yellow Printed Return Sheet (1) with OVO Election Summary (Results) Report	<input type="checkbox"/> Used
Envelope(s) or Box #3 — Counted ballots	<input type="checkbox"/> Used <input type="checkbox"/> Unused – Completed Empty Envelope Certification
Envelope(s) #4 — Spoiled & voided ballots	<input type="checkbox"/> Used <input type="checkbox"/> Unused – Completed Empty Envelope Certification
Envelope(s) or Box #6—Unused ballots	<input type="checkbox"/> Used
Envelope #7C—Voting equipment keys, Transfer Media (TMs), cut machine seals	<input type="checkbox"/> Used
Envelope #8—completed paperwork (e.g., Affirmation of Eligibility, Request for Assistance, Voter Registration Applications, Provisional Ballot Logs, etc.)	<input type="checkbox"/> Used <input type="checkbox"/> N/A

CERTIFICATION – I hereby certify under felony penalty for false statements that the information reported on this form is true and correct to the best of my knowledge, information and belief.

Signature

Date

Printed Name



Become an Election Officer for the City of Fairfax

Registered Voters earn \$150 on Election Day serving as an Election Officer in the City of Fairfax. It is a rewarding way to be involved our democracy. Approximately 80 officers are needed to help conduct each election in the City of Fairfax. More information is available at: www.fairfaxva.gov/eoapp

Basic Qualifications:

- You are registered to vote in Virginia
- You have good customer service skills, enjoy meeting people, and serving the public
- You do not hold an elected office, and are not the employee or deputy of an elected official
- Must be available to work a 14+ hour day (usually 4:45 a.m. - 9 p.m.)
- You must be willing to swear an oath to uphold the Constitutions of the United States and Virginia

YES! I want to be an Election Officer for the City of Fairfax.

Name: _____ Last 4 of SSN: _____

Street Address/Apt: _____

Zip Code: _____ Phone Number: _____

Email: _____

SIGNATURE

DATE

Please Tell Us About Yourself:

1. Why do you want to serve as an Election Officer? _____

2. Please list any languages other than English you are fluent in: _____
3. Are you able to lift 40 lbs? Yes No
4. Are you comfortable with technology? Yes No

Please apply online at www.fairfaxva.gov/eoapp, or mail this form to
City of Fairfax Office of Elections, 10455 Armstrong St, Fairfax, VA 22030

Qualifications

- You are registered to vote in Virginia
- You have good customer service skills, enjoy meeting new people and serving the public
- You are able to take direction and are not easily distracted
- You do not hold elected office or are not an employee or deputy of an elected official
- You must be available to work 14+ hours on Election Day (4:45 a.m.-9 p.m.)
- You must be willing to swear an oath to uphold the Constitutions of the United States and Virginia

Duties

- Arrive at the polling place at 4:45 a.m. on Election Day
- Set up voting equipment and signs
- Process voters, issue paper ballots, and operate voting equipment
- Tally results, secure machines, and close the polling place

Training

- Training is mandatory and usually lasts 2-3 hours
- New Officer training is typically available
- Supplemental online training is available
- Extra training is available on an "as needed" basis

Compensation

- Chief Officer: \$200
- Deputy Chief Officer: \$170
- Procedural Specialist: \$170
- Electronic Pollbook Specialist: \$150
- Regular Election Officer: \$150

Central Absentee Officers

- Check names of voters on lists of absentee applicants
- Record pollbook and voting machine counts
- Tally results, secure machines, and close polling place

Election Schedule

- General Elections are held each year on the first Tuesday after the first Monday in November
- Primary Elections, if held, are usually scheduled for the second Tuesday in June
- Special Elections are scheduled as necessary
- City Elections are held on the first Tuesday in May on even number years

Polling Place Assignments

- When possible, Officers are assigned to their polling place
- If no vacancies are available there, you may be assigned to a nearby polling place
- You may also be asked to work the Central Absentee Precinct (CAP)

Election Laws

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Voters who have Disabilities

A Guide for Election Officials

Section 51.5-43 of the Code of Virginia states, "Discrimination against qualified persons with disabilities in exercising the right to vote is prohibited." As a sworn Officer, it is your duty to enforce the law. No qualified voter has a disability that prohibits voting (only those who have been adjudicated as mentally incapacitated have lost their qualification to vote). It is your job to be aware of all legal options available and to work with voters who have disabilities to find the most suitable method of casting a ballot.

We will begin with some common sense guidelines that apply to all voters:

Be courteous and respectful.

Common sense will provide an answer to most questions.

Do not underestimate people with disabilities. Physical disability does not equal lessened mental capacity.

Be considerate of the extra time it may take for a person who is disabled or elderly to get things done and give unhurried attention to a person who has difficulty speaking.

Always speak directly to the voter and not to a companion, aid or language interpreter. Remember that any disabled voter may be accompanied by and receive assistance from another person of his choice in the voting booth, unless that person is an employer or agent of the voter's employer or officer or agent of the voter's union. §24.2-649

If your polling place is in a building with several routes through it, be sure that there are sufficient signs to direct a person to the most accessible way around the facility.

Do not push or touch another person's wheelchair or equipment without prior consent. People using adaptive equipment often consider the equipment as part of their personal space. You are also likely to break a wheelchair or piece of equipment that you are not familiar with.

Always ask before helping. In some instances the voter may not want assistance. Grabbing someone's elbow may throw the person off balance. A person with a mobility issue might lean on a door while opening it. Quickly opening the door might cause the person to fall.

Keep floors as dry as possible on rainy or snowy days.

Keep ramps and wheelchair-accessible doors to the polling place unlocked and free from clutter.

Voters who have Speech or Hearing Impairment

A voter who cannot speak may give his name and address by providing identification to the EPB officer. The EPB officer then reads the name and address out loud.

Follow the voter's cues to determine whether speaking, gestures or writing are the most effective method of communication.

If speaking, speak calmly, slowly and directly to the voter. Do not shout. Your facial expressions, gestures and body movements help in understanding. Face the voter at all times. Rephrase, rather than repeat, sentences that the voter does not understand.

Voters who are Blind

A voter who is blind may choose to use an assistant (follow instructions in the What-If Guide). Remember that blind voters are not required to sign the Request for Assistance form; however, the assistant must sign the form. Read any required oaths to the voter out loud and, if the voter agrees to the oath, write "Blind Voter" on the signature line.

General Guidelines:

Identify yourself and state that you are an Officer of Election as soon as you come in contact with the person. Greet a person who is visually impaired by letting the person know who and where you are. When offering walking assistance, allow the person to take your arm and tell him/her when you are approaching inclines or turning right or left.

If guiding a voter who is blind, offer your arm to the voter, rather than taking the voter's arm. If a person has a guide dog, walk on the opposite side of the voter from the dog. Do not pet or distract a service animal without permission from the owner. Be aware that animals that assist people with disabilities should be admitted into all buildings.

When giving directions to navigate the polling place, be as specific as possible and point out obstacles in the path of travel.

If you are going to leave a person who is blind, let them know.

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I. **CAMPAIGNERS (CAMPAIGN WORKERS AND CANDIDATES)**

1. Campaigners must remain at least 40 feet away from any entrance to the building in which the polling place is located. This 40-foot "campaign-free" zone is referred to as the "prohibited area." Restrictions which apply to the prohibited area also apply to the polling place itself. If the electoral board allows campaigning within the building containing the polling place, all such activities must take place at least 40 feet from any entrance to the room where voting activities are being conducted. Code of Virginia, §§ 24.2-604 & 24.2-310.
2. There is no limit to the number of campaigners allowed outside of the prohibited area. § 24.2-604.
3. Campaigners cannot hinder or delay a person from entering or leaving a polling place. § 24.2-604.
4. Loudspeakers cannot be used within 300 feet of any polling place. § 24.2-605.
5. Campaign materials, including sample ballots, may be distributed on election day on the property on which a polling place is located and outside of the prohibited area. §§ 24.2-310(E), 24.2-604. Only the electoral board may approve exceptions in the limited circumstances described in § 24.2-310(E).
6. Campaign signs/posters may not be posted inside the prohibited area or polling place. Whether signs/posters can be posted outside of the prohibited area may be subject to the management policies of the property, or local ordinance. For example, a private organization may be willing to have its building serve as a polling place, but does not allow placement of sign posts in its lawn.
7. **Sample Ballots:**
 - a. On sample ballots, any official authority statement of a local electoral board or the State Board of Elections should be deleted, and replaced with the publishing candidate's or group's authority statement (or "disclaimer"). § 24.2-622.

- b. For federal offices, the disclaimer required by federal law must be used. For all other offices, the required identification on campaign material is specified in the Code of Virginia. For details, go to elections.virginia.gov.
 - c. Samples of any ballot (or part of a ballot) cannot be printed on any shade of white or yellow paper and must contain the words "sample ballot" in type no smaller than twenty-four point. § 24.2-622.
 - d. The voter is allowed to carry sample ballots and campaign material into the polling place but must not display them to other voters. §§ 24.2-622, 24.2-604.
8. No officer of election shall sign or otherwise mark any paper, form, or item, other than one furnished by the State Board, his electoral board, or general registrar, at his polling place during the hours that the polls are open. § 24.2-650.

**II. PARTY AND CANDIDATE AUTHORIZED REPRESENTATIVES ON ELECTION DAY
(General Information and Requirements)**

1. In a primary election, each primary candidate on the ballot in that election is entitled to representation, as discussed below, before, during and after the election.

In a general election or special election each political party with one or more nominees on the ballot in that election is entitled to representation (even if the nominees are running for local offices for which party names are not listed on the ballot).¹

In a general election or special election each independent candidate on the ballot in that election is entitled to representation.

Write-in candidates are not entitled to representatives at any time, but they or their supporters may be able to witness the counting of votes in the precinct after the polls close (as chosen "bystanders"). See section V below and § 24.2-655.

2. The chairman of the political party or the independent/primary candidate entitled to representatives, as appropriate, must provide a notice of authorization. The notice should be done by one of the following methods:
- a. Provide, at least 5 days prior to the election, a list of authorized representatives for each precinct to the local electoral board; or
 - b. Provide a list of the authorized representatives for the precinct to the chief officer of election at the polling place; or
 - c. Provide each authorized representative with a letter (or copy) signed by the party chairman or the independent/primary candidate. The representative must give this letter (or copy) to the chief officer of election at the polling place.

¹ The political organizations which currently meet the definition of a "political party" under Virginia state law (§ 24.2-101) -- and are therefore entitled to party representation inside the polls during elections in which they have a nominee on the ballot -- are the Democratic Party and the Republican Party. Other groups may qualify to put their names on the ballot beside names of their candidates, but are not entitled to representatives.

- i. The letter should be signed by a county or city political party chairman if the authorized representative is representing a party. If the county or city chairman is unavailable to sign the letter can be signed by a district or state chairman of the political party. § 24.2-604.

III. **AUTHORIZED REPRESENTATIVES BEFORE POLLS OPEN (§ 24.2-639)**

1. Before opening the polls, each officer shall examine the equipment and see that no vote has been cast and that the counters register zero. The officers shall conduct their examination in the presence of the party and candidate representatives (if present) See § 24.2-639 for additional procedures before the polls open.
2. Number of authorized representatives permitted in polling place before polls open
 - a. General and special elections
 - i. One authorized representative of each political party with a nominee on the ballot in that election
 - ii. One authorized representative of each independent candidate on the ballot in that election
 - b. Primary elections
 - i. One authorized representative of each primary candidate on the ballot in that election
3. Representative must be a qualified Virginia voter. An officer of election has the discretion to verify an authorized representative's registration status and identity by asking the representative to provide an acceptable form of ID.
4. Representative must have a written statement (or copy) signed by the party chairman or the independent candidate he represents. This statement (or copy) should be presented to the chief officer of election if not presented previously (see section II above). The written statement is not required if the candidate or party chairman is serving as the representative.

IV. **AUTHORIZED REPRESENTATIVES WHILE POLLS ARE OPEN (§ 24.2-604)**

1. The primary concept with regard to authorized representatives is that they cannot "otherwise impede the orderly conduct of the election." The officers of election have the authority to remove any person interfering with the voting process, and have broad discretion to manage affairs within the polling place. §§ 24.2-604, 24.2-607.
2. Quantity and Qualifications for Authorized Representatives:
 - a. The officers of election, at their discretion, may allow a maximum of three authorized representatives from each political party with a nominee on the ballot in that election and three from each independent or primary candidate on the ballot in that election when the pollbook has less than three divisions/stations.
 - b. When the pollbook is divided (or there are multiple electronic pollbook stations), one representative from each party and one from each independent/primary candidate must be allowed for each pollbook division/station.
 - c. A representative must be a qualified Virginia voter.

- d. The representative cannot be the candidate.²
3. Representatives may stay all day or they may come and go in shifts as determined by the party or independent/primary candidate.
 4. The representative cannot sit at the registration table with the officers of election. The representative must be allowed to be close enough to the voter check-in table to hear and see what is occurring; however, not close enough to the officer to disrupt his or her duties including those of processing voters. The representative has a right to immediately appeal to the local electoral board if he is unable to observe the process. Subject to the restrictions below regarding secrecy of the ballot and the officer of election's right to ensure the orderly conduct of the election, the representative cannot be directed to only stand in one specific area. However, if the placement of a representative may hinder or delay a voter, the officer of election may require the authorized representative to move from that area.
 5. All voters should check in at the check -in table with the pollbooks allowing the authorized representatives to see and hear the process. The separate table or privacy booth that voters are directed to for the purpose of completing and voting the provisional voting materials is not a check-in table and the privacy of the voting process should be respected by officers of election and authorized representatives.
 6. It is unlawful for any authorized representative to be in a position to see the marked ballot of any other voter.
 7. The representative cannot in any way hinder or delay a voter or officer of election.
 8. The representative cannot insult or abuse an officer of election nor conduct herself in a noisy or riotous manner.
 9. The representative cannot give, offer or show any ballot, ticket or other campaign material.
 10. The representative cannot influence any person in casting his ballot. Such prohibited influence would include a representative tendering advice to the voter on the type of ballot he should cast.
 11. The representative cannot perform any type of filming or photography while inside the polling place, including the use of a camera phone to film or photograph.
 12. Use of wireless electronic devices is permitted inside the polling place. However, officers of election may prohibit the use of cellular telephones or other handheld wireless communications devices if such use will hinder, intimidate, or interfere with any qualified voter from casting his/her ballot or if the use of the wireless device results in the authorized representative conducting him or herself in a noisy or riotous manner so as to disturb the election. §§ 24.2-604 and §§ 24.2-607. It is recommended that the authorized representative leave the polling place when making a phone call on his or her cellular phone.
 13. A representative may mark or make his own list of those who have voted and make his own notes. An officer cannot provide any lists to representatives.
 14. A representative may challenge a voter who is known or suspected not to be a duly qualified voter. The person challenging a voter must complete and sign a statement of challenger form stating the specific reason for the challenge. The challenged voter will be offered a written

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

statement (page 2 of the same form) attesting to their qualifications to vote. If the voter signs the statement he or she must be allowed to vote. If the voter refuses to sign the statement he or she will not be allowed to vote. Challenges should not be made frivolously. §§ 24.2-607(A), 24.2-651, 52 USC 10307 (federal intimidation offense).

15. The authorized representative is prohibited from providing assistance to any voter or wearing any indicator that he is available to assist any voters either inside the polling place or within 40 feet of any entrance to the polling place. Prohibited assistance for this purpose includes providing voters over 65 or those physically disabled, or those with a disability or inability to read or write, or those that require language assistance with assistance in voting. The same restriction applies to any neutral observer authorized by the electoral board to be inside the polling place. §§ 24.2-604(C) and 24.2-649. However, there is no absolute prohibition on a representative speaking to either an officer or a voter, subject to the restrictions herein and to the officers' discretion in conducting an orderly election.
16. If voter asks an officer of election to translate the ballot:
 - a. The officer must first ask any authorized representatives of the parties/candidates who are in the polling place whether they have a volunteer available who can interpret for the voter in the requested language. (If so, the representative would briefly exit the polling place to get the volunteer interpreter.) § 24.2-649(C)
 - b. If available, one interpreter per such party or candidate will be allowed to listen to the officer assist the voter.
 - c. The voter may choose one of the interpreters to assist instead of the officer. The newly designated assistant must be qualified to assist (see below) and complete a new assistance form accordingly.
 - d. The Request for Assistance form must be completed by the voter and assistant.
 - e. Any party/candidate interpreter(s) must complete Part C of the form stating that the interpreter will not attempt to influence the voter's vote or reveal how the voter votes.

V. REPRESENTATIVES AT CLOSE OF POLLS (§ 24.2-655)

1. Quantity and qualifications of authorized representatives:
 - a. Each political party with a nominee on the ballot in that election may have two representatives and an independent/primary candidate on the ballot in that election may have one representative at the polling place to witness the counting of ballots and ascertainment of results.
 - b. Again, the representative must be a qualified Virginia voter.
 - c. Representative must have a written statement (or copy) signed by his party chairman or the independent candidate he represents. This statement (or copy) should be presented to the chief officer of election if not presented previously (see section II above).
 - d. This representative may be the candidate or someone other than the representatives used while the polls are open.

2. After the polls are closed, if there are fewer than four authorized representatives (in total) at the polling place who request to be present while the votes are ascertained, the officers shall notify any bystanders, and select one or more bystanders to be present with any representatives so that there are as many as four (total) bystanders and representatives present during the count. The law limits the number of authorized representatives after the polls close to two from each political party having candidates in the election and one from each independent candidate or primary candidate. (§ 24.2-655).
 - a. A person who wants to watch the counting as a bystander is advised to let the chief officer of election know, before the polls close, that he or she will be waiting outside the polling place (and outside the 40 foot prohibited area) immediately after the polls close in case there are fewer than four authorized representatives.
 - b. There are no qualifications in the Code for the "bystanders" so, for example, a bystander may be selected who is not a registered Virginia voter (a requirement for all representatives).
 - c. Write-in candidates in general or special elections are not entitled to representatives at any time, but may use the bystander provision to get their observers into the polling place during the count if there are fewer than four authorized representatives at the polling place after the polls close.
3. The representatives and bystanders present cannot leave until the final results are ascertained and the chief officer of election has opened the doors and announced the results of the election, and may not communicate with any person outside the polling place by any means during the counting and ascertainment. There are no exceptions to this rule.
4. Representatives and bystanders present may witness the counting and ascertainment of results but may not touch or handle any ballot, voting machine or official document.
5. The representatives and bystanders present shall have an unobstructed view of the officers of election and their actions as the votes are counted and the returns are completed, and may make their own notes during the counting and ascertainment.

VI. REPORTING ALLEGED ELECTION DAY PROBLEMS

Any alleged voting discrepancies should be reported to the chief or assistant chief officer of election, the local electoral board and/or the Department of Elections at the time they occur. If complaints are received at the time they occur corrective action, if necessary, can be taken. If reports are not made until the election is completed there is little, if anything, that can be done to remedy the situation.

VII. WHAT HAPPENS AFTER ELECTION DAY

1. On election night, the local registrar's office will post unofficial results to the Department of Elections website (elections.virginia.gov). After election day, any corrections, additions or changes to these unofficial results (for example, when provisional ballot determinations are made) will be explained in the notes on the website.
2. The electoral board for the city or county will meet on the day after the election to canvass the results of the election (§§ 24.2-671 through 24.2-678) and to decide the validity of each provisional ballot offered (§ 24.2-653). Please note that while the canvassing meeting is an open meeting, there are restrictions on who may be present during the electoral board's meeting on provisional ballots. 24.2-655

The Canvass:

3. In a general or special election, each political party with a nominee on the ballot and each independent candidate on the ballot; or in a primary, each primary candidate on the ballot shall be entitled to have representatives present when the local electoral board meets to ascertain the results of the election.
 - a. Each such party and candidate shall be entitled to have at least as many representatives present as there are teams of officials working to ascertain the results, and the room in which the local electoral board meets shall be of sufficient size and configuration to allow the representatives reasonable access and proximity to view the ballots as the teams of officials work to ascertain the results.
 - b. The representatives and observers lawfully present shall be prohibited from interfering with the officials in any way.
 - c. TIP: Authorization letters are not required for representatives at the canvass, but may be provided, at the option of the authorizing party chairman or independent/primary candidate.
4. The local electoral board certifies the winners for locally elected offices, and reports the county's or city's results for federal, statewide, general assembly, and shared offices to the State Board of Elections, which certifies those winners in a public meeting.
5. The canvass is a public, open meeting of the electoral board. Anyone may attend; however, there are special provisions for party/candidate representation.

The Provisional Ballot Determination Meeting:

6. Voters who cast provisional ballots may present evidence to the board. The provisional ballot meeting may be adjourned from day to day if necessary up to seven calendar days after the election. The canvass cannot be completed until the electoral board has reached a decision on every provisional ballot. After a decision has been made on each ballot, the valid provisional ballots are counted by the board and added to the locality's results as if a separate precinct.
 - a. Voters that cast a provisional ballot due to lack of identification must submit a copy of their valid ID to the electoral board by noon on the third day after the election. If the third day is a weekend or holiday, the deadline becomes noon the next business day. §§ 24.2-643 & 24.2-653
7. Notwithstanding the provisions of Virginia's FOIA law (§ 2.2-3700 et seq.), only the following are entitled to representation during the provisional ballot meeting:
 - a. In all elections, the individual whose provisional vote is being considered and the individual's representative or legal counsel; and appropriate staff and legal counsel for the electoral board.
 - b. In a primary election, one representative of each primary candidate on the ballot in that election.

- c. In a general or special election, one representative of each political party with a nominee on the ballot in that election and one representative of each independent candidate on the ballot in that election.
 - i. Representatives (except for the candidate or party chairman) shall present to the electoral board a written statement designating him to be a representative of the party or candidate signed by the chairman of the political party, independent candidate, or the primary candidate, if applicable. The letter should be signed by a county or city political party chairman if the authorized representative is representing a party. If the county or city chairman is unavailable to sign the letter can be signed by a district or state chairman of the political party. The statement must bear the original signature of the chair or candidate, as appropriate. A photocopied statement is acceptable. § 24.2-653(B)
8. Appropriate staff and legal counsel for the electoral board may be present when the electoral board is conducting its provisional ballot determination meeting. 24.2-653(B)
9. Representative may not impede the orderly conduct of the determination.
10. Representative may not participate during the provisional ballots determination meeting, as they serve only as observers.
11. With regard to the provisional ballot logs, during the provisional ballot meeting, authorized representatives are permitted to inspect the provisional ballot log and take notes from the list, including the names, phone numbers, year of birth, and addresses of individuals who have voted provisionally. However, general registrars and electoral board members need to take steps to ensure that confidential information on the log is not disclosed. Information deemed confidential and not available for copying includes the voter's social security number, day and month of birth, and the reason for voting provisionally. Information not deemed confidential includes the voter's name, phone number, and address. You may preserve the confidentiality of information by providing photocopies, if practicable, of the provisional ballot log during the meeting with confidential information redacted. The authorized representatives can then take notes from the redacted photocopied logs. There is no prohibition for the authorized representatives to bring in a list of registered voters or other list that would allow them to cross-check the names on the provisional ballot list with the names on the list of registered voters.

The next page contains a one-page summary of the information detailed above. This summary is also available as a separate document at elections.virginia.gov. If you have any additional questions about election laws or procedures, call the Department of Elections, or contact your city or county's general registrar or electoral board.

GUIDELINES FOR CAMPAIGNERS AND AUTHORIZED REPRESENTATIVES (REPS)
 §§ 24.2-310, 24.2-604, 24.2-607, 24.2-622, 24.2-639 AND 24.2-655 of the Code of Virginia

CAMPAIGNERS (INCLUDES CANDIDATE) - OUTSIDE POLLING PLACE AND PROHIBITED AREA

- ↳ Must be outside 40 feet of any entrance to the building in which voting takes place . Only electoral board can authorize limited exceptions.
- ↳ No limit to the number of campaigners allowed outside the polling place and prohibited area.
- ↳ Cannot hinder or delay a person from entering or leaving a polling place.
- ↳ Loudspeakers cannot be used within 300 feet of any polling place.
- ↳ Campaign materials, including sample ballots:
 - Must be distributed outside the polling place and prohibited area.
 - Must contain a statement indicating who paid for/authorized the printing (see ELECT website, Campaign Finance)
 - Subject to a civil fine for failure to properly identify any campaign material.
- ↳ Sample ballots cannot be printed on white or yellow paper and must contain the words "Sample Ballot".

AUTHORIZED REPRESENTATIVES (REPS) - INSIDE POLLING PLACE AND PROHIBITED AREA

- ◆ Must be a qualified Virginia voter.
- ◆ Must present to the chief officer of election a "letter of authorization" signed by the independent or primary candidate or party chair entitled to representation (see below) if list of reps not previously provided. A copy of the signed "letter of authorization" is acceptable.
- ◆ No campaigning is permitted by anyone inside the polling place building without electoral board exception.
- ◆ Cannot hinder or delay any officer of election or voter.
- ◆ Cannot sit at the check-in table with officer of election but must be positioned to see and hear the check-in table and what is occurring. (rep may appeal to the local electoral board if dissatisfied with the chief officer's decision on placement.)
- ◆ May create their own list of voters and mark their own list (an officer cannot provide any list to reps).
- ◆ Cannot provide assistance to any voter or wear any indicator that he is available to assist any voter inside the polling place or within 40 feet of any entrance to the polling place.□
- ◆ Officers of election have authority to remove any representative who does not adhere to above guidelines.

BEFORE POLLS OPEN §24.2-639	WHILE POLLS ARE OPEN §24.2-604	AFTER POLLS CLOSE §24.2-655
<p>One rep of each political party having a nominee on the ballot in this election</p> <p>One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [may be the candidate]</p>	<p>Candidates may enter polling places only to vote, or to visit for no longer than ten (10) minutes per day per polling place</p> <p>For each pollbook in use in the precinct:</p> <ul style="list-style-type: none"> • One rep of each political party having a nominee on the ballot in this election • One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [cannot be the candidate] *** <p>If less than three (3) pollbooks in use, the Officers of Election, at their discretion, may allow a maximum of three reps whether or not the pollbook is divided.</p>	<p>Two reps of each political party having a nominee on the ballot in this election</p> <p>One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [may be the candidate] ***</p> <p>The representative cannot leave the polling place nor relay in any manner the results of the election until after final results are ascertained and chief officer of election has opened doors and announced the results. There are no exceptions to this rule.</p> <p>Representatives may witness the counting and ascertainment of results and make their own notes but may not touch or handle any ballot, voting equipment or official document, or interfere in any manner.</p>

1VAC20-60-40. When Ballot Cast.

- A. A voter, voting in person on election day or voting absentee in-person, has not voted until a permanent record of the voter's intent is preserved.
- B. A permanent record is preserved by a voter (i) pressing the vote or cast button on a direct recording electronic machine, (ii) inserting an optical scan ballot into an electronic counter, or (iii) placing a paper ballot in an official ballot container.
- C. A vote has not been cast by the voter unless and until the voter or an officer of election or assistant at the direction of and on behalf of the voter pursuant to § 24.2-649 of the Code of Virginia completes these actions to preserve a permanent record of the vote.
- D. If any voter's ballot was not so cast by or at the direction of the voter, then the ballot cannot be cast by any officer of election or other person present. Notwithstanding the previous sentence, if a voter inserts a ballot into an optical scanner and departs prior to the ballot being returned by the scanner due to an undervote or overvote, the officer of election may cast the ballot for the absent voter.
- E. An absentee voter who votes other than in person shall be deemed to have cast his ballot at the moment he personally delivers the ballot to the general registrar or electoral board or relinquishes control over the ballot to the U.S. Postal Service or other authorized carrier for returning the ballot as required by law.

Statutory Authority

§ 24.2-103 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 28, Issue 4, eff. October 5, 2011, amended, Virginia Register Volume 29, Issue 5, eff. October 22, 2012; Volume 30, Issue 1, eff. August 21, 2013; Volume 33, Issue 4, eff. October 4, 2016.

Election Pages Dos & Don'ts

Before the Polls Open

Dos

- Help arrange the room, put up signs & posters, and set up voting booths.
- Count unmarked ballots.

Don'ts

- May not help opening the voting machines nor the EPBs.

During the Polling Hours

Dos

- Assist voters in line by verifying that they are in their correct polling location using the iPads.
- Provide voters information about what is on the ballot by handing out sample ballots and constitutional amendments explanation pamphlets.
- Remind voters to have their valid photo IDs ready.
- Handle and count UNMARKED ballots.
- Observe election officers using the EPBs to check-in voters.
- Keep an eye out for curbside voters.
- Observe election officers conducting curbside voting.
- Give out "I Voted" stickers.

Don'ts

- May not assist voters in the voting booth even when an assistance form is signed.
- May not assist curbside voters even with another election officer (Can only observe).
- May not touch the voting machines nor the EPBs.
- May not touch MARKED ballots.
- May not engage in political conversations.

After the Polls Close

Dos

- Help rearrange the room, take down signs & posters, and take down the voting booths.

Don'ts

- May not help closing the voting machines nor the EPBs.
- May not count marked ballots.

Virginia Code Related to Election Day Operations

§ 24.2-603 Hours polls to be open; closing the polls.

At all elections, the polls shall be open at each polling place at 6:00 a.m. on the day of the election and closed at 7:00 p.m. on the same day except as provided for central absentee voter precincts pursuant to subsection F of § 24.2-712.

At 6:45 p.m. an officer of election shall announce that the polls will close in fifteen minutes. The officers of election shall list the names of all qualified voters in line before the polling place at 7:00 p.m. and permit those voters and no others to vote after 7:00 p.m.

§ 24.2-604. Prohibited activities at polls; notice of prohibited area; electioneering; presence of representatives of parties or candidates; simulated elections; observers; news media; penalties.

A. During the times the polls are open and ballots are being counted, it shall be unlawful for any person (i) to loiter or congregate within 40 feet of any entrance of any polling place; (ii) within such distance to give, tender, or exhibit any ballot, ticket, or other campaign material to any person or to solicit or in any manner attempt to influence any person in casting his vote; or (iii) to hinder or delay a qualified voter in entering or leaving a polling place.

B. Prior to opening the polls, the officers of election shall post, in the area within 40 feet of any entrance to the polling place, sufficient notices which state "Prohibited Area" in two-inch type. The notices shall also state the provisions of this section in not less than 24-point type. The officers of election shall post the notices within the prohibited area to be visible to voters and the public.

C. The officers of election shall permit one authorized representative of each political party or independent candidate in a general or special election, or one authorized representative of each candidate in a primary election, to remain in the room in which the election is being conducted at all times. A representative may serve part of the day and be replaced by successive representatives. The officers of election shall have discretion to permit up to three authorized representatives of each political party or independent candidate in a general or special election, or up to three authorized representatives of each candidate in a primary election, to remain in the room in which the election is being conducted. The officers shall permit one such representative for each pollbook station. However, no more than one such representative for each pollbook station or three representatives of any political party or independent candidate, whichever number is larger, shall be permitted in the room at any one time. Each authorized representative shall be a qualified voter of any jurisdiction of the Commonwealth. Each representative shall present to the officers of election a written statement designating him to be a representative of the party or candidate and signed by the county or city chairman of his political party, the independent candidate, or the primary candidate, as appropriate. If the county or city chairman is unavailable to sign such a written designation, such a designation may be made by the state or district chairman of the political party. However, no written designation made by a state or district chairman shall take precedence over a written designation made by the county or city chairman. Such statement, bearing the chairman's or candidate's original signature, may be photocopied, and such photocopy shall be as valid as if the copy had been signed. No candidate whose name is printed on the ballot shall serve

as a representative of a party or candidate for purposes of this section. Authorized representatives shall be allowed, whether in a regular polling place or central absentee voter precinct, to be close enough to the voter check-in table to be able to hear and see what is occurring; however, such observation shall not violate the secret vote provision of Article II, Section 3 of the Constitution of Virginia or otherwise interfere with the orderly process of the election. Any representative who complains to the chief officer of election that he is unable to hear or see the process may accept the chief officer's decision or, if dissatisfied, he may immediately appeal the decision to the local electoral board or general registrar. Authorized representatives shall be allowed, whether in a regular polling place or central absentee voter precinct, to use a handheld wireless communications device, but shall not be allowed to use such a device to capture a digital image inside the polling place or central absentee voter precinct. The officers of election may prohibit the use of cellular telephones or other handheld wireless communications devices if such use will result in a violation of subsection A or D or § 24.2-607. Authorized representatives shall not be allowed in any case to provide assistance to any voter as permitted under § 24.2-649 or to wear any indication that they are authorized to assist voters either inside the polling place or within 40 feet of any entrance to the polling place.

D. It shall be unlawful for any authorized representative, voter, or any other person in the room to (i) hinder or delay a qualified voter; (ii) give, tender, or exhibit any ballot, ticket, or other campaign material to any person; (iii) solicit or in any manner attempt to influence any person in casting his vote; (iv) hinder or delay any officer of election; (v) be in a position to see the marked ballot of any other voter; or (vi) otherwise impede the orderly conduct of the election.

E. The officers of election may require any person who is found by a majority of the officers present to be in violation of this section to remain outside of the prohibited area. Any person violating subsection A or D is guilty of a Class 1 misdemeanor.

F. This section shall not be construed to prohibit a candidate from entering any polling place on the day of the election to vote, or to visit a polling place for no longer than 10 minutes per polling place per election day, provided that he complies with the restrictions stated in subsections A, D, and J.

G. This section shall not be construed to prohibit a minor from entering a polling place on the day of the election to vote in a simulated election at that polling place, provided that the local electoral board or general registrar has determined that such polling place can accommodate simulated election activities without interference or substantial delay in the orderly conduct of the official voting process. Persons supervising or working in a simulated election in which minors vote may remain within such polling place. The local electoral board or general registrar and the chief officer for the polling place shall exercise authority over, but shall have no responsibility for the administration of, simulated election related activities at the polling place.

H. A local electoral board or general registrar may authorize in writing the presence of additional neutral observers as may be deemed appropriate, except as otherwise prohibited or limited by this section. Such observers shall comply with the restrictions in subsections A and D and shall not be allowed in any case to provide assistance to any voter as permitted under § 24.2-649 or to wear any indication that they are authorized to assist voters either inside the polling place or within 40 feet of any entrance to the polling place.

I. The officers of election shall permit representatives of the news media to visit and film or photograph inside the polling place for a reasonable and limited period of time while the polls are open. However, the media (i) shall comply with the restrictions in subsections A and D; (ii) shall not film or photograph any person who

specifically asks the media representative at that time that he not be filmed or photographed; (iii) shall not film or photograph the voter or the ballot in such a way that divulges how any individual voter is voting; and (iv) shall not film or photograph the voter list or any other voter record or material at the precinct in such a way that it divulges the name or other information concerning any individual voter. Any interviews with voters, candidates or other persons, live broadcasts, or taping of reporters' remarks, shall be conducted outside of the polling place and the prohibited area. The officers of election may require any person who is found by a majority of the officers present to be in violation of this subsection to leave the polling place and the prohibited area.

J. The provisions of subsections A and D shall not be construed to prohibit a person who approaches or enters the polling place for the purpose of voting from wearing a shirt, hat, or other apparel on which a candidate's name or a political slogan appears or from having a sticker or button attached to his apparel on which a candidate's name or a political slogan appears. This exemption shall not apply to candidates, representatives of candidates, or any other person who approaches or enters the polling place for any purpose other than voting.

§ 24.2-604.2. Polling places; prohibited area; emergency situations.

If an emergency causes the dimensions of the prohibited area for a polling place to be perceived as increasing the risk of danger for persons outside the polling place, the electoral board may modify the distance requirements for the prohibited area, subject to the prior approval of the State Board. For purposes of this section, an "emergency" includes a state of emergency declared by the Governor pursuant to Chapter 3.2 (§ 44-146.13 et seq.) of Title 44 or declared by the President of the United States.

§ 24.2-607. Prohibited conduct; intimidation of voters; disturbance of election; how prevented; penalties.

A. It shall be unlawful for any person to hinder, intimidate, or interfere with any qualified voter so as to prevent the voter from casting a secret ballot. The officers of election may order a person violating this subsection to cease such action. If such person does not promptly desist, the officers of election, or a majority of them, may order the arrest of such person by any person authorized by law to make arrests, and, by their warrant, may commit him to the county or city jail, as the case may be, for a period not exceeding twenty-four hours. Any person violating this subsection shall be guilty of a Class 1 misdemeanor.

B. No person shall conduct himself in a noisy or riotous manner at or about the polls so as to disturb the election or insult or abuse an officer of election. Any person authorized to make arrests may forthwith arrest a person engaging in such conduct and bring him before the officers of the election, and they, by their warrant, may commit him to the county or city jail, as the case may be, for a period not exceeding twenty-four hours; but they shall permit him to vote if he is so entitled.

§ 24.2-638. Voting equipment to be in plain view; officers and others not permitted to see actual voting; unlocking counter compartment of equipment, etc.

During the election, the exterior of the voting equipment and every part of the polling place shall be in plain view of the officers of election.

No voting or counting machines shall be removed from the plain view of the officers of election or from the polling place at any time during the election and through the determination of the vote as provided in § 24.2-

657. However, an electronic voting machine that is so constructed as to be easily portable may be taken outside the polling place pursuant to subsection A of § 24.2-649 and to assist a voter age 65 or older or physically disabled so long as: (i) the voting machine remains in the plain view of two officers of election representing two political parties or, in a primary election, two officers of election representing the party conducting the primary, provided that if the use of two officers for this purpose would result in too few officers remaining in the polling place to meet legal requirements, the machine shall remain in plain view of one officer who shall be either the chief officer or the assistant chief officer; (ii) the voter casts his ballot in a secret manner unless the voter requests assistance pursuant to § 24.2-649; and (iii) there remain sufficient officers of election in the polling place to meet legal requirements. After the voter has completed voting his ballot, the officer or officers shall immediately return the voting machine to its assigned location inside the polling place. The machine number, the time that the machine was removed and the time that it was returned, the number on the machine's public counter before the machine was removed and the number on the same counter when it was returned, the names of the voters who used the machine while it was removed provided that secrecy of the ballot is maintained in accordance with guidance from the State Board, and the name or names of the officer or officers who accompanied the machine shall be recorded on the statement of results. If a polling place fails to record the information required in the previous sentence, or it is later proven that the information recorded was intentionally falsified, the local electoral board or general registrar shall dismiss at a minimum the chief officer or the assistant chief officer, or both, as appropriate, and shall dismiss any other officer of election who is shown to have caused the failure to record the required information intentionally or by gross negligence or to have intentionally falsified the information. The dismissed officers shall not be allowed thereafter to serve as an officer or other election official anywhere in the Commonwealth. In the case of an emergency that makes a polling place unusable or inaccessible, voting or counting machines may be removed to an alternative polling place pursuant to the provisions of subsection D of § 24.2-310.

The equipment shall be placed at least four feet from any table where an officer of election is working or seated. The officers of election shall not themselves be, or permit any other person to be, in any position or near any position that will permit them to observe how a voter votes or has voted.

One of the officers shall inspect the face of the voting machine after each voter has cast his vote and verify that the ballots on the face of the machine are in their proper places and that the machine has not been damaged. During an election, the door or other covering of the counter compartment of the voting or counting machine shall not be unlocked or open or the counters exposed except for good and sufficient reasons, a statement of which shall be made and signed by the officers of election and attached to the statement of results. No person shall be permitted in or about the polling place except the voting equipment custodian, vendor, or contractor technicians and other persons authorized by this title.

§ 24.2-642. Inoperative Equipment.

A. When any voting or counting machine becomes inoperative in whole or in part while the polls are open, the officers of election shall immediately notify the electoral board or general registrar. If possible, the electoral board or general registrar shall dispatch a qualified technician to the polling place to repair the inoperative machine. All repairs shall be made in the presence of two officers of election representing the two political parties or, in the case of a primary election for only one party, two officers representing that party. If the machine cannot be repaired on site, the general registrar shall, if possible, substitute a machine in good order

for the inoperative machine and at the close of the polls the record of both machines shall be taken and the votes shown on their counters shall be added together in ascertaining the results of the election.

No voting or counting machines, including inoperative machines, shall be removed from the plain view of the officers of election or from the polling place at any time during the election and through the determination of the vote as provided in § 24.2-657 except as explicitly provided pursuant to the provisions of this title.

No voting or counting machine that has become inoperative and contains votes may be removed from the polling place while the polls are open and votes are being ascertained. If the officers of election are unable to ascertain the results from the inoperative machine after the polls close in order to add its results to the results from the other machines in that precinct, the officers of election shall lock and seal the machine without removing the memory card, cartridge, or data storage medium and deliver the machine to either the clerk of court or registrar's office as provided for in § 24.2-659. On the day following the election, the electoral board shall meet and ascertain the results from the inoperative machine in accordance with the procedures prescribed by the machine's manufacturer and add the results to the results for the precinct to which the machine was assigned.

Nothing in this subsection shall prohibit the removal of an inoperative machine from a precinct prior to the opening of the polls or the first vote being cast on that machine. Any machine so removed shall be placed in the custody of an authorized custodian, technician, general registrar, or electoral board representative. If the inoperative machine can be repaired, it shall be retested and resealed pursuant to § 24.2-634 and may be returned to the precinct by an authorized custodian, technician, general registrar, or electoral board representative. The officers of election shall then open the machine pursuant to § 24.2-639.

B. In any precinct that uses a ballot that can be read without the use of the ballot scanner machine, if the ballot scanner machine becomes inoperative and there is no other available scanner, the uncounted ballots shall be placed in a ballot container or compartment that is used exclusively for uncounted ballots. If an operative scanner is available in the polling place after the polls have closed, such uncounted ballots shall be removed from the container and fed into the scanner, one at a time, by an officer of election in the presence of all persons who may be lawfully present at that time but before the votes are determined pursuant to § 24.2-657. If such a scanner is not available, the ballots may be counted manually or as directed by the electoral board.

C. An officer of election may have copies of the official paper ballot reprinted or reproduced by photographic, electronic, or mechanical processes for use at the election if (i) the inoperative machine cannot be repaired in time to continue using it at the election, (ii) a substitute machine is needed to conduct the election but is not available for use, (iii) the supply of official printed ballots that can be cast without use of the inoperative machine is not adequate, and (iv) the local electoral board approves the reprinting or reproducing of the official paper ballot. The voted ballot copies may be received by the officers of election and placed in the ballot container and counted with the votes registered on the voting or counting machines, and the result shall be declared the same as though no machine has been inoperative. The voted ballot copies shall be deemed official ballots for the purpose of § 24.2-665 and preserved and returned with the statement of results and with a certificate setting forth how and why the same were voted. The officer of election who had the ballot copies made shall provide a written statement of the number of copies made, signed by him and subject to felony penalties for making false statements pursuant to § 24.2-1016, to be preserved with the unused ballot copies.

§ 24.2-643. Qualified voter permitted to vote; procedures at polling place; voter identification.

(Effective until January 1, 2021) Qualified voter permitted to vote; procedures at polling place; voter identification.

A. After the polls are open, each qualified voter at a precinct shall be permitted to vote. The officers of election shall ascertain that a person offering to vote is a qualified voter before admitting him to the voting booth and furnishing an official ballot to him.

B. An officer of election shall ask the voter for his full name and current residence address and the voter may give such information orally or in writing. The officer of election shall verify with the voter his full name and address and shall repeat, in a voice audible to party and candidate representatives present, the full name provided by the voter. The officer shall ask the voter to present any one of the following forms of identification: (i) his voter confirmation documents; (ii) his valid Virginia driver's license, his valid United States passport, or any other identification issued by the Commonwealth, one of its political subdivisions, or the United States; (iii) any valid student identification card issued by any institution of higher education located in the Commonwealth or any private school located in the Commonwealth; (iv) any valid student identification card issued by any institution of higher education located in any other state or territory of the United States; (v) any valid employee identification card containing a photograph of the voter and issued by an employer of the voter in the ordinary course of the employer's business; or (vi) a copy of a current utility bill, bank statement, government check, paycheck, or other government document containing the name and address of the voter. The expiration date on a Virginia driver's license shall not be considered when determining the validity of the driver's license offered for purposes of this section.

Except as provided in subsection E, any voter who does not show one of the forms of identification specified in this subsection shall be allowed to vote after signing a statement, subject to felony penalties for false statements pursuant to § [24.2-1016](#), that he is the named registered voter he claims to be. A voter who requires assistance in voting by reason of a physical disability or an inability to read or write, and who requests assistance pursuant to § [24.2-649](#), may be assisted in preparation of this statement in accordance with that section. The provisions of § [24.2-649](#) regarding voters who are unable to sign shall be followed when assisting a voter in completing this statement. A voter who does not show one of the forms of identification specified in this subsection and does not sign this statement shall be offered a provisional ballot under the provisions of § [24.2-653](#). The State Board of Elections shall provide an ID-ONLY provisional ballot envelope that requires no follow-up action by the registrar or electoral board other than matching submitted identification documents from the voter for the electoral board to make a determination on whether to count the ballot.

If the voter presents one of the forms of identification listed above, if his name is found on the pollbook in a form identical to or substantially similar to the name on the presented form of identification and the name provided by the voter, if he is qualified to vote in the election, and if no objection is made, an officer shall enter, opposite the voter's name on the pollbook, the first or next consecutive number from the voter count form provided by the State Board, or shall enter that the voter has voted if the pollbook is in electronic form; an officer shall provide the voter with the official ballot; and another officer shall admit him to the voting booth. Each voter whose name has been marked on the pollbooks as present to vote and entitled to a ballot shall remain in the presence of the officers of election in the polling place until he has voted. If a line of voters who have been marked on the pollbooks as present to vote forms to await entry to the voting booths, the line shall not be permitted to extend outside of the room containing the voting booths and shall remain under observation by the officers of election.

A voter may be accompanied into the voting booth by his child age 15 or younger.

C. If the current residence address provided by the voter is different from the address shown on the pollbook, the officer of election shall furnish the voter with a change of address form prescribed by the State Board. Upon its completion, the voter shall sign the prescribed form, subject to felony penalties for making false statements pursuant to § [24.2-1016](#), which the officer of election shall then place in an envelope provided for such forms for transmission to the general registrar who shall then transfer or cancel the registration of such voter pursuant to Chapter 4 (§ [24.2-400](#) et seq.).

D. At the time the voter is asked his full name and current residence address, the officer of election shall ask any voter for whom the pollbook indicates that an identification number other than a social security number is recorded on the Virginia voter registration system if he presently has a social security number. If the voter is able to provide his social security number, he shall be furnished with a voter registration form prescribed by the State Board to update his registration information. Upon its completion, the form shall be placed by the officer of election in an envelope provided for such forms for transmission to the general registrar. Any social security numbers so provided shall be entered by the general registrar in the voter's record on the voter registration system.

E. This subsection shall apply in the case of any individual who is required by subparagraph (b) of 52 U.S.C. § 21083 of the Help America Vote Act of 2002 to show identification the first time he votes in a federal election in the state. At such election, such individual shall present (i) a current and valid photo identification or (ii) 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. Such individual who desires to vote in person but does not show one of the forms of identification specified in this subsection shall be offered a provisional ballot under the provisions of § [24.2-653](#). The identification requirements of subsection B of this section and subsection A of § [24.2-653](#) shall not apply to such voter at such election. The Department of Elections shall provide instructions to the electoral boards for the handling and counting of such provisional ballots pursuant to subsection B of § [24.2-653](#) and this section.

§ 24.2-644. Voting by paper ballot; voting for presidential electors; write-in votes.

A. The qualified voter shall take the official paper ballot and enter the voting booth. After entering the voting booth, the qualified voter shall mark the ballot in accordance with the instructions for the type of ballot, for each candidate for whom he wishes to vote, leaving unmarked the name of each candidate for whom he does not wish to vote. Any ballot marked so that the intent of the voter is clear shall be counted.

B. The qualified voter at a presidential election shall mark the ballot in accordance with the instructions for the type of ballot, for his choice of candidates for President and Vice President. His ballot so marked shall be counted as if he had marked the ballot in accordance with the instructions for the type of ballot preceding the names of the individual electors affiliated with his choice for President and Vice President. The qualified voter at a presidential election may cast a write-in vote for President and Vice President as provided in subsections C and D.

C. At all elections except primary elections it is lawful for any voter to vote for any person other than the listed candidates for the office by writing or hand printing the person's name on the official ballot. No check or other mark shall be required to cast a valid write-in vote. Write-in votes for President and Vice President shall be counted only for candidates who have filed a joint declaration of intent to be write-in candidates for the

offices with the Commissioner of Elections not less than 10 days before the date of the presidential election. The declaration of intent shall be on a form prescribed by the State Board and shall include a list of presidential electors pledged to those candidates which equals the whole number of senators and representatives to which the Commonwealth at that time is entitled in the Congress of the United States. A write-in vote cast for candidates for President and Vice President, or for a candidate for President only, shall be counted for the individual electors listed on the declaration of intent as pledged to those candidates.

D. No write-in vote shall be counted unless the name is entered on the ballot in conformance with this section. No write-in vote shall be counted when it is apparent to the officers of election that a voter has voted for the same person for the same office more than one time. No write-in vote shall be counted for an office for any person whose name appears on the ballot as a candidate for that office. If two or more persons are to be elected to the same office, a voter may vote for one or more persons whose names do appear on the ballot and one or more persons whose names do not appear on the ballot, provided that the total number of votes cast by him for that office does not exceed the number of persons to be elected to that office.

§24.2-646.1 Permitted use of paper ballots.

The qualified voter shall fold each paper ballot with the names of the candidates and questions on the inside and hand the folded ballot to the appropriate officer of election. The officer shall place the ballot in the ballot container without any inspection except to assure himself that only a single ballot has been tendered and that the ballot is a genuine ballot. Without looking at the printed inside of the ballot, the officer may inspect the official seal on the back of the ballot to determine if it is genuine. **§ 24.2-649. Assistance for certain voters.**

A. Any voter age 65 or older or physically disabled may request and then shall be handed a printed ballot by an officer of election outside the polling place but within 150 feet of the entrance to the polling place. The voter shall mark the printed ballot in the officer's presence but in a secret manner and, obscuring his vote, return the ballot to the officer. The officer shall immediately return to the polling place and shall deposit a paper ballot in the ballot container in accordance with § 24.2-646 or a machine-readable ballot in the ballot scanner machine in accordance with the instructions of the State Board.

Any county or city that has acquired an electronic voting machine that is so constructed as to be easily portable may use the voting machine in lieu of a printed ballot for the voter requiring assistance pursuant to this subsection. However, the electronic voting machine may be used in lieu of a printed ballot only so long as: (i) the voting machine remains in the plain view of two officers of election representing two political parties, or in a primary election, two officers of election representing the party conducting the primary, provided that if the use of two officers for this purpose would result in too few officers remaining in the polling place to meet legal requirements, the voting machine shall remain in plain view of one officer who shall be either the chief officer or the assistant chief officer and (ii) the voter casts his ballot in a secret manner unless the voter requests assistance pursuant to this section. After the voter has completed voting his ballot, the officer or officers shall immediately return the voting machine to its assigned location inside the polling place. The machine number, the time that the machine was removed and the time that it was returned, the number on the machine's public counter before the machine was removed and the number on the same counter when it was returned, and the name or names of the officer or officers who accompanied the machine shall be recorded on the statement of results.

B. Any qualified voter who requires assistance to vote by reason of physical disability or inability to read or write may, if he so requests, be assisted in voting. If he is blind, he may designate an officer of election or any other person to assist him. If he is unable to read and write or disabled for any cause other than blindness, he may designate an officer of election or some other person to assist him other than the voter's employer or agent of that employer, or officer or agent of the voter's union.

The officer of election or other person so designated shall not enter the booth with the voter unless (i) the voter signs a request stating that he requires assistance by reason of physical disability or inability to read or write and (ii) the officer of election or other person signs a statement that he is not the voter's employer or an agent of that employer, or an officer or agent of the voter's union, and that he will act in accordance with the requirements of this section. The request and statement shall be on a single form furnished by the State Board. If the voter is unable to sign the request, his own mark acknowledged by him before an officer of election shall be sufficient signature, provided no mark shall be required of a voter who is blind. An officer of election shall advise the voter and person assisting the voter of the requirements of this section and record the name of the voter and the name and address of the person assisting him.

The officer of election or other person so designated shall assist the qualified voter in the preparation of his ballot in accordance with his instructions and without soliciting his vote or in any manner attempting to influence his vote and shall not in any manner divulge or indicate, by signs or otherwise, how the voter voted on any office or question. If a printed ballot is used, the officer or other person so designated shall deposit the ballot in the ballot container in accordance with § 24.2-646 or in the ballot scanner machine in accordance with the instructions of the State Board.

C. If the voter requires assistance in a language other than English and has not designated a person to assist him, an officer of election, before he assists as interpreter, shall inquire of the representatives authorized to be present pursuant to § 24.2-604 whether they have a volunteer available who can interpret for the voter. One representative interpreter for each party or candidate, insofar as available, shall be permitted to observe the officer of election communicate with the voter. The voter may designate one of the volunteer party or candidate interpreters to provide assistance. A person so designated by the voter shall meet all the requirements of this section for a person providing assistance.

D. A person who willfully violates subsection B or C is guilty of a Class 1 misdemeanor. In addition, the provisions of § 24.2-1016 and its felony penalties for false statements shall be applicable to any request or statement signed pursuant to this section, and the provisions of §§ 24.2-704 and 24.2-1012 and the felony penalties for violations of the law related to providing assistance to absentee voters shall be applicable in such cases.

E. In any precinct in which an electronic voting machine is available that provides an audio ballot, the officers of election shall notify a voter requiring assistance pursuant to this section that such machine is available for him to use to vote in privacy without assistance and the officers of election shall instruct the voter on the use of the voting machine. Nothing in this section shall be construed to require a voter to use the machine unassisted.

§24.2-650 Officers to sign only official papers, etc.

No officer of election shall sign or otherwise mark any paper, form, or item, other than one furnished by the State Board, his electoral board, or general registrar, at his polling place during the hours that the polls are open.

§24.2-651. Voter who is challenged; how challenge tried.

Any qualified voter may, and the officers of election shall, challenge the vote of any person who is listed on the pollbook but is known or suspected not to be a qualified voter.

The individual making the challenge shall complete and sign the following statement on a form provided by the State Board:

"I do hereby state, subject to penalties for hindering, intimidating, or interfering with a qualified voter pursuant to § 24.2-607, that I am a qualified voter of this Commonwealth or an officer of election and that, to the best of my knowledge, information, and belief, _____ is not a qualified voter of this precinct by reason of (please check each of the following reasons that is applicable):

1. The named person is not a citizen of the United States;
2. The named person is not now 18 years of age or, in the case of a primary election or a special election held on a date other than a general election date, will not reach the age of 18 before the next general election;
3. The named person is not a resident of the Commonwealth (or, if he has not been a resident of the Commonwealth within the preceding 30 days, he is attempting to vote for an office or issue other than electors of President and Vice President of the United States);
4. The named person is not a resident of this precinct (or he has not been a resident of this precinct since the second preceding general federal election and has not continued to be a resident of this county or city and this congressional district);
5. The named person is not a resident of the town in the case of a town election;
6. The named person has been disqualified from voting by the Constitution and laws of the Commonwealth and this disqualification has not been removed by proper authority;
7. The named person is not the identical person he represents himself to be; or
8. The named person has voted in this election at this or another voting place (state when and where the named person previously voted in this election: _____)."

Upon receipt of a signed challenge from a qualified voter or officer of election, an officer of election shall explain to the challenged voter the qualifications of a voter and may examine him concerning his qualifications.

The officers of election are hereby authorized to administer the necessary oath or affirmation to any witness brought before them to testify as to the qualifications of any person offering to vote.

If the person being challenged insists that he is qualified and the challenge is not withdrawn, one of the officers shall give him a form containing the following statement:

"I do hereby state, subject to felony penalties for making false statements pursuant to § 24.2-1016, that I am a citizen of the United States, that I am at least 18 years of age (or will be on the _____ day of _____, _____) that I am a resident of the Commonwealth of Virginia (or that I have been a resident of this Commonwealth within the preceding 30 days and am voting only for electors of President and Vice President of the United States), and that, according to the best of my knowledge, information and belief, I am not disqualified from voting by the Constitution and laws of this Commonwealth; that my full name is _____; that in such name I was duly registered as a voter of this precinct; that I am now or at some time since the last November general election have been an actual resident of this precinct or that I have been an actual resident of this precinct at some time since the second preceding general federal election and have been and continue to be a resident of this county or city and this congressional district; if I am voting in a town election today, that I am currently a resident of that town; that I am the identical person I represent myself to be; and that I have not voted in this election at this or any voting place and will not vote in this election at any other voting place."

If the person challenged refuses to sign the statement, he shall not be permitted to vote. If, however, he signs the statement, he shall be permitted to vote on the voting system in use at the precinct, unless he is required to cast a provisional ballot pursuant to § 24.2-651.1.

When the voter has signed the statement and is permitted to vote, the officers of election shall mark his name on the pollbook with the first or next consecutive number from the voter count form, or shall enter that the voter has voted if the pollbook is in electronic form, and shall indicate on the pollbook that he has signed the required statement in accordance with the instructions of the State Board.

If the envelope containing a voted absentee ballot has been properly signed by the voter, such ballot shall not be subject to challenge pursuant to this section.

§ 24.2-651.1. Voter who is shown as having already voted; provisional voting.

Any person who offers to vote, who is listed on the pollbook, and whose name is marked to indicate that he has already voted in person in the election shall cast a provisional ballot as provided in § 24.2-653. The State Board of Elections shall provide instructions to the electoral boards for the handling and counting of such provisional ballots.

§ 24.2-652. Voter whose name erroneously omitted from pollbook.

When a person offers to vote and his name does not appear on the pollbook, the officers of election shall permit him to vote only if all of the following conditions are met:

1. An officer of election is informed by the general registrar that the voter is registered to vote, that his registration has not been cancelled, and that his name is erroneously omitted from the pollbook.
2. The voter signs a statement, subject to felony penalties for false statements pursuant to § 24.2-1016, that he is a qualified and registered voter of that precinct, a resident of that precinct, and his registration is not

subject to cancellation pursuant to §§ 24.2-430, 24.2-431, and 24.2-432; and he provides, subject to such penalties, all the information required to identify himself including the last four digits of his social security number, if any, full name including the maiden or any other prior legal name, birthdate, and complete address.

3. The officer of election enters the identifying information for the voter on the pollbook.

When the voter has signed the statement and is permitted to vote, the officers of election shall mark his name on the pollbook with the next consecutive number from the voter count form, or shall enter that the voter has voted if the pollbook is in electronic form, and shall indicate on the pollbook that he has signed the required statement in accordance with the instructions of the State Board.

§ 24.2-653. Voter whose name does not appear on pollbook or who is marked as having voted; handling of provisional ballots; ballots cast after normal close of polls due to court order extending polling hours.

A. When a person offers to vote pursuant to § 24.2-652 and the general registrar is not available or cannot state that the person is registered to vote, then such person shall be allowed to vote by printed ballot in the manner provided in this section. This procedure shall also apply when required by § 24.2-643 or 24.2-651.1.

Such person shall be given a printed ballot and provide, subject to the penalties for making false statements pursuant to § 24.2-1016, on a green envelope supplied by the Department of Elections, the identifying information required on the envelope, including the last four digits of his social security number, if any, full name including the maiden or any other prior legal name, date of birth, complete address, and signature. Such person shall be asked to present one of the forms of identification specified in subsection B of § 24.2-643. The officers of election shall note on the green envelope whether or not the voter has presented one of the specified forms of identification. The officers of election shall enter the appropriate information for the person in the precinct provisional ballots log in accordance with the instructions of the State Board but shall not enter a consecutive number for the voter on the pollbook nor otherwise mark his name as having voted. The officers of election shall provide an application for registration to the person offering to vote in the manner provided in this section.

The voter shall then, in the presence of an officer of election, but in a secret manner, mark the printed ballot as provided in § 24.2-644 and seal it in the green envelope. The envelope containing the ballot shall then promptly be placed in the ballot container by an officer of election.

An officer of election, by a written notice given to the voter, shall (i) inform him that a determination of his right to vote shall be made by the electoral board, (ii) advise the voter of the beginning time and place for the board's meeting and of the voter's right to be present at that meeting, and (iii) inform a voter voting provisionally when required by § 24.2-643 that he may submit a copy of one of the forms of identification specified in subsection B of § 24.2-643 to the electoral board by facsimile, electronic mail, in-person submission, or timely United States Postal Service or commercial mail delivery, to be received by the electoral board no later than noon on the third day after the election. At the meeting, the voter may request an extension of the determination of the provisional vote in order to provide information to prove that the voter is entitled to vote in the precinct pursuant to § 24.2-401. The electoral board shall have the authority to grant such extensions which it deems reasonable to determine the status of a provisional vote.

B. The provisional votes submitted pursuant to subsection A, in their unopened envelopes, shall be sealed in a special envelope marked "Provisional Votes," inscribed with the number of envelopes contained therein, and signed by the officers of election who counted them. All provisional votes envelopes shall be delivered either (i) to the clerk of the circuit court who shall deliver all such envelopes to the secretary of the electoral board or (ii) to the general registrar in localities in which the electoral board has directed delivery of election materials to the general registrar pursuant to § 24.2-668.

The electoral board shall meet on the day following the election and determine whether each person having submitted such a provisional vote was entitled to do so as a qualified voter in the precinct in which he offered the provisional vote. If the board is unable to determine the validity of all the provisional ballots offered in the election, or has granted any voter who has offered a provisional ballot an extension as provided in subsection A, the meeting shall stand adjourned, not to exceed seven calendar days from the date of the election, until the board has determined the validity of all provisional ballots offered in the election.

One authorized representative of each political party or independent candidate in a general or special election or one authorized representative of each candidate in a primary election shall be permitted to remain in the room in which the determination is being made as an observer so long as he does not participate in the proceedings and does not impede the orderly conduct of the determination. Each authorized representative shall be a qualified voter of any jurisdiction of the Commonwealth. Each representative, who is not himself a candidate or party chairman, shall present to the electoral board a written statement designating him to be a representative of the party or candidate and signed by the county or city chairman of his political party, the independent candidate, or the primary candidate, as appropriate. If the county or city chairman is unavailable to sign such a written designation, such a designation may be made by the state or district chairman of the political party. However, no written designation made by a state or district chairman shall take precedence over a written designation made by the county or city chairman. Such statement, bearing the chairman's or candidate's original signature, may be photocopied and such photocopy shall be as valid as if the copy had been signed.

Notwithstanding the provisions of the Virginia Freedom of Information Act (§ 2.2-3700 et seq.), attendance at meetings of the electoral board to determine the validity of provisional ballots shall be permitted only for the authorized representatives provided for in this subsection, for the persons whose provisional votes are being considered and their representative or legal counsel, and for appropriate staff and legal counsel for the electoral board.

If the electoral board determines that such person was not entitled to vote as a qualified voter in the precinct in which he offered the provisional vote, is unable to determine his right to vote, or has not been provided one of the forms of identification specified in subsection B of § 24.2-643, the envelope containing his ballot shall not be opened and his vote shall not be counted. The provisional vote shall be counted if (a) such person is entitled to vote in the precinct pursuant to § 24.2-401 or (b) the Department of Elections or the voter presents proof that indicates the voter submitted an application for registration to the Department of Motor Vehicles or other state-designated voter registration agency prior to the close of registration pursuant to § 24.2-416 and the registrar determines that the person was qualified for registration based upon the application for registration submitted by the person pursuant to subsection A. The general registrar shall notify in writing pursuant to § 24.2-114 those persons found not properly registered or whose provisional vote was not counted.

If the electoral board determines that such person was entitled to vote, the name of the voter shall be entered in a provisional votes pollbook and marked as having voted, the envelope shall be opened, and the ballot placed in a ballot container without any inspection further than that provided for in § 24.2-646.

On completion of its determination, the electoral board shall proceed to count such ballots and certify the results of its count. Its certified results shall be added to those found pursuant to § 24.2-671. No adjustment shall be made to the statement of results for the precinct in which the person offered to vote. However, any voter who cast a provisional ballot and is determined by the electoral board to have been entitled to vote shall have his name included on the list of persons who voted that is submitted to the Department of Elections pursuant to § 24.2-406.

The certification of the results of the count together with all ballots and envelopes, whether open or unopened, and other related material shall be delivered by the electoral board to the clerk of the circuit court and retained by him as provided for in §§ 24.2-668 and 24.2-669.

C. Whenever the polling hours are extended by an order of a court of competent jurisdiction, any ballots marked after the normal polling hours by persons who were not already in line at the time the polls would have closed, notwithstanding the court order, shall be treated as provisional ballots under this section. The officers of election shall mark the green envelope for each such provisional ballot to indicate that it was cast after normal polling hours due to the court order, and when preparing the materials to deliver to the registrar or electoral board, shall separate these provisional ballots from any provisional ballots used for any other reason. The electoral board shall treat these provisional ballots as provided in subsection B; however, the counted and uncounted provisional ballots marked after the normal polling hours shall be kept separate from all other ballots and recorded in a separate provisional ballots pollbook. The Department of Elections shall provide instructions to the electoral boards for the handling and counting of such provisional ballots pursuant to this section.

§ 24.2-653.1. Voters who did not receive absentee ballots; provisional ballots.

A. The provisions of this section shall apply when (i) a person offers to vote pursuant to § 24.2-643 at his proper polling place or at a central absentee voter precinct established by the governing body of the county or city where he is registered to vote, (ii) his name is shown on the pollbook as having applied for an absentee ballot, and (iii) for any reason he did not receive or has lost the absentee ballot. In such case, he shall be entitled to cast a provisional ballot after presenting to the officer of election a statement signed by him that he did not receive the ballot or has lost the ballot, subject to felony penalties for making false statements as pursuant to § 24.2-1016.

B. Such person shall be given a printed ballot and be permitted to vote the provisional ballot in accordance with the provisions of § 24.2-653 and the instructions of the State Board. The electoral board shall process the ballot in accordance with the provisions of § 24.2-653 and the instructions of the State Board.

§ 24.2-655. Representatives of political parties and candidates to be present on request.

Before proceeding to ascertain the vote, the officers of election shall determine whether no more than two representatives of each political party having candidates in the election and one representative of each

independent candidate or primary candidate request to be present while the absentee ballots are cast, votes are counted, and returns are completed.

Each representative shall be a qualified voter of any jurisdiction in the Commonwealth and shall present to the officers of election a written statement certifying that he is an authorized representative, signed by his party chairman for the jurisdiction in which the election is held, the independent candidate, or the candidate in a primary, as appropriate. If the party chairman for the jurisdiction in which the election is held is unavailable to sign such a written designation, such a designation may be made by the state or district chairman of the political party. However, no written designation made by a state or district chairman shall take precedence over a written designation made by the party chairman for the jurisdiction in which the election is held. Such representatives shall be entitled to be present while the votes are counted and shall remain until the returns are completed.

In case such representatives, or any of them, do not request to be present, the officers shall notify the bystanders, if any, and select one or more to be present with any available representatives of the parties or candidates so that there are as many as four bystanders and representatives present.

The representatives and bystanders lawfully present shall have an unobstructed view of the officers of election and their actions while the absentee ballots are cast, votes are counted, and returns are completed. The representatives and bystanders lawfully present are prohibited from interfering with the officers of election in any way.

Virginia Code for Emergency Situations, Security, and Penalties for Inappropriate Conduct at the Polls

§ 24.2-310 (D) Requirements for polling places.

A. The polling place for each precinct shall be located within the county or city and either within the precinct or within one mile of the precinct boundary. The polling place for a county precinct may be located within a city (i) if the city is wholly contained within the county election district served by the precinct or (ii) if the city is wholly contained within the county and the polling place is located on property owned by the county. The polling place for a town precinct may be located within one mile of the precinct and town boundary. For town elections held in November, the town shall use the polling places established by the county for its elections.

B. The governing body of each county, city, and town shall provide funds to enable the general registrar to provide adequate facilities at each polling place for the conduct of elections. Each polling place shall be located in a public building whenever practicable. If more than one polling place is located in the same building, each polling place shall be located in a separate room or separate and defined space.

C. Polling places shall be accessible to qualified voters as required by the provisions of the Virginians with Disabilities Act (§ 51.5-1 et seq.), the Voting Accessibility for the Elderly and Handicapped Act (52 U.S.C. § 20101 et seq.), and the Americans with Disabilities Act relating to public services (42 U.S.C. § 12131 et seq.). The State Board shall provide instructions to the local electoral boards and general registrars to assist the localities in complying with the requirements of the Acts.

D. If an emergency makes a polling place unusable or inaccessible, the electoral board or the general registrar shall provide an alternative polling place and give notice of the change in polling place, including to all

candidates, or such candidate's campaign, appearing on the ballot to be voted at the alternative polling place, subject to the prior approval of the State Board. The general registrar shall provide notice to the voters appropriate to the circumstances of the emergency. For the purposes of this subsection, an "emergency" means a rare and unforeseen combination of circumstances, or the resulting state, that calls for immediate action.

E. It shall be permissible to distribute campaign materials on the election day on the property on which a polling place is located and outside of the building containing the room where the election is conducted except as specifically prohibited by law including, without limitation, the prohibitions of § 24.2-604 and the establishment of the "Prohibited Area" within 40 feet of any entrance to the polling place. However, and notwithstanding the provisions of clause (i) of subsection A of § 24.2-604, and upon the approval of the local electoral board, campaign materials may be distributed outside the polling place and inside the structure where the election is conducted, provided that the "Prohibited Area" (i) includes the area within the structure that is beyond 40 feet of any entrance to the polling place and the area within the structure that is within 40 feet of any entrance to the room where the election is conducted and (ii) is maintained and enforced as provided in § 24.2-604. The local electoral board may approve campaigning activities inside the building where the election is conducted when an entrance to the building is from an adjoining building, or if establishing the 40-foot prohibited area outside the polling place would hinder or delay a qualified voter from entering or leaving the building.

F. Any local government, local electoral board, or the State Board may make monetary grants to any non-governmental entity furnishing facilities under the provisions of § 24.2-307 or 24.2-308 for use as a polling place. Such grants shall be made for the sole purpose of meeting the accessibility requirements of this section. Nothing in this subsection shall be construed to obligate any local government, local electoral board, or the State Board to appropriate funds to any non-governmental entity.

§ 24.2-118. Appointments when officers fail to serve.

If an officer of election is absent or unable to serve and the polls have been open for one hour, the remaining officers of election shall appoint a substitute officer of election for the precinct. The substitute officer shall possess the same qualifications and, after taking the requisite oath, have the same powers as officers appointed by an electoral board.

§ 24.2-604.2. Polling places; prohibited area; emergency situations.

If an emergency causes the dimensions of the prohibited area for a polling place to be perceived as increasing the risk of danger for persons outside the polling place, the electoral board may modify the distance requirements for the prohibited area, subject to the prior approval of the State Board. For purposes of this section, an "emergency" includes a state of emergency declared by the Governor pursuant to Chapter 3.2 (§ 44-146.13 et seq.) of Title 44 or declared by the President of the United States.

§ 24.2-606. Preservation of Order at Elections.

The officers of election, with the consent of the chief law-enforcement officer for the county or city, may designate a law-enforcement officer who shall attend at the polling place and preserve order inside and outside the polling place. If no law-enforcement officer is in attendance, the officers of election may appoint, in writing, one or more persons specially, who shall have all the powers of a law-enforcement officer in the polling place and within the prohibited area prescribed by § 24.2-604.

§ 24.2-607. Prohibited conduct; intimidation of voters; disturbance of election; how prevented; penalties.

A. It shall be unlawful for any person to hinder, intimidate, or interfere with any qualified voter so as to prevent the voter from casting a secret ballot. The officers of election may order a person violating this subsection to cease such action. If such person does not promptly desist, the officers of election, or a majority of them, may order the arrest of such person by any person authorized by law to make arrests, and, by their warrant, may commit him to the county or city jail, as the case may be, for a period not exceeding twenty-four hours. Any person violating this subsection shall be guilty of a Class 1 misdemeanor.

B. No person shall conduct himself in a noisy or riotous manner at or about the polls so as to disturb the election or insult or abuse an officer of election. Any person authorized to make arrests may forthwith arrest a person engaging in such conduct and bring him before the officers of the election, and they, by their warrant, may commit him to the county or city jail, as the case may be, for a period not exceeding twenty-four hours; but they shall permit him to vote if he is so entitled..

§ 24.2-1000. Bribery, intimidation, etc., of officers of election.

Any person who, by bribery, intimidation, or other means in violation of the election laws, willfully hinders or prevents, or attempts to hinder or prevent, the officers of election at any precinct from holding an election shall be guilty of a Class 5 felony.

§ 24.2-1001. Willful neglect or corrupt conduct.

A. If any officer of election, member of an electoral board, or other person on whom any duty is enjoined by law relative to any election, is guilty of willful neglect of his duty, he shall be guilty of a Class 1 misdemeanor.

B. If any person listed in subsection A is guilty of any corrupt conduct in the execution of his duty, he shall be guilty of a Class 5 felony.

§ 24.2-1006. Advice or assistance in casting ballot.

Except as provided by § 24.2-649, no person shall directly or indirectly advise or assist any voter as to how he shall cast his ballot after the voter has entered the prohibited area at the polls as designated in § 24.2-604. Any person violating the provisions of this section shall be guilty of a Class 1 misdemeanor.

§ 24.2-1009. Stealing or tampering with ballot containers, voting or registration equipment, software, records or documents.

Any person who (i) steals or willfully, fraudulently, or wrongfully tampers with any part of any ballot container, voting or registration equipment, records, or documents, which are used in any way within the registration or election process, (ii) steals or willfully, fraudulently, or wrongfully tampers with the software used to prepare and operate voting equipment or the software or hardware used to collect and disseminate election returns, (iii) steals or willfully, fraudulently, or wrongfully tampers with an electronic activation device or electronic data storage medium of the type used to prepare, operate or back-up electronic voting equipment, (iv) willfully, fraudulently, or wrongfully intercepts, alters or disrupts the electronic transmission of election returns or the posting of returns on the Internet, (v) fraudulently makes any entry, deletion, or alteration to

any item listed in (i), or (vi) aids, abets, or permits any other person to violate the provisions of clauses (i) through (v), shall be guilty of a Class 5 felony.

§ 24.2-1010. Unauthorized possession or duplication of voting equipment key or electronic activation device.

Any unauthorized person found in possession of any voting equipment key or electronic activation device of the type used to prepare or operate voting equipment or any unauthorized person who duplicates a voting equipment key or electronic activation device shall be guilty of a Class 1 misdemeanor.

Virginia Code Pertaining to the Central Absentee Voting Precinct (CAP)

§ 24.2-704. Applications and ballots for persons requiring assistance in voting; penalty.

The application for an absentee ballot shall provide space for the applicant to indicate that he will require assistance to vote his absentee ballot by reason of blindness, disability, or inability to read or write. On receipt of an application from an applicant marked to indicate he will require assistance, the general registrar shall deliver, with the items required by § 24.2-706, the voter assistance form furnished by the State Board pursuant to § 24.2-649. The voter and any person assisting him shall complete the form by signing the request for assistance and statement required of the assistant. If the voter is unable to sign the request, the witness will note this fact on the line for signature of voter. The provisions of § 24.2-649 shall apply to absentee voting and assistance for absentee voters. Any person who willfully violates the provisions of this section or § 24.2-649 in providing assistance to a person who is voting absentee shall be guilty of a Class 5 felony.

§ 24.2-706. Duty of general registrar and electoral board on receipt of application; statement of voter.

Per the second enactment clause of Acts 2019, cc. 668, 669, the provisions of those Acts are not applicable to elections until the general election on November 3, 2020, and as a result, this version of the Code section will continue to apply until such time.

On receipt of an application for an absentee ballot, the general registrar shall enroll the name and address of each registered applicant on an absentee voter applicant list that shall be maintained in the office of the general registrar with a file of the applications of the listed applicants. The list shall be available for inspection and copying and the applications shall be available for inspection only by any registered voter during regular office hours. Upon request and for a reasonable fee, the Department of Elections shall provide an electronic copy of the absentee voter applicant list to any political party or candidate. Such list shall be used only for campaign and political purposes. Any list made available for inspection and copying under this section shall contain the post office box address in lieu of the residence street address for any individual who has furnished at the time of registration or subsequently, in addition to his street address, a post office box address pursuant to subsection B of § 24.2-418.

No list or application containing an individual's social security number, or any part thereof, or the individual's day and month of birth, shall be made available for inspection or copying by anyone. The Department of Elections shall prescribe procedures for general registrars to make the information in the lists and applications available in a manner that does not reveal social security numbers or parts thereof, or an individual's day and month of birth.

The completion and timely delivery of an application for an absentee ballot shall be construed to be an offer by the applicant to vote in the election.

The general registrar shall note on each application received whether the applicant is or is not a registered voter. In reviewing the application for an absentee ballot, the general registrar shall not reject the application of any individual because of an error or omission on any record or paper relating to the application, if such error or omission is not material in determining whether such individual is qualified to vote absentee.

If the application has been properly completed and signed and the applicant is a registered voter of the precinct in which he offers to vote, the general registrar shall, at the time when the printed ballots for the election are available, send by the deadline set out in § 24.2-612, obtaining a certificate or other evidence of either first-class or expedited mailing or delivery from the United States Postal Service or other commercial delivery provider, or deliver to him in person in the office of the registrar, the following items and nothing else:

1. An envelope containing the folded ballot, sealed and marked "Ballot within. Do not open except in presence of a witness."

2. An envelope, with printing only on the flap side, for resealing the marked ballot, on which envelope is printed the following:

"Statement of Voter."

"I do hereby state, subject to felony penalties for making false statements pursuant to § 24.2-1016, that my FULL NAME is _____ (last, first, middle); that I am now or have been at some time since last November's general election a legal resident of _____ (STATE YOUR LEGAL RESIDENCE IN VIRGINIA including the house number, street name or rural route address, city, zip code); that I received the enclosed ballot(s) upon application to the registrar of such county or city; that I opened the envelope marked 'ballot within' and marked the ballot(s) in the presence of the witness, without assistance or knowledge on the part of anyone as to the manner in which I marked it (or I am returning the form required to report how I was assisted); that I then sealed the ballot(s) in this envelope; and that I have not voted and will not vote in this election at any other time or place.

Signature of Voter _____

Date _____

Signature of witness _____"

For elections held after January 1, 2004, instead of the envelope containing the above oath, an envelope containing the standard oath prescribed by the presidential designee under § 101(b)(7) of the Uniformed and Overseas Citizens Absentee Voting Act (52 U.S.C. § 20301 et seq.) shall be sent to voters who are qualified to vote absentee under that Act.

3. A properly addressed envelope for the return of the ballot to the general registrar by mail or by the applicant in person.

4. Printed instructions for completing the ballot and statement on the envelope and returning the ballot.

For federal elections held after January 1, 2004, for any voter who is required by subparagraph (b) of 52 U.S.C. § 21083 of the Help America Vote Act of 2002 to show identification the first time the voter votes in a federal election in the state, the printed instructions shall direct the voter to submit with his ballot (i) a copy of a current and valid photo identification or (ii) 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. Such individual who desires to vote by mail but who does not submit one of the forms of identification specified in this paragraph may cast such ballot by mail and the ballot shall be counted as a provisional ballot under the provisions of § 24.2-653. The Department of Elections shall provide instructions to the electoral boards for the handling and counting of such provisional ballots pursuant to subsection B of § 24.2-653 and this section.

5. For any voter entitled to vote absentee under the Uniformed and Overseas Citizens Absentee Voting Act (52 U.S.C. § 20301 et seq.), information provided by the Department of Elections specific to the voting rights and responsibilities for such citizens, or information provided by the registrar specific to the status of the voter registration and absentee ballot application of such voter, may be included.

The envelopes and instructions shall be in the form prescribed by the Department of Elections.

If the applicant makes his application to vote in person under § 24.2-701 at a time when the printed ballots for the election are available, the general registrar, on the determination of the qualifications of the applicant to vote, shall provide to the applicant the items set forth in subdivisions 1 through 4, and no item shall be removed by the applicant from the office of the general registrar. On the request of the applicant, made no later than 5:00 p.m. on the seventh day prior to the election in which the applicant offers to vote, the general registrar may send the items set forth in subdivisions 1 through 4 to the applicant by mail, obtaining a certificate or other evidence of mailing.

If the applicant states as the reason for his absence on election day any of the reasons set forth in subdivision 2 of § 24.2-700, the general registrar, at the time when the printed ballots for the election are available, shall mail by the deadline set forth in § 24.2-612 or deliver in person to the applicant in the office of the general registrar the items as set forth in subdivisions 1 through 4 and, if necessary, an application for registration. A certificate or other evidence of mailing shall not be required. If the applicant requests that such items be sent by electronic transmission, the general registrar, at the time when the printed ballots for the election are available but not later than the deadline set forth in § 24.2-612, shall send by electronic transmission the blank ballot, the form for the envelope for returning the marked ballot, and instructions to the voter. Such materials shall be sent using the official email address or fax number of the office of the general registrar published on the Department of Elections website. The State Board of Elections may prescribe by regulation the format of the email address used for transmitting ballots to eligible voters. A general registrar may also use electronic transmission facilities provided by the Federal Voting Assistance Program. The voted ballot shall be returned to the general registrar as otherwise required by this chapter.

When the statement prescribed in subdivision 2 has been properly completed and signed by the registered voter and witnessed, his ballot shall not be subject to challenge pursuant to § 24.2-651.

The circuit courts shall have jurisdiction to issue an injunction to enforce the provisions of this section upon the application of (i) any aggrieved voter, (ii) any candidate in an election district in whole or in part in the court's jurisdiction where a violation of this section has occurred, or is likely to occur, or (iii) the campaign committee or the appropriate district political party chairman of such candidate. Any person who fails to discharge his duty as provided in this section through willful neglect of duty and with malicious intent shall be guilty of a Class 1 misdemeanor as provided in subsection A of § 24.2-1001.

§ 24.2-707. How ballots marked and returned by mail; cast in person; cast on voting equipment.

On receipt of a mailed absentee ballot, the voter shall, in the presence of a witness, (i) open the sealed envelope marked "ballot within" and (ii) mark and refold the ballot, as provided in §§ 24.2-644 and 24.2-646 without assistance and without making known how he marked the ballot, except as provided by § 24.2-704.

After the voter has marked his absentee ballot, he shall (a) enclose the ballot in the envelope provided for that purpose, (b) seal the envelope, (c) fill in and sign the statement printed on the back of the envelope in the presence of a witness, who shall sign the same envelope, (d) enclose the ballot envelope and any required assistance form within the envelope directed to the general registrar, and (e) seal that envelope and mail it to the office of the general registrar or deliver it personally to the general registrar. A voter's failure to provide in the statement on the back of the envelope his full middle name or his middle initial shall not be a material omission, rendering his ballot void, unless the voter failed to provide in the statement on the back of the envelope his full first and last name. A voter's failure to provide the date, or any part of the date, including the year, on which he signed the statement printed on the back of the envelope shall not be considered a material omission and shall not render his ballot void. For purposes of this chapter, "mail" shall include delivery by a commercial delivery service, but shall not include delivery by a personal courier service or another individual except as provided by §§ 24.2-703.2 and 24.2-705.

Failure to follow the procedures set forth in this section shall render the applicant's ballot void.

§ 24.2-708. Return of unused ballots; voting by applicant who did not receive or lost ballot; defaced ballots.

A. If for any reason a person, who has applied for and received a ballot, decides not to vote absentee, he shall return the ballot unopened, in the sealed envelope in which it was sent to him, to the general registrar, before the day of the election in which the ballot was intended to be used.

The general registrar shall note on the absentee voter applicant list, opposite the name of the person returning the ballot, the fact that the ballot was returned unused and the date of the return. The general registrar shall carefully preserve all ballots returned unused and deliver them, together with other returned ballots, to the officers of election on election day. A voter who has returned his unused ballot before the day of the election as provided herein shall be entitled to vote a regular ballot in person on election day at his proper polling place or at a central absentee voter precinct established by the governing body of the county or city where the person is registered to vote, upon confirmation by the general registrar or an officer of election of the return of the unused ballot. If the general registrar or an officer of election is unable to confirm the return of the unused ballot, the voter shall be entitled to cast a provisional ballot pursuant to § 24.2-653.1. Notwithstanding the provisions of this subsection, a voter may return his unused ballot to his proper polling place or central absentee voter precinct on election day and shall be entitled to vote a regular ballot, and his unused ballot shall be preserved with other unused ballots.

B. If for any reason a person who has applied for and has been sent an absentee ballot does not receive the ballot or loses the ballot, he shall be entitled to cast another ballot after presenting to the general registrar or officer of election a statement signed by him that he did not receive the ballot or has lost the ballot, subject to felony penalties for making false statements as pursuant to § [24.2-1016](#). If such person offers to vote at his proper polling place or at a central absentee voter precinct established by the governing body of the county or city where he is registered to vote on the day of the elections, he shall be entitled to cast a provisional ballot pursuant to § [24.2-653.1](#).

C. If a person who has applied for and has been sent an absentee ballot has unintentionally or accidentally defaced and rendered the ballot unfit for voting, he shall be entitled to cast a ballot after presenting the defaced ballot to the general registrar or an officer of election. The returned ballot shall be marked spoiled by the general registrar or an officer of election and placed in a spoiled-ballot envelope to be retained with the ballots for the election. A voter who has returned his defaced ballot before the day of the election as provided herein shall be entitled to vote a regular ballot in person on election day at his proper polling place or at a central absentee voter precinct established by the governing body of the county or city where he is registered to vote, upon confirmation by the general registrar or an officer of election of the return of the defaced ballot. If the general registrar or an officer of election is unable to confirm the return of the defaced ballot, the voter shall be entitled to cast a provisional ballot pursuant to § [24.2-653.1](#). A voter who returns his defaced or unfit ballot to his proper polling place or central absentee voter precinct on election day shall be entitled to vote a regular ballot, and his defaced or unfit ballot shall be preserved with other spoiled ballots.

§ 24.2-709. Ballot to be returned in manner prescribed by law.

A. Any ballot returned to the office of the general registrar in any manner except as prescribed by law shall be void. Absentee ballots shall be returned to the general registrar before the closing of the polls. The registrar receiving the ballot shall (i) seal the ballot in an envelope with the statement or declaration of the voter, or both, attached to the outside and (ii) mark on each envelope the date, time, and manner of delivery. No returned absentee ballot shall be deemed void because the inner envelope containing the voted ballot is imperfectly sealed so long as the outside envelope containing the ballot envelope is sealed.

B. Notwithstanding the provisions of subsection A, any absentee ballot (i) returned to the general registrar after the closing of the polls on election day but before noon on the third day after the election and (ii) postmarked on or before the date of the election shall be counted pursuant to the procedures set forth in this chapter if the voter is found entitled to vote. For purposes of this subsection, a postmark shall include any other official indicia of confirmation of mailing by the United States Postal Service or other postal or delivery service.

C. Notwithstanding the provisions of subsection A, any absentee ballot (i) received after the close of the polls on any election day, (ii) received before 5:00 p.m. on the second business day before the State Board meets to ascertain the results of the election pursuant to this title, (iii) requested on or before but not sent by the deadline for making absentee ballots available under § [24.2-612](#), and (iv) cast by a covered voter, as defined in § [24.2-452](#), shall be counted pursuant to the procedures set forth in this chapter if the voter is found entitled to vote. The electoral board shall prepare an amended certified abstract, which shall include the results of such ballots, and shall deliver such abstract to the State Board by the business day prior to its meeting pursuant to this title, and shall deliver a copy of such abstract to the general registrar to be available for inspection when his office is open for business.

D. Notwithstanding the provisions of clause (i) of subsection B of § [24.2-427](#), an absentee ballot returned by a voter in compliance with § [24.2-707](#) and this section who dies prior to the counting of absentee ballots on election day shall be

counted pursuant to the procedures set forth in this chapter if the voter is found to have been entitled to vote at the time that he returned the ballot.

§ 24.2-709.1. Alternative procedures for counting absentee ballots.

Each general registrar shall take one or more of the following measures as needed to expedite counting absentee ballots returned by mail before election day: (i) examine the ballot envelopes to verify completion of the required voter affirmation; (ii) mark the pollbook, or the absentee voter applicant list if the pollbook is not available, that the voter has voted; or (iii) open the sealed ballot envelopes and insert the ballots in optical scan counting equipment or other secure ballot container without initiating any ballot count totals. If the general registrar proceeds to open sealed ballot envelopes as provided in clause (iii), at least two officers of election, one representing each political party, shall be present during all hours when a general registrar uses the expedited procedures authorized in this section. No person present while sealed ballot envelopes are opened and ballots are inserted into counting equipment or other secure ballot container pursuant to clause (iii) shall disclose any information concerning the ballots.