Precinct

Place in Envelope 2

Ballot Record Report

November 3, 2026

Precinct Training

1. Start here at the beginning of the day

How many unopened ballot **packs** are inside the emergency ballot bag? 2

How many unopened ballot **packs** are inside Box #6? 12

Assume that each pack of ballots has 100 ballots. Do you have 1400 ballots? YES NO If you answered no, call the main office (703) 228-3456.

- ☑ With two officers, **open** and **count** the ballots from the emergency ballot bag.
- ☑ **Record** that number in the column on the far right beside the number 1.
- ☐ With 2 officers, continue to **open, count** and **record** new ballot packs as needed.

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

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

- ☐ Hand the voter a new ballot.
- ☐ Cross off or circle the next number below.
- ☐ Deface and place the spoiled ballot in Envelope #4.

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

b **Voided ballots** *This is a ballot abandoned by the voter. The voter left without inserting it into the scanner. In a dual primary, use this for when a voter changes primaries after receiving a ballot and before inserting it into the scanner.*

- ☐ Cross off or circle the next number below.
- ☐ Deface and place the voided ballot in Envelope #4.

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

c **Provisional ballots** *This is only for regular ballots used for a provisional voter. You should use your Provisional Ballot inventory first.*

- ☐ Cross off or circle the next number below.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32

d **Returned mail ballots**

This is a mail ballot that the voter exchanges to vote in person.

- ☐ Confirm that the mail ballot is for the current election.
- ☐ Cross off or circle the next number below.
- ☐ Place the returned ballot in Envelope #4.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

2. Open Packs

Ballot pack #	# of ballots in pack
1	100
2	100
3	101
4	99
5	100
6	100
7	100
8	100
9	100
10	100
11	100
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	

Training

Turn page over for End of Day Instructions

4. What to do at the end of the day

Total ballots NOT used

a	Count the number of ballots **not used** in the last pack(s) you opened	+ 8	
	Count the total number of unopened ballot **packs** and multiply by 100 *Include all ballots still in Box #6.*	+ 300	
	How many total ballots were not used? *Add the two rows above*	→	= 308

Total ballots used

b	Record the total number of pages cast on the scanner	+ 1048	
	Record number of spoiled ballots from 3a on the reverse side	+ 4	
	Record number of voided ballots from 3b on the reverse side	+ 1	
	Record number of provisional ballots from 3c on the reverse side	+ 0	
	How many total ballots were used? *Add the four rows above*	→	= 1093

Final review

Add the total number of ballots from section 4a and 4b	→	= 1401
Record the number of ballots printed on the ballot marking device from the close report		- 1
Subtract the number of ballots printed on ballot marking device from total number of ballots from section 4a and 4b	→	= 1400
Does this number equal 1400? (YES) **NO**		

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

c

- ☐ There were more or less than 100 ballots in one or more of the packs
- ☐ We don't know why the numbers do not match
- ☐ Additional ballots were delivered on Election Day or reproduced, with permission from the Electoral Board, at the precinct. How many additional ballots were delivered/reproduced? _____
- ☐ Other: Please explain below

Training

Provisional Ballot Record Report

Arlington County
Precinct: Training

General and Special Election

November 3, 2026

Before Polls Open

Enter the number of provisional ballots you received in your Chief's bag on the confirmation line.

	Total Ballots	Initials
Ballots Delivered in Chief's Bag	150	CS/AL /SN
Confirmation	150	AM

While Polls Open

Only used in special circumstances. Fill in all boxes. Enter 0 if none.

	Total Ballots	Initials
Delivered By Electoral Board	0	AM
Reproduced at Polls	0	AM

After Polls Close

Enter ballots printed on the ballot marking machine, ballots that remain unused, and the total ballots used from the back of this form. Enter 0 if none.

	Total Ballots	Initials
Provisionals Printed on BMM	0	AM
Provisional Ballots Unused	127	AM
Provisional Ballots Used Voted + Spoiled + Void	23	AM

Training

Provisional Log Summary

During the day, make a tick mark each time you issue a provisional ballot in the appropriate reason code.
At the end of the day, count the tick marks, total, and record on call in sheet. Return ballots in Envelope 1A

			Tally Marks	Total
Voter's name **IS NOT** on pollbook.	1	**Same Day Registration**	𝍸 𝍸 𝍸 𝍸	15
		Total Same Day Registration		15
Voter's name **IS** on the poll-book.	3	**Voting after hours** due to court order		
	4	**Vote by mail** - no ballot to sur-render	𝍸 11	7
	5	Shown on pollbook as **already voted**		
	6	**Other** (any reason not captured in the other codes)		
		Total Reasons 3 through 6		7
	7	**Voter does not have required ID and declined to complete ID Confirmation statement**		
		Total NO ID		
	❋	**Grand Total** (Add All Reasons)		22

Training

Ballot Accounting

During the day, make a tick mark each time a voter has an issue with a provisional ballot.
At the end of the day, add Provisional Log Summary + Ballot Accounting to total used ballots, and record on front of form. Return Void and Spoiled Ballots in Envelope 4.

	Tally Marks	Total
Spoiled		
Void	1	
Total Used		

Machine Problem Report

General and Special Elections

November 3, 2026

Pollbooks and Machines

Chief's Name: _____ Arlington County

Election Official Name: _____ Precinct: Training

Machine Info Include: • All information indicated be sure to: • Check machine type • (SC) Scanner • (BMM) Ballot Marker • (PB) Pollbook • Do Not forget the **Machine Number!!**	**Description of Problem** Include: • Who was using machine? • Machine status • What happened	**Resolution of Problem** Include: • Name of person authorizing you to execute a procedure or • Name of technician/staff member visiting the precinct • What was done & • If the problem was resolved
Time error occurred: 9:15AM ☐ PB or ☑ SC or ☐ BMM Serial Number: 29876 Public Counter: 329 Protective Counter: 4282 Time back in service: 9:20	Ballot jam in scanner - machine requires password to continue	Jackie gave password and instructions to clear jam, problem was fixed
Time error occurred: _____ ☐ PB or ☐ SC or ☐ BMM Serial Number: _____ Public Counter: _____ Protective Counter: _____ Time back in service: _____		
Time error occurred: _____ ☐ PB or ☐ SC or ☐ BMM Serial Number: _____ Public Counter: _____ Protective Counter: _____ Time back in service: _____		

Training

Machine Info Include: • All information indicated be sure to: • Check machine type • (SC) Scanner • (BMM) Ballot Marker • (PB) Pollbook • Do not forget the **Machine Number!!**	**Description of Problem** Include: • Who was using the machine? • Machine status • What happened	**Resolution of Problem** Include: • Name of person authorizing you to execute a procedure or • Name of technician/staff member visiting the precinct • What was done & • If the problem was resolved
Time error occurred:_____ ☐ PB or ☐ SC or ☐ BMM Serial Number:_____ Public Counter:_____ Protective Counter:_____ Time back in service:_____		
Time error occurred:_____ ☐ PB or ☐ SC or ☐ BMM Serial Number:_____ Public Counter:_____ Protective Counter:_____ Time back in service:_____		
Time error occurred:_____ ☐ PB or ☐ SC or ☐ BMM Serial Number:_____ Public Counter:_____ Protective Counter:_____ Time back in service:_____		
Time error occurred:_____ ☐ PB or ☐ SC or ☐ BMM Serial Number:_____ Public Counter:_____ Protective Counter:_____ Time back in service:_____		

Training

Chief's Election Day Notes:

General and Special Elections

November 3, 2026

Precinct: TRAINING

9:15 - Scanner jam. Scanner down about 5 min. did not use emergency ballot slot, line not too long.

1 pm - scanner went from one less than check-ins (correct due to void ballot) to same as check-ins. Cause may be related to provisional check-in error.

Closing - believe there is a provisional check-in for Jonathan Sommers that should be regular check-in. No provisional ballot cast by Sommers but there is a defaced provisional ballot and a scratched-out provisional envelope with his name. Our numbers became off around the time he was checked in. We should have one less in the scanner than checked in due to an abandoned ballot, but our numbers match.

Training

Training

Precinct Training

|__|

Paperclip tapes above

Place
Election Summary Tape
Here

Statement of Results A

Election Date – November 4, 2026
Election Type – General Election
County/City of - Arlington

Place in Envelope 2

What to do at the beginning of the day

- ☐ Print 1 zero tape
- ☐ Have two officers sign the zero tape
- ☐ Place zero tape in Envelope 2B

What to do at the end of the day

- ☐ Print Election Summary tapes
- ☐ Fill out every page of SOR A and SOR B.
- ☐ Staple (1) tapes on the left side of the page
- ☐ Fold bottom of tape to fit on SOR

1	**Voter check in** numbers from the pollbook	
	Total number of voters checked in	1088
2	**Outside polls** numbers from the pollbook	
	Number of voters checked in who voted outside of the polling place	0
3	**Ballots cast** numbers from the Election Summary Tape	
	Number of ballots cast on machine [XXXX]	1088
	Number of ballots cast on machine [XXXX]	
	Total number of ballots cast	1088

Training

Statement of Results A continued

4 Does the total number of voters checked in match the number of ballots cast? Check whether the total from box 1 is the same as the total in box 3

✓ yes ___ no. If you check no, explain below

_____

_____

_____

_____

_____

_____

5 Collect signatures to certify

For all election officers, read the following statement and sign below.

We hereby certify that:

- **two copies of the Statement of Results are a complete record of this election**

all information entered here is true and correct

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

Training

Paperwork Exercise

Precinct Leadership Training November 2026

Time	Event	Result
5:31 AM	Your precinct receives 2 packs of regular ballots & 3 packs of 50 provisional ballots in the Emergency Ballot Bag. Your precinct receives 12 packs of ballots in the Cart.	Fill out BRR and Provisional BRR opening sections
5:47 AM	Two packs of regular ballots are opened. Each contain 100 ballots.	Fill out section 2 of BRR **100, 100**
6:11 AM	The Registration Clerk issues 2 SDR provisionals using provisional ballots.	PBRR **+2 SDR**
6:26 AM	The Registration Clerk issues 1 Mail Ballot Provisional.	PBRR **+1 MB**
7:00 AM	Your check-ins equal the number of ballots in the scanner	Voter Turnout Form
7:22 AM	A voter spoils a ballot and is issued a replacement.	BRR **+1 Spoiled**
7:34 AM	A ballot is found in the trash can by the voting area.	BRR **+1 Void**
7:54 AM	A third pack of ballots is opened. It contains 101 ballots.	BRR Section 2 **101**
8:00 AM	Your pollbooks show 1 more person checked in than voted on the scanner	Voter Turnout Form
8:08 AM	Two voters bring in their mail ballots to exchange to vote in person.	BRR **+2 Mail Ballots**
8:19 AM	The Registration Clerk issues an SDR Provisional	PBRR **+1 SDR**
8:33 AM	The Registration Clerk issues a Mail Ballot Provisional	PBRR **+1 MB**
8:56 AM	A fourth pack of ballots is opened. This pack contains 99 ballots.	BRR Section 2 **99**
9:00 AM	You continue to show 1 more voter checked in than voted on the scanner	Voter turnout form
9:15 AM	A voter's ballot jams. It requires the password before voting can resume.	Machine problem report – ballot jammed after scan Machine #29876
9:39 AM	The Registration Clerk issued 3 SDRs to a family that brought their very cute dog.	PBRR **+3 SDR**
10:00 AM	You continue to show 1 more voter checked in than voted on the scanner	Voter turnout form
10:28 AM	A fifth pack of ballots is opened. It contains 100 ballots.	BRR Section 2 **100**
11:00 AM	You continue to show 1 more voter checked in than voted on the scanner	Voter turnout form
11:37 AM	The Registration Clerk issues 1 SDR and 1 Mail Ballot Provisional	PBRR **+1 SDR, +1 MB**
12 Noon	You continue to show 1 more voter checked in than voted on the scanner	Voter turnout form
12:45 PM	A voter begins the SDR process. The Registration Clerk realizes halfway through that the voter is in the pollbook under a misspelled name and has them vote a regular ballot	Chief's notes

1:00 PM	Voters checked in now equals the number of ballots in the scanner	Voter Turnout Form
1:04 PM	A sixth pack of ballots is opened. It contains 100 ballots.	BRR Section 2 **100**
2:00 PM	Voters checked in equals the number of ballots in the scanner	Voter Turnout Form, chief's notes
2:22 PM	A voter brings in their mail ballot to exchange to vote in person.	BRR **+1 Mail Ballot**
2:50 PM	The Registration Clerk issues an SDR Provisional	PBRR **+1 SDR**
3:00 PM	Voters checked in equals the number of ballots in the scanner	Voter Turnout Form
3:45 PM	A voter spoils 2 ballots before moving to the ballot marking machine to vote.	BRR **+2 Spoil** +1 BM ballot, not noted until end
3:51 PM	A seventh pack of ballots is opened. It contains 100 ballots.	BRR Section 2 **100**
4:00 PM	Voters checked in equals the number of ballots in the scanner	Voter Turnout Form
4:10 PM	The Registration Clerk issues a Mail Ballot Provisional	PBRR **+1 MB**
4:49 PM	An eight pack of ballots is opened. It contains 100 ballots.	BRR Section 2 **100**
5:00 PM	Voters checked in equals the number of ballots in the scanner	Voter Turnout Form
5:20 PM	A ninth pack of ballots is opened. It contains 100 ballots.	BRR Section 2 **100**
5:27 PM	A voter spoils a ballot. She is issued a new ballot and casts it.	BRR **+1 Spoil**
5:30 PM	The Registration Clerk issues 3 Mail Ballot Provisionals	PBRR **+ 2 MB**
5:44 PM	The Registration Clerk issues an SDR Provisional	PBRR **+1 SDR**
5:57 PM	A tenth pack of ballots is opened. It contains 100 ballots.	BRR Section 2 **100**
6:00 PM	Voters checked in equals the number of ballots in the scanner	Voter Turnout Form
6:12 PM	The Registration Clerk issues 2 SDR Provisionals	PBRR **+2 SDR**
6:36 PM	An eleventh pack of ballots is opened. It contains 100 ballots.	BRR Section 2 **100**
6:52 PM	The Registration Clerk issues 4 SDR Provisionals	PBRR **+4 SDR**
7:00 PM	Closing Time	

Registration Clerk Reports a discrepancy – one extra Provisional check in

Note the discrepancy on the chief's notes.

A void and a data entry error cancelled each other out.

Because of the void, there should be one more checked in than ballots in the scanner. By the end of the day, the two numbers are equal. It is likely that the person who switched from an SDR to a regular ballot halfway through was incorrectly entered into the pollbook as a provisional.

Ballot Jam

Because the machine is asking for a password, the ballot has been counted. You need to call the office and get the password. Add to the machine problem report.