

Election Day Guide

A manual for the effective
operation of polling places

2025

General Elections



ARLINGTON
VIRGINIA

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Key Contact Information

Election Officer Information

For assistance scheduling classes and to get more details about your assignment.

Phone	703-228-3456
Website	vote.arlingtonva.gov
Email	pollworkers@arlingtonva.us

Help Desk



Election Day Support

Call **703-228-3456** for immediate support.
Report non-urgent matters or questions
using the online form.

Staff Members

(Do not call individual staff numbers for Election Day support)

	Office Phone	Mobile
Gretchen Reinemeyer, Director of Elections	703-228-3455	571-319-9742
Alyssa Myers, Deputy Director	703-228-3462	571-481-8576
Jackie Letizia, Election Specialist	703-228-3457	703-850-6533
Tania Griffin, Outreach Coordinator		
Bill Sands, Senior Deputy Registrar		
Don Hodgen, Senior Deputy Registrar		

Electoral Board Members

Dominick Schirripa, Chair
Richard Samp, Vice Chair
Kimberly Phillip, Secretary

Other Virginia Election Offices

Alexandria	703-746-4050
Falls Church	703-248-5085
Fairfax County	703-222-0776
Fairfax City	703-385-7891
Loudoun County	703-777-0380
Prince William County	703-792-6470

Basic Information

Key information to
understand the role
of Election Officers
and prepare before
Election Day

Pre-Election Checklist

Weeks Before the Election



Complete Training

Follow instructions in your assignment email.



Communicate with Your Chief/Election Officers

Get details on the location, entrance, and food options.



Know Your Work Location

Plan how you will get to your work location, which door is the entrance, parking, etc.

Day Before the Election



Pack Necessary Food & Medication

Bring all food and medication you will need for the entire day. Your polling location may or may not have access to a kitchen or microwave so plan accordingly.



Pack Your Clothing & Shoes

Make sure you have clean clothes, layers for changing temperatures, and comfortable shoes.



Pack Phone Chargers



Set Your Alarm

Set an alarm to arrive at your polling place by 5 a.m.

Election Officer Ready!

Chief's Pre-Election Checklist

Weeks Before the Election

- ☐ **Complete Training**
Follow instructions in your assignment email.
- ☐ **Communicate with Your Election Officers**
Confirm they know where they will be working, where to park, and which entrance to use. Let them know what the food options are.
- ☐ **Visit Your Polling Place**
Determine layout, check outlets, confirm your cell phone will work inside the building, know who will open the facility election morning.

Day Before the Election

- ☐ **Pick up Chief's Supplies**
Between 10am and 6pm Monday before the Election, pick up your black bag and pollbooks.
- ☐ **Pack Your Clothing & Shoes**
Make sure you have clean clothes, layers for changing temperatures, and comfortable shoes.
- ☐ **Pack Phone Chargers**
- ☐ **Set Your Alarm**
Set an alarm to arrive at your polling place by 5 a.m.

----- **Chief Election Officer Ready!**

Election Worker Basics

ROLES

Chief & Assistant Chief

Responsible for overall management of precinct. To become a chief or assistant chief, you must have worked a few elections. If you are interested in becoming a chief or assistant chief, contact us.

Election Officers

Election Officers assist voters with the process of casting their ballot and might be asked to do a number of tasks on election day.

Greeters

Greeters are the first point of contact for voters. They help identify voters who might have trouble waiting in line to offer chairs, remind voters to have IDs ready, pass out sample ballots, manage the line, and identify voters who might be in the wrong polling place.

Voting Booth Officer

Voting Booth Officers are responsible for traffic flow once voters have their ballots. They direct voters to empty marking stations, answer basic questions on how to mark a ballot, make sure no voter leaves their ballot behind, remove campaign literature left behind by voters, and rescue runaway pens. This position requires long periods of standing.

Pollbook Officer

Pollbook Officers are responsible for ensuring voters are qualified to vote in the precinct. They ensure voters have appropriate ID, are registered to vote at the correct address, and mark who has voted. They should be comfortable using an electronic tablet and sitting for long periods of time.

Ballot Officer

Ballot Officers are responsible for managing ballots. They maintain the ballot record report, account for all used, unused, void and spoiled ballots. They should be detail oriented, able to count, and able to sit for long periods of time.

Registration Clerk

Registration Clerks are responsible for processing all voter registration and provisional ballots cast at the precinct. This position requires specialized training and will sit for long periods of time.

Scanner Officer

Scanner Officers provide basic instructions to voters on how to feed their ballot into the scanner, assist voters if their ballot is rejected by the scanner, ensure the scanner is not tampered with, and distribute 'I Voted' stickers.

CELL PHONE POLICY

Election Officers are only permitted to talk on their cell phone in the room where voting is taking place when talking to our office. You are permitted to use your mobile device and check messages during your breaks.

E-Readers are also permitted. All other electronic devices should be left at home.

Voters and Poll Watchers are not allowed to talk on their phones inside the room where voting is taking place. They may use their phones if it is done silently. Voters may take photos of their ballot as long as they do not violate the privacy of other voters. Poll Watchers are not permitted to take any photos or videos inside the polling place.

Please do not plug personal chargers into power strips that are used for election equipment.

EMPLOYMENT

Employment Protection

The Code of Virginia provides certain employment protections to Officers of Election. Officers shall not be discharged from employment nor have any adverse personnel action taken against them. They shall also not be required to use sick or vacation leave provided reasonable notice has been given. This provision might not apply if you work for the federal government or your employer is outside of Virginia. (§ 24.2-118.1)

Jury Duty Exemption

Election Officers are exempt from jury duty service on election day. (§8.01-341.1)

Compensation

Election Officers are paid for their service at the following rates:

Chiefs - \$300

Assistant Chief and Registration Clerk- \$250

Regular Worker - \$200

Chiefs or their appointed representative are given a reimbursement of \$12 for each drop-off and pickup of supplies the day before Election Day and after the polls close.

Election Officers are paid via direct deposit. Payments are issued 3-4 weeks after the election. Election Officers can also opt to waive compensation. (§24.2-116)

To expedite payment, help us by ensuring we have your current name, address, and bank information prior to Election Day.

Setting up the Polling Place

Tasks to complete
before the polls
open Election Day
morning.

Opening Checklist

SETUP

Tasks to complete prior to opening the polls

- ☐ Chief's Tasks
- ☐ Set up Scanner & Ballot Marker
- ☐ Set up Pollbook & Check In Station
- ☐ Set up Drop Box
- ☐ Prepare Registration Clerk & Ballot Table
- ☐ Set up Voting Stations
- ☐ Hang Signs
- ☐ Accessibility Checklist
- ☐ Complete Opening Paperwork

----- Election Ready!

Polling Place Supplies

Polling Place Supplies

Election supplies are delivered in 2 places:

- **Precinct Cart** delivered before Election Day.
- **Black Bag** that is picked up by the Chief, or their representative, the night before the Election.

Precinct Cart Contents

- ☐ Power Cords
- ☐ Power Strips
- ☐ Extension Cords
- ☐ Privacy Folders
- ☐ Headphones
- ☐ Tape Measure
- ☐ "I Voted" Stickers
- ☐ "Future Voter" Stickers
- ☐ Green Tape
- ☐ Blue Tape
- ☐ Tape Strips to Make Ballot Boxes
- ☐ Blue Sign Bag
- ☐ Unused Ballots
- ☐ Ballot Box
- ☐ ADA Cardboard Station
- ☐ Cardboard Marking Stations

- ☐ 2 Stand up Voting Stations
- ☐ Polling Place Yard Signs
- ☐ Empty Cardboard Ballot Box
- ☐ Empty Mail Ballot Drop Box
- ☐ 2 Yellow Cones and Curbside Voting Sign

Optional

Included in some Precinct Carts as needed.

- ☐ Tables
- ☐ Chairs
- ☐ Cord Cover
- ☐ A-frame
- ☐ Door Stops
- ☐ Sign Stand

Black Bag Contents

Side Pocket

- ☐ 2 Election Day Guides
- ☐ Chief's Folder
 - ☐ Officer of Election Oath
 - ☐ Ballot Record Report
 - ☐ Provisional Ballot Record Report
 - ☐ Statement of Results (2 copies)
 - ☐ Machine Problem Report (Beige)
 - ☐ Printed Return Sheet (Yellow)
 - ☐ Call-In Sheet (Gray)
- ☐ Paper Pollbook and Final List of Absentee Voters
- ☐ Yellow Bag - Contains 1 Pack of 100 Ballots for each ballot style
- ☐ Green Ballot Bag (Used for voted Emergency and Provisional Ballots)
- ☐ Envelopes & Bags for Paperwork
 - ☐ # 1A Provisional Ballots (Green Stripe)
 - ☐ # 2 Blue Bag / Envelope
 - ☐ # 2A Printed Return Sheet (Yellow Stripe)
 - ☐ # 4 Spoiled and Void Ballots (Orange Stripe)
 - ☐ # 7 Red Bag / Envelope – Keys, Lanyard, Seals, and Cable Ties
 - ☐ # 8 Maroon Bag
 - ☐ # 13 Mail Ballots (Pink Stripe)
- ☐ Scanner Header Cards
- ☐ Apartment Change Form (white)
- ☐ Voter Turnout Form (white)
- ☐ Envelope 2B (for tapes)
- ☐ Label for Box 3- Counted Paper Ballots
- ☐ Label for Box 6- Unused Ballots
- ☐ Pink Envelope 13 (Drop Box)
- ☐ Envelope Seals
- ☐ Codes (Golden Rod)

Main Pocket

- ☐ Accordion File Folder (Blue or Gray)
 - ☐ Phone Inquiry & Election Day Referral Forms
 - ☐ Affirmation of Eligibility
 - ☐ ID Confirmation Form
 - ☐ Request for Assistance
 - ☐ Official Note Pad
 - ☐ Hand Count Tally Sheets
- ☐ Signs to be Posted & Handouts
- ☐ Blue Supply Case
- ☐ Virginia Election Law Book
- ☐ Registration Clerk Folder
- ☐ Magnifier
- ☐ Clipboard
- ☐ Voter Registration Applications
- ☐ Comment & Complaint Forms
- ☐ Incident Report
- ☐ Request to Cancel Registration
- ☐ Request to Cancel Permanent Absentee
- ☐ Absentee Ballot Applications
- ☐ Report of Death
- ☐ Pollbooks
- ☐ Gray Folder
 - ☐ Badges and nametags
 - ☐ Voting Permits
 - ☐ Emergency Evacuation Cards
 - ☐ Referral to Registration Clerk Forms

Chief's Tasks



Welcome Authorized Persons

List of Persons Permitted in Polling Place on Page 43.
Verify persons are authorized to witness **polls open**.
Verify Persons are registered voters in Virginia.
Place Authorizations in Maroon Bag 8.



Administer Oath of Officer of Election

All workers including Chief sign.
Place Oath in Blue Bag / Envelope 2.



Pink Check-In Form

All workers must sign.
Return to Chief's Folder.



Assign Opening Duties

Set up the Scanner.
Set up Pollbooks.
Set up Ballot Marker.
Set up Registration Clerk & Ballot Table.
Set up Voting Stations.
Set up Drop Box.
Hang Signs.



Unlock Precinct Cart

Break seal on Envelope 7. Verify the seal number on the Seal & Count form
Use keys from Envelope 7 to unlock cart.



Distribute Evacuation Cards

----- Chief's Ready!

Scanner Set up

Each precinct is given at least 1 scanner. In larger elections, 2 scanners will be provided. **You should set up every scanner that is provided.**

Supplies You'll Need

- | | |
|---------------------------------------|--|
| ☐ Ballot Box | ☐ Keys (Red Bag / Envelope 7) |
| ☐ Scanner | ☐ Header Card |
| ☐ 1 Power Cord | ☐ Seal & Count Form |
| | ☐ Envelope 2B |
| | ☐ Pen |

.....
cart bag

Ballot Box

1. Remove Ballot Box from Cart.
2. Place in desired location in room.
3. Check both Main and Emergency Ballot compartments are empty using key on lanyard found in Red Bag / Envelope 7.

Scanner

1. Set Scanner on table while still in case.
2. Confirm that you have the correct scanner issued to your precinct by verifying and initialing by the serial number on the Seal & Count Form.
3. Remove Scanner from case.
4. Place Scanner on Ballot Box (2 Election Officers should work together).
5. Lock Scanner onto Ballot Box.
6. Plug Scanner into power outlet.
7. Power on Scanner.
8. Place Screen in upright position by lifting at top and pushing back kickstand.
9. Verify the seal numbers on the TM compartment (to the right of the screen) and front of scanner on Seal & Count Form and initial.
10. WAIT until Machine Information Tape prints.
11. Verify Header Card has your precinct number. Insert into scanner.

Scanner Set up Continued

12. Scanner Header Card will eject. Return to Chief's Folder.
13. A Zero Tape will Print.
14. 2 Officers review & sign Zero Tape.
15. Verify Public & Protective Counter numbers on Seal & Count Form and initial.
16. Place tapes in Envelope 2B.
17. Press 'Done' on screen.
18. Screen should read "**Please Insert Paper Ballot.**"
19. Repeat if you have a 2nd scanner.

TIP

Don't forget to press **DONE** on the screen after inserting the Header Card.

SETUP

Your scanner is now ready!

Sticker Table Set up

- Lay out stickers for easy pick up.
- Provide hand sanitizer for voters.
- Set up a place to collect privacy folders.

Paperwork

1. Confirm the Public and Protective Counter numbers match what is on the Seal & Count Form. Initial.
2. 2 Election Officers should sign both the opening and zero count tapes confirming that zero votes have been cast.
3. Place tapes in Envelope 2B

Pollbook Set up

Each precinct is given 2-6 pollbooks depending on the Election. The Chief will have all the pollbooks with their supplies.

Supplies You'll Need

☐ Power strips

.....
cart bag

☐ Pollbooks

☐ Seal & Count Form

☐ Pen & Clippers

☐ Referral Slips

☐ Voting Permits

Pollbooks

1. Verify the seal numbers for each on Seal & Count Form and initial.
2. Cut and Discard Seal.
3. Open Case. Press down on Gray Button. Lift Latch.
4. Remove iPads. Place **FACE UP** on table.
5. Remove base from case.
6. Remove and straighten arm.
7. Attach arm to iPads. Pinch green tabs on arm. Rotate until you hear a click to lock, and make sure the sticker with the Pollpad Number is on the top.
8. Put Arm with iPad Attached into Base. You might need to rock back and forth.
9. Attach ID Tray. Barcode faces up as tray slides into back.
10. Place Stylus.
11. Connect Power cord to the Brick and iPad. Plug into power.
12. Press and hold the Power Button to Turn On.
13. Verify the following:
 - Precinct is Correct
 - Check in number = 0
 - iPad is syncing. The red number in the upper left should be one less than the total number of pollbooks.
 - iPad is receiving Power

Repeat for each pollbook.

Check In Table Set up

Your pollbooks are now ready!

Ensure the check in table has the following items:

- ☐ Sign informing voters to state their name and address
- ☐ Sample Ballots (Dual Party Primary Only)
- ☐ Apartment Number Change Form
- ☐ ID Confirmation Statements
- ☐ Request for Assistance Forms
- ☐ Referral Slips
- ☐ Voting Permits

Paperwork

1. Confirm that the case and seal numbers of pollbooks match what is on the Seal & Count form. Initial.



Ballot Marker Set up

The Ballot Marker (BM) is designed for voters who cannot mark a paper ballot independently without assistance. It provides audio, large print, and sip & puff features to mark a ballot. Any voter can request to use the BM. Election Officers can offer the BM to any voter who might benefit from using it. **The BM should always be turned on.**

The BM should be placed on a standard height table with the screen facing a wall, or where voters will not pass behind the BM, with 5 feet of space on all sides to allow a voter using a wheelchair to access the BM.

Supplies You'll Need

- | | | |
|---|---|--|
| ☐ Ballot Marker |  | ☐ Seal & Count Form |
| ☐ 2 Power Cords | | ☐ Pen |
| ☐ ADA Privacy Shield | | ☐ Envelope 2B |

Ballot Marker

1. Remove BM from case. Place in desired location.
2. Confirm that the seal number on the front of the BM matches what is on the Seal & Count Form. Verify and initial.
3. Plug in Power Cord from behind screen.
4. Plug in Power Cord from Precinct Cart in back of BM.
5. Power On.
6. Lift up on Screen.
7. Lock Kickstand.
8. Remove Key Pad from back and place in front.
9. Locate Headphones from Precinct Cart.
10. Place ADA Privacy Shield Around.
11. WAIT until the BM Powers On. It will print a Machine Info Tape.
12. Press 'Continue' to open voting. An Open Report will print.
13. 2 Officers verify & sign Open Report has zero votes issued.
14. Record Public & Protective numbers on Seal & Count Form using Open Report.
15. Place Reports in Envelope 2B
16. The '**Precinct ID Entry Screen**' should show.

Your Ballot Marker is now ready!

Ballot Marker Set up Continued

Paperwork

1. Confirm the Public and Protective Count numbers match what is on the Seal & Count Form. Initial.
2. 2 Election Officers Sign Open Report.
3. Place signed Open Reports in Envelope 2B.

Using the BM

1. This voter should be checked in as a regular voter on the Pollbook.
2. Ensure the voter is seated.
3. If the voter is voting an audio ballot, provide basic instructions to use the key pad or headphones such as where the volume buttons are, that you will bring up their ballot on the machine, and that they will begin to hear instructions read. Inform them that you will remain close enough to assist if they have a question, that their ballot will print out when they have completed marking it, and that it must be inserted into the scanner to be counted.
4. Enter the correct Precinct ID for this voter to bring up a ballot. This code will be in the Chief's folder on the Header Card and Code Sheet (golden rod).
5. When the voter has finished marking their ballot it will print.
6. The voter must insert their ballot into the scanner for it to be counted. Offer the voter a privacy folder to conceal their ballot.

Registration Clerk & Ballot Table Set Up

SETUP

We recommend combining the tables for Registration Clerk and Ballot Officer.

Ballots are delivered in the Precinct Cart. Your Chief will have packs of each style inside of a separate bag in case you are not able to enter your precinct on time.

Supplies You'll Need

- | | |
|--|---|
| ☐ Unused Ballots | ☐ Yellow, Green, & Maroon Bag |
| ☐ 1 Cardboard Booth | ☐ Ballot Record Report |
| ☐ Privacy Folders | ☐ Pens |
| | ☐ 1 Pollbook |
| | ☐ Provisional Ballot Record Report |
| | ☐ Accordion File Folder |
| | ☐ Envelope 4 |
| | ☐ Seal & Count Form |
| | ☐ Rubber Fingers |
| | ☐ Registration Clerk Folder |

cart
bag

Ballot Officer Opening Duties

1. Confirm & Initial seal number for Ballot Bag on Seal & Count Form.
2. Combine & Count ballot packs from the Precinct Cart and Ballot Bag.
3. Confirm that you received the correct number of packs on Ballot Record Report Part 1.
4. Open 1-3 packs of ballots as needed for morning rush.
5. Ensure each opened pack contains 100 ballots.
6. Record number of ballots in each pack counted on Ballot Record Report Part 4.
7. Set up booth and provisional ballot materials.
8. Set up Pollbook following pollbook instructions.

Paperwork

1. Complete Part 1 on the Ballot Record Report and Provisional Ballot Record Report.
2. Complete Part 4 on both Record Reports for packets opened.

Voting Stations Set Up

Most precincts receive 2 red stand-alone voting booths and several cardboard stations that can be placed on tables.

Supplies You'll Need

- | | |
|--|--|
| ☐ Voting Booths | ☐ How To Mark Your Ballot Signs |
| ☐ Cardboard Screens | ☐ Party Affiliation Signs |
| ☐ Tables & Chairs | ☐ Ranked Choice Instructions |
| | ☐ Scratch Paper |
| | ☐ Pens |

cart bag

SETUP

Setting up the Voting Booths

2 Election Officers should work together. Booths weigh ~50lbs.

1. Remove the booth on the Right Side of the compartment
2. Remove the booth on the Left Side of the compartment.
3. Rotate booth until wheels are facing upward.
4. Open Buckle by pushing in the red button.
5. Uncurl Booth.
6. Raise Blue Table using red pull strap until it interlocks with rail.
7. Rotate the red catch clockwise until it engages fully.
8. Repeat steps 5-7 for the remaining sections.
9. Pull each leg up until it locks.
10. Rotate booth until it is upright.
11. Rotate blue visors up.
12. Adjust legs as needed to level station.
13. Test each shelf.
14. Mount signs in each station.

Setting Up the Cardboard Stations

These can be simply placed on a table.

Each Voting Station Needs

- How To Mark Your Ballot Signs & Ranked Choice Instructions (if applicable)
- Party Affiliation Signs (if applicable)
- Scratch Paper for voters to test pens
- Pens

Drop Box Set Up (for Mail Ballots)

All polling places are mail ballot drop locations. A blue collapsible bag labeled **Mail Ballot Drop Box** will be in the Precinct Cart.

Supplies You'll Need

- ☐ Drop Box (blue bag)
- ☐ Cable Tie without a number
- ☐ Wire Cable
- ☐ Lock from the Precinct Cart
- ☐ Table

.....
cart
.....

Setting up the Table

1. Assemble the bag, secure the internal sides panels to the Velcro panel, the bag should stand on its own.
2. Ensure the bag is empty.
3. Seal the zipper with a cable tie without a number. Leave some slack so the seal can be cut at the end of the day.
4. Secure the drop box to a table using the wire cable and lock from the cart.
5. Open the top slot.
6. Position so that the Mail Ballot Drop Box Sign faces out.

Paperwork

There is no paperwork to open the drop box.

Chief's Table Set up

Every Chief has a different set up. Make sure you take time to set up your table election morning.

Supplies You'll Need

- ☐ Table
- ☐ Chairs

.....
cart bag
.....

- ☐ Blue Supply Case
- ☐ Envelopes & Bags
- ☐ Pens

Set up Table

How you organize your table is your choice. Chiefs have found an L shape works best. They can keep their envelopes and supplies on one table and let provisional voters vote on the other table.

Guide to Hanging Signs

Signs are provided in a Blue Bag in the Precinct Cart and in a Clear Envelope inside the Black Bag.

Hang signs at eye level; 48-67 inches high.

Using the right adhesive

Remember that we are guests at these sites. Owners of the facility might have special requirements. Please adhere to these.

- Drywall, Painting Wall, Wood, Table—Blue Painter's Tape
- Outdoor signage—Green Tape

Inside polling place

Post Sample Ballots near the voting room entrance, in a location where the voters can easily read them. Post other signs provided.

Outside Polling Place

- Post Accessible/ADA Entrance, Polling Place Here, and directional arrow signs as necessary.
- Place Yellow Cones and Curbside Voting Signs at a designated spot within 100 ft of polling place entrance.
- Post the Persons Allowed in Polling Place sign near the entrance to the voting room.

Prohibited Area

Political activity is prohibited within 40 feet of the entrance to the building in which the polling place is located. Post one Prohibited Area sign as close as possible to the 40-foot boundary (40 feet from the main entrance to the polling place). The other sign can be posted at or near the entrance to the voting room.

Use the tape measure, found in the precinct cart, to measure the 40-foot boundary, if necessary. Use common sense: If the boundary falls in the middle of a roadway, designate it in a safe place, but not closer than 40 feet from the building entrance. Mark the boundary with the green tape.

Accessible Polling Places

The Americans with Disabilities Act (ADA) is a federal civil rights law that provides protections to people with disabilities to ensure that they are treated equally in all aspects of life. Title II of the ADA requires state and local governments ensure that people with disabilities have a full and equal opportunity to vote. The ADA's provisions apply to all aspects of voting, including polling places.

Ensuring Facilities are Accessible

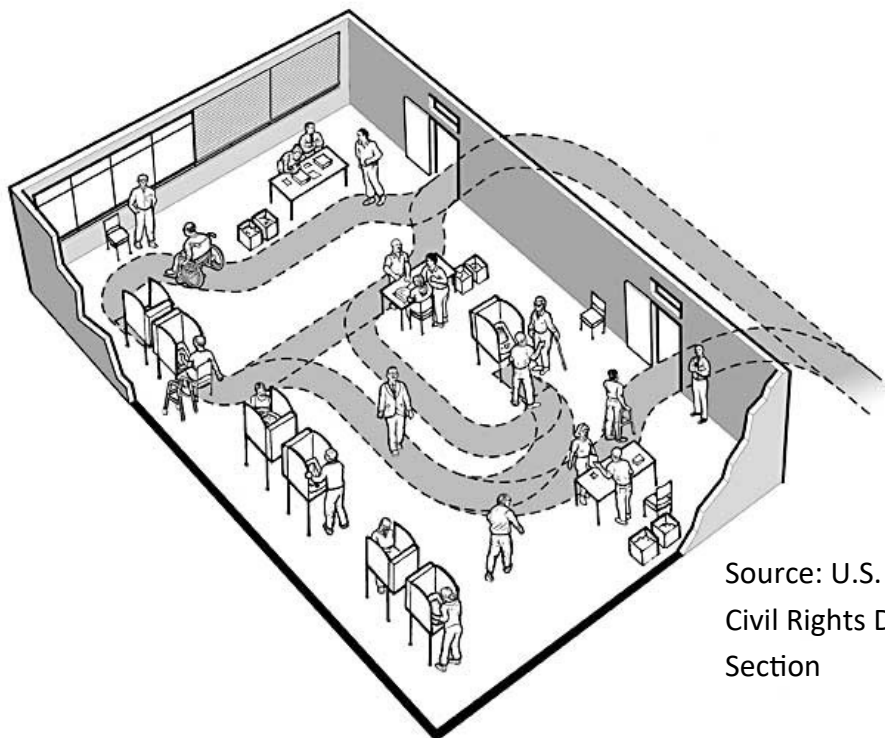
The voting area must have an accessible entrance and adequate space for voters who use wheelchairs or scooters, or who walk with mobility devices, to maneuver around the voting area, sign in at the check-in table, and go to the voting stations or machines.

Within the voting area there must be enough clearance for an individual with a disability to access and use all the voting equipment.

Voting Stations and the Ballot Markers should be on a surface 28-34 inches from the floor. If voters are expected to vote at counters or tables, there should be a writing surface that provides knee and toe clearance so that a voter who uses a wheelchair may sit at and use the counter or table.

Service animals are permitted.

See the **Assisting Voters** section for information on serving voters with disabilities.



Source: U.S. Department of Justice,
Civil Rights Division, Disability Rights
Section

Accessibility Checklist

Outside Polling Place

Accessible parking is provided and clearly marked.

Curbside area is designated with Yellow Cones and signs.

Accessible entrance is marked.

Signs posted for parking, curbside voting, and accessible entrance.

All entrances are unlocked during voting hours.

Paths

All paths, from parking lot to exit, are at least 36 inches wide.

Paths are clear of obstructions, protruding objects, cords, steps, abrupt changes in level.

Walking surfaces are stable, firm, and slip resistant.

Inside Polling Place

There is 60 inches of turning space in front of at least 1 voting station, the BM, and Scanner.

BM is on a surface 28-34 inches high, turned on and ready for use with headphones and touchpad out.

Opening Paperwork Checklist

☐

Officer of Election Oath

Signed by All Election Officers including the Chief.

☐

Pink Check-In Form

Signed by All Election Officers.

☐

Seal & Count Form

Opening Box for Scanners & Ballot Marker.

Opening Box for Pollbooks.

Opening Box for Envelope 7 & Yellow Bag.

☐

Ballot Record Report

Part 1: Confirm the number of ballots delivered.

Part 4: Ballot Packs Opened.

----- **Coffee Time!**

Serving Voters on Election Day

How to assist voters
checking in, getting
a ballot, and casting
their ballot.

Election Officer Positions

In small elections, you might serve in several positions simultaneously.

Greeter

Directs traffic outside of the polling place and controls the line at the point of entry into the voting room.

Voting Booth Officer

Helps direct voters to open voting booths, clean surfaces, and provide assistance to voters as requested.

Pollbook Officer

Checks in voters on the pollbook.

Ballot Officer

Distributes ballots to voters. Keeps a record of ballots issued. Responsible for ensuring the Ballot Record Report is completed.

Registration Clerk

Processes all voter registration applications, provisional ballots, and other paperwork needed.

Scanner Officer

Monitors the ballot scanner and provides assistance as needed.

Greeter

Directs traffic outside of the polling place and controls the line at the point of entry into the voting room.

Duties

- Direct voters into the voting room.
- Remind voters to have their ID ready.
- Pass out sample ballots and information on amendments and bond information (if applicable).
- Answer questions about the voting process, how to mark a ballot, etc.
- Identify voters who might have difficulty standing in line. Allow voters to sit and mark their place in line so they don't have to stand for a long duration.
- Direct the line to where it is safe for voters (for example along a sidewalk, not across a parking lot).
- Make sure the path of the line is accessible (for example watch for curbs, obstructions, trip hazards)
- Identify and assist curbside voters.
- Remove campaign literature.

Voting Booth Officer

Helps direct voters to open voting booths, clean surfaces, and provide assistance to voters as requested.

Duties

- Remove pens, folders, and campaign literature left behind.
- Answer basic questions voters have.
- Maintain a safe distance from voters and do not disturb their privacy.
- Make sure voters take ballots to the scanner and that none are left behind in the voting booths.
- Periodically spray and wipe voting booth surfaces with disinfectant.

Pollbook Officer

Checks in voters on the pollbook and may distribute ballots.

Duties

- Check in voters on the Poll Pad.
- Refer special issues to the Registration Clerk.

Check In Process

1. Ask voter to show ID
2. Look up voter in pollbook
3. Ask voter to state name and current address
4. Select the correct voter on the Poll Pad
5. Hit the blue “Accept” button
6. **Dual Party Primary only:** Ask voter which ballot they would like. Choose their selection and hit the blue “Accept” button
7. Repeat the voter’s **name only**
8. Hit the blue “Submit” button
9. Give the voter a voting permit and direct to the Ballot Officer.

Never turn a voter away for lack of ID. Voters can sign the **ID Confirmation Statement.**

Special Issues

Voters that show a status other than **ACTIVE** use a Referral Slip to direct voters to the Registration Clerk. For instructions on processing voters, see **What Ifs.**

- **Inactive:** We believe these voters have moved. The voter needs to confirm their address before voting.
- **Issued:** These voters have been issued a mail ballot.
- **On Machine, Pre-Processed, or Marked:** These voters voted early or by mail.
- **Federal Only:** These voters have permanently moved out of the US. They are permitted to vote for federal offices only.
- **Overseas:** These voters are listed as living overseas. Follow prompts on Pollbook.
- **Wrong Polling Place:** This voter is in the wrong polling place. Voters must vote at their assigned polling place in Virginia.
- **Voted:** This voter has already been checked in. They can vote a provisional ballot.
- **Verify ID:** Voters who register to vote by mail and this is their first time voting in a federal election will receive this status. These voters cannot sign the ID Confirmation statement. If they have presented an ID, check them in as a regular voter.

Ballot Officer

Distributes ballots. Keeps a record of ballots issued. Responsible for ensuring the Ballot Record Report is completed.

Duties

- Distribute ballots to voters
- Responsible for ensuring the Ballot Record Report is completed.
- Open & Count the number of ballots in each pack. Record on Report.
- Distributes Provisional Ballots.
- Collects Void & Spoiled Ballots in Envelope 4.

Ballot Distribution

Exchange voting permit for ballot. Ensure each voter has a privacy folder. Provide basic instructions about the ballot. **Example**, “The ballot is double sided. Fill in the oval completely using one of the pens provided. If you have any questions, ask for help.”

Void or Spoiled Ballot

- A **void ballot** happens when a voter is checked in on the pollbook, but does not insert their ballot into the scanner. These are ‘runaway’ voters.
- A **spoiled ballot** is when a voter makes a mistake marking their ballot, and would like another ballot.

In both cases, do the following:

- Have the voter deface the ballot
- The voter should insert their ballot into the Orange Envelope 4 for Void & Spoiled Ballots. Do not look at the ballot.
- Make a mark in the appropriate box on the Ballot Record Report for Void or Spoiled.

Provisional Ballot

Review the section on provisional ballots on Page 40 for more information. If the Registration Clerk determines that a voter needs to cast a provisional ballot, do the following:

- Give the Registration Clerk a provisional ballot.
- Make a mark in the appropriate box on the Provisional Ballot Record Report.

Registration Clerk

Processes all voter registration applications, provisional ballots, and other paperwork needed.

Duties

- Using the What Ifs, determine eligibility and paperwork needed from voters unable to check in with the Pollbook Officers.
- Issue Provisional Ballots.

Paperwork

- **Voter Registration Application (VRA)** is used to register, update a name or address, or remove an overseas status.
- **Affirmation of Eligibility (AOE)** is used when an inactive voter has not moved or when certain moving conditions are met.
- **Provisional Ballot Record Report** is an accounting of all provisional ballots and the types of provisional ballots issued.
- **Provisional Ballot Envelopes** holds ballots from Provisional Voters
- **Provisional Ballot Notices** are given to provisional voters informing them of their rights.
- **Election Day Referral Form** is used to send voters to other precincts.
- **ID Confirmation Statement** is used when a voter does not have an ID.
- **Request to Cancel Voter Registration Form** is used to cancel a voter's registration.
- **Precinct Map Book** contains a map for each precinct in Arlington.
- **Street File** contains a listing of every street segment in Arlington to help determine which precinct a voter resides in.
- **What Ifs** contains a detail description of each scenario and the forms needed.
- **Quick Guide** contains a brief overview of What If scenarios.
- **Step By Steps** contain a detail overview of the process of issuing a provisional ballot.

Scanner Officer

Monitors the ballot scanner and provide assistance as needed.

Duties

- Position yourself to be available between the voting booths and scanner.
- As voter approaches scanner, remind voter to insert in either direction and to wait for green light to assure ballot is accepted.
- Maintain adequate distance for privacy.
- Keep “I Voted” stickers stocked on a table near the scanner.
- Direct provisional voters back to the Registration Clerk. Provisional ballots may not be scanned in the precinct.

What If Scanner Rejects Ballot?

If the ballot is invalid, it will display a message on the screen.

Never ask to look at a voter’s ballot. Ask the voter to remove the tape, if printed, and read it to you.

- **Overvote** is when a voter makes too many selections for an office.
- **Blank Ballot** the voter failed to make a clear mark in any oval. The voter has 2 choices. (1) They can cast their ballot as is or (2) get a new ballot. If the voter wants a new ballot, direct them to the Ballot Table. If the voter wants to cast their ballot as is the voter should insert ballot into scanner again. The ballot will be rejected again. At this point, the voter should select “Accept Ballot” check box and insert their ballot again. All contests marked correctly will be tabulated.
- **Invalid Ballots** happens if the scanner does not get a proper picture of the ballot. The voter can simply change the direction of the ballot and try inserting it again. If the scanner still rejects it, they can get a new ballot from the Ballot Table or Registration Clerk.
- **Unauthorized Ballot Type** happens if the voter is inserting a provisional ballot or ballot from the wrong precinct. Never add the ballot type unless directed to by the main office. Send the voter to the Registration Clerk for more help.

Ballot Jams

Occasionally the scanner will jam. You should contact the office for technical assistance.

If a voter inserts a political party sample ballot into the scanner, the scanner freezes. Turn the scanner off & on. The jam should clear.

Chief & Assistant Chief

Responsible for overall management of precinct. To become a chief or assistant chief, you must have worked a few elections. If you are interested in becoming a chief or assistant chief, contact us.

Duties

- Periodically monitor the Prohibited Area. Confirm that campaign workers are in compliance with electioneering limits.
- Assist at the check-in table and machines to resolve problems and relieve other officers. Please make sure your workers are following procedures correctly. If you notice a worker having problems that seems to be slowing down the process, move that worker to another task.
- During slow times, check your machine totals with the Pollbook numbers to see they have the same totals.
- Note all problems and discrepancies on both copies of the Statement of Results (SOR).
- Respond to questions and concerns from voters with tact and consideration. Give voters with concerns the opportunity to complete a comment form (inside the accordion folder) to leave with you or to take home and mail directly to the Voter Registration office.
- Resolve problems with political workers outside the polls, or with poll watchers inside the polling place.

Polling Place Laws

The Chief is responsible for making sure they are following all laws that govern polling places on Election Day. On the following pages, we highlight different laws and special scenarios.

Laws

Voter ID

Provisional Ballots

Assisting Voters

Persons Permitted Inside Polling Place

Media

What Ifs

Voter ID

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

Voter ID Continued

Virginia voter identification requirements: Va. Code § 24.2-643(B)

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 issued 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
- Valid Tribal Enrollment or other Tribal ID

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.

Provisional Ballots

A provisional ballot is a ballot cast by a voter whose eligibility cannot be determined on election day. Instead of inserting their ballot in the scanner, the voter will seal it in a green envelope and insert it into the green provisional ballot bag.

Provisional Ballot Meeting

After the election, the Electoral Board meets to determine the eligibility of provisional ballots and count those accepted.

Voters who cast a provisional ballot have the right to appear at the provisional ballot meeting. This meeting is held Wednesday after the election at noon.

Reasons for a Provisional Ballot Issued

1. Name not on pollbook. Same Day Registration.
3. Voting after hours due to a court order.
4. Voter applied for a mail ballot.
5. Voter is shown as already voted.
6. Other reasons.
7. Voter has no ID and does not want to sign the ID Confirmation Statement

Process (See detailed Step by Steps)

If a Pollbook Officer encounters a problem during check in, voters are referred to the Registration Clerk's table. The Clerk should use the What Ifs to determine if the voter needs to be issued a provisional ballot. Use the following steps if it is determined that a provisional ballot should be issued. **Remember: a voter should never fill out both sides of the provisional envelope. The front is for SDR provisional voters and the back is for all other types of provisional voters.**

- Check Voter's ID
- Explain why they are voting a Provisional Ballot and their options.
- Have voter complete necessary paperwork (VRA or AOE if needed.)
- Give the voter the Provisional Ballot Voter Notice, Envelope, & Pen.
- Get a ballot from the Ballot Officer. (Ballot Officer should tick under Provisional on the Ballot Record Report.)
- Give voter ballot. DO NOT allow voter to go too far when marking ballot.
- Enter voter into the pollbooks
- Election Officer signs completed envelope.
- Voter inserts & seals ballot into Envelope.
- Voter inserts completed envelope into green bag.
- Give voter a sticker.

Assisting Voters

Section 51.5-43 of the *Code of Virginia* states that, “Discrimination against qualified persons with disabilities in exercising the right to vote is prohibited.” It is your duty to enforce this law. No qualified voter has a disability that prohibits voting; only those who have been adjudicated by the courts as mentally incapacitated lose 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 for them to cast a ballot.

Guidelines

1. Be courteous and respectful.
2. Be considerate of 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.
3. Always speak directly to the voter, and not to a companion, aide, or interpreter.
4. Ask before you help.
5. On the other hand, don't be shy about offering assistance.
6. Be sure that sufficient signs are in place to direct a person to the most accessible route to the polling location.

Voters with Mobility Impairments

1. Do not touch another person's wheelchair or equipment without prior consent.
2. Try to put yourself at eye level when talking to someone in a wheelchair. Sit or kneel in front of the person.
3. Ask before helping.
4. Know where the accessible restrooms and water fountains are in the building.
5. When giving directions to a person in a wheelchair, consider distance, weather conditions, and physical obstacles (curbs, stairs, steep hills, etc.).
6. Either fasten mats and throw-rugs down securely or move them out of the way. A person with mobility impairment could trip.
7. Keep floors as dry as possible on rainy or snowy days.
8. Keep the ramps and wheelchair-accessible doors to the polling place unlocked and free of clutter.

Voters with Speech or Hearing Impairments

1. A voter who cannot speak can confirm his name and address in writing.
2. Follow the voter's cues to determine whether speaking, gestures, or writing are the most effective means of communication
3. If speaking, speak calmly, slowly, and directly to the voter.
4. Do not shout.
5. Let the person take the lead in establishing the communication modes.

Assisting Voters Continued

Voters who are Blind or Low Vision

A voter who is blind may choose to either use an assistant or vote an audio ballot unassisted. Remember that a blind voter is never required to sign any form, including the Request for Assistance, but the person assisting must complete Section B of this form.

Read aloud any required oaths or affirmations to the blind voter, and, if the voter so affirms, write “blind voter” on the signature line.

1. Identify yourself and state that you are an Officer of Election.
2. If guiding a blind voter, offer your arm to the voter, rather than taking the voter’s arm. Walk slightly ahead of the person.
3. As you guide the person into a room, describe the layout and the location of furniture, and note who else is nearby. Point out doors, stairs, and other barriers as you approach them. Be specific about describing the location of objects: “There’s a table two feet to your left.”
4. If a blind voter has a guide dog, walk on the opposite side of the voter from the dog. Do not pet or otherwise distract a guide dog without permission from the owner.
5. Let the blind person know if you must leave his or her presence.

Language Assistance

Officers of Election can provide translation assistance if requested using the Language Line (information in Appendix). You must offer party or candidate observers present the chance to observe translation if they speak the voter’s language.

Outside the Polls (Curbside)

Voters aged 65 and older or who are physically unable to come into the polling place are permitted to vote curbside. Confirm Voter’s Identity on Pollbook. Check the Curbside box. Take a blank ballot, pen, clipboard, privacy folder, Request for Assistance Form, and sticker to voter. Immediately insert ballot into scanner upon returning to polling place.

Request for Assistance Form

Use a Request for Assistance form if the voter asks for assistance in casting a ballot. The voter may choose anyone in the polling place except for a poll watcher, neutral observers, voter’s employer, or union representative to serve as an assistant.

Election Officers and High School Pages can serve as assistants.

If the voter is unable to sign, the Assistant can write ‘Blind Voter’ or ‘Unable to Sign’ in the signature line for the voter as appropriate.

Persons Permitted Inside Polling Place

Authorized Persons

- Any member of the Arlington County Electoral Board or office staff
- Rovers assigned to assist your precinct
- Officers of Election assigned to work the election
- Media
 - Must present press credentials
- Party or Candidate Representatives
 - Must be qualified Virginia Voter
 - Must present letter of authorization from the Party or Campaign
- Neutral observers authorized by the Electoral Board
 - Must present letter of authorization from General Registrar

Party or Candidate Representatives (Poll Watchers)

Before Polls Open (§24.2-639)

One watcher of each political party or of each independent candidate is allowed to observe opening the polling place.

While Polls are Open (§24.2-604)

For each pollbook, one watcher of each political party or of each independent candidate is allowed. If less than three pollbooks in use, you have discretion to limit reps to a maximum of three.

Watchers must respect the privacy of voters and not interfere. They are permitted some movement in the polling place. The Chief should determine a reasonable distance from which they can observe without interference.

After Polls Close (§24.2-655)

Two watchers of each political party and one watcher of each independent candidate may observe you closing the polls. The watcher must remain until the precinct has reported results.

Watchers may witness the completion of the results and make notes but may not touch or handle ballots, voting equipment, or official document, nor may they interfere in any manner.

Media

All media are welcome at the polls provided they follow these Guidelines.

- Their presence doesn't disrupt the election.
- Voters don't feel uncomfortable with their presence.

Media Guidelines

- Media are permitted inside the polling place when the polls are open.
- Media should contact the Chief upon entering the voting area.
- Media should display press credentials.
- The Chief will show media where to set up equipment so as not to show the faces of those attempting to vote or hinder the flow of voting.
- The length of any visit is restricted to a reasonable and limited period of time, and all representatives should leave immediately when done filming.

Permitted and Prohibited Activities

- Interviews or taping reporters' remarks are prohibited inside the Prohibited Area. There shall be no interviews or discussions with voters, election officials, authorized representatives, and others inside the Prohibited Area and polling place.
- Media are prohibited from filming or photographing any person who specifically asks that he/she not be filmed or photographed.
- No filming or photographing may be performed in a way that divulges how any individual is voting.
- Representatives 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.
- Electioneering within the Prohibited Area is prohibited. This includes, but is not limited to, wearing campaign apparel, handing out campaign literature, and urging the election or defeat of any candidate or issue.

Exit Polls

- Question only those people leaving the polling place.
- Advise people that answering questions is voluntary — don't press anyone who refuses to answer or seems uncomfortable or annoyed.
- Don't interfere in any way with polling place access.
- Positioned more than 40 feet from of the polling place entrance.

What to do when...

A complete guide for helping
voters with exceptional situations

Identification

Problems 1-3

Address Changes

Problems 4-8

Pollbook

Problems 9-13

Provisional

Problem 13

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Extension of Polling Hours

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Abbreviations

AB	Absentee Ballot
AB Report ballot	List of voters who have absentee voted or applied for an absentee
CAP	Central Absentee Precinct
EPB	Electronic Pollbook
ID	Identification
OP	Outside Polls
S	Voter has completed a required statement including the Affirmation of Eligibility and Virginia Registration Application.
SOR	Statement of Results
VRA	Voter Registration Application
24.2 Laws.	Title of the Code of Virginia, also known as the Virginia Election

Voter may have moved and must confirm their current residential address. Voter may also be listed as “inactive.”

Federal Only –overseas voter eligible to vote for federal offices only.

? 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 (may be current or expired).
- Valid United States passport or passport card.*
- United States Military ID.
- Voter ID card issued by the Department of Elections.
- Nursing home resident ID issued by a government facility.
- 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. (electronic form acceptable only if it is an officially adopted method of issuing a student ID by the institution).**
- Valid student ID issued by a public or private institution of higher education located in the United States (electronic form acceptable only if it is an officially adopted method of issuing a student ID by the institution).**
- Valid employee ID containing a photograph issued in ordinary course of business (public or private employer).
- Copy of a current utility bill, bank statement, government check, or paycheck containing the name and address of the voter (cannot be more than 12 months old; may be in physical or electronic form).
- Any other government document containing the name and address of the voter (may be in physical or electronic form).
- Signed ID Confirmation Statement.
- 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

*When used on this list, "valid" means the document is genuine and is not expired for more than twelve months, except for a Virginia driver's license or DMV-issued ID card, for which the expiration date should not be considered when determining its validity.

**Chief should have a list of qualified colleges and universities.

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 unless otherwise indicated in the pollbook. Place paperwork in Maroon Bag 8.

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.



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.

Verify ID—Help America Vote Act (Federal Elections Only)

If the voter is marked Verify ID, they are 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 13 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.



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.
6. Officer places completed documents in Maroon Bag 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 13 and follow the provisional instructions using Reason 6.



If the voter's name has changed, have them fill out a VRA and allow the voter to vote normally.

643-2.24§(C)

3

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

Refer to “Moving Conditions” Chart and/or 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.

§ 24.2-428.2, §24.651-2

4

Voter is marked “Inactive”

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. Enter the Chief’s password.
 5. Officer places completed documents in Maroon Bag 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? →	Within precinct	Within county/city	To a different county/city	Outside of Virginia
When did voter move? ↓				
On or After November 6, 2024	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, 2022 and November 5, 2024	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 8, 2022	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.



Voter might be marked “inactive”

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 Maroon Bag 8.
4. Voter casts ballot as normal in the precinct.

§24.2-401

6

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



Voter might be marked “inactive”

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

? Voter moved on or after November 6, 2024.

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 Maroon Bag 8.

? Voter moved between November 9, 2022 and Nov. 5, 2024.

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.
4. Voter casts ballot as normal in precinct where still registered.
5. Officer places completed documents in Maroon Bag 8.

? Voter moved on or before November 8, 2022.

1. Voter may vote a provisional ballot in new precinct. See problem 13, Reason 1.
2. Voter completes and signs a Voter Registration Application.
3. Officer places completed documents in Maroon Bag 8.

§24.2-401

7

Voter moved to a different county/city.



Voter might be marked “inactive”

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

? Voter moved on or after November 6, 2024.

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 Maroon Bag 8.

? Voter moved before November 6, 2024.

1. Voter may vote a provisional ballot in new precinct. See problem 13, Reason 1.
2. Voter completes and signs a Voter Registration Application.
3. Officer places completed documents in Maroon Bag 8.

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))
2. Place Cancellation Request or note in Maroon Bag 8.

If voter insists they are registered and eligible to vote in the precinct, they may vote a provisional ballot. See problem 13, Reason 1, 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.
5. Officer issues a presidential-only ballot.
6. Voter casts presidential-only ballot as normal in the precinct.
7. Officer places completed documents in Maroon Bag 8.

9

Voter marked “Federal Only” in pollbook.



Voter can only vote for federal offices. Call the Office at 703-228-3456 to discuss this voter’s eligibility.

9a

Voter marked with “Federal Only” in pollbook and they have their absentee ballot.

Go to problem 19 and follow instructions.

9b

Voter marked with “Federal Only” in pollbook and they DO NOT have their absentee ballot.

Go to problem 20 and follow instructions.

652-24.2§

10

Voter’s name is not in the pollbook.

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 Maroon Bag 8.
4. If voter is a Same-Day Registration (SDR) voter see problem 13.
5. 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 13); 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 13, using Reason 1.



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

§ 24.2-651

11

Voter is challenged.



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

1. Officer fills out and initials Section A of the Affirmation of Eligibility form and checks Box C.
2. Challenger fills out and signs the Statement of Challenger.
3. Challenged voter fills out and signs Section B – Affirmation of Voter.
4. Officer makes sure voter signs Section B.
5. Officer checks voter into the pollbook.
6. Voter casts ballot as normal in the precinct.
7. Officer places completed documents in Maroon Bag 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 13 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.

§ 24.2-651.1

12

Voter's name marked in pollbook as already voted.

1. Tell voter they can vote a provisional ballot.
2. Go to problem 13 and follow instructions using Reason 5.

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:

1. look up the voter;
2. undo check-in and
3. re-check the voter in for the correct primary or leave unchecked if there is only one political party's primary election taking place.

The pollbook officer will 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.

13

Provisional Reason Codes

§24.2-653

Same Day Registration (or not on pollbook)	
1	Voter not on the pollbook and: • is unregistered and otherwise qualified to register using Same Day Registration; • is a resident of the precinct or has been since the November general election last year; or, • has been a resident of the precinct for the last two federal elections, is now a resident of the county or city, and current residence is in the same congressional district as this precinct.
Non-Same Day Registration	
3	Voter is voting after hours due to court order.
4	Voter applied for an absentee ballot, but does not have the ballot with them.
5	Voter is shown in the pollbook as already having voted.
6	Other (any reason not captured in the other codes).
7	Voter does not have required ID and declined to complete ID confirmation statement.

14

Voter must vote a provisional ballot.

14a: Voter Using Same Day Registration (or not on pollbook).

Complete only Same Day Registration (SDR) side of provisional envelope.

1. Officer Adds voter to the pollbook or updates address and checks voter in provisionally.
2. Voter completes SDR side of envelope and signs the affirmation statement.
3. Officer selects “Reason Code #1: Same Day Registration (or not on pollbook)” in ELECTION OFFICER box on the envelope.
4. Officer asks voter for ID and selects “Yes” or “No” to question “Did voter show ID or complete ID Confirmation Statement?” in the ELECTION OFFICER box on the envelope.
5. Officer signs envelope in ELECTION OFFICER box on envelope.
6. Officer proceeds to 14c to issue ballot and enter into pollbook as a provisional voter.

14b: Non-SDR Voter using Reason Codes #3-7.

Complete only Non-SDR side of provisional envelope.

1. Officer checks voter in provisionally
2. Voter completes non-SDR side of envelope and signs the Statement of Voter.
3. Officer asks voter for ID. If ID is not provided (and ID Confirmation Statement is not completed), Officer selects “Reason Code #7: Voter does not have required ID and declined to complete ID Confirmation Statement” in ELECTION OFFICER box on envelope.
4. Officer marks all other applicable Reason Codes #3-6 as reason for casting a provisional ballot in ELECTION OFFICER box on envelope.
5. Officer signs envelope in ELECTION OFFICER box on envelope.
6. Officer proceeds to 14c to issue ballot and enter into pollbook as a provisional voter.

14c: Voter casts provisional ballot.

1. Officer gets a provisional ballot from the ballot officer.
2. Ballot Officer marks on the Provisional Ballot Record Report that a provisional ballot was used.
3. Voter votes a ballot and seals ballot in the provisional ballot envelope.
4. Officer places the envelope in provisional ballot box.
5. Officer gives voter the green Provisional Voter Notice.



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 do NOT need to fill out a Voter Registration Application, unless required for another reason.

Use Request for Assistance form ELECT-649.
649-24.2 §

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 shows the voter and assistant to the voting booth.

7. Voter or assistant places the ballot in the scanner.

8. Officer places completed documents in Maroon Bag 8.



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



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

Use Request for Assistance form ELECT-649.

§ 24.2-649(C)

16

Voter asks 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.
6. Officer shows voter to the voting booth (and assistant, if requested).
7. Voter or assistant places the ballot in the scanner or ballot box.



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

Use Request for Assistance form ELECT-649.

§

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 Marker with an audio ballot and/or larger text.



If voter chooses to use the electronic Ballot Marker, 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 Maroon Bag 8.

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

§ 24.2-638, § 24.2-649

18

Voter asks to vote outside of the polling place.

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

- 65 or older; OR,
- Physically disabled.

1. Check voter into the pollbook as normal (including a review of ID).
2. Indicate in the pollbook that this is a Curbside voter.
3. If practicable, 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. Voter removes ballot from envelope and writes “SPOILED” or “VOID” 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.
2. Voter returns the ballot and any other related materials to the envelope or attaches them together.
3. Officer places the spoiled ballot pkg. in Envelope 4.
4. Officer checks voter into pollbook and has them cast vote as normal.
5. Checking in this voter will require the Chief’s password.
6. Ballot officer indicates on the Ballot Record Report that a mail ballot has been exchanged.

§ 24.2-653; § 24.2-707; § 24.2-708

20

Absentee voter comes to polling place WITHOUT their absentee ballot.

20a: On Election Day:

1. Have voter vote a provisional ballot. Go to problem 13 using Reason 4.

20b: Before Election Day: Voter’s name in the pollbook status as “Issued”

1. Voter should complete a “Statement of Voter to be Used when Absentee Ballot Not Received or Lost” **Gold Form**
2. Officer checks voter into pollbook and has them cast vote as normal.

Voter’s name in the pollbook shows status as “Marked” or “On Machine.”

1. If voter’s record says “pre-processed”, “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 13 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.



All provisional ballots issued using Reason 3 must be separated from other provisional ballots and placed in Envelope 1B

EMERGENCY GUIDE

Emergency Coordinator Duties

1. Conduct Safety Assessment for the Polling Location

- Locate fire extinguishers/fire alarms.
- Identify emergency escape routes/exits.
- Designate a meeting point to be used in the case of evacuation. Meeting Point must be at least 300 feet away from the building and out side of parking areas.
- Identify potential hazard areas (icy steps/sidewalks, slick/wet floors) and notify custodial or management staff of the polling place to correct the hazards.

2. Familiarize yourself with emergency equipment, procedures, and contacts.

3. Pass out Evacuation Checklists at start of day.

4. Assign tasks during an emergency

5. Complete contact information and emergency meeting point above.

6. Communicate meeting point to all polling place team members.

SERVE

Emergency Contacts

Elections Office 703-228-3456

Facility Contact _____

Chief Contact _____

Meeting Point _____

EMERGENCY GUIDE

Fire

1. Call 9-1-1 to report the fire.
2. If the fire is very small and contained, attempt to extinguish with a fire extinguisher.
3. If the fire cannot be extinguished, evacuate all voters and Election Officers to the predetermined meeting point.
4. If evacuation is necessary, follow procedures below.
5. Call the Elections Office when safe to do so.

Weather

The Elections Office will monitor reports of extreme weather conditions. In the event of a report of dangerous pending conditions or if you are experiencing any of these conditions, follow the appropriate plans:

Earthquake. Evacuate the building as described below and assemble at the predetermined meeting point.

Tornado. Assemble voters and election officials in an interior space away from windows. Get under something sturdy like a desk or table if possible.

Ice or Snow. Contact your facility's janitors or assign an Election Officer to keep entrances free of ice and snow. Post signs indicating "caution" areas (wet floors, icy walkways, etc.). Keep the Elections Office apprised of present and changing conditions.

Flood. Contact your facility's janitors or assign an Election Officer to keep areas dry. Post signs indicating "caution" areas (wet floors). Keep the Elections Office apprised of present and changing conditions.

Medical Emergency

If you are uncertain of whether someone is in need of medical assistance, err on the side of caution and contact emergency services at 9-1-1.

1. Call 9-1-1. The Election Officer should identify themselves, give the precinct address, and provide details on the person's condition or injury.
2. Do NOT touch the person or offer to treat or provide medications to the individual.
3. Do NOT instruct the individual on a course of treatment (unless a licensed individual is available).
4. Do NOT make any statement admitting guilt or wrongdoing.
5. Complete an Incident Report Form.
6. Call the Elections Office to report the incident.

EMERGENCY GUIDE

Bomb Threat

If you or the facility receive a bomb threat:

1. Evacuate all voters and Election Officers from the polling place using the instructions in this guide.
2. Call 9-1-1 to inform emergency services.
3. Call the Elections Office when safe to do so.

Power Outage

1. Contact the Elections Office. They will attempt to get power restored or auxiliary power provided.
2. If possible, contact the facility staff of the polling place.
3. Pollbooks: Has battery power, so checking in voters can continue.
4. Scanner: Does not run on a battery. Instruct the voter to deposit their ballots into the emergency ballot slot on the back of the ballot box.
5. Use (and suggest voters use) cell phone flash lights until power is restored.
6. The polling location may temporarily be moved to another area of the building where natural light is available or car headlights can be directed into the area.

If power cannot be restored, the electoral board may opt to move polling to another location. Should this happen, follow the directions on relocating a polling place.

Unruly Behavior

In the event of a poll watcher or voter disrupting the polls or person(s) campaigning within the prohibited area. Unsafe behavior may include the following:

- Display of weapons.
- Shoving, pushing, unnecessary physical contact, abusive language or gestures.
- Statements that contain violent descriptions.

1. Two Election Officers should ask the offender(s) to leave.
2. If the person persists, call 9-1-1 and identify yourself as an Election Officer.
3. Complete an Incident Report.



Do not get personally involved if it is believed an assault is occurring. Instead, call 9-1-1 and complete the Incident Report.

EMERGENCY GUIDE

Election Officer Emergencies

Chief Election Officer does not arrive

1. Any Election Officer present should notify the Elections Office by 5:15 a.m.
2. The Elections Office will attempt to reach the Chief at his home.
3. If the Chief cannot immediately get to the polls with the supplies and pollbooks, a Rover will come unlock the precinct cart and deliver extra Chief's supplies.

Chief Election Officer has an Emergency before the election,

The Assistant Chief will now serve as Chief and will be notified to pick up the supplies.

Supplies are Destroyed or Missing

The supplies should not to be left overnight in a car. In the event of them being destroyed or missing, contact the Elections Office immediately.

Election Officers do not Show

Contact the Election Office as soon as possible. The Elections Office will attempt to replace the officers. The other Election Officers must proceed in opening the polls.

Polling Location Locked

1. The Chief should contact the facility staff.
2. If the Chief cannot make contact, they should contact the Elections Office.
3. The Chief has 1 pollbook, 100 ballots, and a Green Ballot Bag.
4. Begin voting at 6am (even if not yet in the facility).
5. The Chief should contact the Elections Office once they gain entry the polling place.
6. If the location cannot be opened, the Elections Office may authorize relocation.



Section 24.2-603 of the Code of Virginia states that polls MUST be open and allow voters to cast their vote at 6:00 a.m.

Technical Difficulties at Elections Office

Elections Office phones are not working

Cell phones may be used until service is restored. All precincts must be notified of the new temporary number at which the staff may be reached.

EMERGENCY GUIDE

Relocation of Polling Place

If an Election Day emergency requires the polling place be moved to an alternate location:

1. The Chief should contact the Elections Office.
2. *If the polling site must be evacuated, election officials should follow the emergency procedures in this document.*
3. The Elections Office will contact local emergency services.
4. After contact with local emergency services, the Elections Office should contact the Commissioner of Elections with an alternate location and proposed method of handling the continuation of the election.
5. If safety permits, an alternate location must be established within 1,000 feet of the prior polling site. If it is unsafe to do so, an alternate location may be chosen outside of this limit, but not to exceed 1,500 feet outside the precinct boundary. Arrangements should be made to transport the necessary equipment and supplies to the new location. Resume voting as soon as possible after the Commissioner of Elections approves the new location.
6. If the Electoral Board opts to move polling to another location, the Election Officers must leave directions to the new location posted on the doors (post on both regular and handicapped accessible entryways) and the time you vacated this polling place.

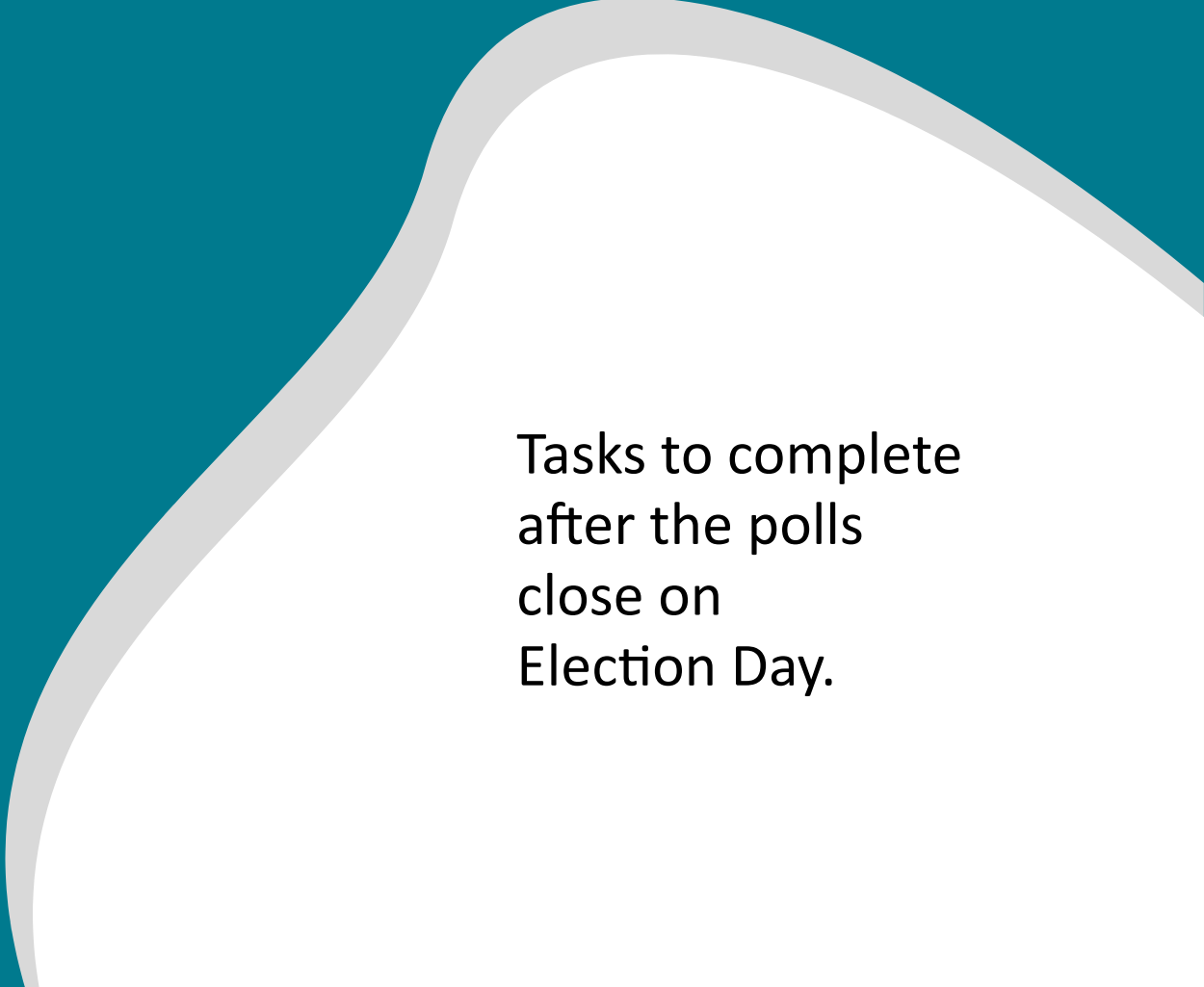
EMERGENCY GUIDE

Evacuation from the Polling Location

1. Alert all present individuals of the emergency and the Meeting Point.
2. Each position should follow the steps on their Evacuation Cards.
3. Scanner Officer should take note of the “Public Counter” number on machine).
4. IF TIME PERMITS, polling place officials should take with them the following:
 - Green Ballot Bag
 - Pollbook (s)
 - Public Counter number recorded from each machine
 - Ballots
 - Pens
 - Paper
 - Necessary forms and materials to allow voting to continue, such as Affirmation of Eligibility and provisional ballot envelopes
 - Voting equipment (if feasible)
 - Personal belongings
4. Evacuate all election officials and voters to the Meeting Point.
5. Designated officer should notify the Elections Office ASAP.
6. Designated officer should ensure that all Election Officers and evacuated voters are accounted for.
7. Designated officer should list the names of those who checked in before the evacuation but were unable to vote.
8. Officers should advise voters they may do one of the following:
 - Wait until the building can be re-entered.
 - Leave and return before 7 p.m.
 - Vote & cast in the Green Ballot Bag (if officers have the materials to allow it).
9. Attempt to resume the election at the Meeting Point only if circumstances permit.

Any voter who leaves and later returns to vote **MUST** be allowed to go to the head of any line of persons waiting to vote.

Closing the Polls



Tasks to complete
after the polls
close on
Election Day.

Closing Checklist

6:45 PM

☐

Announce “Polls Close in 15 Minutes”

Go outside and announce polls close in 15 minutes so that anyone standing around can get in line.

☐

Start Organizing Teams, Paperwork, and Envelopes

7:00 PM

☐

Announce Polls are “Officially Closed”

Only voters in line at 7:00pm are permitted to vote. If you have a line, place an Election Officer at the end of the line to notify voters arriving late.

☐

Wait until all voters leave the polling place before continuing.

Closing Down Polling Place

☐

Shut down scanner

☐

Call In Results

Results should be called in as soon as they are available. You do NOT need to complete your entire SOR before calling in results.

☐

Pack Up Scanner, Pollbooks, Drop Box, Ballot Marker, & Voting Booths

Use the provided checklists to pack up all equipment.

☐

Complete all Paperwork & Pack Envelopes

☐

Pack Up and Seal Ballot Boxes 3 & 6

Box 3 has counted ballots. Box 6 has all unused, blank ballots.

☐

Ensure Equipment Sealed

Scanner, BM, Pollbook, Envelope 2, 7, & 13 should have numbered seals.

☐

Return supplies to Election Central

Closing Tips

There are several paths to correctly close down your precinct. Your only requirement is to ensure that the Envelope, Paperwork, and Equipment Checklists are completed. Below are some tips to help you get there.

Assign Teams

Assemble 2 teams: Equipment and Paperwork. It’s recommended the Chief and Assistant Chief divide these duties. Both teams should work together so that they are not getting ahead of each other. Below is a sample list of tasks and order they can be completed.

Equipment Team	Paperwork Team
Pollbooks to Step 3—Give #s to Paperwork Team	SOR Part A
Scanner to Step 4—Give tapes to Paperwork Team	Provisional Ballots
Continue with Pollbooks	Call In Sheet
Ballot Marker—Give tapes to Paperwork Team	Ballot Record Report
Continue with Scanner	SOR 1 & SOR 2
Pack Ballots from Scanner	Yellow Printed Return Sheet
Pack Voting Stations, Tables, Signs, & Clean	Drop Box
Seal Pollbooks & Voting Machines	Seal & Count Form
Complete Equipment Checklist	Paperwork & Envelope Checklist
	Check your Seals

CLOSE

REMINDER: Poll Watchers at Closing

- 2 observers for each political party or candidate are permitted at closing. If there are fewer than 2 observers, bystanders are permitted to observe.
- Observers cannot touch ballots or equipment.
- Observers must remain until final results have been reported to office.

Provisional Ballots

Supplies Needed

- ☐ Provisional Ballot Record Report
- ☐ Provisional Ballot Bag
- ☐ Clippers
- ☐ Green Envelope 1A
- ☐ Call In Sheet
- ☐ Pollbook

Close Down Steps

1. Open Provisional Ballot Bag.
2. Ensure all envelopes have been recorded in the pollbook as a provisional check-in.
3. Complete Totals Section on Provisional Ballot Record Report.
4. Transfer Totals to Call In Sheet.
5. Put completed Provisional Ballot Record Report in Maroon Bag 8.
6. Put unopened provisional ballot envelopes in the Green Envelope 1A (might be a box for larger precincts).
7. Complete the Election Officer Statement on the back of Envelope 1A by recording the total number of envelopes. Two officers must sign.
8. Seal, Sign, and Date Envelope. There will be TWO sets of TWO signatures: one pair on the back of the envelope, and one pair on the seal label.

CLOSE

Call In Results

Results should be called in as soon as they are available. You do NOT need to complete your entire SOR before calling in results.

Supplies Needed

- ☐ Provisional Ballot Record Report
- ☐ SOR Part A: Turnout Completed
- ☐ Election Summary Tapes from Scanner

NOTE: SOR Part E: Votes Cast will need to be completed if you have more than 1 scanner or had to hand count ballots.

- ☐ Completed Call In Sheet

Complete Call In Sheet

1. Complete total section of Provisional Ballot Record Report.
2. Complete SOR Part A and Part B with data from pollbooks and tapes.
3. Get Election Summary Tapes. Complete Part E of SOR if needed.
4. Complete Call In Sheet with these 3 items.

How to Call In Results

- Call 703-228-3456
OR
- Complete webform

Report Results



REMINDER

You do not need to post precinct results outside of the location. If an observer is present, they can take a picture of the call in sheet.

Observers must stay until results have been reported.

CLOSE

Scanner Shutdown

Supplies You'll Need

- | | | |
|--|--|---|
| ☐ Ballot Box | | ☐ Keys |
| ☐ Scanner | | ☐ Seal & Count Form |
| ☐ 1 Power Cord | | ☐ Envelope 2B |
| ☐ Cardboard Box | | ☐ Pen |
| | | ☐ Label 3– Counted Ballots |

cart
bag

Empty Emergency Ballot Bin

1. Ensure that all voters have left the polling place.
2. Using the key on the lanyard, remove any ballots from the emergency ballot bin and insert into scanner.

Shutdown the Scanner

1. Press the hidden button on the bottom left of the screen.
2. Enter code from Chief's sheet.
3. Press Enter.
4. **Choose Close Voting. Confirm. Reconfirm Close Voting.**
5. Print 3 copies of the Election Summary tapes. Give Tapes to Paperwork Team.
6. Print 1 Write-In report if the election allows write ins. (The Compress Images should be checked.) Place write in tape in Envelope 2B
7. Press Continue.
8. WAIT while ballot images are exported. This can take 20 mins. Press Continue.
9. Press "Shutdown" and then "Yes".
10. Lay the screen flat by lifting up and tucking kick stand under.
11. Press large black button to lift screen.
12. Break seal.
13. Using the barrel key, open the compartment.
14. Remove the thumb drive. Place thumb drive in the Red Bag / Envelope 7.
15. Close compartment.

**New
Steps**

CLOSE

Scanner Shutdown Continued

16. Reseal the compartment. Record number on Seal & Count Form
17. **Record seal number on front of machine on the Seal & Count form. It should not be removed.**
18. Turn off scanner by flipping switch in the back.
19. Unplug.
20. Unlock the scanner from the Ballot Box in the front.
21. Set up scanner's case on table.
22. 2 Officers should place scanner in case.
23. Return scanner to the Precinct Cart.

Pack up Ballots

1. Remove the door for the Main Ballot compartment.
2. Remove ballots & stack neatly.
3. Place in assembled cardboard box.
4. Seal with Envelope 3 Label and provided return tape.
5. All Election Officers must sign.

Sticker Table

- Pack up stickers.
- Pack up hand sanitizer.
- Pack up pens & Privacy Folders.
- Return all items to the precinct cart.

Paperwork

1. Write the Public & Protective Counter numbers from the Election Summary Tape in the closing section on the Seal & Count Form. Initial.
2. Record the Seal number in the closing section on the Seal & Count Form
3. Record the number of votes cast from Election Summary Tape in SOR 1 & 2: Part B: Votes Cast

Pollbook Shutdown

Supplies You'll Need

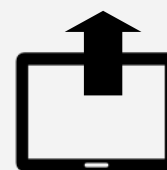
- ☐ Seal & Count Form
- ☐ SOR Part A
- ☐ Pollbooks
- ☐ iSync (in Chief's Case)
- ☐ Provisional Envelopes

Pollbooks

1. Navigate to the Summary Report
2. Enter the total Check-ins from all pollbooks on SOR Part A Line 1.
3. Enter the number of Curbside voters on SOR Part A Line 2.
4. Count Provisional Ballots and Confirm all Provisional Ballots are entered.
5. Remove the lightening power cable.
6. Insert the iSync
7. Choose Export Voter Check-ins from Menu
8. Enter Password
9. Repeat this for ALL Poll Pads, including the Registration Clerks.
10. Return iSync to Chief's Poll Pad Case
11. Pack up Poll Pad but **DO NOT TURN IT OFF.**
12. Return Supplies to case in the following order:
 - ☐ Stylus
 - ☐ ID Holder
 - ☐ Arm (Bent)
 - ☐ Screen Cleaner
 - ☐ Lightning Cord (Detached from brick)
 - ☐ Power Brick with prongs folded up
 - ☐ Bases
 - ☐ iPads **FACE UP**
11. Close and Seal Case
12. Record Seal numbers on the Seal & Count Form

Reminder!

Protect our Screens!
Always place screen
side up on the table.



Paperwork

1. SOR Part A. Both lines completed.
2. Seal & Count Form: Pollbooks. Record the Seal numbers on the closing line. Initial.

CLOSE

Ballot Marker Shutdown

Supplies You'll Need

☐ Ballot Marker

bag
cart

☐ Seal & Count Form

☐ Envelope 2B

Ballot Marker Shutdown

1. Touch the lower left corner of the screen— this is a hidden button.
2. Enter the Election Password from the code sheet.
3. Follow prompts to close voting.
4. Print 1 copy of the Close Report.
5. Record Protective, Public, & Seal numbers on Seal & Count Form. Do not remove seal.
6. Give the tape to Paperwork Team to **record on the Ballot Record Report Part 6.**
7. Press the Back button.
8. Shutdown.
9. Confirm Shutdown
10. Return Keypad to slot on back. Wrap cord around handles
11. Collapse Screen by unscrewing kickstand.
12. Turn Power switch to off position.
13. Unplug both cords from wall.
14. Tuck one power cord under screen.
15. Remove the power cord plugged in next to switch. Return to Precinct Cart.
16. Place black case on table.
17. 2 Officers should return to case.
18. Return to Precinct Cart.

Paperwork

1. Write the Public, Protective, & Seal numbers on the appropriate lines on the Seal & Count Form. Initial.
2. Complete Ballot Record Report, Part 6 using the Close Report.

CLOSE

Ballot Officer Table

Supplies You'll Need

- | | |
|---|--|
| ☐ Unused Ballots | ☐ Close tape from Ballot Marker |
| ☐ Ballot Record Report | ☐ Seals |
| ☐ Envelope 4 Void & Spoiled | ☐ Return Tape Strip |
| ☐ Envelope 6 or Box & Label 6–
Unused Ballots | |

Steps

1. Count the number of unopened ballot packs.
2. Record on Ballot Record Report: Part 3. Initial.
3. Collect all unused ballots. (Don't forget to check privacy folders!)
4. Count the number of unused loose ballots from opened pack.
5. Record on Ballot Record Report: Part 3 & Initial.
6. Assemble Cardboard Box (if needed).
7. Place **all unused ballots (Regular & Provisional ballots)** in box or envelope 6.
8. Seal once all ballots are accounted for.
9. Ensure the Void & Spoiled ballots recorded on Ballot Record Report.
10. Seal & sign Envelope 4 Void & Spoiled.
11. Using the Close Tape from the Ballot Marker, complete Part 6 on the Ballot Record Report

Paperwork

1. 2 Election Officers must sign seal on box or envelope 6.
2. On the Ballot Record Report, total the used ballots from Part 4.
3. On the Ballot Record Report, in Part 5, count the number of tick marks in each box (provisional, void, spoiled, Mail ballots exchanged). Record the total in the appropriate box.
4. Ballot Record Report: Part 6 completed.

Voting Stations

Voting Booths

1. Remove signs, pens and scratch paper.
2. Lower Blue Flaps at the top of each booth.
3. 2 Officers work together to flip the booth upside down.
4. Lower each blue tray by unlocking the red flap and using the strap to lower the tray.
5. Lower legs. Lift up a little. Press the button in. The leg should drop.
6. Curl up.
7. Lock the safety belt.
8. Flip back over onto the wheels.
9. Return to cart carefully following the yellow labels and puzzle pieces showing you how the booths should be placed in the cart.
Wheels should always be down. Reference the video in the online training for more details.

Cardboard Stations

Fold and Return to Precinct Cart.

CLOSE

Drop Box

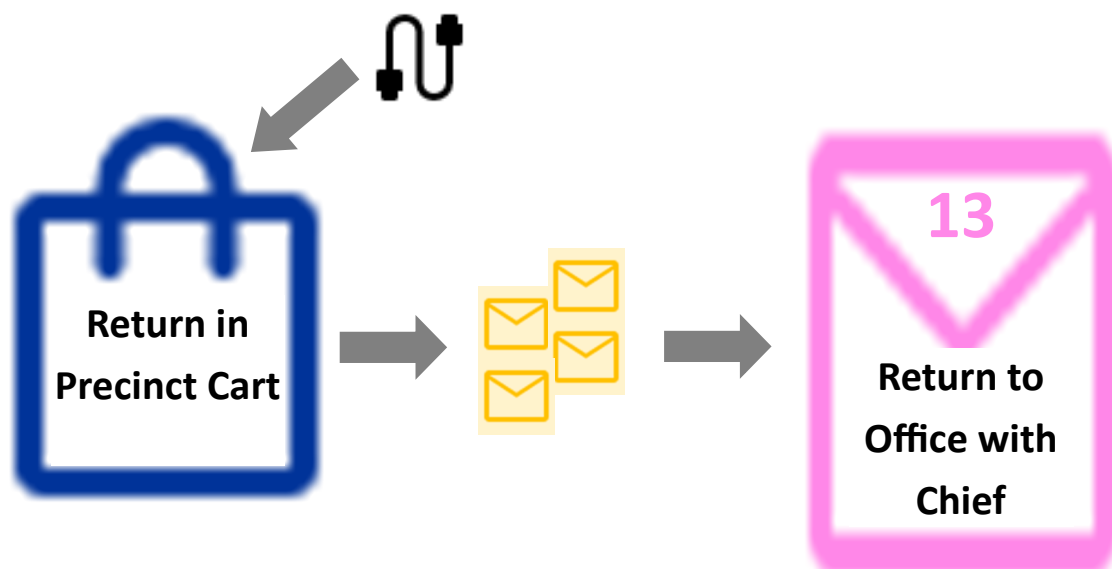
Supplies You'll Need

- ☐ Drop box
- ☐ Keys
- ☐ Clippers
- ☐ Pink Envelope 13
- ☐ Seal

Steps

1. Unlock bag from table.
2. Cut zip tie from zipper.
3. Remove and count mail ballot envelopes. Do not open envelopes.
4. Place the ballot envelopes in Pink Envelope 13.
5. Record the number of mail ballot envelopes on the Pink Envelope 13 seal.
6. Two Officers sign/date the seal.
7. Affix the seal to Pink Envelope 13.
8. Place the tether back in the blue bag.
9. **If there are any ballots, two officers (usually the chief and another officer) must bring equipment back to the main office**

CLOSE



Equipment Checklist (End of Day)

Precinct Cart Contents

- | | |
|---|--|
| ☐ Scanner | ☐ 2 Stand up Voting Stations |
| ☐ Ballot Marker | ☐ Polling Place Yard Signs |
| ☐ Power Cords | ☐ Empty Mail Ballot Drop Box |
| ☐ Power Strips | ☐ 2 Yellow Cones and Curbside Voting Sign |
| ☐ Extension Cords | |
| ☐ Privacy Folders | |
| ☐ Headphones | |
| ☐ Tape Measure | |
| ☐ All Stickers | |
| ☐ Green Tape | |
| ☐ Blue Ballot Bag | |
| ☐ Blue Tape | |
| ☐ Blue Sign Bag | |
| ☐ Black Ballot Bin | |
| ☐ ADA Cardboard Station | |
| ☐ Cardboard Marking Stations | |

Optional

Included as needed.

- ☐ Tables
- ☐ Chairs
- ☐ Cord Cover
- ☐ A-frame
- ☐ Door Stops
- ☐ Sign Stand

Chief's Black Bag—Return to Office

- | | |
|---|---|
| ☐ Chief's Folder | ☐ Blue Supply Case |
| ☐ Registration Clerk's Folder | ☐ Law Book |
| ☐ Pink Check-In Form | ☐ Magnifier |
| ☐ Yellow Bag—EMPTY | ☐ Clipboards |
| ☐ Green Ballot Bag—EMPTY | ☐ Pollbooks—Sealed with iSync |
| ☐ ALL Envelopes & Bags—Sealed | ☐ All Ballots |
| ☐ Accordion Folder (Blue or Gray) | ☐ Box 3—Counted |
| ☐ Signs to be Posted—Discard Election Specific Signs | ☐ Box 6—Unused |
| ☐ Gray Folder w/ Voting Permits | ☐ Green Provisional 1A |
| | ☐ Pink Envelope 13 |

CLOSE

Closing Paperwork Checklist

☐

Seal & Count Form

Closing Box for Scanners & Ballot Marker

Closing Box for Pollbooks

Closing Box for Bag / Envelopes 2 & 7

☐

Statement Of Results

Part A: Turnout all lines are complete

Part B: Votes Cast all lines are complete

Part C: Discrepancies is complete if Part A & B do not equal

Part D: **ALL** Election Officers must sign

Part E: Completed if 2 Scanners used and/or had to Hand Count

☐

Ballot Record Report

Part 3: Ballots After Polls Close is completed

Part 5: All Totals Boxes have numbers

Part 6: Numbers from Ballot Marker close tape recorded

☐

Provisional Ballot Record Report

Added up the Reason Codes

Confirm Each Provisional Ballot is recorded in pollbooks.

Complete & Sign Statement on Envelope 1A

☐

Yellow Printed Return Sheet

Record the Machine Numbers

ALL Election Officers must sign

☐

Complete Envelope Checklist

☐

**Return all Envelopes, Boxes 3 & 6, and
Bags to office with Chief Election Night.**

CLOSE

Envelope Checklist



Envelope or Box 1A

- ☐ Provisional Ballots Cast during normal voting hours.

Sealing & Signing

- ☐ Enter number of Envelopes
- ☐ 2 Officers Sign Certification
- ☐ Seal with Label
- ☐ 2 Officers Sign & Date Seal



Blue Bag / Envelope 2

- ☐ SOR 1 w/ Attached Election Sum. Tape
- ☐ SOR 2 w/ Attached Election Sum. Tape
- ☐ Ballot Record Report
- ☐ Machine Problem Report
- ☐ Oath
- ☐ Seal & Count Form
- ☐ Envelope 2B
 - ☐ Machine Info & Open Tapes
 - ☐ BM Close Report

Sealing & Signing

- ☐ Seal with numbered cable tie & tag
- ☐ 2 Officers Sign & Date Tag (In Chief's Folder)
- ☐ Place Tag in Slot
- ☐ Seal with numbered cable tie (In Red Bag / Envelope 7)
- ☐ Record number on Seal & Count Form



Envelope 2A

- ☐ Yellow Printed Return Sheet w/ Election Summary Tape Attached

Sealing & Signing

- ☐ Seal with Label
- ☐ 2 Officers Sign & Date Seal



Box 3

- ☐ Counted Ballots

Sealing & Signing

- ☐ Seal with Label
- ☐ ALL Officers Sign & Date Seal



Envelope 4

- ☐ Spoiled Ballots
- ☐ Voided Ballots
- ☐ Mail Ballots exchanged

Sealing & Signing

- ☐ Seal with Label
- ☐ 2 Officers Sign & Date Seal



Box 6

- ☐ Unused Ballots

Sealing & Signing

- ☐ Seal with Label
- ☐ 2 Officers Sign & Date Seal



Red Bag / Envelope 7

- ☐ Thumb Drive (TM) from Scanner
- ☐ Machine Keys
- ☐ Extra Seals & Cable Ties

Sealing & Signing

- ☐ Seal with numbered cable tie & tag
- ☐ 2 Officers Sign & Date Tag
- ☐ Follow steps for Blue Bag 2



Maroon Bag / Envelope 8

- ☐ All other forms completed by voters
- ☐ Provisional Ballot Record Report

No Seal Required



Pink Envelope 13

- ☐ Mail Ballots to be counted by CAP

Sealing & Signing

- ☐ Seal with Label
- ☐ 2 Officers Sign & Date Seal

CLOSE

Appendix

Additional
Information to
help you on
Election Day

Forms Guide

Several forms are used over the course of the election. All forms are located in the Blue or Gray accordion folder.

Absentee Ballot Application

Form used if someone would like to request a mail ballot or to be placed on the permanent absentee ballot list.

Affirmation of Eligibility (AOE)

Used when a voter's eligibility is being challenged or a voter marked Inactive has not moved.

Comment Form

Used when a voter would like to file a complaint or comment.

Complaint Form

State form used when a voter would like to file a complaint.

Election Day Referral

Complete this form when referring a voter to another polling place.

Phone Inquiry / Telephone Form

Complete this form before calling the office with a question about a voter.

ID Confirmation Statement

Used when a voter does not bring proper ID.

Incident Report

Used when there is an incident that needs to be reported such as an injury.

Report of Death of Registered Voter

Form used if someone would like to report the death of a voter.

Request for Assistance (EN/SP)

Used when a voter requires assistance marking their ballot.

Request to Cancel Registration

Form you can give to voters to need to cancel their registration if they are moving out of Virginia.

Statement to be Removed from Permanent Absentee Ballot List

Form used if someone would like to be removed from the PAB list.

Voter Registration Application (VRA)

Used to update a voter's name or address on Election Day. These are processed after the election.

Referral Slips

Form used to refer voters to the Registration Clerk.

Provisional Envelope and Voter Notice

Used when a voter's eligibility cannot be determined on election day.

Sample Statement of Results

Print your Personal Information	1	Last Name: _____ First Name: _____ Middle Name: _____ Suffix: _____ Social Security # (last 4 digits required): [][][][] - [][][] - [][][][][] Birth Year (optional): [Y][Y][Y][Y]	
Registration Address	2	Address: _____ Apt/Suite #: _____ City: _____ VA Zip Code: [][][][][][] <i>If rural address or homeless, describe residence.</i>	
Absentee Ballot for One Election	3	I want to vote an absentee ballot in the: ☐ General or Special Election ☐ Democratic Primary ☐ Republican Primary Date of Election: [MM] / [DD] / [YYYY] in the city/county of: _____	
Permanent Absentee Option	4	Do you want to vote by mail for all future elections ? ☐ Yes ☐ No If yes, which party primary ballots would you like to receive? <i>You may select one party designation under Virginia law.</i> ☐ Democratic Party ☐ Republican Party ☐ I do not wish to receive ballots for Primary Elections.	
Ballot Mailing Address if different from section 2	5	If you chose the Permanent Absentee Option in Section 4 above, do not fill out this section. Address: _____ Apt/Suite #: _____ City: _____ State: _____ Zip Code: [][][][][][] Country: _____	
Contact info (Optional)	6	Telephone: [][][][] - [][][][] - [][][][][] Email/Fax: _____	
Section 7 only applies to some voters. Leave blank and skip to Section 8 if none of these apply to you.			
Change of Name/ Address	7a	Former Full Name: _____ Former Address: _____ Date Moved: [MM] / [DD] City: _____ State: _____ Zip code: [][][][][][]	
Military or Overseas Voters	7b	If you are a military/overseas voter OR a spouse/dependent, we need to know more: 1. Turn the form over to find your category under the Military and Overseas Section. 2. Print category letter code here: _____. If applicable, last date of residency: _____. 3. Deliver my ballot to: ☐ Residence address from Section 2 ☐ Email address from Section 6 ☐ Ballot mailing address from Section 5 ☐ Fax number from Section 6	
Assistance with Ballot	7c	☐ I need assistance completing my ballot due to a disability, blindness, or an inability to read or write. <i>If checked, an assistance form will be sent with the ballot.</i> ☐ I am a print-disabled voter and would like to receive my ballot electronically at the email address provided above in Section 6. <i>You will Receive your ballot electronically and your general registrar will send you the proper envelopes to return your ballot.</i>	
Assistance with this Form	7d	Assistant, fill in your information below and sign if applicant is unable to sign due to disability: Assistant's Full Name: _____ Phone: _____ Assistant's Address: _____ Apt/Suite: _____ City: _____ State: _____ Zip code: [][][][][][] <i>I swear/affirm, subject to felony penalties for making false statements pursuant to VA Code § 24.2-1016, that (1) the information provided in this form is true, and (2) I have written "Applicant unable to sign" on the applicant's signature line in Section 8.</i> Assistant, sign here: _____ Date: _____	
Voter's Statement + Signature	8	<i>I swear/affirm, subject to felony penalties for making false statements pursuant to VA Code § 24.2-1016, that (1) the information provided in this form is true, (2) I am not requesting a ballot or voting in any other jurisdictions in the US, and (3) I am registered to vote in the city/county where I am applying to vote.</i> Voter, sign here (or mark if unable): X _____ Date: [MM] / [DD] / [YY]	
Office use only Precinct: _____ District/Senate/House: _____ Application # _____ Date received: _____ Received by: _____ Method received: ☐ Email ☐ Fax ☐ Mail ☐ In person ☐ Other Ballot sent by: ☐ Email ☐ Fax ☐ Mail App accepted: ☐ Yes ☐ No Reason not accepted: _____			

Virginia Absentee Ballot Application Form

Privacy Act Notice: This form requires personal information. The last four (4) digits of your Social Security Number are required. Your application will be denied if you fail to provide the last four digits of your Social Security Number or if you fail to provide any other information required to determine your qualification to vote by mail. Federal law (the Privacy Act of 1974; the Help America Vote Act of 2002) and state law (Virginia Constitution, article II, § 2; § 24.2- 701, Code of Virginia; the Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only.

Instructions

How to Apply to Vote an Absentee Ballot

To vote an absentee ballot, complete this form and **submit it to your local voter registration office**. You can find the contact information for your local voter registration office through the Department of Elections' website, <https://vote.elections.virginia.gov/VoterInformation/PublicContactLookup>.

If you prefer to vote in person, this form is not needed.

General Information

You can apply to vote absentee for just one election (Section 3) or for all elections (Section 4).

If you choose to vote absentee in one election, a separate form is required for each election. To apply to vote absentee in all future elections, please see the instructions for "Permanent Absentee Option (Section 4)."

Your local office must receive your application by mail, email, or fax by **5:00 pm on the eleventh (11th) day before the election**.

Ballots are available 45 days before an election. *(If you register to vote in person, you must wait five days before you can have your ballot mailed to you.)*

Your Personal Information (Section 1)

Provide your personal information. Your name and the last four digits of your Social Security number are required.

Registration Address (Section 2)

Provide the address listed in your voter registration record. If you have a rural address or are homeless, please describe where you live.

Absentee Ballot for One Election (Section 3)

Fill out Section 3 if you only want to receive an absentee ballot for one election. In the spaces provided, indicate for which election you would like to receive an absentee ballot (General Election, Special Election, Democratic Primary, or Republican Primary). Make sure to add the date of the election and include the county or city in which you live. By filling out Section 3, you will receive an absentee ballot only for the election you have indicated.

Permanent Absentee Option (Section 4)

If you checked the "Yes" box in Section 4, you are indicating that you wish to receive your ballot in the mail for every election in the future.

Ballots for all future elections will be sent to the address in your voter registration record. If you need your ballot sent to a different address or want to change the political party you've chosen for Primary Elections, please use form SBE-703.1C.

If you move to a new county or city, complete a new form and submit it to your new general registrar to continue receiving ballots.

If you want to receive a primary ballot, you must indicate a political party preference. If you do not want a ballot for primary elections, please mark the last box or leave the answer to this question blank.

Warning: Intentionally voting more than once in an election or making a materially false statement on this form constitutes the crime of election fraud. Intentionally voting more than once in an election is punishable under Virginia law as a Class 6 felony and is punishable by a term of imprisonment of up to five years, or confinement in jail for not more than 12 months, and/or a fine of not more than \$2,500. Making a materially false statement on this form is punishable under Virginia law as a Class 5 felony and is punishable by a term of imprisonment of up to ten years, confinement in jail for not more than 12 months, and/or a fine of not more than \$2,500.

Ballot Mailing Address (Section 5)

Only fill out this section if

- you want to vote absentee in one election and have filled out Section 3; and
- you want your ballot mailed to a different address than the one in your voter registration record.

Your ballot can only be mailed to one of the following:

1. Your residence address
2. Your location while outside your city/county of residence
3. Your place of temporary confinement for illness, disability, misdemeanor conviction, or awaiting trial

Ballots cannot be forwarded or sent "in care of" / "to the attention of" another person.

Military and Overseas Voters (Section 7b)

The Uniformed and Overseas Citizen Absentee Voting Act (UOCAVA) entitles certain individuals to receive their vote by mail ballots by email or fax. If you meet one or more of the following UOCAVA voter categories, please enter the code(s) for that category in section **7b** of this form.

- A. I am an active duty merchant marine or in the armed forces.
- B. I am a spouse or dependent living with an active duty merchant marine or armed forces member.
- C. I am temporarily residing outside of the U.S. for a non-employment related reason. (Voter Registration Office: review [VA Code § 24.2-453](#))
If you have given up your address permanently or have no intent to return, enter your last date of residency in section 7b, line 2.
- D. I am temporarily residing outside of the U.S. for employment or a spouse or dependent living with a person temporarily residing outside of the U.S. for employment.

While UOCAVA voters may use this form, they are encouraged to use the **Federal Post Card Application (FPCA)** (which also serves as a voter registration application/update). If you do submit this Virginia Vote by Mail form (ELECT-701), it will be interpreted as a request by you to discontinue any FPCA you have previously submitted. For more information on or to obtain the FPCA, visit <https://www.fvap.gov/>.

If your ballot is being **emailed** to you, ensure you monitor your junk/spam email folders. If your ballot is being **faxed** to you, ensure you monitor your fax machine. The Department of Elections and your local voter registration office are **not** responsible for emailed or faxed ballots that are routed to a junk/spam folder or are not received by you.

Voter's Statement and Signature (Section 8)

In order for the application to be valid, you must sign the application or, if you are disabled and unable to sign, the person assisting you with filling out your application should write "Voter unable to sign" on the line and fill out Section 7d.



AFFIRMATION OF ELIGIBILITY
§§ 24.2-428.2, 24.2-643, 24.2-651, and 24.2-
652 of the Code of Virginia

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., AND REFUSES TO COMPLETE THE I.D. CONFIRMATION STATEMENT, THE 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.



AFFIRMATION OF ELIGIBILITY
§§ 24.2-428.2, 24.2-643, 24.2-651, and 24.2-652 of the Code of Virginia

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.



Office Of Voter Registration and Electoral Board

TEL: 703-228-3456 FAX 703-228-3659 TTY 703-228-4611

Email: voters@arlingtonva.us

Website: vote.arlingtonva.gov/Home

Comment Form

Thank you for sharing your thoughts with us. Please leave this form with the election chief or mail it back to us at the address above.

Precinct: _____ Date: _____

Election Officer: _____

Name: _____ Phone: _____

E-Mail: _____

Address _____

Comment and/or Suggestion



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:

Election Day Referral Form

This form is to be used to direct voters to their correct Arlington polling places when they show up at an incorrect polling place, and the correct location is verified by the Office of Voter Registration.

Chief at originating polling place: Please complete this information for voters are incorrectly in your polling place and give to the voter to take to his correct polling place.

Voter: Please present this form to the Officers of Election at the correct polling place listed below.

Chief at correct polling place: Place this form in Envelop #8. If voter is required to complete a voter registration or affirmation form, clip it to this form.

Voter Name		Date
Residence Address on Voter Rolls		
Precinct	Precinct Address	
Authorized by:	Chief at Originating Precinct	

Caller & Pct. No.#: _____

Voter's Full Name: _____
Last First Middle (include any name change)

Voter's SSN#: _____ Date of Birth: _____ Date Moved: _____

Results & Actions:

- ☐ Not Registered
- ☐ Wrong Polling Place. Send to: _____
- ☐ Moved, eligible to vote in old precinct. Have Voter fill out Change of Address, use Voter Application Form.

Send to: _____

- ☐ Moved, **Not Eligible** to vote today. Have Voter fill out Change of Address, use Voter Application Form.

Authorization to Permit Voter Not on Pollbook to Vote

- ☐ Incorrect on our rolls. Allow to vote with white Affirmation of Eligibility Form.
Record on Statement of Results, Part C - the Voter's Name, Address, SSN.
Record the Name of the Office Staff Member Authorizing this action: _____

- ☐ Other, explain: _____

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

[illegible]**Phone#**

This report is to be submitted to the Office of Risk Management , 2100 Clarendon Blvd, Suite 511 , within twenty-four (24) hours. Hardcopy reports must be faxed to 703.812.7914. Online forms must be sent to kshill@arlingtonva.us with a copy to the involved unit supervisor.



PURPOSE: This form is intended to provide notification of the death of a Commonwealth of Virginia registered voter. Upon review by the general registrar of the locality in which the voter is registered in, the general registrar will **cancel** the voter's registration. This form may only be completed by a specified relative, a personal representative of the deceased voter's estate, or a general registrar or deputy registrar who personally knows the voter to be deceased.

INSTRUCTIONS

Complete this form as thoroughly as possible. Sign the form and then submit it to the general registrar's office of the locality in which the deceased voter was registered prior to death. The form may be submitted in person, mailed, or faxed. Contact information for local general registrar's offices can be found on ELECT's website here: <https://vote.elections.virginia.gov/VoterInformation/PublicContactLookup>

Deceased Voter Information				
Last Name (Please print)		First Name	Middle Name	Suffix
Date of Birth (MM/DD/YYYY)	Date of Death (MM/DD/YYYY)	Gender	Last 4 of SSN (if known)	Voter Registration # (if known)
Voter Registration Address				
Number and Street name		City	State	Zip Code

Person Providing Information				
Last Name (Please print)		First Name	Middle Name	Suffix
Residential Address		Relationship to voter: (Required, please check one) Spouse ☐ Parent ☐ Child ☐ Grandparent ☐ Great-Grandparent ☐ Grandchild ☐ Great-Grandchild ☐ Sibling ☐ Legal Guardian ☐ Representative of Estate ☐ General Registrar or Deputy Registrar ☐		
Number and Street Name				
City	State			
Signature				
X _____				
Signature (Required)		Date Signed		

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

This form must be retained for four (4) years after cancellation in compliance with the LVA [GS-01](#) records retention schedule



Virginia Request for Assistance – Inside the Polling Place

Authority: § 24.2-649 of the Code of Virginia

Fill out this form if you will need help completing your ballot in person.

Do you need help?	• Yes, I will need help. – Complete this form and return it. • No, I do not need help. – This form is not needed. You do not need to return it.
--------------------------	---

Voter (I will have help completing my ballot)

Voter's Name:		
	Last Name	First Name
Voter's Affirmation:	Middle Name	
	Suffix	
Voter Sign Here:	• I require assistance completing my ballot because I am blind, have a disability, am unable to read or write, or I need the ballot translated into another language. • I want the person listed in Section B below to enter the voting booth to assist me or to vote my ballot according to my instructions.	
What if I can't sign my name?	X Voter Signature (or mark)	Date
	<i>*A blind voter is not required to sign or make a mark</i>	
	☐ Check here if voter is unable to sign due to disability or inability to read or write	

Assistant (the person who is helping the voter)

Assistant's Name:		
	Last Name	First Name
Assistant's Address:	Middle Name	
	Suffix	
Assistant's Affirmation:	Residence Address	
Assistant Sign Here:	City	State Zip Code
	• I will fill out 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 §§ 24.2-604.4 and 24.2-604.5). • I am not the voter's employer or an agent of that employer, or an officer or agent of the voter's union (Does not apply if voter is blind).	
	X Assistant Signature	Date

WARNING: Intentionally making a materially false statement or entry on this form constitutes 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 \$2,500.



Virginia Request for Assistance – Inside the Polling Place

Authority: § 24.2-649 of the *Code of Virginia*

If Voter Asks Officer of Elections to Translate Ballot (as Assistant)

See §§ 24.2-649 and 24.2-604(C). Any party or candidate interpreter must sign below before observing.

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
_____ Signature	_____ Printed Name	_____ Representing
_____ Signature	_____ Printed Name	_____ Representing

WARNING: Intentionally making a materially false statement or entry on this form constitutes 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 \$2,500.



Solicitud de asistencia de Virginia – Dentro del centro de votación

Autoridad: sección 24.2-649 del Código de Virginia

Llene este formulario si necesitará ayuda para completar su boleta en persona

¿Necesita ayuda?	• Sí, necesitaré ayuda. – Complete este formulario y envíelo. • No, no necesito ayuda. – No se necesita este formulario. No necesita devolverlo.
------------------	--

Votante (tendré ayuda para completar mi boleta)

Nombre del votante:		
	Apellido	Nombre
	Segundo nombre	Sufijo
Declaración del votante:	• Solicito ayuda para completar mi boleta porque soy ciego, discapacitado o no puedo leer ni escribir, o necesito que la boleta sea traducida a otro idioma. • Quiero que la persona detallada en la Sección B a continuación ingrese a la cabina de votación para ayudarme a votar o para emitir mi voto de acuerdo con mis instrucciones.	
Votante, firme aquí:	X / /	
¿Y si no puedo firmar con mi nombre?	Firma del votante (o marca)	Fecha
	<i>*Un votante ciego no está obligado a firmar o hacer una marca</i>	
	☐ Marque aquí si el votante no puede firmar debido a discapacidad o incapacidad para leer o escribir	

Asistente (la persona que ayuda al votante)

Nombre del asistente:		
	Apellido	Nombre
	Segundo nombre	Sufijo
Domicilio del asistente:	Dirección de residencia	
	Ciudad	Estado
		Código postal
Declaración del asistente:	• Completaré la boleta de este votante según las instrucciones del votante. • No solicitaré ni intentaré influenciar la forma en que el votante vota. • No divulgaré ni indicaré cómo el votante vota sobre ningún cargo o asunto. • No actúo en este lugar de votación hoy como un representante autorizado de ningún partido político o candidato ni como observador neutral autorizado por la junta electoral (Ver secciones 24.2-604.4 y 24.2-604.5). • No soy el empleador del votante ni un agente de dicho empleador, ni funcionario o agente del sindicato del votante (No corresponde si el votante es ciego).	
Asistente, firme aquí:	X / /	
	Firma del asistente (o marca)	Fecha

ADVERTENCIA: Hacer una declaración o anotación sustancialmente falsa de manera intencional en este formulario constituirá el delito de fraude electoral, sujeto a castigo de acuerdo con la ley de Virginia como un delito grave de Clase 5. Quienes infrinjan la ley podrán ser castigados con una pena de prisión de hasta 10 años o hasta 12 meses en la cárcel y/o una multa de hasta \$2,500.



Solicitud de asistencia de Virginia – Dentro del centro de votación

Autoridad: sección 24.2-649 del Código de Virginia

Si el votante le pide al funcionario electoral que se traduzca la boleta (como asistente)

Ver secciones 24.2-649 y 24.2-604(C). Cualquier intérprete del partido o candidato debe firmar a continuación antes de la observación.

Por el presente, afirmo bajo apercibimiento de la ley, que:

- No solicitaré ni intentaré influenciar la forma en que el votante vota.
- No divulgaré ni indicaré cómo el votante vota sobre ningún cargo o asunto.

Firma	Nombre en letra imprenta	En representación de
Firma	Nombre en letra imprenta	En representación de
Firma	Nombre en letra imprenta	En representación de

ADVERTENCIA: Hacer una declaración o anotación sustancialmente falsa de manera intencional en este formulario constituirá el delito de fraude electoral, sujeto a castigo de acuerdo con la ley de Virginia como un delito grave de Clase 5. Quienes infrinjan la ley podrán ser castigados con una pena de prisión de hasta 10 años o hasta 12 meses en la cárcel y/o una multa de hasta \$2,500.

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.

Request to Remove Name from Permanent Absentee Voter List

(VA Code § 24.2-703.1(D))

Instructions: Please fill in the information below and submit the form to your local general registrar's office. You may look up your general registrar's office by going to: <https://vote.elections.virginia.gov/VoterInformation/PublicContactLookup>. You may also submit your form to: Virginia Department of Elections, 1100 Bank Street, Richmond, VA 23219.

Forms must be completed in English. For questions, visit <https://www.elections.virginia.gov/> or call (800) 552-9745. ***All information on this form is required unless otherwise indicated.***

Please remove me from the permanent absentee voter list. I understand that I will only be mailed an absentee ballot if I submit a separate request to be mailed a ballot.

_____ Last Name	_____ First Name	_____ Middle or Maiden Name	_____ Suffix
_____ Current Virginia Registration Address (or Virginia PO Box provided for voter registration)			
_____ City	_____ State	_____ Zip	
_____ Last 4 of SSN (optional)	_____ Date of Birth (mm/dd/yy) (optional)		
_____ Current Phone (optional)	_____ Email (optional)		
Please supply current phone and/or email so that we may contact you with any questions regarding this request.			
_____  Signature		_____ Date	

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.

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

N

N

N

N

N

N

N

N

N

☐ No SSN was ever issued.

* Date of birth

M

M

D

D

Y

Y

Y

Y

* 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

N

N

N

N

N

N

N

N

N

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 cannot receive mail or I am homeless.

☐ I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:

☐ An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.

☐ Been granted a court issued protective order.

☐ In fear for personal safety from being threatened or stalked by another person.

☐ A participant in the Virginia Attorney General's Address Confidentiality Program.

☐ Been approved to be a foster parent.

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:

M

M

D

D

Y

Y

Y

Y

☐ 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

M

M

D

D

Y

Y

Y

Y

Date application received

Thank you for applying to vote in Virginia!

VA-NVRA-1 04/2023

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. As required by the Code of Virginia, you may only provide a mailing address in Box 4 if: (1) your residence address cannot receive mail; (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.



Per VA Code. 24.2-650, No Officer of Election shall mark any paper other than one furnished by the Electoral Board.

Please return all notes taken while conducting the election to the Office of Voter Registration in **Maroon Bag/Envelope 8.**

Registration Clerk Referral Slip

Reason

☐ Inactive	☐ Mail Ballot Alert
☐ Could not find voter in Pollbook	☐ Issued
☐ Address given is different from pollbook (Ignore address listed on the ID)	☐ Marked
☐ No acceptable ID	☐ Pre-processed
☐ Name Change	☐ On Machine
☐ Marked as having already voted (Green)	☐ Overseas: Returned
☐ Other: _____	☐ Fed Only

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

1

* Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____

* First Name _____ * Middle Name _____ ☐ None

2

* Date of Birth (MM/DD/YYYY) _____ / _____ / _____

3

* Social Security Number _____ - _____ - _____

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

4

* Residence Address (May not be a P.O. Box) _____ Apt. _____

* City/Town _____ * ZIP Code _____

If address is different than voter registration record, provide the date you moved (MM/DD/YYYY) _____ / _____ / _____

5

Email _____ Phone _____ - _____ - _____

6

Statement of Voter

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

▶

* Signature

X

Today's date

_____ / _____ / _____

(MM/DD/YYYY)

Privacy Act Notice:

This form requires personal information, including information related to your Social Security number, for identification purposes and to prevent fraud. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Practices Act) authorize 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 a felony in Virginia. Violators may be sentenced up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.

Election Officer Use

Select a Reason

☐ #3 Voting after hours due to court order

☐ #4 Vote by mail - no ballot to surrender

☐ #5 Shown on pollbook as already voted

☐ #6 Other _____

☐ #7 Voter does not have required ID and declined to complete the ID Confirmation Statement

Comments

Election Officer Signature

X

Staff/Electoral Board Use

Voter ID # _____

Adjudication

☐ Count

☐ Do not count

Voter Identification

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

2. Attach a copy of the identification document.

ELECT-653-English-07/2024

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

1

*

☐ Yes

☐ No

I am a citizen of the United States of America

*

Full social security number

-

-

☐ SSN never issued

*

Date of Birth (MM/DD/YYYY)

/

/

*

Gender

2

*

Last Name

Jr.

Sr.

II

III

IV

(Circle one)

Other (write in)

*

First Name

*

Middle Name

☐ None

*

Residence Address (May not be a P.O. Box)

Apt.

*

City/Town

*

ZIP Code

Email

Phone

3

*

☐ Yes

☐ No

I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.

☐ Yes

☐ No

If yes, has your right to vote been restored?

4

☐ I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.

☐ I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.

☐ I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:

☐ An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.

☐ Been granted a court issued protective order.

☐ In fear for personal safety from being threatened or stalked by another person.

☐ A participant in the Virginia Attorney General's Address Confidentiality Program.

☐ Been approved to be a foster parent.

☐ A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

My mailing address

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

5

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

6

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

7

*

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

*

Signature

Today's date

(MM/DD/YYYY)

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

Election Officer Use

☐ #1 Same Day Registration (not on pollbook)

Time: a.m. p.m. (circle one)

☐ Yes

☐ No

Did voter show ID or complete ID Confirmation Statement?

Comments

Election Officer Signature

Office/Electoral Board Use

Voter ID #

Adjudication

☐ Count

☐ Do not count

Voter Identification

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

2. Attach a copy of the identification document.

ELECT-653-English-07/2024



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Provisional Voter Notice
§ 24.2-653, Code of Virginia

Dear voter,

You voted a **provisional ballot** today.

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

They will meet on <date> at <time> at <location>.

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 <phone number>.

Election officer:

Give this notice to voters when:

- Their name is not on the poll book
- They voted using Same Day Registration
- They voted after poll closing
- We do not have their absentee ballot
- The poll book shows they have already voted

After vote counting is completed, you can find out if your ballot was counted by calling your General Registrar's office at <phone number>.

Reasons you received a provisional ballot

____ Same Day Registration (or not on pollbook).

____ Shown on pollbook as already voted

____ Voting after hours due to court order

____ Other: _____

____ Vote by mail – no ballot to surrender

____ Voter does not have required ID and declined to complete ID Confirmation Statement

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.



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

PROVISIONAL VOTER NOTICE
§ 24.2-643 and 24.2-653, Code of
Virginia

You voted a **provisional ballot** because you did not show proper identification or sign an ID Confirmation Statement.

Providing proper identification

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

Acceptable forms of identification

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

If you do not have one of these, you can sign an ID Confirmation Statement.

The deadline to provide your ID is **<time>** on the **<day, month, year>**.

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

They will meet on **<date>** at **<time>** at **<location>**.

Your provisional ballot will not be counted unless you provide proper identification or sign an ID Confirmation Statement.

You can provide your ID or ID Confirmation Statement in person or by a method listed below any time before the deadline. You can attend the electoral board meeting to provide the required documents. (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 **<phone number>**.

After vote counting is completed, you can find out if your ballot was counted by calling your General Registrar's office at **<phone number>**.

How and where to deliver your ID

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

By **email** _____

By **fax** _____

In **person** to the electoral board/General Registrar

By **mail** to the electoral board/General Registrar

Physical address

Mailing address