

Commonwealth of Virginia

# Officer of Election Oath

## Chief's Oath

### Single Party Primary Election

County of Arlington  
Precinct: Training

June xx, 20XX

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### Oath of Officer

### Delegated 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.

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Signature of Delegated Officer of Election

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Signature of Electoral Board Member or Registrar Administering Oath

Commonwealth of Virginia

# Election Day - Officer of Election Oath

## Single Party Primary Election

County of Arlington

Precinct: 011 East Falls Church

June xx, 20XX

### 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.

Signatures of Officers of Election:

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

**Reminder:**

Chief Must Sign Here  
on Election Day



\_\_\_\_\_  
Signature of Person Administering Oath

\_\_\_\_\_  
Title of Person Administering Oath

\_\_\_\_\_  
Date Administered

# Seal & Count Form

## Single Party Primary Election

Arlington County  
Precinct: Training

June xx, 20XX

<b><i>If seal/count numbers do not match at Opening, Call immediately 703-228-3456</i></b>		<b>OPENING</b> Verify & initial before polls open		<b>CLOSING</b> Complete & initial after polls have closed	
<b>SCANNER(S)</b>	Scanner 1	✓ Verify	Initials	Scanner 1	Initials
Serial Number	7167			7167	
Seal Number	3823				
Protective Counter	4189				
Public Counter	0				
<b>BALLOT MARKER</b>		✓ Verify	Initials		Initials
Serial Number	1185			1185	
Seal Number	6282				
Protective Counter	121				
Public Counter	0				
<b>POLLBOOKS</b>		✓ Verify	Initials		Initials
Chief's Pollbook	122			122	
Case Seal Number	1234				
Pollbook Number(s)	273, 274			273, 274	
Case Seal Number	4321				
Pollbook Number(s)					
Case Seal Number					
Pollbook Number(s)	,			,	
Case Seal Number					
<b>ENVELOPES/BALLOT BAG</b>		✓ Verify	Initials		Initials
Envelope 2 Seal #	No AM Seal				
Envelope 7 Seal #	6789				
Yellow Bag Seal #	9876			<b>Return Empty No Ballots!!</b>	

Sample

# Statement of Results # 1

## Single Party Primary Election

Arlington County  
Precinct: Training

June xx, 20XX

### Part A: Turnout

Obtain these numbers from the **Pollbook Summary Screen**, *not the scanner tape*

1. Total number of voters checked in	
2. Of the total number above, provide the number that voted outside the polls.	

### Part B: Votes Cast

Obtain this information from the **scanner tape(s)**. *(use pages cast)*

1. Number of votes cast on scanner 1:	
2. Number of votes cast on scanner 2:	+
3. Number of hand-counted votes <i>(from Part E)</i>	+
4. Total number of votes cast	=

**Complete Part E  
Only if you:**

- Used more than 1 scanner  
*and/or*
- Had Hand-counts

Does the total number of voters checked-in (Part A, Line 1)  
= the total number of votes cast (Part B, Line 4)?

☐ Yes ☐ No

**If 'No,' please provide an explanation in Part C on the next Page**

# Statement of Results # 1

## Single Party Primary Election

Arlington County

Precinct: Training

June xx, 20XX

### Part C: Discrepancies

**Please provide an explanation *if*** the total number of voters checked in  $\neq$  the total number of votes cast.

For example:

1. At 9am a voter left the precinct w/o casting a ballot. The ballot was voided. Because of this, our pollbook total is one more than our scanned total.
  2. Our total number of ballots scanned does not equal the number checked in on the pollbook. We do not know why this happened, but we accept the machine total.
-

# Statement of Results # 1

## Single Party Primary Election

Arlington County

Precinct: Training

June xx, 20XX

### Part D. Certification

We hereby certify that the two copies of the Statement of Results are a complete record of this election and that all of the information entered hereon is true and correct.

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

# Statement of Results # 1

## Single Party Primary Election

Arlington County

Precinct: Training

June xx, 20XX

### Part E: Votes Cast – Candidates and Issues

Commissioner of Music					
					Total
Total Number Voting - “pages cast” on tape(s)					
Enter Totals From:	Election Summary Reports		Hand-counted Ballots		Total
	Scanner 1	Scanner 2	Hand count		
Machine Serial Numbers:	7167		Tick Marks	Total	
Total Votes Cast for Office					
Jon Batiste					
George Strait					
John Legend					
Taylor Swift					
Rita Moreno					
Under Votes					
Over Votes					



# Ballot Record Report

## Single Party Primary Election

Arlington County  
Precinct: Training

June xx, 20XX

**Complete all 6 Parts on both sides of this form**

### Part 1: Ballots Delivered to Precinct Before Polls Open

	Packs	Total Ballots	EO Initials
Emergency Packs in Chief's Bag	1	100	JS
Ballots in Cart	4	400	JS

➔ Did you receive 5 ballot Pack(s)? ☐ Yes ☐ No

### Part 2: Ballot Adjustments - Special Circumstances - *if none, use zeroes (0) and initial*

	Packs	Total Ballots	EO Initials
Delivered by EB Representative			
Removed by EB Representative			
Reproduced at Precinct <i>(EB permission needed)</i>			

### Part 3: Ballots After Polls Close - *use numbers not n/a or -*

	Packs	Total Ballots	EO Initials
Unopened Packs (include Emergency Ballot Pack, <i>if not used</i> )			
Unused Loose Ballots			

Over ➔

Fill in all boxes **Completely**-including **Totals** (use 0, if none)**Part 4: Ballot Packs Opened**

Pack	Counted # in Pack	Pack	Counted # in Pack
1		23	
2		24	
3		25	
4		26	
5		27	
6		28	
7		29	
8		30	
9		31	
10		32	
11		33	
12		34	
13		35	
14		36	
15		37	
16		38	
17		39	
18		40	
19		41	
20		42	
21		43	
22		44	
For Office Use Only			
—		+	

**Part 5: Ballot Accounting**

Full Sized Ballots	
Total Ballots opened from Part 4	
Provisional	
Place in Envelope 1A	Total
Void	
Place in Envelope 4	Total
Spoiled	
Place in Envelope 4	Total
AB Ballots exchanged at Polls	
Void and Exchange	Total
Place in Envelope 4	

**Part 6: BM**

Ballots Printed on Ballot Marker	
Total Ballots Printed (from Close Report)	
Note: For Ballots printed on Ballot Marker Only If 0 printed, enter 0 in Totals	
Provisional	
Envelope 1A	Total
Void	
Envelope 4	Total
Spoiled	
Envelope 4	Total

# Machine Problem Report

## Single Party Primary Election

June xx, 20XX

### Pollbooks and Machines

Chief's Name: \_\_\_\_\_

Arlington County

Election Official Name: \_\_\_\_\_

Precinct: Training

<b>Machine Info</b> Include: <ul style="list-style-type: none"> <li>• All information indicated be sure to:</li> <li>• Check machine type</li> <li>• (SC) Scanner (</li> <li>• BM) Ballot Marker</li> <li>• (PB) Pollbook</li> <li>• <b>Do Not forget the Machine Number!!</b></li> </ul>	<b>Description of Problem</b> Include: <ul style="list-style-type: none"> <li>• Who was using the machine?</li> <li>• Machine status</li> <li>• What happened</li> </ul>	<b>Resolution of Problem</b> Include: <ul style="list-style-type: none"> <li>• Name of person authorizing you to execute a procedure or</li> <li>• Name of technician/staff member visiting the precinct</li> <li>• What was done &amp;</li> <li>• If the problem was resolved</li> </ul>
Time error occurred: _____ <input type="checkbox"/> PB or <input type="checkbox"/> SC or <input type="checkbox"/> BM <b>Serial Number:</b> _____ Public Counter: _____ Protective Counter: _____ Time back in service: _____		
Time error occurred: _____ <input type="checkbox"/> PB or <input type="checkbox"/> SC or <input type="checkbox"/> BM <b>Serial Number:</b> _____ Public Counter: _____ Protective Counter: _____ Time back in service: _____		
Time error occurred: _____ <input type="checkbox"/> PB or <input type="checkbox"/> SC or <input type="checkbox"/> BM <b>Serial Number:</b> _____ Public Counter: _____ Protective Counter: _____ Time back in service: _____		

<b>Machine Info</b> Include: <ul style="list-style-type: none"> <li>• All information indicated be sure to:</li> <li>• Check machine type</li> <li>• (SC) Scanner</li> <li>• (BM) Ballot Marker</li> <li>• (PB) Pollbook</li> <li>• Do not forget the <b>Machine Number!!</b></li> </ul>	<b>Description of Problem</b> Include: <ul style="list-style-type: none"> <li>• Who was using the machine?</li> <li>• Machine status</li> <li>• What happened</li> </ul>	<b>Resolution of Problem</b> Include: <ul style="list-style-type: none"> <li>• Name of person authorizing you to execute a procedure or</li> <li>• Name of technician/staff member visiting the precinct               <ul style="list-style-type: none"> <li>• What was done &amp;</li> </ul> </li> <li>• If the problem was resolved</li> </ul>
Time error occurred: _____ <input type="checkbox"/> PB or <input type="checkbox"/> SC or <input type="checkbox"/> BM <b>Serial Number:</b> _____ Public Counter: _____ Protective Counter: _____ Time back in service: _____		
Time error occurred: _____ <input type="checkbox"/> PB or <input type="checkbox"/> SC or <input type="checkbox"/> BM <b>Serial Number:</b> _____ Public Counter: _____ Protective Counter: _____ Time back in service: _____		
Time error occurred: _____ <input type="checkbox"/> PB or <input type="checkbox"/> SC or <input type="checkbox"/> BM <b>Serial Number:</b> _____ Public Counter: _____ Protective Counter: _____ Time back in service: _____		
Time error occurred: _____ <input type="checkbox"/> PB or <input type="checkbox"/> SC or <input type="checkbox"/> BM <b>Serial Number:</b> _____ Public Counter: _____ Protective Counter: _____ Time back in service: _____		

**Results Call-in Sheet**  
**June xx, 20XX**  
**Single Party Primary Election**

**Total Voters Voting:**  
(from SOR Part B: Line 4)

\_\_\_\_\_

**Total Outside the Polls Voters:**  
(from Electronic Pollbook, SOR Part A Line 2)

\_\_\_\_\_

**Provisional Votes:**  
(from Provisional Ballot Log, page 1 Top)

Total Number of Reasons 1+2:

*Total  
A*

\_\_\_\_\_

Total Number of Reasons 3 through 6:

*Total  
B*

\_\_\_\_\_

Total Number of “No ID”:

*Total  
C*

\_\_\_\_\_

**Commissioner of Music**

**Jon Batiste**

\_\_\_\_\_

**George Strait**

\_\_\_\_\_

**John Legend**

\_\_\_\_\_

**Taylor Swift**

\_\_\_\_\_

**Rita Moreno**

\_\_\_\_\_

Under Votes

\_\_\_\_\_

Over Votes

\_\_\_\_\_

Sample

**Use this sheet if the only address change for the voter is a new apartment number**

## Single Party Primary Election

Arlington County  
Precinct:

June xx, 20XX

## Apartment Number Update Sheet

[illegible]

Sample



# Chief's Election Day Notes:

## Single Party Primary Election

June xx, 20XX

Precinct: Training

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Sample

Sample

# Provisional Ballot Log

Single Party Primary Election  
Arlington County  
June xx, 20XX

Precinct: Training

## What to do at the end of the day

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

Voter's	Reason Code	Totals	
		Total	*Totals
<b>Voter:</b>	1 <b>is a resident</b> of the precinct, or has been since the November general election last year		
	2 <b>has been a resident</b> 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 <b>IS</b> on the pollbook, and <b>Voter:</b>		Add	A
	3 <b>is voting after normal poll closing time</b> due to court order		
	4 <b>applied for an absentee ballot, but does not have the ballot</b>		
	5 <b>is shown in the pollbook as already having voted</b>		
	6 <b>Other</b> (any reason not captured in the other codes)		
		Add	B
No ID	No ID <b>voter did not show required ID</b>		C

**\*Transfer Totals (A, B, C) to Results Call-in Sheet**

## What to do during the day

Copy information from the Provisional Vote envelopes below

Circle the Reason Code

1	<b>Voter name</b>	<b>SSN# last 4</b>	<b>Reason code</b>
	Last name _____ Middle _____	_____	1 2 3 4 5 6 No ID
	First name _____ Suffix _____	<b>Primary:</b> <input type="checkbox"/> Democratic <input type="checkbox"/> Republican	
	<b>Address</b> _____	<b>Notes:</b>	
	City/town _____, State _____ Zip code   _   _   _   _	<b>Registrar use only</b>	
	Birth year only _____ Phone number (____) - ____ - ____	Was this vote counted? YES NO	
		Why not?	
2	<b>Voter name</b>	<b>SSN# last 4</b>	<b>Reason code</b>
	Last name _____ Middle _____	_____	1 2 3 4 5 6 No ID
	First name _____ Suffix _____	<b>Primary:</b> <input type="checkbox"/> Democratic <input type="checkbox"/> Republican	
	<b>Address</b> _____	<b>Notes:</b>	
	City/town _____, State _____ Zip code   _   _   _   _	<b>Registrar use only</b>	
	Birth year only _____ Phone number (____) - ____ - ____	Was this vote counted? YES NO	
		Why not?	

## What to do during the day

Copy information from the Provisional Vote envelopes below

Circle the Reason Code

3	<b>Voter name</b> Last name _____ Middle _____ First name _____ Suffix _____ <b>Address</b> _____ City/town _____, State _____ Zip code   _ _   _ _   _ _   <b>Birth year only</b> _____ <b>Phone number</b> (____) - ____ - ____	<b>SSN# last 4</b> _____ <b>Reason code</b> 1 2 3 4 5 6 No ID <b>Primary:</b> <input type="checkbox"/> Democratic <input type="checkbox"/> Republican <b>Notes:</b>
	<b>Registrar use only</b> Was this vote counted? YES NO Why not?	
4	<b>Voter name</b> Last name _____ Middle _____ First name _____ Suffix _____ <b>Address</b> _____ City/town _____, State _____ Zip code   _ _   _ _   _ _   <b>Birth year only</b> _____ <b>Phone number</b> (____) - ____ - ____	<b>SSN# last 4</b> _____ <b>Reason code</b> 1 2 3 4 5 6 No ID <b>Primary:</b> <input type="checkbox"/> Democratic <input type="checkbox"/> Republican <b>Notes:</b>
	<b>Registrar use only</b> Was this vote counted? YES NO Why not?	
5	<b>Voter name</b> Last name _____ Middle _____ First name _____ Suffix _____ <b>Address</b> _____ City/town _____, State _____ Zip code   _ _   _ _   _ _   <b>Birth year only</b> _____ <b>Phone number</b> (____) - ____ - ____	<b>SSN# last 4</b> _____ <b>Reason code</b> 1 2 3 4 5 6 No ID <b>Primary:</b> <input type="checkbox"/> Democratic <input type="checkbox"/> Republican <b>Notes:</b>
	<b>Registrar use only</b> Was this vote counted? YES NO Why not?	
6	<b>Voter name</b> Last name _____ Middle _____ First name _____ Suffix _____ <b>Address</b> _____ City/town _____, State _____ Zip code   _ _   _ _   _ _   <b>Birth year only</b> _____ <b>Phone number</b> (____) - ____ - ____	<b>SSN# last 4</b> _____ <b>Reason code</b> 1 2 3 4 5 6 No ID <b>Primary:</b> <input type="checkbox"/> Democratic <input type="checkbox"/> Republican <b>Notes:</b>
	<b>Registrar use only</b> Was this vote counted? YES NO Why not?	
7	<b>Voter name</b> Last name _____ Middle _____ First name _____ Suffix _____ <b>Address</b> _____ City/town _____, State _____ Zip code   _ _   _ _   _ _   <b>Birth year only</b> _____ <b>Phone number</b> (____) - ____ - ____	<b>SSN# last 4</b> _____ <b>Reason code</b> 1 2 3 4 5 6 No ID <b>Primary:</b> <input type="checkbox"/> Democratic <input type="checkbox"/> Republican <b>Notes:</b>
	<b>Registrar use only</b> Was this vote counted? YES NO Why not?	



Staple here

Election Summary Tape #3 only

Commonwealth of Virginia

# Printed Return Sheet

Single Party Primary Election

County of Arlington

Precinct: Training

June xx, 20XX

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.

## Machine Numbers:

Scanner(s) \_\_\_\_\_

Ballot Marker(s) \_\_\_\_\_

## Signatures of Officers of Election:

We hereby certify that the attached machine tapes are a true and correct copy of the election results printed out by the voting machines used in this precinct.

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