

*Commonwealth of Virginia*  
**County of Fairfax**

**GENERAL AND SPECIAL ELECTIONS  
NOVEMBER 6, 2012**

**POLLING PLACE  
OPERATIONS**

***Checklists and Procedures***



*A Fairfax County, VA, publication*

Fairfax County is committed to nondiscrimination in all county programs, services and activities. Reasonable accommodations will be made upon request. To request this information in an alternate format, contact:

Office of Elections  
12000 Government Center Pkwy, Suite 323  
Fairfax, Virginia 22035  
Phone (703) 324-4735, TTY 711, Fax (703) 324-4706  
E-mail: [elect@fairfaxcounty.gov](mailto:elect@fairfaxcounty.gov)  
Web site: [www.fairfaxcounty.gov/elections](http://www.fairfaxcounty.gov/elections)



## **Important Phone Numbers**

**VOTER REGISTRATION . . . . . (703) 222-0776**  
(General Registrar – voter eligibility)

**TECHNICAL SUPPORT . . . . . (703) 324-4101**  
(Voting Machines and EPBs)

**ELECTION SUPPORT . . . . . (703) 324-4735**  
(Electoral Board – election officers, supplies, facilities)

**PHONE IN RETURNS . . . . . (703) 222-0776**

**STATE BOARD OF ELECTIONS . (800) 552-9745**

**YOUR ROVER** \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Name Cell phone number

**5 a.m. Facility Contact** [Name] \_\_\_\_\_  
[Phone number] (\_\_\_\_) \_\_\_\_\_

## ***EMERGENCY - POLICE–FIRE–RESCUE***

# **9 1 1**

**POLICE (NON-EMERGENCY)**

**(703) 691-2131**

**SECURITY- FAIRFAX COUNTY PUBLIC SCHOOLS**

**(571) 423-2000**

**DOMINION VA POWER: (888) 667-3000**

**NO VA ELECTRIC CO-OP (NOVEC): (703) 335-0500**

## EMERGENCY CALLS

If you call **911** (or a non-emergency number), be prepared to:

1. State the nature of the emergency or problem,  
e.g., medical emergency, traffic accident, fire, disturbance.
2. State your name and identify yourself as an Election Officer.
3. State the building name and address (not the precinct name).
  - If you are in a school, give them the **entrance number** closest to your location, as posted on the outside of the building.
  - If you are in a large church or building with multiple entrances, describe your location, e.g., rear door on east side.
4. Give a contact phone number, preferably your cell phone.
5. Send an Election Officer outside to meet the emergency personnel.
6. Notify the school office or facility administrator (if available).
7. Call our office (703) 324-4735 to report the problem/incident.
8. Document the incident in your Chief's Notes. (Important: Document any medical emergency or personal injury on page 4).

For quick reference, fill in before Tuesday:

Building Name \_\_\_\_\_

Address \_\_\_\_\_

School Entrance # \_\_\_\_\_

and / or

Room Location \_\_\_\_\_

Contact (Cellular) Phone # \_\_\_\_\_

Name \_\_\_\_\_

# EMERGENCY SITUATIONS REQUIRING EVACUATION OF THE POLLING PLACE

*Fire – Fire Drill – Bomb Threat – Flooding – Earthquake*

***Be prepared – read and review these procedures with your workers!***

- Locate and study the posted evacuation route in your room and building.
- Review evacuation route and instructions below with all Election Officers.
- Make sure all Officers, Pages and Poll Watchers know the location of exits.
- Designate an outside location as a meeting place, e.g., basketball court behind gym.

## **EMERGENCY EVACUATION PLAN**

### 1. ***Only if time permits ...***

- Chief Officer locks cart, takes lanyard, Location card with keys and OS machine<sup>1</sup>.
- Assistant Chief or designated Election Officer takes SOR, used forms and envelopes.
- Pollbook Officers take Pollbook Count Sheets, Pollbooks or EPBs, Voting Permit cards.
- Pollbook Officers take open packages of paper ballots, Envelope #4, forms on table.
- Voting Machine Officers take WINvote units (out of booth) with Ballot Smartcards.

### 2. Election Officers direct voters and Poll Watchers to nearest exits.

### 3. Chief designates an officer to notify the Electoral Board that an emergency exists.

### 4. Outside the building, advise voters that (depending upon the situation)...

- Voters may wait until the building can be re-entered, **or**  
Voters may leave and return later, but before 7:00 p.m., **or**  
Voters may vote on the WINvote or by paper ballot (as OP), ***if*** officers were able to bring the Pollbooks and WINvote or paper ballots outside.
- For those voters who had been checked in, but who had not voted and wish to return later, ask the voters to return their Voting Permit or paper ballot, as applicable, then print and sign their names on your notepad.

Chief will designate an officer to hold the notepad.

When these voters return, verify the name, check identification, give the voter a Voting Permit card or a paper ballot (voter's choice) and direct the voters to the front of the machine voting line or a privacy booth, as applicable.

If voters do not return, explain the discrepancy in SOR, **Part F**.

***Remember ...***      Remain calm, and follow the directions of public safety personnel.

If the building cannot be re-entered, emergency personnel will contact us and then direct you and the voters to one of your designated alternate locations. If you are relocated, our office will dispatch Rovers and/or staff with extra supplies to assist you. The media will also be alerted to redirect the voters.

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<sup>1</sup> If there is insufficient time to remove the OS machine, take the memory card and leave the machine.

# EMERGENCY SITUATIONS REQUIRING SHELTER-IN-PLACE

*Hurricane – Tornado – Chemical Spill – Attack*

***Be prepared – read and familiarize your workers with these procedures***

Shelter-in-place is a protective action to shield people from a hazardous outdoor situation or external threat, such as a weather event, traffic accident involving a hazardous chemical spill, or a sniper situation. This is intended as a short-term measure to protect workers and voters until the hazard has passed.

- Locate a safe interior room (no windows) or basement inside your building. (Check in advance with the school officials or facility administrator.)
- Review the route to the shelter with Officers and Poll Watchers, keeping in mind that there be may little or no lighting if the power is out.
- Review the instructions below with all Election Officers and Pages.

## **EMERGENCY SHELTER-IN-PLACE PLAN**

### **1. *Only if time permits ...***

- Open the printer covers on the WINvote machines and turn off the machines by pressing the red button. Slide the OS machine forward and press the switch in the back to turn it off. (No votes will be lost.) Remove the OS machine and store it in the cart. Replace and lock the metal security plate to secure the ballot box.
- Remove all WINvote machines from their stands and carefully place them in the cart.
- Place all Smartcards, Pollbooks, Unvoted Paper Ballots, AskED, SORs, return envelopes and other forms in the cart.
- Chief Officer locks the cart with key on lanyard and keeps the key<sup>2</sup>.

2. Election Officers direct voters and Poll Watchers to the shelter.

3. Chief designates an Election Officer to notify Electoral Board that an emergency exists.

4. Remain in the shelter until the emergency has passed.

***Remember ...***      Remain calm, and follow the directions of public safety officials.

If you cannot leave the building and voters cannot enter the building after a reasonable period of time, the Electoral Board may choose to reestablish your polling place at an alternate location using Rovers with spare machines and supplies that have been reserved for emergencies. The police will direct voters to the new location and the Electoral Board will contact the radio and TV stations to alert voters of the polling place change. After the emergency has passed and the polls have closed, the Electoral Board will work with you to reconcile and combine the votes from the two locations.

***Be prepared ...***

Good things to take to a shelter, if you have them: flashlight, cell phone, radio, bottled water, canned drinks, and snack foods.

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<sup>2</sup> If there is insufficient time to lock machines and ballots in the cart, take them to the shelter with you.

# ELECTRONIC VOTING MACHINE SECURITY

***Tampering with voting equipment is a Class 5 felony. §24.2-1009***

***Important:*** Check the identification of anyone claiming to be a technician before allowing that person access to a voting machine. All Rovers, Electoral Board staff and technicians will have Fairfax County employee photo identification. If in doubt, call Technical Support at (703) 324-4101.

**Be vigilant – watch** [unobtrusively, so as not to observe how the voter is voting] **and question** [tactfully, “Do you need assistance?”] **voters who are...**

- Not disabled, but taking an extra long time to vote.
- Making a lot of unusual motions, while standing at the machine.
- Taking “unusual” items out of their pockets or purses, e.g., a smart phone/camera, pocket knife, electronic device, tools, etc.
- Carrying coffee, food or other items that could damage a machine.
- Accompanied by children who are touching the machine or hanging on the booth.

**For any WINvote machine problem ...**

- Take voter to another machine, take the problem machine out of service, then call **TECHNICAL SUPPORT (703) 324-4101** for assistance.

**For any OS voting machine problem ...**

- Try re-feeding the ballot. If unsuccessful, try a replacement ballot.
- Check the OS problem chart in the Chief’s Manual. If that doesn’t work...
- Ask the voters to deposit their ballots in the Auxiliary Ballot Storage / Ballot Box slot on the side of the black bin. These ballots will be tallied after the polls close.
- Take the problem machine out of service and call the **TECH SUPPORT (703) 324-4101** for assistance.

**Report all voting machine problems...**

- Document on the Touch Screen or OS *Problem* forms in Chief’s Notes ...
  - Machine Number and time the problem was observed;
  - Public counter (if known) and problem code or description of problem;
  - Who reported the problem, a voter or an Election Officer;
  - What action was taken to correct the problem; and
  - Any other comments or observations concerning the problem.
- If you receive instructions to correct a problem by phone, document ...
  - Name of person giving instructions;
  - What action was taken to correct the problem; and
  - Any other comments or observations concerning the problem.
- If a technician or Rover visits to correct a problem, document ...
  - Name of technician, Rover or Office of Elections staff member;
  - Procedure used to correct problem, e.g., machine rebooted;
  - Results of procedure (successful or unsuccessful); and
  - Time machine placed back in service, or time substitute placed into service. (Enter substitute machine’s serial number, seal number and protective counter number on Envelope #7C and SOR; put cut seal in Envelope #7C.)

**No machines with votes will be removed from the polling place for repairs.**

## POLLING PLACE SECURITY

***Loitering is not permitted inside the 40-foot Prohibited Area. (§ 24.2-604-A)***

All Election Officers and Poll Watchers must wear their name tags, buttons or badges at all times. Authorized visitors will have a letter of introduction signed by the Secretary of the Electoral Board or the General Registrar. With the exception of people who are involved in the normal school, church or community business and activities, anyone in the polling place who is not in line to vote (or is not a voter's child or assistant) or is not wearing an ID-badge should be watched and/or questioned.

## SUSPICIOUS BEHAVIOR

***A person isn't suspicious, but his/her behavior could be.***

- Trust your instincts – if it doesn't look or feel right, it may not be.  
Examples of suspicious behavior – individuals who...
  - Appear nervous or don't appear to belong [in the room.]
  - Depart quickly when seen or approached.
  - Avoid eye contact.
  - Are in places where they don't belong.
  - Are overdressed for the type of weather.
- If you approach a questionable person who is "loitering" ...
  - Alert another officer to watch and listen from a discrete distance.
  - Maintain a proper distance, i.e., don't get in their personal space.
  - Avoid pointing or defiant body postures or actions.
  - Ask "May I help you?" or "Are you waiting for someone?"
  - If the response is negative, remind the person that the law does not allow him/her to remain or "hang out" in the polling place.
  - If the person is defiant or refuses to leave, threaten to call the police.
  - If he/she doesn't leave – call the police!
- **If you feel there is a potential for violence or if you, or anyone else, is in fear for their safety – call 911 immediately!** Always document and notify the Electoral Board, 703-324-4735, if police are summoned.

## OUTSIDE THE POLLS

***It is unlawful to hinder, intimidate or interfere with a qualified voter... (§ 24.2-607)***

- Periodically, or whenever a voter complains, check the outside entrance(s) to the polling place for campaigners or loiterers who appear to be hindering voters.
- Remind the campaigners that they must comply to the 40-foot restrictions as outlined on the Prohibited Area poster.
- Follow the guidelines for suspicious or uncooperative individuals.

## DEALING WITH DIFFICULT PEOPLE

***Not suspicious or malicious, but “difficult”... (Voters, Poll Watchers, Lawyers, et al.)***

Try as you might, not everyone will be happy. Please be patient and diplomatic. Try to avoid confrontations and debates concerning voter registration, voting machines, election law and procedures, and political issues.

Remind the “difficult person” that...

- You are only a volunteer; you are doing the best you can.
- You are following federal, state and county requirements.
- You take an oath to carry out the laws and procedures; you don’t make the laws.

To defuse a touchy situation, you may...

- Give the voter a comment form (for minor complaints.)
- Give the voter a HAVA complaint form (major complaints.)
- Suggest they e-mail [elect@fairfaxcounty.gov](mailto:elect@fairfaxcounty.gov). (We do answer the e-mails.)
- Suggest they call our office numbers (703) 222-0776 or (703) 324-4735.
- Suggest they call the State Board of Elections at (800) 552-9745.
- Suggest they contact their federal or state elected officials (who can change the laws).
- Issue a “peacekeeping” Provisional Ballot, if necessary. Document in the log.

If the person becomes loud, obnoxious, intimidating, abusive (or worse)...

First, summon the [chief, assistant chief or another officer] for back-up, i.e., a witness.  
Next, tell the person...

- You are trying to help him/her, but you can’t help if he/she is... (e.g., yelling).
- If necessary, refer to the election law that prohibits such disruptions (§ 24.2- 607).
- First warning: If the behavior continues, you will have to ask him/her to leave.
- Second warning: If the behavior continues, tell the person he/she must leave or you will call the police.
- If all else fails: Call the police!

Be sure to document all “major” incidents in your Chief’s Notes.

- Try to get the person’s name.
- Note whether the “offender” was a voter, Poll Watcher, outsider.
- Summarize the problem/conversation; especially detail any type of threat.
- Note if the Chief and Assistant Chief and/or other officers were witnesses.

Poll Watchers – They also have a job to do - work with them!

- We’re all on the same side – we all want a fair and open election.
- You may have to [gently] remind them that they are observers - not participants.
- Do try to position their chairs so they can hear the names repeated – crowded conditions will make the rooms noisy. Ask your pollbook officers to speak up!
- Invite the poll watchers to observe if you are re-booting a touch screen or clearing a jammed OS ballot. If the poll watchers know what is happening, they can back you up.
- If a voter is giving you grief, the poll watcher can confirm that you were trying to assist and the voter was out-of-line.

For additional information, refer to the “Poll Watchers” tab in the manual.

## EMERGENCY EXTENSION OF POLLING HOURS

*If ... polling hours are extended by an order of a court... § 24.2- 653(C).*

Refer to **What-If # 20**. Remember...

- Voters who were in line before or at 7 p.m., vote normally.
- Voters who arrived after 7 p.m. may only vote by Provisional Ballot.
- For these Provisional Ballots, check box #3 on the small green envelope, start a new Provisional Ballot Log, note the reason(s) on the Log and return these Provisional Ballots in the large green #1B Envelope.

## EMERGENCY REPRODUCTION OF BALLOTS

*If ... the supply of official ballots... is not adequate... § 24.2- 642-C(iii).*

**Call the office, 703-324-4735, before you run out of ballots.** Estimate your end-of-day turnout. Call us when you open your last package (100 ballots,) if you think you'll run out before the polls close. Depending upon your location and the time of day, Rovers or staff should be able to deliver additional ballots in an hour, or less.

**If all else fails...** Ballots may be reproduced in polling places only if voting equipment becomes inoperable or unavailable in accordance with Va. Code § 24.2-646.1 and State Board of Elections policy 2008-004. In those circumstances, the following procedures shall be followed:

1. The Chief Officer of Election shall contact the Electoral Board for authorization to reproduce ballots;
2. The Electoral Board shall indicate in the minutes of their meeting that they authorized the reproduction of ballots and the affected precinct;
3. The Electoral Board shall notify the State Board of Elections of their decision to reproduce ballots including the number to be created and the affected precinct;
4. The Chief Officer should use the form "Authorization to Reproduce Ballots," (on the next page) indicate the number of ballots to be reproduced, and sign on the first signature line;
5. The Chief Officer should personally reproduce the ballots or instruct an officer of election to do so, remaining continuously in the room where the ballots are being reproduced. All damaged or imperfect copies must be destroyed;
6. The Officer of Election should deliver the authorized number of reproduced ballots to the Chief Officer and should sign on the second signature line on the form;
7. The Chief Officer should confirm the number of ballots received and, after examining the ballots for completeness and correctness, should sign on the third signature line on the form;
8. After the close of polls, the completed form must be returned in **Envelope 2** to the Clerk of the Court or General Registrar in accordance with § 24.2-668; and
9. During the conduct of the official canvass of the election, the Secretary of the Electoral Board shall affix his/her signature on the fourth signature line of the form and the completed document shall be retained as part of the records of the Electoral Board.

## Authorization to Reproduce Ballots

§§24.2-612, 24.2-642 & 24.2-646.1 of the Code of Virginia

\_\_\_\_\_  
Election Date

\_\_\_\_\_  
Precinct Name and Number

**Ballot Style (Select One):**

- Full                       Full Without Town  
 Federal Only             Presidential Only

1.	I, the undersigned Chief Officer of Election, do solemnly swear under penalty of perjury that I was requested and received authorization by the Electoral Board to reproduce _____ copies of the Official Ballot for the aforementioned election.  _____ SIGNATURE OF CHIEF OFFICER OF ELECTION
2.	I, the undersigned Officer of Election, do solemnly swear under penalty of perjury, that I reproduced only the number of ballots authorized by the Electoral Board, that I was continuously present in the room in which the ballots were reproduced, and that I destroyed all damaged or imperfect copies. I further certify that as soon as the ballots were reproduced, I kept them in my exclusive possession, allowed no one to examine them, and delivered them to the Chief Officer of Election or to an authorized courier.  _____ SIGNATURE OF OFFICER OF ELECTION
3.	I, the Chief Officer of Election, do solemnly swear under penalty of perjury, that I received and examined the reproduced ballots from the Officer of Election/authorized courier.  _____ SIGNATURE OF CHIEF OFFICER OF ELECTION
4.	I, the undersigned Secretary of the Electoral Board, do solemnly swear under penalty of perjury that I instructed the Chief Officer of Election to reproduce _____ copies of the Official Ballots for this precinct for the election listed above.  _____ SIGNATURE OF SECRETARY OF THE ELECTORAL BOARD

AFTER THE POLLS CLOSE, THIS ORIGINAL STATEMENT MUST BE DELIVERED TO THE CLERK'S OFFICE TO BE SEALED AND RETAINED WITH THE ELECTION MATERIALS (ENVELOPE 2).



# GENERAL AND SPECIAL ELECTIONS

## Tuesday, November 6, 2012

*The “will of the people” and the “consent of the governed” are two of the most basic concepts of our democratic/representative form of government. The success of the democratic process requires fair and open elections which accurately reflect the will of the electorate. **You are the people that will make this happen!***

*Please take a moment to read the “Principles of Election Officials” printed on the front cover of your notebooks. Be assured that those of us who are working behind the scenes here in Fairfax County subscribe to these principles and strive to provide each citizen of this County the opportunity to exercise his or her right to vote in an efficient and equitable manner. We are depending on all of you to do your part to uphold these principles, to treat all of our citizens with courtesy and respect, to work as a team, to follow the correct procedures and thus to ensure the integrity of the vote in Fairfax County.*

### **Election Day**

On Tuesday, November 6, Fairfax County voters will be voting for the Electors for the President and Vice President of the United States, a U. S. Senator, and Members of the House of Representatives in the 8<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> Districts. There are also 2 Virginia Constitutional Amendments and 4 Fairfax County Bond Issues on the Ballot.

**Your job** is to enable one-half million Fairfax County voters to cast their ballots legally, efficiently and securely at 237 polling places in 13 hours. There will be long lines and parking problems at some locations. Many voters will be using the AccuVote (optical scan) or WINvote (touch screen) machines for the first time. Others may need a refresher on the OS or WINvote machines. Most people will be friendly and understanding. You will need patience and compassion to deal with the confused, disabled and/or difficult people. You will be assisted by both experienced and new Election Officers. You must conduct a transparent process for the public, press, candidates and poll watchers. Additionally, you must try to keep it all in perspective and maintain your sense of humor (and your sanity) throughout the day. **You can do it !**

### **Your First Job – DEVELOP A GAME PLAN**

*The Chief and Assistant Chief(s)<sup>1</sup> **must work together** to develop a plan of action for opening and operating the precinct. Hopefully, you have already met at the polling place and have planned the traffic flow and room layout. On Monday, recheck the emergency exits, handicapped access, phone, flag, restrooms and parking. Review your personnel – Election Officers and Pages. Decide who will set up machines, put up signs, etc. Do not wait until Tuesday morning to start figuring all this out. If you share the polling place with another precinct, you’ll also need to coordinate with the other Chief and Assistant Chief.*

### **Your Second Job – INSTRUCT AND SUPERVISE YOUR OFFICERS**

As Chief and Assistant Chief Officers, we are depending upon you to set a good example for your precinct officers, to instruct them on the proper procedures and to supervise them in carrying out their responsibilities.

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<sup>1</sup> Most large precincts have been assigned an extra Assistant Chief.

Call your officers as soon as possible. Remind them that they absolutely must show up **no later than 5:00 a.m.** You will have lots of people in line before 6:00 a.m.! Put your fastest officers on the pollbooks between 6:00 a.m. and 9:00 a.m. Team up an experienced officer with a new officer whenever possible.

If you have an Election Officer assigned to your precinct who is unable, or unwilling, to follow proper procedures or who is disrespectful to the voters, please alert your Rover and/or the Electoral Board office. If necessary, the offending officer will be asked to leave the polling place and will not be assigned to serve in future elections. Serving as an Election Officer is a privilege and a responsibility – not an entitlement.

### **Your Third Job – TRAFFIC FLOW AND CROWD CONTROL**

Assign an experienced, personable Election Officer to serve as a “**Greeter**” at the entrance to the polling room. The Greeter can speed up or slow down the voters going to the Check-In tables, as needed, to ensure an orderly and manageable number of people inside the voting room. The Greeter, assisted by a Page or another officer, can help guide entering voters into the proper lines based on the pollbook splits, and/or into the proper rooms if you are in a shared polling place. They can work the lines, assist the disabled and elderly, ask voters to have their ID’s ready as they approach the Check-In table, encourage voters to look at the sample ballot and to read the material on the constitutional amendments and bond issues while they are waiting. They can also offer to check registration on the AskED for anyone who is not sure they are in the correct polling place. And, of course, ask voters to be patient – you’re working as fast as you can!

### **Your Fourth Job – PROBLEM SOLVING AND DIPLOMACY**

The Election Officers have been instructed to handle the routine situations, to keep the lines moving and to turn over the problems and unusual situations to the Chief or Assistant Chief. The Chief and Assistant are responsible for dealing with the *What If* situations, the press, the Poll Watchers, the unusual situations and the troublemakers in the polling place. This will not be easy. ***If you get into a really difficult situation, call us immediately.*** Do not try to go it alone!

### **PROBLEM SOLVING 101**

**If you cannot find a voter on your EPB, paper Pollbooks or on the supplemental sheets, and you cannot find the voter in AskED after using both a name and address search...**

- **Do not** send the voter away without checking with the Registrar’s Office. Have the voter complete a Telephone Verification form for you to take to the telephone.
- **Do not** add the voter to your Pollbook without the Registrar’s authorization.
- **Do offer the voter a Provisional Ballot** if the voter insists that he/she is registered and/or has voted at your polling place in the past and he/she doesn’t want to wait for your call to go through to the office.

**If the voter does not have one of the acceptable forms of identification...**

- **Offer the voter a choice of retrieving his/her ID or voting a Provisional Ballot and providing his/her ID before noon on Friday.**

## **NEW – NEW – NEW – Voter Identification and Provisional Ballot Procedures**

Please check the chart provided by the State Board of Elections for acceptable types of IDs. **There is no requirement for a photo-ID in Virginia.**

There are now **two** different types of provisional ballot envelopes and notices – the traditional green envelope and voter notice, and the new lime green (bright green) envelope and notice for voters without ID.

### **New Lime Green – Used for What If #2**

The new lime green Provisional Ballot envelope and notice are to be used ***only if...***

- **#2** – a regular or HAVA voter whose name is on the Pollbook who does not have an acceptable ID and who chooses not to retrieve his/her ID.

Note: If the voter has one of the problems listed below, in addition to not having an ID, use the traditional green envelope – not the lime green. See What If #12b.

### **Traditional Green – Used for What If #12a, #14, #19 and #20.**

The traditional green Provisional Ballot envelope and notice are to be used ***if...***

- **#12a** – a voter's name is not on the Pollbook and the Registrar cannot be contacted or cannot confirm that the person is registered to vote.
- **#14** – a voter's name is already marked on the Pollbook as having voted or checked in on the EPB.
- **#19** – an absentee voter comes to the polls who has lost, spoiled or did not receive his/her ballot or has returned the ballot unused..
- **#20** – normal polling hours are extended by court order.

### ***To issue a Provisional Ballot:***

- Give the voter a paper ballot, a pen, the appropriate **green or lime green** envelope and privacy to vote the ballot.
- Instruct the voter to mark the ballot and insert it into the small green or lime green envelope.
- Instruct the voter to complete the information on both sides of the envelope and then sign and seal the envelope.
- Give the voter the green or lime green notice, or both, as appropriate.
- Give the voter a voter registration application form.
- An Election Officer must sign the envelope, then deposit it in the ballot box.
- Do not check in the voter on an EPB and do not assign the voter a “consecutive voter number” in the paper pollbook.
- Complete the green Provisional Ballot Log with the voter's name and check the reason(s) for issuing the provisional ballot.
- If the polling hours are extended, start a new Provisional Ballot Log for voters voting after normal hours. There are 2 Logs in your supply kit.

At the end of the day the small green envelopes are returned in the large green Envelope #1A or #1B, as applicable. **Provisional ballots are not to be opened or counted at the polls.**

## **NEW – NEW - NEW – Six ballot styles for both paper and touch screen**

### **1. Full Ballot (English and Spanish)**

This ballot is used for most voters. The ballot contains all federal offices and questions.

### **2. Federal-Only Ballots (English and Spanish)**

This ballot is for overseas voters who may have applied for an absentee ballot or who may appear at the polls in person. The ballot contains all federal offices, but does not have the state and county questions. See **What If #8** regarding voters who are marked with an “F” in the paper pollbook or flagged as “overseas” on the EPB.

### **3. Presidential-Only Ballots (English and Spanish)**

This ballot is for voters who are registered in Fairfax County but have moved out of the commonwealth on or after October 8, 2012. These voters may only vote for the Electors for President and Vice President. See **What If #7**.

### **AccuVote Optical Scan Ballots**

- Each precinct has enough full ballots in English for approximately 75% of the active registered voters. The ballots are shrink-wrapped in packages of 100 and sealed in the boxes in your carts. The box label indicates the number of ballots in each box.
- Each precinct has an envelope of full ballots in Spanish apportioned according to precinct demographics. The ballot quantity is on the envelope label and on the SOR. **This envelope must be placed on your ballot table so that voters know they may request a ballot in Spanish.**
- Each precinct will have 10 Federal-only and 10 Presidential-only paper ballots in English and 2 Federal-only and 2 Presidential-only paper ballots in Spanish. These ballots are in a separate envelope. Most precincts will not need to use these ballots. Leave this envelope unopened in the cart or at the Chief’s table.
- All ballot styles will be read by your OS scanner.
- As always, if you need additional ballots – **call us before you run out!**

### **WINvote Touch Screen Ballots**

- All WINvote touch screen machines are programmed for all 6 ballots.
- On the activation screen the Election Officer must select the correct ballot (full ballot, federal-only or presidential-only); the voter will self-select the language.
- The ballots are labeled as follows, e.g., for **101 Patriot Precinct**, the 3 ballots will be labeled:

**101.1-Patriot.Ballot** (full ballot)

**101.2-Patriot.Federal Only**

**101.3-Patriot.Presidential Only**

- Although the machine defaults to the previous ballot selection, **it is essential that the ballot style is checked for every voter. Remind your officers!**
- After the Election Officer activates the correct ballot, the voter will self-select the language and touch “Press Here To Start.”

### **NEW - AccuVote Optical Scan Readers and Ballot Bins**

The black Ballot Bin will hold about 1,000 ballots, assuming the ballots fall and stack neatly in the bottom of the bin. If ballots begin jamming, it is possible that the box is getting too full. You may shake the box every hour or so in order to get the ballots to settle in the bottom. The large precincts have been given 1 or 2 extra black ballot bins. Extra large precincts will have 2 readers with a third bin.

When the ballot box is full, two officers must note the public counter [TOT COUNT] number, turn off the scanner and remove the scanner and cord. Replace the blocker plate in the full bin. On the empty bin, remove the blocker plate and install the scanner. Turn on the scanner and confirm that the public counter number is the same. Continue feeding ballots.

If poll watchers are present, ask them to note the public counter number and serve as witnesses while you transfer the reader. Keep both ballot boxes together in plain sight. Do not open the rear compartment or remove ballots while the polls are open. Call Tech Support or your Rover if you need assistance.

### **Review – Tracking Spoiled and Voided Paper Ballots**

A “**spoiled**” ballot is one that is damaged/torn, overvoted or otherwise marked incorrectly by the voter, e.g., the voter marked the wrong oval. The voter must return the spoiled ballot to the ballot table in order to receive a replacement.

A “**voided**” ballot is one that is marked “void” by an election officer because it was found abandoned in a privacy booth (fleeing voter), or because the voter decided not to vote or decided he/she wanted to vote on the touch screen after he/she was given a paper ballot.

Both **spoiled** and **voided** ballot must be tracked and returned in **Envelope #4**. Make “tick” marks on the front of Envelope #4 to track the numbers. Enter the totals on the SOR after the polls close.

### **Review - Voter who leaves without casting his/her ballot (fleeing voter)**

**Touch Screen:** If a fleeing voter leaves the touch screen machine without casting his/her ballot and cannot be called back...

- The Machine Officer should alert the Chief or Assistant Chief, so that two officers witness the ballot being cancelled.
- To cancel a ballot, insert the Ballot Smartcard into the reader. The machine will ask you to confirm that you want to cancel the ballot. Touch “yes.”
- The public and protective counters will not advance.
- Record the cancelled ballot on Line **C2** of the SOR.

**Paper Ballot:** If a fleeing voter leaves the ballot in a privacy booth or elsewhere and the voter cannot be located, the ballot must be “voided” and noted on Line **C3** of the SOR.

**Note: The SOR takes into account paper and touch screen ballots that were cancelled. Keep a tally on the SOR during the day so you can explain the discrepancies in Part F.**

## **NEW – Rainbow Voting Machine Tapes**

To make closing easier, each voting machine will have a different colored tape for their printers. For example, if you have 3 touch screen machines, one will have pink tape, one will have yellow tape and one will have green tape. The OS machine will have a white tape. Hopefully, the colors will help sort the tapes. Your SORs and yellow Printed Return Sheet should have one tape of each color. Let us know if this helps.

## **Review - Authorized Representatives (Poll Watchers)**

Authorized representatives of political parties and/or candidates, also known as “Poll Watchers,” are permitted to remain inside the polling place **if** they adhere to the following guidelines (§ 24.2-604-C):

- Must be a registered voter in Virginia and have an Authorization Form signed by the political party chairman or an independent candidate. The signature may be on a photocopied form.

Authorized signatures are: Democratic Party Chairman – Cesar del Aguila  
Republican Party Chairman – Jay McConville  
Any Independent candidate on the ballot

- Must adhere to the guidelines (Dos and Don'ts) for poll watchers and campaigners issued by the State Board of Elections. These guidelines are under the “Poll Watchers” tab in your book along with a sample authorization form.

The Election Officers have the authority to remove any Poll Watcher who does not adhere to the guidelines. (§ 24.2-604-E)

Please collect the authorization forms and return them in Envelope #8. After you collect the authorization form, give the Poll Watcher the appropriate ID Badge to wear. Ask the Poll Watcher to return the ID Badge when he/she leaves.

**Please instruct your Election Officers that they must repeat in an audible voice, the full name and address stated by each voter.** (§ 24.2-643) The Poll Watchers are entitled to hear the names and may mark their own lists. Election Officers may “spell” names that are difficult to pronounce or locate to assist the Poll Watchers. Election Officers are not obligated, however, to help the Poll Watchers “catch up” if they arrived late or were out of the room and missed some of the names.

Remember - Poll Watchers also have a job to do...

- We're all on the same side – we all want a fair and open election.
- You may have to [gently] remind them that they are observers - not participants.
- Do try to position their chairs so they can hear the names repeated – crowded conditions will make the rooms noisy. Ask your pollbook officers to speak up!
- Invite the poll watchers to observe if you are re-booting a touch screen or clearing a jammed OS ballot. If the poll watchers know what is happening, they can back you up when we get a call from a voter who says that he/she saw “somebody” doing “something” [to a machine.]

## **Review - Polling Place Security**

### **Loitering is not permitted inside the 40-foot Prohibited Area. (§ 24.2-604-A)**

All Election Officers, Pages and Poll Watchers should wear their name tags, buttons or badges at all times. Authorized visitors will have a letter of introduction signed by the Secretary of the Elector Board or the General Registrar. Anyone who is not in line to vote (or a child or assistant with a voter) or not wearing an ID-badge should be watched and/or questioned. See guidelines under the “Help” tab in this book.

## **Review – Dealing with the Press / Media / Visitors**

The press - print, radio and TV - may visit the polling place. (§ 24.2-604-J)

The Secretary of the Electoral Board or the General Registrar, as delegated by the Electoral Board, may authorize the presence of “neutral visitors” in your polling place. (§ 24.2-604-I)  
The neutral visitors will have an “authorization” letter which will be copied to you via e-mail.

Members of the media...

- May visit and film or take pictures **if they do not disrupt the voting.**
- May not film or take pictures of individuals without their permission.
- May not film or take pictures of a voted ballot – paper or machine.
- May conduct interviews outside the 40-ft. Prohibited Area.
- May interview the Chief if it does not disrupt voting.

Tips on being interviewed by press:

- Make it brief (“you are busy.”)
- Give only facts (number registered, number voting.)
- Do not make predictions or offer opinions on candidates or issues.
- Do not discuss individual voters, problems or incidents – refer these questions to the Office of Election at (703) 324-4735.

Tips on hosting foreign visitors, time permitting:

- Be gracious and welcoming.
- Give the delegation a brief “tour” and overview of the process.
- Allow the visitors to observe, from a reasonable distance that doesn’t invade a voter’s privacy or slow down the lines.
- Answer questions without offering opinions or editorials. (Always address the person asking the question, rather than the translator.)
- Don’t forget - the voters come first. If you have to solve a voter problem, excuse yourself from the delegation until the voter’s issue is resolved.

Members of the press will have press credentials or at least a business card identifying their news organization. Reporters and film crews normally seek out the Chief, introduce themselves and ask permission to take pictures. The TV reporters cannot “go live” inside the polling room – they can do their voice-overs, etc., outside the building.

If someone is taking photos and hasn’t identified him/herself as member of the press, you have the right to ask him/her for identification and who they represent.

## **Review – Outside the Polls Voter - Curbside Voting**

Follow the instructions in **What If #17**. The voter may request to vote by paper ballot or on the touch screen. Use a clipboard and privacy folder for a paper voter. For touch screen voters, record the information on page 10 of the SOR. Don't forget to post the curbside voting signs at or near the handicapped parking spaces.

## **Communications**

The Chief, Assistant Chief and designated officers should carry their cell phones [in their pocket] at all times so we can contact your precinct in an emergency or alert you to a potential problem. Don't forget to charge the batteries!

Look for last minute instructions in your Sheriff's envelope regarding emergency contact information..

## **Reminder - Election Pages**

Many of the precincts will have high school students serving as Election Pages to assist the Election Officers and voters. These students are volunteers who have attended a training class in election procedures, the use of the voting machines and AskED, and how to assist persons with disabilities. They may not mark the Pollbooks, handle ballots or operate voting machines. Pages may, however, help set up and take down voting machines and EPBs. They should be able to provide assistance checking registrations on AskED, assisting as Greeters, directing voters to the proper room or line, recycling handouts, and assisting disabled voters.

Don't confuse the Pages with your 18-year-old Election Officers. The 18-year-old Election Officers are registered voters who have all the same legal responsibilities and authority as your other Election Officers.

## **Miscellaneous Reminders**

Absentee Voter Applicant Lists: The Chief Officer of Election shall keep the copy of the Absentee Voter Applicant List in the polling place as a public record open for inspection upon request while the polls are open. (§24.2-711) This law was intended to protect the privacy of voters who may be out of town on Election Day.

Voter Registration Forms: When used for change of address, change of name or a new registration, remind the voter to fill in all the required information and to sign and date the form.

Mileage: Chiefs are entitled to round-trip mileage (from home-not work) for attending the training class and for returning the materials to the Government Center or Mount Vernon. Assistant Chiefs are entitled to round-trip mileage for attending training. Please note your total mileage on the compensation sheet. If you do not wish to be reimbursed for mileage, please enter a zero (0) in the appropriate space on the compensation sheet.

### **Drop-in Training**

After this meeting, review this book and your notes. Go over your polling place set up, your signage and other issues with your Chief/Assistant(s) and Rover. If you still have questions, Office of Elections staff and Rovers will be available on Saturday, November 3, from 1:00 p.m. to 4:00 p.m. in Room 315-C of the Government Center to help you go over paperwork and/or practice on the EPBs or voting machines.

### **Review - Returning Materials – Tuesday Night**

#### **All Ballots and other election materials must be returned on Election Night.**

Government Center: Precincts returning materials to the Government Center will use the delivery tunnel to the loading dock area. Boy Scouts and other volunteers will assist you in unloading the boxes and bags.

Mount Vernon: Designated precincts will return their materials to the Mount Vernon Governmental Center collection point (located near INOVA Mount Vernon Hospital.) Look for the county trucks in the parking lot.

The following precincts are currently assigned to the Mount Vernon collection point:

401 Bush Hill	423 Clermont	611 Stratford
402 Cameron	427 Island Creek	612 Waynewood
404 Franconia	428 Pinewood	613 Westgate
405 Groveton	429 Hybla Valley	614 Riverside
406 Hayfield	527 Edsall	615 Woodley
408 Mount Eagle	601 Belle Haven	616 Gunston
409 Pioneer	602 Belleview	617 Lorton
410 Rose Hill	604 Bucknell	619 Belvoir
411 Virginia Hills	605 Fort Hunt	621 Grosvenor
413 Fairfield	606 Hollin Hall	622 Lorton Station
419 Lane	607 Huntington	625 Lorton Center
420 Villages	608 Kirkside	627 Woodlawn
421 Kingstowne	609 Marlan	628 Laurel Hill
422 Van Dorn	610 Sherwood	629 South County

**If you wish to be added to, or deleted from, the Mount Vernon list, please let us know by Monday, November 5.**

**Important** – if you are having problems with your machines or paperwork, please call Tech Support at (703) 324-4101 or the office (703) 324-4735. We will try to help you by phone and/or send a Rover to assist you.

***Finally - Chiefs and Assistant Chiefs Must Work Together and Lead by Example...***

Remember that your primary responsibilities are to:

1. Follow and enforce the Election Laws.
2. Develop a game plan for organizing the precinct.
3. Instruct and supervise your Election Officers and Pages.
4. Direct traffic flow and maintain order in the polling place.
5. Solve problems with fairness and diplomacy.
6. Treat all voters with patience and respect.
7. Serve the citizens and the community.

*We can't begin to tell you how much we appreciate and respect your dedication, integrity and commitment to the election process. Chiefs and Assistants, Democrats and Republicans, young and old, friends and neighbors, from many different backgrounds, all work together as a team on Election Day to make the process as fair and as accurate as possible. **You are the best!***

***Thank you for serving your county and your country!***

## PREPARATION

# ***PRIOR TO ELECTION DAY***

## ***The Week Before . . .***

### **\_\_\_\_\_ Call your Election Officers and Pages as soon as possible.**

- Notify us at (703) 324-4735 if any of your officers are unable to serve.

### **\_\_\_\_\_ Check the supplies in your kit against your supply list.**

- Confirm that you have the correct Pollbook(s), Envelopes and other forms for your precinct.
- Call the Office of Elections at (703) 324-4735 if any essential supplies are missing.
- Add your own stapler, flashlight and calculator. Label with your name and precinct.

### **\_\_\_\_\_ Arrange to Visit Polling Place on Monday (or earlier.)**

- Check office hours; make an appointment, if necessary.
- Schools are not in session. Monday and Tuesday are teacher workdays, however.
- Polling place phone numbers are listed on your Precinct Staffing Sheet.

### **\_\_\_\_\_ Ask the Assistant Chief to visit/check the polling location with you.**

- You may also invite one, or more, of the other officers to help plan the layout.
- Shared [dual] polling places – If possible, meet with your counterparts, also.

### **\_\_\_\_\_ Your Rover will contact you a few days before Election Day.**

- Your Rover will be able to help you with last minute problems or questions.

## **Plan ahead!**

**Tuesday morning at 5 a.m. is too late to solve problems!**

## ***The Day Before . . .***

### **\_\_\_\_\_ Visit the Polling Place.**

- Meet with Building Manager, Custodian, and/or Office Staff.

### **\_\_\_\_\_ Remind the manager and custodian that...**

- Election Officers will be there at 5:00 a.m. on Tuesday.
- Outside lighting and reserved handicapped parking are required.
- Depending upon weather and room location – heat or air-conditioning is required.
- Election Officers need all-day access to telephone, restrooms, etc.
- American Flag is required inside the polling room and outside on pole (if available).
- Election Officers may be there until 10:00 p.m. or later.
- Bake sales and fundraisers must be outside the 40-foot Prohibited Area.

### **\_\_\_\_\_ Obtain the Name and Phone Number for a 5:00 a.m. Emergency Contact.**

- This is an alternate contact who lives nearby that can open the door of polling place on Tuesday morning if the custodian is late.
- Record the contact information with "Important Phone Numbers" (page 1.1 of the "HELP" tab.)

# ***PRIOR TO ELECTION DAY***

## **Check the Voting Room and Building Features.**

- Note emergency evacuation route(s) – a floor plan should be posted in each building.
- Identify a Shelter-in-Place. There may already be a designated room in the facility.
- Check traffic flow in / out / through the voting room and locate emergency exit(s).
- Locate reserved voter parking spaces (see Notice 8422 for schools.)
- Test the power outlets you expect to use (with a nightlight) to ensure they have power. Do you need extra extension cords?
- Check for chairs, tables, American Flag, adequate lighting, break area, etc. Do you have enough tables and chairs? Is a flag available?
- Locate telephone and restrooms; make sure they won't be locked between 5:00 a.m. and 10 p.m.

## **Check Exterior and Interior Pathways for Accessibility.**



- Check reserved accessible parking spaces. Are additional spaces needed?
- If the main entrance has steps, identify the alternate entrance. Will it be unlocked by 6 a.m.?
- Check entrances, ramps and pathways for barriers. Can obstacles be removed or marked?
- Is additional signage needed to reserve parking or direct voters to alternate entrance(s)?
- For detailed information, see the “Accessibility” tab in the notebook.

## **Diagram your room to plan the layout and traffic flow.**

- If you have not already done so, draw a diagram of your voting location and map out the placement of your check-in tables, privacy booths, optical scanner and touch screen machines.
- Note the entrance and exits, and hallways where voters will be waiting in lines.
- Note the location of electrical outlets and figure out where to place electronic equipment so voters won't be tripping over cords.
- Let your Rover know if additional signs or extension cords are needed, or if there are any construction, voter access or parking issues that need to be addressed.

## **Locate Cart with Voting Machines.**

- Verify that the correct cart has been delivered for your precinct. The cart number is the same as your precinct number.

All carts are sealed with a **GREEN** numbered seal when they leave the warehouse.

**Notify the office (703) 324-4735 immediately if the cart seal is missing.**

## **If two officers are present, you may unseal and unlock the cart on Monday to...**

- Check the numbers/seals on voting machines against entries on Envelope #7C.
- Check that the WINVote touch screen machines are plugged in to the power strip inside the cart.
- Check that your EPB laptops and peripherals are in the cart.
- You may remove the blue supply bag and check the supplies.
- You may do some preliminary set up with the permission of the facility administrator, and if the room will be secure overnight, e.g., arrange tables based on your planned layout, and post signs.

**DO NOT REMOVE voting machines from the cart before Tuesday morning.**

**DO NOT REMOVE or OPEN ballot boxes before Tuesday morning.**

**DO NOT REMOVE or break voting machine seals before Tuesday morning.**

**DO NOT REMOVE or turn on EPBs before Tuesday morning.**

# PRIOR TO ELECTION DAY

**NOTE:** Anytime a cart is unsealed / opened / resealed, you are required to complete and sign the Election Cart Security Record (affidavit) located in the pocket on the inside of the cart door. Two officers should do this together:

- Verify the cut seal number against the previous entry on the affidavit.
- Record the date and time that you opened the cart. Print and sign your names.
- Save any seals taken off before the election to return in Envelope #7C.
- When leaving, use a new YELLOW seal; record that number on the affidavit and sign the affidavit. Return the affidavit to the pocket inside the door.
- Lock the cart with your key and secure the handle with the new yellow seal.

## **Plug in the cart to charge the machine batteries.**

The WINVote machines have been plugged into the power strip inside the cart. Use the power cord from the exterior of the cart to plug in the cart to charge the machines. The outside cart plug is on the left end under the handle. Plug in the cart to charge the WINvotes. The AccuVote (optical scan) machine and the EPBs do not need to be charged overnight..

## **Be certain the new cart seal number is recorded on the Election Cart Security Record, and the cart is locked and sealed when you leave!**

## **Mark Absentees in Paper Precinct Pollbooks with Blue Ink.**

The Sheriff’s Deputies will deliver your Absentee Ballot Application List on Monday. You do not have to be home; they will leave the large white envelope at your front door. Write “**AB**” in **Blue** ink in the “\*\*” column of the paper Pollbook(s) for each name on the list. (Some of the “ABs” may have been pre-printed, but you will need to check all the names.) EPB precincts should mark the back-up paper Pollbooks in case they are needed.

LINE	ENTER CONSECUTIVE VOTER NUMBER	**	*	NAME	ID NUMBER	BIRTH YEAR	G E N	SD ---- SW	TOWN CODE	P C T	RESIDENCE ADDRESS / MAILING ADDRESS / ZIP C
1				JONES ALBERTA RANDALL	917167523	1929	F				7953 Janna Lee Av
2			?	JONES ANDREA MARIE	613005439	1974	F				7110 Mint Pl Apt 20
3		<b>AB</b>		JONES ANDRIAN JEAN	610274358	1989	F				7809 Belford Dr Apt
4				JONES BEVERLY JR.	306020534	1927	M				3115 Clayborne Av

**Large precincts – ask the Assistant Chief or another Officer to assist. Marking ABs may take a long time for this election!**

## **Pollbook Additions and Deletions (Not all precincts will have Adds and/or Deletes.)**

- You may have a printed list of voters taped in your Pollbook(s). These are eligible voters who were **added** to the Registration Books after the Pollbooks were printed. Remind your officers to check these lists when a voter’s name cannot be found.
- Voters who were **deleted** after the Pollbooks were printed will be lined-out and initialed in your book(s). *They are not eligible to vote in your precinct.*

# ***PRIOR TO ELECTION DAY***

## **Pollbook Additions and/or Deletions also may be delivered by the Sheriff's Deputies. (Not all precincts will have Adds and/or Deletes.)**

- Along with the Absentee Lists, the Sheriff's Deputies also may deliver a printed list called the "**Close of Books Report**." This is a list of the names of eligible voters who were **added** to the Registration Books after you received your pollbooks at training class. Please insert these sheets in your Pollbook(s). Remind your officers to check these lists when a name cannot be found.
- The Sheriff's Deputies may deliver a printed list of names of voters who were **deleted** from the Registration Books after you received your pollbooks at training. Please draw a single line through the names of these voters in your Pollbook and initial. *These voters are not eligible to vote in your precinct.*
- **EPB precincts should prepare the paper Pollbooks (just in case). The EPB flash drives will be delivered with your Absentee Lists and will have the latest information already incorporated into their database.**
- For questions concerning adds, deletes or voter eligibility, always call the Registrar's Office at (703) 222-0776. **You may not add or delete a name to/from a Pollbook without authorization from the General Registrar or an Assistant Registrar.**

## ***Reminders and helpful hints . . .***

Bring your own stapler, flashlight and calculator. Please label personal items with your name and precinct.

Most of the schools have outside lights that are on timers. Please remind the school officials and/or custodians to override or disable the timers so that voters (and election officers) won't be trying to find their cars in a dark parking lot.

Some polling places will allow you to set up your room – tables, chairs, signs – on Monday. Make sure the room will be secured overnight. **You may not remove the machines, or open the machines or smartcard envelopes before Tuesday morning.**

EPB precincts - arrange your check-in tables so voters can form one line and go to the next available station (like in a bank.) Plan your traffic flow so that the exiting voters aren't crossing the entrance line(s).



# OPENING THE POLLS

***On Election Day arrive no later than 5:00 a.m. !***

**Promptly at 5:00 a.m., swear in Election Officers; assign numbers.**

- Swear in officers. Chief signs top and bottom of EO oath.
- Assign each Election Officer a number – Chief is #1, Asst. Chief #2, etc.  
All Officers should sign Oath, SOR and other forms next to their assigned number.
- Swear in Pages. Have them sign the Page Oath.
- Hand out name badges. All Officers and Pages must wear their badges during the day.

**Do not wait for late Election Officers.** They can be sworn in individually. It is more important to get the machines open and the room set up so that the polls will be open promptly at 6:00 a.m.

**Welcome authorized representatives (Poll Watchers).**

Poll Watchers must be qualified Virginia voters and have a signed authorization from their party chair or an independent candidate. Only one poll watcher for each party or independent candidate is permitted in the room before the polls open. They must wear a Poll Watcher badge while inside the polling room.

**Get organized – assign jobs.**

Assign your Election Officers to teams to open the cart, set up machines (at your direction), arrange room (as diagramed), assemble privacy booths, put up signs, set up coffee pot, etc. Prioritize and divide up the work to get your polls open on time. Be sure to include the Pages!

If possible, give your officers their morning assignments on Monday, so you can get started quickly on Tuesday.

**Please - no coffee, food or liquids near the pollbooks, ballots or machines!!**

**Open voting machine cart.**

- Cut the cart seal and unlock cart using the key on the Chief's lanyard.
- Check the seal number against the latest entry on the cart security record.
- Place the cut seal in Envelope #7C.
- Unplug the outside cart cord and store it in the canvas bag inside the cart.
- Carefully unplug machine cords and chargers from the power strip inside the cart.
- Remove machines, privacy booths, cords and other supplies.

**Do not remove and unseal a box of paper ballots until needed.**

***EPB Precincts: Open the EPBs first, following the instructions in your training handouts – see EPB tab in manual.***

***Open voting machines . . .***

**Important: Open your machines as soon as possible. This will provide time to send a Rover or technician to your location if you have a problem.**

**Use the Envelope #7C and SOR to compare the seal and counter numbers.  
Put the cut seals in Envelope #7C as they are removed from the Touch screen machines.  
Do not remove the memory card seal from the AccuVote OS machine.**

# OPENING THE POLLS

## A. Optical Scan (AccuVote™ OS) machine with Ballot Box

*Chief and/or Assistant Chief will supervise this process.*

### \_\_\_\_\_ Prepare the Black Ballot Box.

- Using the black banded key, unlock and lift open the top Ballot Box lid.
- Inspect the various compartments.
- Have two officers ensure that the internal ballot bins (compartments) are completely empty.
- Invite any poll watchers present to inspect the box, also.
- Relock the Ballot Box lid.
- **Remove the metal Security Plate**; place it in the storage slot on top of the lid.
- Ensure that lock bar is in DOWN position, not blocking the Ballot Entry Slot.
- Attach the Ballot Box sign to the side of the Ballot Box near the Auxiliary Ballot slot. (If the tape doesn't stick, you may have to run it under the box lid.)  
The Auxiliary Ballot slot on the side of this Ballot Box is your **Official Ballot Box** for Election Day for provisional ballot storage or to secure the paper ballots if the AccuVote reader is not working. Keep the door closed when not in use. Be sure the Ballot Box is in plain view. (§24.2-642)

### \_\_\_\_\_ Install OS Machine.

- Unlock and lower the Retaining Door on the front of the Ballot Box.
- Remove OS machine, cords, etc. from carrying case. Store empty case in cart.
- Slide OS machine onto Ballot Box top, but not all the way into place.
- **Confirm that the numbered seal on Memory Card slot on the front of the machine matches the number\* listed on Envelope #7C and Line B10 of the SOR. DO NOT remove this seal.**

\*If the numbers do not match, call Technical Support (703) 324-4101 immediately.

- Thread the AC power cord through the hole in the back of the box.
- Plug the cord into the back of the OS machine and into an electrical power source.

### \_\_\_\_\_ Run the Open Report (Zero Count tape.)

- Using the yellow banded key, unlock and remove the Printer cover lid.
- Turn on the OS machine using the red on/off button on the back of the machine.
- Hold the end of the printer paper so it will not get tangled in the paper roll.
- The machine will automatically run the Opening Report (Zero Count tape)
- Have two officers (and any poll watchers present) inspect the tape to ensure that all contests show **zero (0)** votes for every candidate and issue on the ballot.
- Check that the tape shows the correct precinct name and lists candidates for the correct districts matching your sample ballot(s). **Call immediately if incorrect!**
- **Don't tear off or remove the tape.**
- Slip the printer cover under the paper. Have the two officers sign the tape.
- Roll up the tape and replace and lock the printer cover.
- Push the **NO** button on the front of the OS machine when asked if you want to print another copy [of the zero tape.]

# OPENING THE POLLS

## Prepare the OS machine for voting.

- Confirm that the **Public Counter (TOT COUNT)** appears on the LCD display and that the number is **“0” (Zero.)**
- Confirm that the Public Counter listed on Envelope #7C and the SOR is also zero.  
[There is no Protective Counter number for this machine.]
- Carefully, slide the OS reader into the Ballot Box lid, ensuring that it mates properly with the electrical connections on the ballot box and that it is fully plugged in.
- Close and lock the Ballot Box Retaining Door.
- Place the 3-sided cardboard privacy screen on top of the Black Ballot Box to protect the ballots from view as they are fed into the scanner.

The OS machine is now ready to accept ballots.

**Call Technical Support (703) 324-4101 immediately if you have a problem.**

## **B. Touch Screen (WINvote™) machines in booths**

***Chief and/or Assistant Chief will supervise this process.***

*For safety and security, use two officers to set up each machine.*

### Check seal numbers and remove seals. (Save cut seals after removing.)

- Place cases flat on top of a table – logo side up, handle and seal in front.
- Verify that the **Green Plastic SEAL NUMBERS** match the numbers on **Envelope #7C** and **Line B2** of the SOR for each machine.
- Cut plastic seals with wire cutter. **Save cut seals and return in Envelope #7C.**

### Assemble booths and set up machines.

- Release latches on front of case, raise lid/top.
- Unsnap the black panels that secure aluminum legs. Remove and extend legs.
- Close black panels; close and latch case. Carefully turn case upside down.
- Insert legs (either end) into the holes in the bottom of the case/booth.
- Push in and twist legs to secure (legs are angled/slanted outward).
- Have two Officers stand the booth upright; then open the top and unfold the privacy sides.
- Secure the sides by inserting corners into slots in upper corners of booth back.  
One booth may be placed on a table for elderly/disabled voters.
- Check that the bilingual instruction card is stuck to the Velcro in the back of the booth.

### Plug in and install Touch Screen units.

- Plug [thick] power cord into left outside of each touch screen booth and into power source. A green light on the booth next to plug indicates that you have power (a live outlet.) (Two or three booths may be daisy-chained together as needed.)
- Extend handle on back of the Touch screen to prop up and replace unit in booth.
- **Make sure the L-connector** (the small plug connected by wire to the transformer brick) **is snapped in tight at the top of the machine.**
- Check that the green light on the transformer (brick) is on.
- Check that Battery Charge/Low light on front of unit is blinking red or steady green.

# OPENING THE POLLS

## Check location / arrangement of these booths in room.

- Arrange booths for privacy; voters should not have lines/people passing behind them.
- Check that overhead lights do not create glare on the screen.
- Tape cords to floor and/or to booth legs for safety.

If possible, arrange booths so voters don't have to walk over cords.

Touch screen booths should be set up away from the AccuVote privacy booths and Ballot Box.

***Dual Polling Places: Read instructions on purple handout before proceeding!***

## Boot-up (start-up) Touch Screen units.

***After all units are placed in booths and cords are connected...***

- Open envelope containing the **Smartcards** and **Keys** [on wristbands].
- Using the key on the **red** wristband, unlock and open printer covers on **all** machines.
- Check that there is a clear plastic seal securing the USB flash drive.
- Press and release the **red POWER** button on **every** machine.
- Observe that the **green** power indicator and Smartcard Reader lights turn on.
- Observe that the USB flash disk begins blinking.

Machine will begin booting up and running its self-diagnostic program. Boot-up process will take about 2 minutes. If the Battery Charge/Low light is solid red, recheck all the power connections.

## Do not touch machines or insert Smartcards until boot-up is completed.

When boot-up is completed, the Touch screen screen with the **System Test Passed** message will appear. (Do not press the EXIT icon or you'll have to start over.)

- **Verify that all machines display the System Test Passed screen.**
- **Verify that all machines display the Unit Status as Pre-Election.**
- Leave the printer covers open.

## Troubleshooting ...

If a machine hangs up (freezes) during boot-up and/or the "System test passed" screen doesn't appear, check the power connections and try re-booting. Push the RED POWER button until the screen goes blank; wait 10-15 seconds, then push the red power button again to turn the unit back on. If re-boot doesn't work, open the other machines, then call **Technical Support (703) 324-4101** for assistance.

## Run the Open Reports (Zero Count tapes.)

- Verify that the **LOCATION** card on the **red** wristband has the correct precinct label.
- Insert the **LOCATION** card into the Smartcard slot/reader on **one** of the machines.
- Verify that precinct name is correct on the top of the screen.
- Remove the LOCATION card.

# OPENING THE POLLS

This **MASTER machine** will search for the other units and list their serial numbers.

- After all serial numbers are listed, touch **Stop Searching**.
- Verify that the serial numbers are correct, then touch **Open Location**.

All machines will begin printing a **Unit Open Report** [Zero Count tape].

The **MASTER** will print a **Unit Open Report** followed by the **Location Open Report**. (Station an Election Officer to catch the end of the tapes, so that they don't roll back in on themselves.)

- When the printing stops, two officers will confirm that all candidates, write-ins and responses (yes/no) are **zero (0)** on the tapes.
- Verify that the Public Counters on all machines are **zero (0)**.
- Verify that the Polling Location [Precinct name] is correct on the tape and screen.

## Sign Unit Open Reports – but do not tear off tapes.

- Have two officers of different parties sign the certification at the bottom of each tape.
- Fold or roll the tapes and secure them under the printer covers.
- Using the key on the **red** wrist band, close and lock printer covers on all machines.
- Replace the **LOCATION** card in the Chief's envelope and store in the cart.

## Troubleshooting ...

If the wireless system misses a machine, i.e., if the serial number doesn't appear on the list after a minute, touch **Stop Searching**, then **Search Units** to try again. If it still doesn't appear, touch **Stop Searching**, then **Open Location** to open the other machines. After the other machines are open, insert the **LOCATION** card into the missing machine, and proceed as above to open the unit alone. If the **LOCATION** card doesn't open the problem machine, call **(703) 324-4101** for instructions.

## Confirm opening numbers on each machine.

- Check that the **Protective** and **Public Counter** numbers match those recorded in the warehouse on **Envelope #7C and Part B1 of the SOR**.

If they are not the same, immediately phone **(703) 324-4101** for instructions.

- Check the **Protective Counter** number from each machine with the SOR, Line **B4**.
- Confirm that the **Public Counter** number on each machine is zero and enter "0" on Line **B7** for each machine..

## Check machine ballot against precinct sample ballot.

**Chief or Assistant and another officer must do the following together.**

- Using a **BALLOT** Activation Smartcard (black wrist band), activate **one** of the machines.
- Activate the **BALLOT** to verify that the machine ballot screens are identical to your sample ballot(s).  
Note: Check only the full ballot (top selection) and verify the Congressional District.

### **Do not vote the ballot.**

- Cancel the ballot by re-inserting the **BALLOT** card into the Smartcard reader. The Touch screen will ask you to confirm that you are cancelling the ballot. Select **YES**. Note that the public counter is still **zero (0)** and the protective counter is unchanged.

**CALL (703) 324-4101 IMMEDIATELY IF THE BALLOT IS INCORRECT**

**All machines are now ready for voters when polls open at 6:00 a.m.**

# **OPENING THE POLLS**

## ***Room Set-up Tasks for Election Officers . . .***

### **\_\_\_\_\_ Empty the Blue Bag.**

Handle with care; the bag is very heavy. Distribute contents to officers doing the signs and set-up jobs.

### **\_\_\_\_\_ Set up room or finish, if set-up was started on Monday.**

## **RECEPTION AREA / HALLWAY OUTSIDE VOTING ROOM**

- Post sample ballots, amendment posters, voter ID sign and other information
- Space permitting, place bond issue flyers (English and Spanish) on table for voters.
- Encourage voters to read sample ballots and info while they are waiting in line.
- Ask voters to have their IDs available to speed up check-in.

## **CHECK IN TABLES**

- Arrange tables and chairs.
- Place "present ID" sign on tables for voters
- Place Voter Identification handout on tables for Pollbook officers to reference.
- Place Voting Permit cards next to each Pollbook/EPB.

### **Paper Pollbook Precincts**

- Confirm that you have one Pollbook Count Sheet for each paper Pollbook.
- Confirm identifying information on top of each page of Pollbook Count Sheet.
- Add any last minute addendum lists that were delivered with the Absentee Applicant List.
- Place blue or black pens with Pollbooks and Count Sheets.

### **EPB Precincts**

- Confirm that all EPBs are properly connected, turned on and the voter count is zero.
- Be sure cords are taped down and out of the way.

## **BALLOT TABLE**

- Set out Envelope #4, privacy folders, extra pens, clipboards.
- Set out Voter Assistance forms for use as needed.
- Set out one package of English ballots and envelope of Spanish ballots.
- Place sign that informs that Spanish language ballots are available.

## **VOTING AREA**

- Set up blue hard-case privacy booth – install legs and plug in light.
- Tape cords to floor and/or to booth legs for safety. Arrange booth so voters don't trip over cords.
- Set up cardboard voting booths on tables.
- Arrange booths so the voter has privacy from voters passing by or standing in line.
- Equip each booth with a pen for the voter to use.
- Tape the voting instruction card inside the cardboard voting booths.
- Set up a place (table or chair) near the OS machine for voters to return Privacy Folders, clipboards, and/or extra pens before they leave.

# OPENING THE POLLS

## CHIEF'S TABLE

- Set up “Chief’s Table” for Telephone Verification, Affirmation of Eligibility, Assistance, Registration, and other forms, Law Book and Absentee Voter List.
- Set up a side table/private area for voters who are voting a Provisional Ballot.



## ACCESSIBILITY for Seniors and Voters with Disabilities

- Place the magnifying glass, magnifying sheet, clip boards and voter assistance forms on pollbook table or ballot table so they are readily available.
- Provide chairs for seniors and voters who may have difficulty standing in line.
- Provide an accessible table with privacy screen for paper ballot voters.
- Place a touch screen machine with a headset (in its booth) on a table for audio ballot voters.
- Chief will designate Officers to assist curbside voters (outside the polls.)
- **Identify a phone number (cell or office) that curbside voters may call for assistance. Write the phone number on the “call” sign and post with the curbside voting signs.**

## VOTING MACHINE CART

Use the [locked] cart to store the blank paper ballots and other supplies. The cart can also be used to store election officers’ personal items, such as ladies’ purses.

### Post signs *outside* the polling place.

- Post **VOTE HERE** sign(s) at most visible site from road/parking lot.
- Post additional **POLLING PLACE** signs on street corners or parking lot entrances as needed, especially if your polling place is difficult for new voters to locate.
- Post other signs, such as arrows, as needed to direct voters to voting entrance.  
This is especially important if you are not in your normal room.
- *Required:* post **PROHIBITED AREA** notices at main entrance to building.
- *Required:* post **CURBSIDE VOTING** signs at main entrance to building and at the **designated handicapped parking spaces**. Post the “call for assistance” sign with an appropriate phone number for your location.
- *As needed:* post **HANDICAPPED PARKING / ALTERNATE ENTRANCE** signs.
- *As needed:* establish additional **HANDICAPPED PARKING** spaces close to your entrance.
- Inspect exterior and interior pathways for obstacles.



### Post signs in hallway or *inside* the polling place.

- *Required:* Post **IDENTIFICATION / GIVE FULL LEGAL NAME** signs on check-in tables.
- *For Paper Pollbooks* - use **ALPHABETICAL DIVISION** signs on tables and in room to direct voters as quickly as possible into their correct line.
- *Required:* Voting Instruction Posters.
- *Required:* Post **MAP** of Fairfax County.
- *Required:* Post **SAMPLE BALLOTS**, minimum of 2 sets.
- *Required:* Post **VOTER RIGHTS AND RESPONSIBILITIES [HAVA] POSTER**.
- *Required:* When Ballot Box is set up, attach the **BALLOT BOX** sign to the door of the Auxiliary Ballot bin on the left side of the Ballot Box.
- Post additional signs as needed: Use **ARROWS, ENTRANCE** and **EXIT** to direct voters.

# OPENING THE POLLS

## \_\_\_\_\_ Prepare the Paper Ballots

- Open a box of paper ballots.
- Remove and open one plastic-wrapped package of 100.  
Count the number of ballots in the package before issuing a ballot to a voter.  
If the count is more or less than 100, adjust the number of ballots received on line A1 on the SOR.
- **Place the paper ballots on the ballot table.**
- Keep a tally and place all spoiled and voided ballots in Envelope #4.

During the day, always keep the unopened ballot packages in the locked cart. Be sure to count the number of ballots each time a new package is opened and before issuing a ballot to a voter. Keep an eye on how many ballots you are using during the day. Call (703) 324-4735 to request more ballots before you run out.

**Never, ever, leave ballots unattended!**

## Instruct All Officers, before the polls open!

### \_\_\_\_\_ Review Emergency Procedures for Evacuation and Shelter-in-Place.

- Go over the Emergency Evacuation Procedures with Election Officers.
- Make sure all Officers know the exits, evacuation route and outside meeting place.
- Make sure all Officers know the Shelter-in-Place location and route.
- Make sure all Officers know their evacuation and shelter assignments.
- **Designate the Chief or another officer to be responsible for a cell phone to be used for emergencies, curbside voters and to contact the office for official business.**
- **Remind Officers that their personal cell phones may be kept on for emergencies but are not to be used in the polling area except for official business. Personal calls may be made on breaks away from the voting room.**

### \_\_\_\_\_ Remind officers that they are non-partisan on Election Day!

### \_\_\_\_\_ Review Security Procedures

**Remind the officers to be alert. Ask them to report to you if they spot any suspicious packages or suspicious behavior, or any individuals or groups who don't appear to belong in the polling place. Watch and question the individual(s). Call the police, if necessary!**

### \_\_\_\_\_ Review Checking In Voters and Voting Machine Procedures

- Be sure that paper pollbook officers understand how to mark off the pollbook count numbers and enter the numbers in the correct pollbook(s) EPB officers know how to check in voters.
- **Remind officers that the OS machine will reject blank or overvoted ballots. The OS machine will not “see” a write-in on this ballot. If the voter insists on casting a blank ballot, the officer will need to ask the Chief to unlock the front panel and “override” the scanner.**
- **Remind officers to be sure the touch screen voters get a full ballot – top selection – unless the Chief instructs the officer to use a federal-only or presidential-only ballot.**
- Remind the machine and booth officers to notify you if a machine ballot needs to be cancelled or a paper ballot has been abandoned or carried away. [fleeing voter]

# OPENING THE POLLS

## \_\_\_\_\_ Sign Compensation Sheet

- All officers fill in Compensation Sheet next to their assigned number.
- Place Oath Form and Compensation Sheet in Envelope #2.

For officers working split shifts, indicate the times that the afternoon officer arrived and the morning officer departed. Also note the time for any officer who leaves early (e.g., became ill) or who arrived late (e.g., transferred from another location).

Don't forget to swear in the officers serving split shifts or others who arrive late, and don't forget to have them sign the compensation sheet.

## Places everyone... Ready, Set, Go!

### At 6:00 a.m. sharp - Announce that "The Polls are Open."

### *Helpful Reminders . . .*

Cart: Once all machines are opened, for security lock your extra paper ballots, extra Smartcards and supplies in your cart. You may want to store purses, lunches or other personal items in the cart as well. The cart should be kept locked all day and near the Chief's table, out of the way of voters. If space is at a premium, use the top of the cart for forms. You may also use the cardboard triangles to put directional signs on top of the cart, if appropriate.

Keys: Voting machine keys bend easily. If you have trouble re-locking the Touch screen printer covers, press down gently on the bottom right side of the printer cover to get the locking mechanism to engage correctly. Key only requires a quarter turn to lock and unlock the cover - don't force it.

Privacy: Arrange your machines and lines to ensure maximum privacy for voters using the machines and paper ballot booths. Turn the Touch screen booths to the side, so the people waiting are not directly behind the voter in the booth. Arrange your Touch screen machines so that they are not located directly below overhead lights that may cause a glare on the screen. Place the 3-sided cardboard privacy screen on top of the Black Ballot Box to protect the ballots from view as they are fed into the scanner. Do place the cardboard privacy booths in well-lit locations. Make sure all power cords are located and taped down so that voters won't trip over them.



Elderly and Disabled Needing Assistance: Place one of your touch screen voting machine booths on a table instead of its aluminum legs. (This machine may be used by anyone, not just the disabled and elderly voters.) The Touch screen unit also may be placed on the lap of a voter who uses a wheelchair. Ask the voter first, and ensure that the voter has privacy to cast his/her ballot. For paper ballot voters, you may also provide a clipboard if it is easier for them to use.

Please make chairs available along the check-in line and around the voting location for the elderly and disabled voters who are unable to stand in the lines and unable to stand to vote either at a machine or in a voting booth.

Election Officers Voting In-Precinct: Election Officers may not vote before 6:00 a.m. Please process voters waiting in line first. Election Officers may vote at the end of the day or during slow times. Election Officers who are voting in-precinct must follow prescribed procedures, including showing proper identification.

# OPENING THE POLLS

## Cardboard Privacy Booths Assembly Instructions:

- Unfold the cardboard onto a flat surface with the **Flag/VOTE** side down, curved corners at the top, away from you. Note that the unit is divided into three panels across and two vertically.
- Fold the left panel until perpendicular to the flat surface and the bottom half into the center.
- Fold the right panel until perpendicular to the flat surface and the bottom half into the center under the same part on the left panel.
- Now fold the bottom half of the center panel until perpendicular to the flat surface, bringing it up behind the other two lower halves.
- Insert the two tabs on this bottom piece into the slots they meet up with.
- Set the unit upright so the **VOTE** outside panels are visible on the three sides.
- Minimally tape the bottom pieces together, if you think they need it. Please use the blue tape so it can be removed at the end of the day when you disassemble the voting booths.



# DURING THE DAY

## Open Polls promptly at 6 a.m.

**Reminder** – For security, all Election Officers, Pages, Poll Watchers (the authorized representatives of parties or independent candidates.) will wear ID badges at all times inside the polling place. Visitors will have a letter of introduction from the Secretary of the Electoral Board or General Registrar.

### **Va. Code § 24.2-604 prohibits loitering inside a polling place and within 40 feet of any entrance to the polling place [building.]**

Remind your officers and pages to be alert. Ask them to notify you if they spot any suspicious behavior or any individuals or groups who don't appear to belong in the polling place. Periodically, check the 40-foot restricted area outside the building. Call us with problems or concerns!

### At the Check In Table: The Pollbook Officer(s) will ...

- Ask each voter for Full Legal Name and check identification (§24.2-643).

*Acceptable ID's for non-HAVA voters include (see handout for complete list):*

- A Virginia Voter Information Card.
- A valid Virginia Driver's License.
- A Social Security Card.
- An ID issued by a government agency, or Virginia college/university
- A photo ID from an employer.
- A Virginia concealed handgun permit

- Locate voter's name in precinct pollbook.

LINE	ENTER CONSECUTIVE VOTER NUMBER	**	*	NAME	ID NUMBER	BIRTH YEAR	G E N	SD ---- SW	TOWN CODE	P C T	RESIDENCE ADDRESS / MAILING ADDRESS / ZIP C
1				JONES ALBERTA RANDALL	917167523	1929	F				7953 Janna Lee Av
2			?	JONES ANDREA MARIE	613005439	1974	F				7110 Mint Pl Apt 20
3		<b>AB</b>		JONES ANDRIAN JEAN	610274358	1989	F				7809 Belford Dr Apt
4				JONES BEVERLY JR.	306020534	1927	M				3115 Clayborne Av

- Ask voter for current residence address.

⇒ **If name is found and voter is qualified** (no codes to the left of the name) ...

- Repeat voter's name and address in an audible voice.
- Mark off the next consecutive number on the **Pollbook Count Sheet** with pen.

<del>X</del> <sup>1</sup>	<del>X</del> <sup>2</sup>	<del>X</del> <sup>3</sup>	<del>X</del> <sup>4</sup>	<del>X</del> <sup>5</sup>	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

# DURING THE DAY

- Enter the **Count Number** in the 1<sup>st</sup> column of the pollbook.

LINE	ENTER CONSECUTIVE VOTER NUMBER	**	*	NAME	ID NUMBER	BIRTH YEAR	G E N	SD ---- SW	TOWN CODE	P C T	RESIDENCE ADDRESS / MAILING ADDRESS / ZIP CODE
1				JONES ALBERTA RANDALL	917167523	1929	F				7953 Janna Lee Av
2			?	JONES ANDREA MARIE	613005439	1974	F				7110 Mint Pl Apt 20
3		AB		JONES ANDRIAN JEAN	610274358	1989	F				7809 Belford Dr Apt
	<b>5</b>			JONES BEVERLY JR.	306020534	1927	M				3115 Clayborne Av

- Ask voter if he/she wants to vote a paper ballot [optically scanned] or if he/she wants to use the touch screen machine to vote.

- Give the voter a Voting Permit card (3 x 5 card with County Seal)
- Direct the voter to the ballot table to obtain a paper ballot  
— or —
- Direct the voter to the line for the touch screen machines

⇒ If voter has no acceptable ID and is **not** marked with any restricting codes and is otherwise qualified . . . (see *What If 2*; § 24.2-643, B)

- Ask the voter if he/she is able to easily retrieve the ID.
- Give the voter the choice of retrieving the ID or voting a provisional ballot.
  - If the voter returns with an acceptable ID, he/she votes normally, as above.
  - If the voter chooses to vote a provisional ballot, ask the Chief to assist the voter.

⇒ If voter is not found, has applied for an absentee ballot, is already marked as having voted, has moved, changed name, needs assistance, wishes to vote outside the polls, or has “?”, “A”, “F”, “H” or “HA” in the “\*” column ...

LINE	ENTER CONSECUTIVE VOTER NUMBER	**	*	NAME	ID NUMBER	BIRTH YEAR	G E N	SD ---- SW	TOWN CODE	P C T	RESIDENCE ADDRESS / MAILING ADDRESS / ZIP CODE
1				JONES ALBERTA RANDALL	917167523	1929	F				7953 Janna Lee Av
2			?	JONES ANDREA MARIE	613005439	1974	F				7110 Mint Pl Apt 20
3		AB		JONES ANDRIAN JEAN	610274358	1989	F				7809 Belford Dr Apt
4	<b>5</b>			JONES BEVERLY JR.	306020534	1927	M				3115 Clayborne Av

- Ask the voter to step out of line, so other voters are not delayed.
- Contact the Chief or Assistant Chief to assist the voter.

The Chief or Assistant will refer to the **What If** options and contact the Registrar, if necessary, to determine a voter’s eligibility. The necessary paperwork or forms must be completed as well.

**If the voter is deemed qualified to vote . . .**

- Chief will direct the voter back to the front of the line to complete the check-in process. For a curbside voter, the chief will arrange for a paper ballot or a touch screen machine to be taken out to the voter.

# DURING THE DAY

- Chief will indicate to the Pollbook Officer that the book should be marked with the next consecutive count number and an “OP”, “S” and/or “P” as applicable.
- The Pollbook Officer will then mark off next consecutive number on the Pollbook Count Form.



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

- Mark the **Count Number** in 1st column of the Pollbook.
- Mark an "OP", "P" or "S" in the “\*\*” column as applicable.



LINE	ENTER CONSECUTIVE VOTER NUMBER	**	*	NAME	ID NUMBER	BIRTH YEAR	G E N	SD ---- SW	TOWN CODE	P C T	RESIDENCE ADDRESS / MAILING ADDRESS / ZIP CODE
1				JONES ALBERTA RANDALL	917167523	1929	F				7953 Janna Lee Av
2	<b>6</b>	<b>S</b>	<b>?</b>	JONES ANDREA MARIE	613005439	1974	F				7110 Mint Pl Apt 20
3		<b>AB</b>		JONES ANDRIAN JEAN	610274358	1989	F				7809 Belford Dr Apt
4	<b>5</b>			JONES BEVERLY JR.	306020534	1927	M				3115 Clayborne Av

- Give the voter a Voting Permit card (3 x 5 card with County Seal)
- Direct the voter to the ballot table to obtain a paper ballot  
-- or --
- Direct the voter to the line for the touch screen machines

**If the voter is at the wrong precinct or is not qualified to vote . . .**

- *As instructed by the Registrar’s Office*, the Chief will direct voter to the proper precinct or explain why voter is not eligible to vote in this election. It is important to explain voter qualifications and provide the voter with a Voter Registration Form, as appropriate. A Provisional Ballot may be used if warranted.

**Keep the lines at the Check-in Tables, not in the voting area.** Ask the Greeter to slow down the pace at check-in if needed.

***Voters who have checked in and received a Paper Ballot or Voting Permit Card must remain in the room in sight of the election officers. ( § 24.2-643)***

**EPB precincts – Check in voters on the EPB, as above. Follow the prompts on the screen to alert the Chief to any restrictive codes or warnings associated with the voter. Follow the Chief’s instructions regarding the What-If situations.**

# ***DURING THE DAY***

## **If a voter returns to the Ballot Table with a problem ballot...**

- Determine the nature of the problem from the information provided by the Optical Scan Officer. Refer to the optical scan problem solver for guidance. There is an optical scan problem solver (card) in the Chief's kit that can be given to the OS officer for quick reference.
- **If a replacement ballot is issued...**
  - Voter must return the spoiled or damaged ballot to the Ballot Officer in order to obtain a replacement ballot.
  - Write "SPOILED" across the face of the spoiled ballot. To protective ballot privacy, the voter may fill in all the ovals on the ballot.
  - Fold the ballot in half and place it in the Spoiled Ballot Envelope (#4.)
  - Make tick marks on the front of Envelope #4 to keep track of the number of ballots that are spoiled during the day. This number will need to be entered on the SOR on Line A6, after the polls close.
  - When providing a replacement ballot, as applicable to the situation:
    - Clarify the voter's understanding of how to fill in the ovals on the ballot and how many selections can be made in each contest. Point out the instruction poster in the privacy booth.
    - Provide options, as needed: (1) try again on another paper ballot; (2) use the WINvote machine; or (3) get assistance in casting your vote (complete a Voter Assistance form).

## **NO VOTER MAY LEAVE THE VOTING LOCATION WITH A PAPER BALLOT IN HAND!!**

Remind your officers to try to catch any voter who appears to be leaving without putting the ballot into the OS machine or if a ballot is left in a voting booth unattended. The Chief needs to make note of any such events in Chief's Notes and in the discrepancy statement on the SOR, **Part F**. Abandoned ballots (fleeing voters) must be accounted for on the SOR, **Line C3** and then marked "**VOID**" and placed in Envelope #4.

## **At the OS Voting Machine: The OS / Ballot Box Officer(s) will ...**

- Manage the line and have the voters stand back at least four feet from the ballot box to protect the privacy of the voter who is inserting his/her ballot into the reader.
- Instruct any voter that is unsure about how to feed the ballot into the OS machine. Note that the ballot can be fed into the machine either face up or face down, head first or feet first.
- Watch to see that the TOT COUNT number advances on the LCD display.
- Give the voter an "I Voted" sticker. Thank him/her for voting.
- Periodically return Privacy Folders, pens and clipboards to the Pollbook Table.

## **OS Troubleshooting...**

- If the machine jams or kicks the ballot back out, ask the voter to read the error message on the LCD screen to you. (See Machine tab in notebook for the chart of LCD messages.)
  - If the ballot is rejected (kicked back), ask the voter to try again...
    - Smooth out the edge of the ballot if bent and/or trying another orientation (the other side on top or the other end).
    - Carefully re-insert the ballot into the machine.

# DURING THE DAY

- If the ballot is rejected a second time, ask the voter to read the message on the LCD display, making a note of it.
- If “*COUNTED BALLOT JAM*” message appears – This ballot has been scanned and will probably be found stuck between the back of the machine and the Ballot Entry Slot on the Ballot Box.
  - The Chief must unlock the Retaining Door on the Ballot Box.
  - Slide the OS machine out without unplugging the AC cord.
  - Without looking at the ballot, slide the ballot through the Ballot Entry Slot and allow the ballot to drop into the bin.
  - Push the OS machine back into place.
  - Close and relock the Retaining Door on the Ballot Box.
- If a different message appears, see the chart for options.
- For rejected ballots that are totally blank or overvoted...
  - Explain to the voter why the ballot was returned/rejected (without looking at the ballot, if possible.) Point out the instruction poster in the privacy booth or on the wall that explains how to mark the ballot.
  - Send the voter back to the Ballot Table to obtain a replacement ballot.
  - If the voter insists that the ballot is the way he/she wants to vote, even though it is blank or overvoted, the Chief can over-ride the scanner.
    - To override a rejected ballot, unlock the front retaining door.
    - Re-insert the ballot while holding down the “yes” button.
    - After the ballot is accepted, relock the retaining door.

## At the WINvote Machine: the Voting Machine Officer will ...

- Ask voters to leave all drinks and food outside the voting booth.
- Inspect screen/booth for campaign literature/stickers left by departing voter.
- Collect the Voting Permit card from the voter.
- Stand to the side of the machine so the voter can observe as the officer inserts the **BALLOT** card into the Smartcard reader.
- **Select [full] Ballot** (or Federal Only or Presidential Only if instructed by the Chief)
- Select the ballot type (normal, zoom or audio) and touch the **ACTIVATE** square to load the ballot.
- Instruct the voter, if he/she has not used the machine before ...
  - The ballot consists of three voting screens and a summary screen.
  - Selections are made by [lightly] touching the name or box on the screen.
  - A selection may be *changed* by touching the selection again (to turn it off).
  - The ballot is cast by touching the flashing **VOTE** on the last screen.
  - After touching **VOTE**, watch for the machine to confirm that the ballot has been cast and the “Thank you for voting” appears.
- When the voter is ready to begin ask them to select English or Spanish and then press **TOUCH HERE TO START**.
- Stand away from booth, so the voter’s privacy is protected.
- Offer voter an “I Voted” sticker. Thank him/her for voting.

# DURING THE DAY

## Voting Machine Officers must be vigilant...

**Watch** [unobtrusively, so as not to observe how the voter is voting] and  
**Question** [tactfully... "Do you need assistance?"] voters who are:

- Not disabled, but taking an extra long time to vote.
- Making a lot of unusual motions, while standing at the machine.
- Taking "unusual" items out of his/her pockets or purses, e.g., camera phone, pocket knife, etc.
- Carrying coffee, food or other items that could damage a machine.
- Accompanied by children who are touching the machine or hanging on the booth.

## ⇒ **Reminder: If a voter leaves without casting his/her ballot (fleeing voter)...**

The State Board of Elections has issued the following policy and procedure to deal with voters who have left without completing or casting their ballot on the touch screen machines.

- Try to catch the voter when you first observe the ballot is still on the screen.
- If the voter is still present, inform him/her that the ballot will not be counted unless and until he/she completes the process and touches "VOTE."
- If the voter has already left the polling place, the ballot must be cancelled.
- Ask the Chief or Assistant Chief to witness while you cancel the ballot.
- Cancel the ballot by inserting the BALLOT card into the Smartcard Reader.
- When prompted, confirm that you want to cancel the ballot by touching "YES."
- Note that a ballot was cancelled on **Line C2** of the SOR.

## Authorized persons (representatives / candidates / press) who are allowed in the polling place . . .

### • **Electoral Board Members**

- May visit at any time to observe or provide assistance.
- They have a Fairfax County ID badge. Members are:  
Chairman: Seth T. Stark  
Vice Chairman: Hans A. von Spakovsky  
Secretary: Carol Ann Coryell

### • **Rovers and Office of Elections Staff**

- Will have a Fairfax County Employee ID badge.
- May visit at any time to deliver extra supplies or provide assistance.
- If you need your Rover, call (703) 324-4101
- , and we will contact him or her for you.

**DO NOT allow anyone claiming to be a technician to have access to a voting machine without proper identification. If any doubt, call Technical Support (703) 324-4101.**

# DURING THE DAY

- **Poll Watchers (§ 24.2-604-C)**

- Must be registered to vote in Virginia and have written authorization from their party chairman or from an independent candidate who is on the ballot. The Party Chairmen are:

Cesar del Aguila, Chairman, Fairfax County Democratic Committee  
Jay McConville, Chairman, Fairfax County Republican Committee

- Does not have to be the same person all day. They may switch off, but each poll watcher must have his/her own authorization form.
- Must wear a Poll Watcher identification badge (provided by precinct Chief) while inside the polls.
- Must return the Poll Watcher ID badge when leaving or being replaced by another Poll Watcher for the same candidate.
- While the polls are open, one representatives per party or candidate are permitted for each pollbook (paper or EPB station.)
- May use an electronic communication device, but may not take photos.
- May not campaign or display campaign material within the 40-ft. Prohibited Area.  
(See “Poll Watchers” tab for additional information.)

- **Candidates (§ 24.2-604-F)**

- May enter his / her own polling place to vote.
- May visit any polling place for no longer than 10 minutes to observe.
- May not campaign or display campaign material within the 40-ft. Prohibited Area.

- **Exit Pollsters**

- Must be outside the 40-ft. Prohibited Area. They do not need a letter of authorization.

- **Press / TV crew (§ 24.2-604-J)**

- May visit for a short time and film or take pictures **if they do not disrupt the voting**.
- May not film or take close-up pictures of individual voters without their permission.
- May not film or take pictures of a voted ballot – paper or machine.
- May conduct interviews outside the 40-ft. Prohibited Area.
- May interview the Chief if it does not disrupt voting.

Tips on being interviewed:

- Make it brief (you are busy assisting voters).
- Give only facts (number registered, number voting).
- Do not make predictions or offer opinions on candidates or issues.
- Do not discuss individual voters, problems or incidents.
- Do refer press to the Office of Elections at (703) 222-0776

- **Other Visitors / Neutral Observers (§ 24.2-604-I)**

- Must have written authorization signed by the Secretary of the Electoral Board or General Registrar. Chief will be notified in advance by phone or e-mail, if possible.
- Must follow same guidelines as Poll Watchers and Press.

# DURING THE DAY

## **Helpful Hints . . .**

Remind officers to offer assistance where needed, but avoid “lecturing” voters. Don’t “hover” - be available to help, but don’t stand too close. Protect the voter’s privacy.

Keep your eye on the small children, who may try to hang on the booth. Remind parents that the booths could tip over and injure the child (or damage the machine). Also, tactfully remind parents of older children that others are waiting to vote and that they may use the sample ballots to show the issues and machines to their children.

If space permits, arrange your tables and machines, so voters can form one line between Check In tables and the Voting Area, for the next available voting booth or machine (like in the banks).

*Rotate* Election Officers among tasks during the day, at least every 2 hours, if possible, depending upon the physical limitations of your officers. Use your best (quickest) officers on the Pollbook during the busiest times of the day, especially the early morning hours.

Use a Greeter at the door to manage the lines. Slow down the check-in process if necessary to avoid having too many waiting for touch screens or privacy booths.



### ***To assist the elderly and voters with disabilities – (See Accessibility chapter)***

Ask the person if he/she would like assistance. Don’t assume or insist.

At your discretion, you may move very frail or disabled voters to the front of the line - most “able-bodied” voters won’t object.

Provide chairs for these voters if there are long waits in the lines.

Keep the magnifying glass out on the Check-In table, so voters know that it is available.

If you don’t have Pages at your polling place, ask the party workers distributing campaign literature to alert you if a voter needs assistance outside. Post a curbside sign with an office or cell phone number to call for assistance.



### **For blind or severely visually-impaired voters...**

Notify the voter that an audio ballot is available on the WINvote machine (English only). Inform the voter that he/she is not required to use the audio feature, if he/she prefers to have an assistant.

If the voter wishes to use the audio ballot, place the voting machine on a table top and provide a chair and headset (earphones) for the voter. Place the voter’s hands on the frame of the unit and explain that he/she will be using the four quadrants of the screen to make selections, following the instructions on the audio. You may also explain that the voter’s selection(s) will not be visible on the screen so that his/her ballot will be cast in secret. Inform the voter that the audio ballot uses a voice synthesizer and that some of the names may not be pronounced quite accurately. Also direct the voters attention to the volume control on the headset cord. Instructions for the audio ballot are under the “WINvote” tab in this notebook.

If the voter becomes discouraged or confused, the audio ballot may be cancelled at any time before it is cast, and the voter may request an assistant as in the past. (Complete a Voter Assistance form.)





## QUICK REFERENCE TO PROBLEMS

### Problem / Explanation / Action to Take

For Problems 1 - 20, an explanation and the action required for each are detailed beginning on Page 2 of this document.

### Identification (See page 2 for ID requirements)

1. Identification requirements
2. Voter has no acceptable ID

### Address or Name Change

3. Voter's name marked with "2" but voter did not move
4. Voter moved within same precinct, or voter changed name only
5. Voter moved within VA before this election day and after Nov. 8, 2011
6. Voter moved within VA after Nov. 4, 2008 and before Nov. 8, 2011
7. Voter moved to another state

### Pollbook

8. Voter's name marked with "F" on pollbook
9. Voter's name not on pollbook
10. Voter's name omitted from pollbook in error
11. Person is not qualified to vote
12. a. Name is not on pollbook; Registrar unavailable/  
cannot confirm registration (basic Provisional Ballot procedure);  
b. voter lacks ID.
13. Voter is challenged by Officer or another voter
14. Voter's name already marked as having voted

### Accessibility

15. Voter asks for help to vote
16. Voter is blind
17. Voter asks to vote outside polls

### Other

18. Voter's name marked with "A" on pollbook

### Absentee

19. Absentee voter appears at the polling place to vote.

### Extension of Poll Hours

20. Poll hours extended by court order

## Abbreviations & Notations

<b>AB</b>	Absentee Ballot
<b>AB LIST</b>	Final Absentee Ballot Report
<b>CAP</b>	Central Absentee Precinct
<b>EPB</b>	Electronic Pollbook
<b>ID</b>	Identification
<b>OP</b>	Outside Polls
<b>PBC</b>	Pollbook Count
<b>S</b>	Voter has completed required statement (including <i>Affirmation of Eligibility</i> )
<b>SOR</b>	Statement of Results
<b>§ 24.2</b>	Title of the Code of Virginia, also known as the Virginia Election Laws

## Explanation of Symbols by Voter's Name (on EPB may be shown on list, in voter's details or otherwise):

- ?** Voter must complete form before voting to **verify current residential address**. (EPB may show "inactive" or "**address confirmation required**")  
Action depends on whether, when and where the voter moved (Problems 3-7).  
Problems 4-7 also may apply if the voter's name is not marked with "2".
- A** Voter has **assigned number** instead of Social Security Number on voter rolls (Problem 18). This applies to very few voters. **A column of "A's"** (with an occasional "I" on the EPB), indicates "**active**" (vs. "inactive") **status**, not "assigned number."
- H** or **HA** Voter must provide special "**HAVA**" ID required for federal elections; EPB may say "**personal ID required**" (Problems 1 and 2)
- F** **Federal only** overseas voter eligible to vote in federal elections only (Problem 8)
- On EPB the F may be shown under "ballot style."**

If voter has questions about any requirement, voter may call the State Board of Elections at 1-800-552-9745.

# WHAT IF...

## Identification

### Problem Explanation

### Action to Take

**1. ID Requirements** - In all elections, voters shall be asked for identification. The type of identification required varies slightly depending upon the type of voter. See SBE website for comprehensive list.

**Step 1: Determine the type of voter and type of identification required:**

Type of Voter	ID Requirements (See Problem #1 for details and important notes.)  <b>Note:</b> Voter needs only <b>one</b> form of identification.	Procedure if No ID (See Problem #2 for details and important notes.)  <b>New Procedure:</b> Use Provisional Ballot.
Regular Voter	<p><b>One of the following IDs:</b></p> <ul style="list-style-type: none"> <li>• Virginia Voter Registration Card</li> <li>• Social Security card</li> <li>• Valid Virginia Driver's License*</li> <li>• Virginia Concealed Handgun permit</li> <li>• Valid Student ID* issued by an institution of higher education located in Virginia</li> <li>• Valid Employee ID Card*                             <ul style="list-style-type: none"> <li>○ Must have photo</li> <li>○ Must be issued in the ordinary course of business</li> </ul> </li> <li>• ID issued by Government Agency of:                             <ul style="list-style-type: none"> <li>○ The Commonwealth of Virginia (including a public college or University in Virginia), <b>or</b></li> <li>○ One of the Commonwealth's political subdivisions (counties, cities, towns, etc.), <b>or</b></li> <li>○ The United States</li> </ul> </li> <li>• A copy of a current** utility bill, bank statement, government check, or paycheck                             <ul style="list-style-type: none"> <li>○ Must show the name and address of the voter</li> </ul> </li> </ul>	
HAVA Voter (voter's name marked with "H" on pollbook.)	<p><b>A current and valid* photo identification, or</b></p> <p><b>A copy of one of the following current** documents containing the voter's name and address:</b></p> <ul style="list-style-type: none"> <li>• A utility bill</li> <li>• Bank statement</li> <li>• Paycheck</li> <li>• Government check or other government document (including a Virginia Voter Registration Card)</li> <li>• A document from any federal, state, or local government agency</li> </ul>	Use Provisional Ballot.

\* **Valid** – the document is unexpired or expired within the 30 days prior to the election

\*\***Current** - the document contains a name and address that matches the information within the pollbook

**Important!**

**Never turn a voter away because of lack of ID.**

**1. ID Requirements (continued)**

**Step 2:** For all voters who show ID, compare preprinted ID with information on pollbook.

Do not record the type of ID examined.

**Do the name and address on the ID match the information in the pollbook?**

- **Note:** The steps below presume that the voter stated his current residence address and name as listed in the pollbook when checking-in and that the officer of election repeated that information in an audible manner. If the voter did not state the residence address and name as listed on the pollbook please see Problems 4 – 7 to determine voter’s eligibility. In addition, voter must still satisfy ID requirements.

**1) If address on ID is not the same as listed on the pollbook:**

- Ask voter where he/she is currently residing.
- If voter has moved or changed name, then see Problems 4 – 7. If voter is eligible to vote or qualifies for a provisional ballot then go to step 2 below to ensure voter meets ID requirements.
- If voter has not moved, go to step 2.
- **Remember:** Some acceptable forms of ID do not include a residence address.

**2) Review steps below to ensure voter has presented an acceptable ID:**

**Action To Take:**

- a. For all voters:** If a photo ID is presented follow instructions to right. →
- Mark off next PBC number and enter PBC number in pollbook
  - OR, on EPB, check in the voter (PBC increments automatically).
  - Have voter cast vote on voting equipment in use in the precinct.
- b. For all voters that present a bank statement, utility bill, government check, or paycheck:**
1. Check to see if document displays residence address in pollbook somewhere on the document. If it does, then follow instructions to the right.
  2. If document does not display residence address in pollbook, check pollbook or contact registrar to see if address on document matches mailing address on record for the voter. If registrar or pollbook confirms address on document matches mailing address, then follow instructions to right.
  3. If address on document does not match mailing or residence address then voter must provide a different form of acceptable ID or vote provisionally. Go to Problem 2 if voter has to vote provisionally.

**c. For Regular Voters with all other forms of acceptable ID:**

1. Address is not required to match, follow instructions to right.

**d. For HAVA Voters who present non-photo ID:**

1. Any other government document or non-photo ID is treated the same as b. 1-3 above.

**Problem Explanation**

**Action to Take**

**2. Voter Has No Acceptable ID**

- The Regular Voter has either failed to provide the required ID, or

This voter **shall not** cast a regular ballot, but the voter must be allowed to cast a Provisional Ballot.

- a voter marked with an **F** or **FA** has failed to provide the required ID

§ 24.2-653 and 42 USC § 15482 [of the "Help America Vote Act of 2002"].

**Is lack of ID the only reason that the voter is casting a provisional ballot?**

If the answer is **Yes** .....

→ If the answer is **Yes** to lack of ID being the only reason for casting a provisional ballot:

- Ask the voter if he or she is able to easily retrieve the necessary ID
  - If so, alert the voter to the fact that doing so prior to casting a provisional ballot will entitle him or her to cast a Regular Ballot on Election Day.
- Inform the voter that he or she will be required to **submit a copy** of their identification in order for their vote to count if they choose to cast a Provisional Ballot.
- Have voter complete identifying information and read and sign statement on the lime green Provisional Vote Envelope – ID ONLY.
- Officer must also sign envelope and enter precinct information on front.
- Enter voter's information on the *Precinct Provisional Ballots Log*. (Do not enter a PBC number or any other information on the pollbook for this voter. Do not add voter to pollbook.)
- On the log, mark the box below "ID" for the reason(s) the person is voting a provisional ballot. If HAVA ID is required from the voter, mark an "H" in the box.
- Have person vote and seal ballot in lime green envelope.
- Place sealed lime green envelope in Ballot Box.
- Give the voter the *Provisional Voter Notice – Identification* (SBE 643 form). This informs the voter when and where the Electoral Board will meet following the election to consider his qualifications, and provides other required notifications including methods of submitting the copy of the required identification.

**Note:** The Provisional Ballot is **not** counted on Election Day. It is counted by the Electoral Board only after the voter submits a copy of the ID to the Electoral Board by the deadline of noon on the Friday after the election.

# WHAT IF...

## Address Move / Change

### Voter Has Moved

The determination of whether a voter can vote in the precinct where the voter is registered and would have been qualified to vote if not for the move (original precinct) after moving depends on:

- 1) How far did the voter move? and
- 2) When did the voter move?

When Did Voter Move?	How far did the voter move?			
	Within Precinct?	Within County/City and Congressional District (but <u>not</u> same precinct)?	Within Virginia (but <u>not</u> same County/City or congressional district)?	To another state? (Voter who moves within 30 days of a <u>presidential election</u> may be eligible for a presidential-only ballot. See #7)
Before this election day and after November 8, 2011?	Yes: Can vote. See # 4.	Yes: Can vote in the precinct where voter is registered and would have been qualified to vote if not for the move. See #5.	Yes: Can vote in the precinct where voter is registered and would have been qualified to vote if not for the move. See #5.	No. See # 7.
Before November 8, 2011 and after November 4, 2008?	Yes: Can vote. See # 4.	Yes: Can vote in the precinct where voter is registered and would have been qualified to vote if not for the move. See #6.	No. See #6.	No. See # 7.
Before November 4, 2008?	Yes: Can vote. See # 4.	No. See #6.	No. See #6.	No. See # 7.

For detailed instructions please see additional information and important notes below.

#### **Exception: Town Elections**

A voter who moved out of the town may **not** return to vote in the town election but may be eligible to vote in non-town elections held at the same time (see problems 4-7).

# WHAT IF...

## Address Change / Move

### Problem Explanation

### Action to Take

#### 3. Voter's name marked with ? but voter did not move

(EPB may show "inactive" or "address confirmation required")

Voter's name is marked with ? on the pollbook because of failure to respond to a confirmation notice relating to a change of address, or voter may have been flagged by the Registrar to receive a confirmation because of a reported possible address change or returned mail.

To be eligible to vote, this voter **must** now affirm his eligibility to vote by signing *Affirmation of Eligibility*.

[If voter's address has changed see Problems 4-7 below]

§ 24.2-428.2  
§ 24.2-651

#### If voter's address has not changed:

- Use *Affirmation of Eligibility* form.
- Officer **must** challenge voter then initial and complete Section A and check Box A of the *Affirmation of Eligibility* form.
- Have voter complete and **sign** Section B - Affirmation of Voter statement before voting.
- State voter's name and address.
- Pollbook:

Paper	Electronic
Mark off the next PBC number. Enter PBC number and "S" (for Statement) in appropriate columns.	Check in voter according to equipment instructions.

- Have voter cast vote on voting equipment in use in the precinct.

#### 4. Voter moved within the same Precinct or Voter changed name only

[Voter's name may have a ? on pollbook. EPB may show "inactive" or "address confirmation required"]

A voter is permitted to vote if the change of address is within the **same** precinct.

A change of name **will not** affect the voter's qualification to vote.

#### Exception: Town Elections

A voter who moved out of the town may **not** return to vote in the town election but may be eligible to vote in non-town elections held at the same time (see problems 4-7).

- Have voter **complete and sign** a *Voter Registration Application*, entering former address and/or name under "previous registration."
- State voter's name and address.
- Pollbook

Paper	Electronic
Do not write or enter new address. Mark off next PBC counter number and enter PBC number in pollbook.	Check in voter according to equipment instructions.

- Have voter cast vote on voting equipment in use in the precinct.

#### 5. Voter moved within Virginia before this election day and after November 8, 2011

[Voter's name may have a ? on pollbook. EPB may show "inactive" or "address confirmation required"]

If answer is **yes**, voter may vote in the precinct where voter is registered and would have been qualified to vote if not for the move.

- Have voter complete and sign a *Voter Registration Application*.
- State voter's name and address.
- Do **not** write or enter the new address on the pollbook.
- Mark off next PBC number and enter PBC number in pollbook
- OR, on **EPB**, check in the voter (PBC increments automatically).
- Have voter cast vote on voting equipment in use in the precinct.

Did voter move **within** Virginia **after** November 8, 2011?

§ 24.2-401

#### Exception: Town Elections

A voter who moved out of the town may **not** return to vote in the town election but may be eligible to vote in non-town elections held at the same time (see problems 4-7).

§ 24.2-101  
§ 24.2-651

If answer is **no**, voter might be able to vote. Follow the instructions in problems # 6 and 7.

# WHAT IF ...

## Address Change / Move

Problem	Explanation	Action to Take
<p>6. Voter moved <u>after</u> <b>November 4, 2008</b> and <u>before</u> <b>November 8, 2011</b></p>	<p>1. Did voter move within the same county or city after November 4, 2008 and before November 8, 2011?</p> <p>2. Is voter's new address within the same *Congressional District?</p> <p>§ 24.2-401</p>	<p>If answer is <u>yes to both questions</u>, voter must be challenged by Officer of Election before voting.</p>
<p>[Voter's name may have a ? on pollbook. EPB may show "inactive" or "address confirmation required"]</p>	<p>*<b>Note:</b> Some localities have more than one Congressional District. If you do not have a street file map, call the Registrar's office.</p> <p>*<b>Note:</b> The current Congressional District lines are used for this assessment, not those in effect at the time the voter moved. Congressional district lines searchable by zip code: <a href="http://www.house.gov">http://www.house.gov</a></p>	<ul style="list-style-type: none"><li>• Have person <b>complete and sign</b> a <i>Voter Registration Application</i>.</li><li>• Use <i>Affirmation of Eligibility</i> form.</li><li>• Officer challenging must initial and complete Section A and complete the Statement of Challenger (checking Boxes C &amp; 4).</li><li>• Have voter read and sign Section B (Affirmation of Voter) and complete form with their name and new address before voting.</li><li>• State voter's name and address.</li><li>• Do <b>not</b> write the new address on the pollbook.</li><li>• Mark off the next PBC number. Enter PBC number and "<b>S</b>" (for Statement) in appropriate columns in pollbook.</li><li>• OR on <b>EPB</b>, check in the voter and set voter flag to "<b>S</b>" per instructions.</li><li>• Have voter cast vote on voting equipment in use in the precinct.</li></ul>
<p><b>Exception: Town Elections</b> A voter who moved out of the town may <b>not</b> return to vote in the town election but may be eligible to vote in non-town elections held at the same time (see problems 4-7). § 24.2-101 § 24.2-651</p>	<p>If answer is <b>yes to both</b> questions</p>	<p>If answer is <u>no to either question</u>, person may <u>not</u> vote.</p>
<p>If answer is <b>no to either question</b></p>	<ul style="list-style-type: none"><li>• Have person <b>complete and sign</b> a <i>Voter Registration Application</i> to be eligible to vote in the next election at new precinct.</li></ul>	<p><b>Note:</b> If any person says he is a registered voter in the precinct and is eligible to vote in the election, he <b>must</b> be allowed to cast a provisional ballot. Follow procedures in Problem #12a and use reasons #1 or 2 (as appropriate).</p>

Problem	Explanation	Action to Take
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## Presidential Elections

### 7. Voter moved to another State

#### Questions:

1. Did voter move to another state on or after October 8, 2012?
2. Is this a (presidential) election?

If **yes to both**, voter may vote a ballot in the 2012 Presidential Election for Presidential and Vice-Presidential electors only in the Virginia precinct where voter is registered and would have been qualified to vote if not for the move.

§ 24.2-402  
§ 24.2-651

If answer is **yes to both**, voter must be challenged by Officer of Election before voting a **Presidential Only Ballot**.

- Use *Affirmation of Eligibility* form;
- Officer challenging must initial and complete Section A and complete the Statement of Challenger (check Boxes C& 3.)
- Have voter read, and sign Section B, and complete the form with their name and new address before voting.
- Do **not** write the new address on the pollbook.
- Tell voter that the Registrar will use the *Affirmation of Eligibility* to cancel the voter's Virginia registration after this election.
- State voter's name and address.
- Mark off the next PBC number. Enter PBC number and "**S**" (for Statement) in appropriate columns in pollbook, along with "PR" (for President), and write "PR" across voter's PBC number on the Pollbook Count Form.
- OR on **EPB**, check in the voter and set voter flag to "**S**" per instructions and indicate "presidential-only" in ballot style field or comments, as instructed.
- Issue the **Presidential-Only Ballot**. Follow instructions for equipment in use in your precinct if programmed for this ballot style. (Be sure to set machine back to full ballot for next voter.) If not, issue paper **Presidential-Only Ballot** and have voter hand folded voted ballot to officer to put unopened into ballot box. (§ 24.2-646).

**Note:** A voter who has moved to another state may not vote in any other election or for any other office.

If **no to either**, voter may **not** vote

§ 24.2-401

If answer is **no to either**, person may **not** vote. Inform person he may **not** vote in Virginia.

- Ask person to write and sign a note to the Registrar, before leaving precinct, stating that he or she has moved out of state and asking that his/her Virginia registration be cancelled. Note should include full name, date of birth, SSN (requested, not required) and new address. Put note in Envelope 8. (If cancellation request forms have been provided to precinct, use form.)

**Note:** If any person says he is a registered voter in the precinct and is eligible to vote in the election, he **must** be allowed to cast a provisional ballot. Follow procedures in Problem #12a and use provisional reasons #1 or 2 (as appropriate).

Problem	Explanation	Action to Take
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**8. Voter's name marked with a "F" on pollbook**

Registered overseas voter who **may** have been issued an absentee ballot.

Officers need to check the pollbook and determine whether an "AB" is listed next to the voter's name. An "AB" indicates an absentee ballot was issued to the voter. If there is an "AB" next to the voter's name on the pollbook, follow the procedures outlined in Problem #19 for all absentee voters who appear in the polling place.

(On EPB may be shown in voter's details, message box or ballot style.)

Voters marked with "F" are eligible to vote in **federal elections only**.

For "F" voter, if there is no "AB" listed next to the voter's name on the pollbook and the voter does not appear on the Final Absentee Report, the voter was **not** issued an absentee ballot and **is** allowed to vote a ballot for federal offices only.

- State voter's name and address.
- Mark off next PBC number, enter PBC number and "F" in pollbook, and write "F" across voter's PBC number in the Pollbook Count form.
- OR, on **EPB**, check in the voter.
- Issue the **Federal-Only Ballot**. Follow instructions for equipment in use in your precinct. (Be sure to set machine back to full ballot for the next voter.)

§ 24.2-453  
 § 24.2-420.1  
 § 24.2-653.1  
 § 24.2-708  
 § 24.2-711

A person who returns to reside in Virginia from overseas within 28 days before the election is eligible to register late and should be directed to the General Registrar.

**Problem** **Explanation** **Action to Take**

**9. Voter's name is not on pollbook**

**Possible reasons:**

- Registration application received **after** deadline or not received.  
§§ 24.2-416, 24.2-417
- Voter's registration application was denied due to incomplete information or other requirement.  
§ 24.2-418
- Registration was cancelled for some legally required reason (e.g., DMV noncitizen report)  
§§ 24.2-427 – 24.2-429
- Voter is in wrong precinct.  
§ 24.2-400.
- Voter's registration was lost by an agency authorized to receive registration forms.  
§ 24.2-653(B)

**Note:** Voter may have a receipt showing registration form was given to a voter drive (not an authorized agency). This is not proof of registration but the receipt may be useful for investigation and prosecution if the drive did not submit the forms by the legal deadline.

**Exception military, recently discharged or returning**

**overseas:** Section §24.2-420.1 provides limited exceptions allowing Election Day in-person registration at the Registrar's Office for certain active duty or recently discharged military and overseas residents, cohabitant, spouses, and dependents who are normally absent from their locality, or have been absent and returned to reside there during the 28 days before the election, or were discharged from active duty within 60 days before the election. Check with the General Registrar if one of these exceptions might apply.

**Before calling the Registrar's Office:**

- Check for correct spelling or recent name change.
- Look for name at end of alphabetical section on the pollbook or on any separate listing provided by the Registrar.
- If the voter is registered in another precinct, and has **not** moved, provide directions to that polling place.
- If voter has moved from the address where registered, and has **not** submitted a new timely registration to an authorized agency, see Problems # 4 - 7 to advise voter whether he/she is eligible to vote in his /her old precinct in this election.
- Ask for person's full legal name, address, social security number, when/where registered to vote, and when/where last voted.
- If voter submitted application by applicable deadline, in person at an agency authorized to receive registration (DMV) ask for any proof of application or ask the Registrar to contact SBE if proof is not available.
- Call the Registrar and proceed under one of the following three scenarios:
  - Problem 10: if the Registrar can immediately confirm qualifications.
  - Problem 11: if the Registrar states that the person is not qualified to vote.
  - Problem 12: if Registrar is unavailable or unable to confirm qualifications.

# WHAT IF...

Problem	Explanation	Action to Take
<b>10. Voter's name omitted from pollbook in error</b>	<p>Only the Registrar, who has access to all voter registration records, may authorize the Officer to add a voter's name to the pollbook.</p> <p>§ 24.2-652</p>	<p><b>If Registrar authorizes Officer to add voter's name to pollbook:</b></p> <ul style="list-style-type: none"><li>• Use <i>Affirmation of Eligibility</i> form. Officer must initial and complete Section A and check Box B.</li><li>• Have voter read, complete and sign Section B (Affirmation of Voter).</li><li>• Enter voter's name and address only on the pollbook at the end of alphabetical section that applies,</li><li>• OR, for <b>EPB</b>, add voter's name per instructions.</li><li>• State voter's name and address.</li><li>• Mark off the next PBC number. Enter PBC number and "<b>S</b>" (for Statement) in appropriate columns in pollbook.</li><li>• OR on <b>EPB</b>, check in the voter and set voter flag to "<b>S</b>" per instructions.</li><li>• Have voter cast vote on voting equipment in use in the precinct.</li></ul>

## **11. Person is not qualified to vote**

The Registrar **will advise** the Officer if a person is not qualified to vote.

42 USC § 15482 [of the "Help America Vote Act of 2002"].

- Inform person he may **not** vote.
- Have person complete and sign a *Voter Registration Application* to be eligible to vote in the **next** election.

**Note:** If any person says he is a registered voter in the precinct and is eligible to vote in the election, he **must** be allowed to cast a provisional ballot. Follow procedures in Problem #12a and use reasons #1 or 2 (as appropriate).

Problem	Explanation	Action to Take
<p><b>12a. Provisional Ballot when:</b></p> <ul style="list-style-type: none"> <li>• Person's name is not on pollbook ;</li> <li>• The Registrar cannot be contacted or the Registrar cannot confirm the person is registered to vote; <b>and</b></li> <li>• The voter says he is registered to vote in the precinct and eligible to vote in the election.</li> <li>• This is the basic provisional ballot procedure (reasons #1 or 2). When following this procedure for other problems, be sure to check the appropriate provisional voting reason(s) on the provisional ballot envelope, the <i>Precinct Provisional Ballots Log</i> and the <i>Provisional Voter Notice</i> (HAVA-5 form).</li> </ul>	<p>This voter <b>may only vote</b> by casting a Provisional Vote and <b>must be allowed</b> to cast a provisional ballot [green envelope].</p> <p>The Provisional Ballot is <b>not</b> counted on Election Day. It is counted by the Electoral Board on the day after the election if the person is found to be qualified to vote.</p> <p>§ 24.2-653 and 42 USC § 15482 [of the "Help America Vote Act of 2002"].</p>	<ul style="list-style-type: none"> <li>• Have voter complete identifying information and read and sign statement on the green Provisional Vote envelope.</li> <li>• Have voter check <b>either Box #1 (not listed) or Box #2 (not listed and moved)</b>, as appropriate, under "Statement of Voter" on the envelope.</li> <li>• Officer must also sign envelope and enter precinct information on front.</li> <li>• Ask voter to show one of the IDs listed under Problem 1.</li> <li>• If voter has no acceptable ID, check the box beside "Voter ALSO did not provide qualified identification." (see Problem 2)</li> </ul> <p><b>New Procedure:</b></p> <ul style="list-style-type: none"> <li>• Enter voter's information and reason for voting a provisional ballot on the <i>Precinct Provisional Ballots Log</i>. (Do not enter a PBC number or any other information on the pollbook for this voter. Do not add voter to pollbook.)</li> <li>• On the log, mark the box below the number(s) for the reason(s) the person is voting a provisional ballot. If additional information needs to be communicated to the Registrar or Electoral Board about the voter's qualifications, list that on the back of the form with the corresponding number beside (for example, "3. Voter says he registered at (agency/location) on/around (date)").</li> <li>• Have person vote and seal ballot in green envelope.</li> <li>• Place sealed green envelope in Ballot Box.</li> <li>• Give the voter the <i>Provisional Voter Notice</i> (HAVA-5 form), with the reason(s) the voter cast a provisional ballot checked by the officer. This informs the voter when and where Electoral Board will meet following the election to consider his qualifications, and provides other required notifications.</li> <li>• If the voter was also missing the required ID, provide the voter with the <i>Provisional Voter Notice – ID</i> (SBE 643) form as well. This will inform the voter of the ways to submit a copy of required identification.</li> </ul> <p><b>Voter must be offered a registration application.</b> § 24.2-653 (A)(para. 2,last sentence).</p> <p>Explain that completing this application <b>may</b> affect his or her eligibility to vote in today's election and the voter may present additional evidence to the Electoral Board documenting his or her eligibility. The <i>Provisional Voter Notice</i> provides details.</p>

Problem	Explanation	Action to Take
<p><b>12b. Provisional Ballot when:</b> Either regular or HAVA voter fails to present the required ID and does not have another reason for voting provisionally.</p>	<p>This voter <b>may only vote</b> by casting a Provisional Vote and <b>must be allowed</b> to cast a provisional ballot [lime green envelope].</p> <p>The Provisional Ballot is <b>not</b> counted on Election Day. It is counted by the Electoral Board only after the voter submits a copy of the ID to the Electoral Board by the deadline.</p> <p>§ 24.2-643 § 24.2-653 42 USC § 15482 [of the "Help America Vote Act of 2002"].</p>	<ul style="list-style-type: none"><li>• Have voter complete identifying information and read and sign statement on the lime green Provisional Vote Envelope – ID ONLY.</li><li>• Officer must also sign envelope and enter precinct information on front.</li></ul> <p><b>New Procedure:</b></p> <ul style="list-style-type: none"><li>• Enter voter's information on the <i>Precinct Provisional Ballots Log</i>. (Do not enter a PBC number or any other information on the pollbook for this voter. Do not add voter to pollbook.)</li><li>• On the log, mark the box below "ID" for the reason(s) the person is voting a provisional ballot. If HAVA ID is required from the voter, mark an "H" in the box.</li><li>• Have person vote and seal ballot in lime green envelope.</li><li>• Place sealed lime green envelope in Ballot Box.</li><li>• Give the voter the <i>Provisional Voter Notice – ID ONLY</i> (SBE 643 form). This informs the voter when and where Electoral Board will meet following the election to consider his qualifications, and provides other required notifications including methods of submitting a copy of the required identification.</li></ul>

Problem	Explanation	Action to Take
<p><b>13. Voter is challenged by Officer or another voter (including representative of Party or Independent candidate)</b></p>	<p>A qualified voter <b>may</b> challenge any person listed on the pollbook who is known or suspected (by the challenger) not to be a qualified voter.</p> <p>An Officer of Election <b>must</b> challenge such person.</p> <p>§ 24.2-651</p> <p><b>Note: A person who is challenged and refuses to sign the Affirmation of Eligibility statement may not vote.</b> Do not enter PBC number or "S" in pollbook. (See exception below.)</p> <p><b>Note:</b> If any person says he is a registered voter in the precinct and is eligible to vote in the election, he <b>must</b> be allowed to cast a provisional ballot. Follow procedures in Problem # 12a and use reason "Other—challenged, refused statement."</p>	<ul style="list-style-type: none"> <li>• Explain to voter the qualifications to vote, if necessary. (See information on the <i>Voter Registration Application</i>.)</li> <li>• Use <i>Affirmation of Eligibility</i> form. <b>Officer challenging must initial and complete Section A then check Box C.</b></li> <li>• <b>Person or officer challenging the voter must complete and sign the Statement of Challenger (in Section A)</b> on the <i>Affirmation of Eligibility</i> form. If the challenger will not complete and sign the form, then the voter has not been challenged and may proceed to check in and vote normally.</li> <li>• <b>Have challenged voter read, complete and sign Section B</b> (Affirmation of Voter), if voter chooses to vote.</li> <li>• State voter's name and address.</li> <li>• Mark off the next PBC number. Enter PBC number and "S" (for Statement) in appropriate columns in pollbook.</li> <li>• OR on <b>EPB</b>, check in the voter and set voter flag to "S" per instructions.</li> <li>• Have voter cast vote on voting equipment in use in the precinct.</li> </ul>
<p><b>14. Voter's name already marked with PBC number on pollbook (or already checked in on the EPB)</b></p>	<p>The voter is only entitled to cast a Provisional Ballot.</p> <p><b>Voter must:</b></p> <ul style="list-style-type: none"> <li>• Show identification showing him to be the voter listed on the pollbook <b>and</b></li> <li>• Affirm his eligibility to vote by <b>signing</b> the <i>Provisional Ballot Envelope</i>.</li> </ul> <p><b>Note:</b> § 24.2-651.1</p>	<p><b>New Procedure</b></p> <ul style="list-style-type: none"> <li>• Allow voter to cast a Provisional Ballot following the procedures listed within <b>Problem 12a</b>, but mark <b>Box #5</b> on the <i>Provisional Vote Envelope, Precinct Provisional Ballots Log, and Provisional Voter Notice</i> (HAVA – 5 form).</li> </ul>

Problem	Explanation	Action to Take
<b>15. Voter asks for help to vote</b> [If voter is blind see #16 below]	<p>A voter may ask for help in voting due to a physical disability or an inability to read or write (includes needing ballot translation).</p> <p>The voter's assistant may be an Officer of Election or any other person designated by the voter who is not the voter's employer or agent of voter's union.</p> <p><b>No authorized representative</b> of a candidate or party in the polling place or <b>neutral observer</b> authorized by the Electoral Board under § 24.2-604 may assist a voter or wear any indication that he is available to assist.</p>	<p><b>If person is qualified to vote and requests assistance:</b></p> <ul style="list-style-type: none"><li>• Use the <i>Request for Assistance</i> form.</li><li>• Take voter and assistant aside; explain purpose of <i>Request for Assistance</i> form, if necessary.</li><li>• Have voter <b>sign</b> Section A (<i>Request of Voter</i>) or if voter is unable to sign have assistant write: "voter unable to sign" and print voter's name.</li><li>• Have assistant sign <b>and</b> complete section B (<i>Agreement of Assistant</i>).</li><li>• Have assistant accompany voter inside booth to assist voter and/or cast voter's vote on voting equipment in use in the precinct.</li></ul>
<p><b>If a paper or optical scan/markense ballot</b> is used, assistant (not voter) must deposit ballot in ballot box.</p> <p>§ 24.2-649 B &amp; C</p> <p><b>Note:</b> In any precinct in which an electronic voting device with an <b>audio ballot</b> is available, the officer <b>shall</b> notify the voter requesting assistance of the availability of the audio ballot and instruct the voter in the use of the equipment. The voter shall not be required to use the equipment unassisted.</p>	<p><b>If voter asks Officer of Election to <u>translate</u> the ballot:</b></p> <ul style="list-style-type: none"><li>• Officer must first ask any authorized representatives of parties/candidates in the polling place whether they have a volunteer available who can interpret for the voter in the requested language.</li><li>• If available, one interpreter per such party or candidate will be allowed to <u>listen</u> to the officer assist the voter.</li><li>• Follow procedures above and use <i>Request for Assistance</i> form.</li><li>• Any party/candidate interpreter(s) must complete Part C.</li><li>• Voter may choose one of the interpreters to assist instead of the officer.</li><li>• New assistant must be qualified to assist (Part B) and complete a new assistance form accordingly.</li></ul>	
<b>16. Voter is blind</b> Follow procedures in #15 above with these modifications.	<p>A blind voter is <b>not</b> required to sign the <i>Request for Assistance</i> form but the name of the voter is required.</p> <p>A blind voter's assistant may be an Officer of Election or any other person designated by the voter.</p> <p><b>Note:</b> In any precinct in which an electronic voting device with an <b>audio ballot</b> is available, the officer <b>shall</b> notify the voter requesting assistance of the availability of the audio ballot and instruct the voter in the use of the equipment. The voter shall not be required to use the equipment unassisted.</p> <p>§ 24.2-649 D</p>	<p><b>If person is qualified to vote and requests assistance:</b></p> <ul style="list-style-type: none"><li>• Take voter and assistant aside; explain purpose of <i>Request for Assistance</i> form, if necessary.</li><li>• Use the <i>Request for Assistance</i> form. Advise voter that his signature on the form is <b>not</b> required, but identifying information is required.</li><li>• Write "Blind Voter" on signature line in Section A and print voter's name on line below.</li><li>• Have assistant <b>sign and complete</b> Section B.</li><li>• Allow Assistant to accompany voter inside booth to assist voter and/or cast voter's vote on voting equipment in use in the precinct.</li></ul>

**Problem Explanation****Action to Take****17. Voter asks to vote outside polls**

A voter who is **physically disabled or age 65 or older** may ask to vote outside the polls, but within 150 feet of the entrance to the polling place.

Voter should mark ballot in the officer's presence but in a private manner unless the voter has requested assistance and *Request for Assistance* form has been completed.

§§ 24.2-638 and 24.2-649 A

**If person is qualified to vote:**

- Mark off the next PBC number. Enter PBC number and "OP" (Outside Polls) in appropriate columns in pollbook. If a paper ballot is used, "P" (Paper) should also be marked on the pollbook.
- OR on **EPB**, check in the voter and set appropriate voter flag to "**OP**" (and to "P" if a paper ballot is used) per instructions.
- Take to the voter a *Request for Assistance* form and pen, if needed, and any required marking device for the ballot to be used.

Three options exist for casting ballot:

1. If a **paper ballot** is used, have voter seal voted ballot in Outside Polls Envelope and deposit sealed, Outside Polls Envelope in Ballot Box upon return to the polling place.
2. If an **optical scan ballot** is used, the Officer shall immediately cover the voted ballot to preserve the voter's privacy, and deposit the ballot in the counter upon return to the polling place.
3. An **electronic voting device** that is easily portable may be used for curbside voting if **all** of the following conditions are met:
  - At all times, the voting device must remain in the plain view of **two officers** of election representing the two political parties **or**, if the use of two officers for this purpose would result in too few officers remaining in the polling place to meet legal requirements; the equipment shall remain in plain view of one officer who shall be either the chief officer or the assistant chief officer.
  - The voter shall cast his ballot in a secret manner (Voter may request assistance. See problems 15-16); and
  - After the voter has completed voting, the officer(s) must immediately return the voting device to its assigned location inside the polling place.

By law, **all** of the following information must be recorded on the Statement of Results **each time** a DRE machine is removed for curbside voting:

For Edge, iVotronic, Patriot, TSX or WINvote record:

- The machine number,
- The time that the machine was removed and the time it was returned,
- The number on the machine's public counter before the machine was removed and the number on the same counter when it was returned,
- The name(s) of the officer(s) who accompanied the machine, and
- The **name(s) of the voters** who voted on the machine

For eSlate record:

- The serial number,
- The time that the machine was removed and the time that it was returned,
- Both Officers' affirmation that **only one** access number was issued to the curbside voter,
- The name(s) of the officer(s) who accompanied the machine, and
- The **name(s) of the voters** who voted on the machine

Problem	Explanation	Action to Take
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**18. Paper Pollbook shows, an "A" in the column to the left of the voter's name (on EPB may be shown in voter's details or otherwise)**

These voters do not have a Social Security Number in the system. The Officer is required by law to ask if voter has a Social Security Number.

*Constitution of Virginia, Art. II, § 2*  
§ 24.2-418  
§ 24.2-643(D)

**Note:** The SSN is required for the registration record, if the voter has one, to prevent duplicate registrations and fraud.

This applies to very few voters.

A **column of "A's"** (with an occasional "I") on the **EPB** indicates "active" vs. "inactive" status not "assigned number."

Ask voter to complete a new *Voter Registration Application* form. Next to or above the Social Security Number on the form, the Officer should write "SSN Update." Do **not** write SSN on the pollbook or ask voter to state it publicly.

**Note:** The "A" status does not otherwise affect the voter's qualification to vote. Proceed to process the voter normally.

**Problem****Explanation****Action to Take****19. Absentee voter comes to the polling place to vote**

Action to take depends on pollbook status and whether voter has ballot with them. Provisional voting is required unless the voter can present ID and return the ballot at the polls.

**REMEMBER:** If the voter returns a ballot that is voided and placed in envelope #4, record the voter's name and voter ID number on the back of the #4 envelope for use on the SOR (Part F) at closing.

§§ 24.2-653.1, 24.2-707, 24.2-708, 24.2-712

**Note:** Any voter marked with an **F** on the pollbook may vote a ballot for federal offices only. A provisional ballot issued to this voter must be the **Federal-Only Ballot**. See Problem **#8**.

1. Verify status of absentee ballot on final AB list and pollbook
  - a. If status says "Marked" or "On Machine" he/she has already voted and cannot vote again. (If voter claims that he/she did not already vote or request an absentee ballot, you may offer the voter a provisional ballot.) See Reason Code #5.
  - b. If status says "Unmarked", voter must cast a provisional ballot.
  - c. If status says "Issued" proceed to #2.
2. For AB voter with "Issued" status
  - a. If voter does not have the ballot, voter must be offered a provisional ballot. See Reason Code #4.
  - b. Call the office before issuing a provisional ballot. Do not send voter to the General Registrar/Electoral Board Office.
  - c. If voter has the absentee ballot, proceed to #3.
3. If the AB voter has the absentee ballot
  - a. Ask voter to remove ballot from envelope and write VOID across the front of the ballot.
  - b. If the voter has already made selections on the ballot and they are concerned about privacy of their vote, the voter may fill in all the ovals in addition to writing VOID on the ballot.
  - c. Take physical possession of the voided absentee ballot and all related materials, staple everything together, and insert in the #4 envelope (void/spoiled ballots).
  - d. Voter may now be checked in and vote normally.
    - i) Paper pollbook precincts will draw a single line through the "AB" and assign the next pollbook count number to check-in the voter.
    - ii) EPB precincts will need to override the AB using the chief's password in order to check-in the voter.

Problem	Explanation	Action to Take
<p><b>20. Normal poll closing time extended by court order</b></p>	<p>Any voter who gets into the line after 7:00 PM, when a court order has extended the normal poll closing time, may only vote by Provisional ballot.</p> <p><b>Note:</b> The ID requirements applicable to other voters apply to this voter, including the HAVA ID requirement if voter record is marked "H" or "HA" and a federal office is on the ballot. (See Problems #1 and 2.)</p> <p><b>Note:</b> Any voter marked with an "F" on the pollbook may vote a ballot for federal offices only. See Problem #8.</p> <p>§ 24.2-653(C).</p>	<p>Follow normal procedures under Problems #1 - 19 to look up voter on pollbook, request ID and determine voter qualifications except ( as for other provisional voters):</p> <ul style="list-style-type: none"> <li>• Do <b>not</b> mark off next PBC number or enter a PBC number in the pollbook, or make any other marks in the paper pollbook for this voter.</li> <li>• On <b>EPB</b>, if so instructed, check in voters as "provisional" and add comment on voter record (for example, "after hours").</li> <li>• Record each voter's information on <i>Precinct Provisional Ballots Log</i>, circling reason #3 and <u>any other reason that applies</u> to that specific voter.</li> <li>• Keep these Log sheets separate from those used during normal polling hours. With the first "after hours" voter, begin a new Log sheet, numbering from "page 1" and checking the "after hours" box at the top of each such Log page.</li> </ul>
		<p>Follow basic procedures under Problem # 12a for issuing a Provisional ballot, <b>except:</b></p> <ul style="list-style-type: none"> <li>• Check <b>Box #3</b> on the back of the green envelope as the reason the voter is voting a provisional ballot. (Other reasons may also apply.)</li> <li>• Give the voter the Provisional Voter Notice (HAVA-5 form), checking reason #3 and any other appropriate reasons.</li> <li>• Do <b>not</b> offer this provisional voter a new voter registration form unless needed for another reason (moved, changed name, etc.).</li> <li>• After the polls close, all provisional ballots with <b>Box #3</b> checked on the envelope must be separated from other provisional ballots and placed in <b>Envelope #1B</b>. Include <b>all</b> ballots with <b>Box #3</b> checked, even if more than one reason is checked, and all "after hours" Log pages.</li> </ul>
		<p>If paper or optical scan/marksense <b>ballot supplies</b> are running low, the Chief Officer should request additional ballots from the Electoral Board, and follow procedures for use of the <i>Authorization to Reproduce Ballots</i> form and proceed if <u>so authorized</u>.</p>
		<p>If supplies of <b>provisional ballot envelopes</b> are running low, the envelope can be reproduced by copying an unused front and back of the envelope onto a single sheet of paper (it does <b>not</b> have to be green paper) and wrapping the completed "envelope" around the voter's completed ballot. Secure the ballot within the "envelope" by whatever means is available, being careful not to damage the ballot, and leaving the completed information on the "envelope" visible.</p>



## Contents

**SAMPLE FORMS – to be used with *What If* directives (preceding tab)**

**Please note that Spanish versions of the forms used by the voters are either on the back or the form or placed together with the standard English forms in your packets.**

- 7.1 Telephone Verification (yellow form - front and back)**
- 7.2 Request for Assistance**
- 7.3 Affirmation of Eligibility: “Challenger” statement (front)**
- 7.4 Affirmation of Eligibility: Affirmation of Voter (back)**
- 7.5 VA Voter Registration Form (Change of Name, Address)**
- 7.6 Provisional Voter Envelope (green - front and back)**
- 7.7 Provisional Voter Notice (green form)**
- 7.8 Provisional Voter Envelope-ID (lime green – front and back)**
- 7.9 Provisional Voter Notice-ID (lime green form)**
- 7.10 Provisional Ballot Log (green form)**
- 7.11 Fairfax County Comment Form**
- 7.12 Virginia Voters’ Election Day Complaint Form**
- 7.13 Notification of Death of Registered Voter**

TELEPHONE VERIFICATION (Yellow form)

Use for voter whose name is not in the Pollbook. Refer to *What If # 9-12*. Complete information on front of form, before calling the Registrar's Office. Voter only needs to provide the last 4 digits of the Social Security number.

**222-0776**

TELEPHONE VERIFICATION OF VOTER'S QUALIFICATION TO VOTE  
(For poll use)

Precinct \_\_\_\_\_

\_\_\_\_\_  
Social Security #      Name: Last                      First                      Middle/Maiden

\_\_\_\_\_  
Current Address                                              Date of Birth

When and where did you register? \_\_\_\_\_

When and where did you last vote? \_\_\_\_\_

Have you changed your name or address since registering in Fairfax County?

\_\_\_\_\_  
Former name                                              Date

\_\_\_\_\_  
Former Address                                              Date

\_\_\_\_\_  
Name of person in General Registrar's Office      Name of Election Officer

Please note disposition on other side of form

Note Registrar's instructions on back of form. Return in Envelope #8.

**RETURN IN #8 ENVELOPE**

**PLEASE NOTE DISPOSITION**

( ) NOT ON ROSTER, NOT ELIGIBLE TO VOTE. PROVIDE *REGISTRATION* FORM.

( ) NOT ON ROSTER, VOTER AT WRONG PRECINCT. SEND TO \_\_\_\_\_

( ) NOT ON ROSTER, ELIGIBLE TO VOTE. COMPLETE *AFFIRMATION OF ELIGIBILITY* FORM. ADD NAME TO ROSTER AND POLL BOOK (ONLY WITH PERMISSION FROM REGISTRAR).

( ) MOVED, ELIGIBLE TO VOTE IN OLD PRECINCT. COMPLETE *REGISTRATION* FORM.

( ) MOVED, NOT ELIGIBLE TO VOTE IN OLD PRECINCT. PROVIDE *REGISTRATION* FORM.

( ) OTHER: \_\_\_\_\_

DO NOT ADD ANY NAMES TO THE PRECINCT ROSTER UNLESS DIRECTED BY THE REGISTRAR.  
ADDING NAMES WITHOUT PERMISSION IS A CLASS 5 FELONY PUNISHABLE UNDER  
THE CODE OF VIRGINIA § 24.2-1016.

FFXCTYEBrev.5/00

**REQUEST FOR ASSISTANCE (White form with Spanish translation on back)**

**Use for voter who is blind or has a physical disability, or is unable to read or write. Refer to *What If* # 15, 16 and 17. Return in Envelope #8.**

Commonwealth of Virginia

**Envelope #8**

**REQUEST FOR ASSISTANCE**

§ 24.2-649 of the Code of Virginia

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

**OFFICER OF ELECTION**

Precinct #/name: \_\_\_\_\_ Date: \_\_\_\_\_

**A. REQUEST OF VOTER**

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

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

Signature of voter: \_\_\_\_\_ Printed name: \_\_\_\_\_  
Required

**B. AGREEMENT OF ASSISTANT**

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

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

Signature of assistant: \_\_\_\_\_ Printed name: \_\_\_\_\_  
Required Required

Residence address: \_\_\_\_\_ City/state: \_\_\_\_\_ zip: \_\_\_\_\_  
Required Required Required

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

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

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

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

Signature: \_\_\_\_\_ Printed name: \_\_\_\_\_ Representing: \_\_\_\_\_

Signature: \_\_\_\_\_ Printed name: \_\_\_\_\_ Representing: \_\_\_\_\_

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

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

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

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

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

**AFFIRMATION OF ELIGIBILITY / STATEMENT OF CHALLENGER**  
(White, 2-sided form, Spanish translation is on a separate form/pad)

Use for voter who has a “?” in front of name, is challenged, or whose name was omitted from Pollbook. Refer to *What If # 3, 6, 7, 10, and 13*. Return in Envelope #8.

[Front side of form: Statement of Challenger]

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

**ENVELOPE #8**

---

**SECTION A – OFFICER OF ELECTION MUST COMPLETE**

- ENTER PRECINCT NUMBER, NAME AND DATE.
- CHECK BOX THAT APPLIES. OFFICER OF ELECTION'S INITIALS: \_\_\_\_\_
- 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.

PRECINCT NO./NAME : \_\_\_\_\_ CONG. DIST.: \_\_\_\_\_ DATE: \_\_\_\_\_

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

A.  VOTER'S NAME MARKED WITH "?" ON **POLLBOOK** . . . AND VOTER'S NAME OR ADDRESS HAS NOT CHANGED.

B.  VOTER'S NAME OMITTED FROM **POLLBOOK** IN ERROR; REGISTRAR AUTHORIZES OFFICER TO ADD NAME.

C.  VOTER'S NAME ON **POLLBOOK** . . . BUT VOTER IS CHALLENGED BY ANOTHER VOTER OR AN OFFICER WHO COMPLETES AND SIGNS STATEMENT BELOW

**Statement of Challenger**

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

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

Signature of Challenger: \_\_\_\_\_

Printed Name of Challenger: \_\_\_\_\_ Daytime Telephone Number: \_\_\_\_\_

Residence Address: \_\_\_\_\_

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

**AFFIRMATION OF ELIGIBILITY / STATEMENT OF CHALLENGER (continued)**

[Reverse side of form: voter Affirmation of Eligibility to vote]

**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."

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 AND/OR FINED UP TO \$2,500.

SBE-651 07/2010

**VOTER REGISTRATION FORM (White form)**

Use for new voter or voter who has moved or changed address. Do not add a name to the Pollbook without authorization from the General Registrar.

Refer to *What If* # 4, 5, 6, 11, 12 and 18.

Return in Envelope #8.

<b>VIRGINIA VOTER REGISTRATION APPLICATION FORM</b> <small>Use this form to register to vote in Virginia or report a change in name or address.</small>															
<p><b>To register to vote in Virginia, you must:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Be a <b>United States citizen</b></li> <li><input checked="" type="checkbox"/> Be a <b>resident of Virginia</b></li> <li><input checked="" type="checkbox"/> Be <b>18 years old by the next general election</b></li> <li><input checked="" type="checkbox"/> Have <b>had your voting rights restored</b> if you have ever been convicted of a felony</li> <li><input checked="" type="checkbox"/> Have <b>had your capacity restored</b> if you have ever been declared mentally incapacitated in a Circuit Court.</li> </ul>			<p style="text-align: center;"><b>IMPORTANT!</b></p> <p style="text-align: center;"><b>DEADLINE: 29 DAYS BEFORE THE ELECTION</b></p> <p>This form must be postmarked (or delivered to the county or city voter registration office or DMV) no later than 29 days before the election in which you plan to vote. However, if you are already registered to vote at your current address, you do not need to re-register. Photocopies of this application are accepted with an original signature. The <u>only</u> time faxes are accepted is for an address change.</p>												
<p><small><b>PRIVACY ACT NOTICE:</b> Article II, Section 2 of the Constitution of Virginia (1971) requires that a person registering to vote provide his or her social security number, if any. Therefore, if you do not provide your social security number, your application for voter registration will be denied. Section 7 of the Federal Privacy Act (Public Law Number 93-579) allows the Commonwealth to enforce this requirement, but also requires that you be advised that state and local voting officials will use the social security number as a unique identifier to ensure that no person is registered in more than one place. This registration card will not be open to inspection by the public. Your social security number will appear on reports produced only for official use by voter registration and election officials, and for jury selection purposes by courts.</small></p> <p><small><b>WARNING:</b> INTENTIONALLY MAKING A FALSE STATEMENT ON THE VOTER REGISTRATION APPLICATION CONSTITUTES THE CRIME OF ELECTION FRAUD, WHICH IS PUNISHABLE UNDER VIRGINIA LAW AS A FELONY. VIOLATORS MAY BE SENTENCED TO UP TO 10 YEARS IMPRISONMENT, OR UP TO 12 MONTHS IN JAIL, AND FINED UP TO \$2,500.</small></p>															
<p><b>ATTENTION:</b> You must answer the boxes 1 - 11. If you do not complete all of the specified boxes your application will be denied. Once your local registrar approves your application, you should receive a voter card.</p>															
1	<p><b>Commonwealth of Virginia</b>  <b>PREVIOUS VOTER REGISTRATION INFORMATION (REQUIRED)</b></p>														
<p><input type="checkbox"/> NO I have never registered to vote in the past. <span style="float: right;">▶ If NO, skip to Box 2.</span></p> <p><input type="checkbox"/> YES I am registered to vote at another address in Virginia or in another state. <span style="float: right;">▶ If YES, the information below must be completed.</span></p>															
<p>FULL LEGAL NAME _____ DATE OF BIRTH _____</p> <p>ADDRESS AT WHICH YOU WERE PREVIOUSLY REGISTERED TO VOTE _____ LAST 4 DIGITS OF SOCIAL SECURITY NUMBER _____</p> <p>CITY/TOWN _____ STATE _____ ZIP CODE _____</p> <p>CITY/COUNTY/TOWN OF RESIDENCE (IF APPLICABLE) _____</p> <p style="text-align: center; font-size: 8px;">This cancellation information will be sent to the county or city and state you entered above. <span style="float: right;">VIRGINIA - 1</span></p>															
2	<p><b>Are you a citizen of the United States of America?</b></p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>		<p><b>Will you be 18 years of age on or before election day?</b></p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>		<p><b>If you checked "no" in response to either of these questions, do not complete this form.</b></p>										
3	<p>SOCIAL SECURITY NUMBER _____</p>		4	<p><b>GENDER</b></p> <p><input type="checkbox"/> MALE <input type="checkbox"/> FEMALE</p>	5	<p><b>DATE OF BIRTH</b></p> <p>____/____/____</p> <p style="font-size: 8px;">M M D D Y Y Y Y</p>									
6	<p>LAST NAME (Print) _____</p>	<p>FIRST NAME _____</p>	<p>FULL MIDDLE OR MAIDEN NAME _____</p>	<p>SUFFIX (JR., SR., III, ETC.) _____</p>	<p>DAYTIME TELEPHONE NUMBER _____</p>										
7	<p>RESIDENCE /HOME ADDRESS (IF RURAL ADDRESS, DESCRIBE BELOW) _____ APT/UNIT/LOT/RM/SUITE _____ CITY OR TOWN _____ ZIP CODE _____</p> <p><small>IF RURAL ADDRESS, DESCRIBE WHERE YOUR HOUSE IS LOCATED (I.E., WHAT IS THE STATE ROAD NUMBER WHERE YOUR HOUSE IS LOCATED? WHICH SIDE OF THE ROAD-NORTH, EAST, ETC., NEAREST LANDMARK)</small></p> <p>MAILING ADDRESS (if different) VIRGINIA P. O. BOX OR UNIFORMED SERVICE ADDRESS, IF APPLICABLE (INCLUDE ZIP CODE) _____</p>														
					8	<p><b>NAME OF CITY OR COUNTY OF RESIDENCE</b></p> <p><input type="checkbox"/> CITY <b>OR</b> <input type="checkbox"/> COUNTY OF _____</p>									
9	<p>• HAVE YOU EVER BEEN CONVICTED OF A FELONY? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>• IF YES, HAVE YOUR VOTING RIGHTS BEEN RESTORED? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>• IF YES, WHEN RESTORED? (REQUIRED) MO _____ DAY _____ YEAR _____</p>		10	<p>• HAVE YOU EVER BEEN JUDGED MENTALLY INCAPACITATED? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>• IF YES, HAS COURT RESTORED YOU TO CAPACITY? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>• IF YES, WHEN RESTORED? (REQUIRED) MO _____ DAY _____ YEAR _____</p>											
11	<p><b>REGISTRATION STATEMENT:</b> I SWEAR/AFFIRM, UNDER FELONY PENALTY FOR MAKING WILLFULLY FALSE MATERIAL STATEMENTS OR ENTRIES, THAT I AM A U.S. CITIZEN AND A RESIDENT OF VIRGINIA, THE INFORMATION I HAVE PROVIDED ON THIS FORM IS TRUE, I AUTHORIZE THE CANCELLATION (ENTERED IN BOX 1 ABOVE) OF MY CURRENT REGISTRATION, AND I HAVE READ THE PRIVACY ACT NOTICE ABOVE.</p> <p>↓ <b>REMINDER: SIGN HERE FOR VOTER REGISTRATION (OR MARK IF UNABLE TO SIGN).</b></p> <p>SIGN HERE <input type="checkbox"/> _____ DATE → _____</p> <p><small>If applicant is unable to sign, write below the name/address of person who assisted: (REQUIRED)</small></p>														
<p><input type="checkbox"/> Yes, I am interested in working as an Election Official on Election Day. Please send me information.</p> <p>You may request that your home address not be released if you (a) are active or retired law enforcement, or (b) have been granted a protective court order, or (c) are in fear of your personal safety from someone who has threatened or stalked you and have filed a complaint against that person with a magistrate or law enforcement (must attach copy of complaint). You must show a Virginia P.O. box under mailing address in Box 7 above.</p> <p><input type="checkbox"/> ACTIVE/RET LAW ENFORCEMENT <input type="checkbox"/> PROTECTIVE COURT ORDER <input type="checkbox"/> THREATENED/STALKED</p> <p><input type="checkbox"/> Check here if you have a disability that requires accommodation in order to vote.</p>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">REGISTRATION DATE</th> <th style="width: 5%;">PCT</th> <th style="width: 10%;">TOWN CODE</th> <th style="width: 30%;">DENIAL DATE &amp; REASON</th> <th style="width: 40%;">COMMENTS</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						REGISTRATION DATE	PCT	TOWN CODE	DENIAL DATE & REASON	COMMENTS					
REGISTRATION DATE	PCT	TOWN CODE	DENIAL DATE & REASON	COMMENTS											

PROVISIONAL VOTE ENVELOPE (Green envelope)

Use a paper ballot and this envelope for most Provisional voters.

Voter must complete all information on both sides of the envelope and voter and Election Officer must sign back of the envelope. These ballots are NOT to be opened or counted at the polls. Refer to *What If # 12a, 14, 19 and 20.*

Return in large green Envelope #1A or 1B, as appropriate.

[Front and back of Envelope]

**PROVISIONAL VOTE**  
**[PLACE VOTED BALLOT IN THIS ENVELOPE]** NUMBER/NAME OF PRECINCT \_\_\_\_\_

**PRINT VOTER INFORMATION BELOW. ALL INFORMATION MUST BE GIVEN.**

\_\_\_\_\_  
 FIRST NAME FULL MIDDLE, OR MAIDEN, OR ANY PRIOR LEGAL NAME  None LAST NAME  None  
SUFFIX, IF ANY

\_\_\_\_\_  
 COMPLETE RESIDENCE ADDRESS (INCLUDING ZIP CODE) DATE MOVED HERE

\_\_\_\_\_  
 IF ONE, RESIDENCE POST OFFICE BOX OR UNIFORMED SERVICES ADDRESS (INCLUDING ZIP CODE)

\_\_\_\_\_  
 SOCIAL SECURITY NUMBER  Male  Female BIRTHDATE AREA CODE DAYTIME TELEPHONE NUMBER, IF ONE

**Privacy Act Notice:** This form requires your Social Security number for identification and to prevent fraud. Your application will be denied if you fail to provide your Social Security number or any other information necessary to determine your qualification to vote. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Support Act) authorize collecting this information and restrict its use to official purposes only.  
 SBE-653 REV 7/12

**OFFICER OF ELECTION:** Use this envelope only when (A) the name of the voter IS NOT on the pollbook and you either have no way to contact the General Registrar or the General Registrar authorizes its use or (B) the voter's name IS on the pollbook but voter meets conditions 3 – 6 below. Have voter complete the top portion. Read the statement below to the voter and have the voter verify the information and sign. You also must sign. Voter must vote a paper ballot and seal the voted ballot in this envelope. Enter voter's information in Precinct Provisional Ballots Log. Do NOT mark pollbook. Electoral Board will determine voter qualification.

**STATEMENT OF VOTER – I hereby make the following statement, subject to felony penalties: I am qualified and registered to vote in this precinct, and [check box(es) that apply]:**

**A. VOTER'S NAME IS NOT ON POLLBOOK**

1.  I am now or have been an actual resident of this precinct at some time since the November general election last year; OR

2.  I have been an actual resident of this precinct at some time since the second preceding general federal election, I am now an actual resident of this county or city, and my present residence is in the same congressional district as this precinct.

**B. OTHER REASON(S) STATED BELOW (MULTIPLE REASONS MAY APPLY)**

3.  I am voting after the normal poll closing time due to a court order extending the time established by state law for closing the polls; OR

4.  I applied for an absentee ballot but do not have it with me for the following reason:  never received  lost  returned unused  spoiled OR  returned damaged; OR

5.  I am shown in the pollbook as having already voted; OR

6.  Other: \_\_\_\_\_

**To the best of my knowledge, I am not disqualified from voting by the Constitution and laws of this Commonwealth and my registration is not subject to cancellation. The information given on the reverse side of this document is true and correct, and I have not voted and will not vote in this election at any other time or place.**

**WARNING: INTENTIONALLY 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.**

Voter ALSO did not present required identification For Office Use:  Voter later provided copy of required identification (attach copy). Initials of Election Official \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE OF OFFICER OF ELECTION \_\_\_\_\_ SIGNATURE OF VOTER \_\_\_\_\_

DATE \_\_\_\_\_

**PROVISIONAL VOTER NOTICE (Green form, Spanish translation on back of form.)**

**Give this notice to a Provisional Voter along with a Voter Registration Application.**

**Refer to *What If* # 12a, 14, 19 and 20.**

**PROVISIONAL VOTER NOTICE**  
§ 24.2-653, Code of Virginia

*The officer of election must give this notice to every voter completing a provisional ballot at the polling place for one of the reasons indicated below. The officer must also check the provisional reason(s) below that correspond to the voter's provisional ballot envelope.*

Dear Provisional Voter,

You voted a provisional ballot today for the reason(s) checked below. Your local electoral board will determine which provisional ballots should be counted. **The meeting will begin at 12 NOON on the Wednesday following the election. To attend this meeting, go to Suite 323 in the Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA, and you will be directed to the meeting location.** You have the right to attend the meeting to present any information that might prove you are a qualified registered voter of this precinct; you may bring legal counsel with you. You may also request an extension of the meeting to the next day in order to provide such information. If you have any questions, call the general registrar's office at **703-222-0776**. If the electoral board cannot determine that you are a qualified registered voter of this precinct, then your ballot will not be counted. After the completion of the vote count, you can find out if your ballot was counted by calling the toll-free number: **866-839-2556** asking for locality # **059**.

**Name not on pollbook (Reasons #1 and #2 on provisional ballot envelope)**

Your name did not appear on the list of persons registered to vote in this precinct and the general registrar either could not determine your qualifications to vote or could not be reached. Since you told the election officer that you are qualified and registered to vote in this precinct you have been given a provisional ballot to vote.

To count your ballot, the electoral board must determine that you are or should have been registered for this election and are qualified to vote in this precinct.

If you applied for registration at a DMV or another government agency, please provide the agency name, location and approximate date to the officer of election. If you have a registration receipt from an agency, please provide the information to the officer while you are at the polls, or call your local general registrar before the meeting listed above. If it is proven that you attempted to register before the close of books at a DMV office or another National Voter Registration Act designated agency (and only at these offices), the registrar will use the voter registration application you completed and turned in at the polls today to determine your qualifications to be registered, which may result in your ballot being counted.

If your registration was cancelled and you believe this was in error, you may provide information to this effect to the general registrar before the meeting listed above, or attend to present your information.

The general registrar will notify you in writing if you are not properly registered.

**Voted after normal poll closing (Reason #3)**

You were required to vote a provisional ballot because you voted after the normal poll closing time due to a court order extending the voting hours established by state law.

If the court order has not been overturned when the ballots are ready to be counted, and you are otherwise registered and qualified to vote in this precinct, your ballot will be counted. If another provisional reason also applies to you, please see that reason.

**Absentee ballot lost or not received (Reason #4)**

You were required to vote a provisional ballot because our records show that you were issued an absentee ballot but it had not been returned prior to election day, either marked or unmarked. You offered to vote in your regular polling place, indicating that your absentee ballot was unavailable, spoiled or uncountable.

If you are otherwise registered and qualified to vote in this precinct, your provisional ballot will be counted after the electoral board verifies that your absentee ballot was not received and counted.

**Shown as having already voted (Reason #5)**

You are required to vote a provisional ballot because the pollbook shows you have already cast a ballot.

If elections officials are able to determine that you did not actually cast a ballot, or that there is an error within their records, your ballot will be counted.

**Other (Reason #6)**

HAVA-5 Provisional Voter Notice - Rev 07/12

**PROVISIONAL VOTE ENVELOPE – IDENTIFICATION ONLY (Lime-green envelope)**

Use a paper ballot and this envelope for Provisional voters. Voter must complete all information on both sides of the envelope and voter and Election Officer must sign back of the envelope. These ballots are NOT to be opened or counted at the polls.

Refer to *What If # 2*

**Note:** A voter who’s name is not on the pollbook or who is marked as already having voted and does not have ID, must use the green envelope, instead of the lime-green envelope.

Return in large green Envelope #1A or 1B, as appropriate.

[Front and Back of Envelope]

**PROVISIONAL VOTE—ID ONLY**  
**[PLACE VOTED BALLOT IN THIS ENVELOPE]** NUMBER/NAME OF PRECINCT \_\_\_\_\_

**PRINT VOTER INFORMATION BELOW. ALL INFORMATION MUST BE GIVEN.**

FIRST NAME \_\_\_\_\_ FULL MIDDLE, OR MAIDEN, OR ANY PRIOR LEGAL NAME  None \_\_\_\_\_ LAST NAME \_\_\_\_\_ SUFFIX, IF ANY  None

COMPLETE RESIDENCE ADDRESS [INCLUDING ZIP CODE] \_\_\_\_\_ DATE MOVED HERE \_\_\_\_\_

IF ONE, RESIDENCE POST OFFICE BOX OR UNIFORMED SERVICES ADDRESS [INCLUDING ZIP CODE] \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ GENDER  Male  Female BIRTHDATE \_\_\_\_\_ AREA CODE \_\_\_\_\_ DAYTIME TELEPHONE NUMBER, IF ONE \_\_\_\_\_

**Privacy Act Notice:** This form requires your Social Security number for identification and to prevent fraud. Your application will be denied if you fail to provide your Social Security number or any other information necessary to determine your qualification to vote. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2, Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Support Act) authorize collecting this information and restrict its use to official purposes only.

SBE -653ID REV 7/2012

**OFFICER OF ELECTION:** Use this envelope only when a voter whose name IS on the pollbook does not have the required identification. For voters who registered by mail without providing identification, if this is their first time voting in a federal election they must present an identification document containing either their photograph or both their name and address (*Social Security cards do not fulfill this requirement*). If any issue other than identification applies to this voter, a regular provisional ballot envelope must be used. Have voter complete the top portion. Read the statement below to the voter and have the voter verify the information and sign. You also must sign. Voter must vote a paper ballot and seal the voted ballot in this envelope. Enter voter’s information in Precinct Provisional Ballots Log. Do NOT mark pollbook. Electoral Board will determine voter qualification. If voter returns with proper identification, check the box in bottom section, sign, date, and attach a copy of the document.

**STATEMENT OF VOTER – I hereby state, subject to felony penalties, that I am qualified and registered to vote in this precinct; to the best of my knowledge, I am not disqualified from voting by the Constitution and laws of this Commonwealth, and my registration is not subject to cancellation. The information given on the reverse side of this document is true and correct, and I have not voted and will not vote in this election at any other time or place.**

WARNING: INTENTIONALLY 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.

SIGNATURE OF OFFICER OF ELECTION \_\_\_\_\_ SIGNATURE OF VOTER \_\_\_\_\_

DATE \_\_\_\_\_

**Voter later provided a copy of identification (attach copy)**

SIGNATURE OF ELECTIONS OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_

SBE -653ID REV 7/2012

## PROVISIONAL VOTER NOTICE - IDENTIFICATION (Lime-green form, Spanish translation is on back of form)

Give this notice to a Provisional Voter who voted provisionally because he/she was unable to provide an acceptable ID.

Refer to *What If # 2* and *# 12b*.

### PROVISIONAL VOTER NOTICE – IDENTIFICATION §§ 24.2-643 and 24.2-653 of the Code of Virginia

*An officer of election must give this notice to every voter who completes a provisional ballot for lack of proper identification.*

Dear Provisional Voter:

You voted a provisional ballot today because you did not present the required identification. ***Your vote will not count unless you provide the required identification by the deadline listed below.*** Your local electoral board will meet to determine which provisional ballots should be counted. **The meeting will begin at 12 NOON on the Wednesday following the election.** To attend this meeting, go to Suite 323 in the Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA and you will be directed to the meeting location.

You have the following options to provide the required identification documents:

- attend the meeting at which you can request an additional day to provide the requisite identification; or
- no later than noon on Friday after the election, provide the electoral board a copy of your required identification. You may use fax, email, U.S. mail, or a commercial delivery service as long as the identification document is actually received by the electoral board by the deadline.

If you have questions, please call the general registrar's office at 703-222-0776. After the completion of the provisional vote count, you can find out if your ballot was counted by calling the toll-free number: 866-839-2556 asking for locality # 059.

#### **How to Submit Your Required Identification**

Please provide a copy of your required ID in-person or to the address, email, or fax number below by noon on the Friday after the election.

Electoral Board Address Information:

**Mailing Address:**

*(Note: ID must arrive to address by noon on Friday after election.)*

Office of Elections  
12000 Government Center Pkwy, Suite 323  
Fairfax, VA 22035

Email: [voting@fairfaxcounty.gov](mailto:voting@fairfaxcounty.gov)

Fax: 703-324-2205

**Physical Address:**

Office of Elections  
12000 Government Center Pkwy, Suite 323  
Fairfax, VA 22035

Phone: 703-222-0776

**Acceptable forms of Identification include:**

- valid Virginia voter registration card,
- Social Security card,
- valid Virginia driver's license,
- identification card issued by a government agency, valid student identification card issued by a Virginia institute of higher education,
- valid employee identification card issued in the normal course of business,
- current utility bill, bank statement, government check or paycheck that shows your name and address, or
- a concealed handgun permit.

- ***Note: If you registered by mail without providing identification after 2002, the first time you vote in a federal election, your identification document must include either your photograph or both your name and address. For example, a Social Security card will not qualify.***

- Voters have until noon on the Friday after the election to provide an acceptable form of ID.
- You may fax, email, mail, or submit your ID to the electoral board.
- Please contact the State Board of Elections at 1-800-552-9745 or your local registrar at the number listed above if you have questions.

**PROVISIONAL BALLOT LOG (Green form)**

Enter voter's name for all PROVISIONAL ballots issued and circle reason. Return in Log in large green Envelope #1A with green and lime-green ballot envelopes.

If polling hours are extended, begin a new Log and check "after hours" box. Return Log in large green Envelope #1B with green and lime-green ballot envelopes.

**Return in Envelope 1A or 1B**

**930 LEES CORNER #2**

General and Special Elections  
November 6, 2012

10<sup>th</sup> Congressional District

Check here if after hours

**PRECINCT PROVISIONAL BALLOTS LOG**

- > Enter the information requested below for each voter who completes a provisional ballot. Do NOT mark pollbook for provisional voters. Circle multiple reasons for casting the provisional ballot if multiple reasons apply. If lack of ID is one of multiple reasons, the ballot should be placed in the regular provisional envelope. Put LOG in Envelope 1A with voted, sealed provisional ballot envelopes completed during normal voting hours
- > If voting hours are extended by court order, begin new LOG sheet, restart page count from "1" and check "after hours" above. These voters may only vote by provisional ballot (reason #4; other reasons may also apply). Do NOT mark pollbook for provisional voters. Provisional ballots and LOG sheets must be kept separate from those used during normal voting hours. Put after hours LOG in Envelope 1B with all voted, sealed provisional ballot envelopes completed by those persons voting after the normal close of polls.

Enter Voter's Full Name (Please print legibly)	Reason(s) checked on small green envelope (circle reason number and explain, if necessary)						
	1	2	3	4	5	6	ID
1.							ID
2.							ID
3.							ID
4.							ID
5.							ID
6.							ID
7.							ID
8.							ID
9.							ID
10.							ID
11.							ID
12.							ID
13.							ID
14.							ID
15.							ID
16.							ID
17.							ID

Provisional Reasons: 1 or 2-Voter's name NOT on Pollbook (# indicates residency status); 3-Court order extending voting hours; 4-Absentee ballot lost, not received, or returned spoiled, unused, or damaged; 5-Voter listed as having already voted; 6-Other; ID-Voter failed to present proper identification.

CONTINUE ON BACK

Page #: \_\_\_\_\_

**FAIRFAX COUNTY COMMENT FORM (White form)**

Use this form for voters who wish to offer a suggestion, register a complaint, ask a question or provide information. The Electoral Board or General Registrar will respond in writing to voters who provide their name and address.

Return completed forms in Envelope #2.

	<b>FAIRFAX COUNTY ELECTORAL BOARD COMMENT FORM</b>		
	Name _____	Phone _____	
	Address _____		
	Precinct _____	Date _____	Election Officer _____

## VIRGINIA VOTERS' ELECTION DAY COMPLAINT FORM

(White 4-page form, Spanish translation is available on a separate form.)

Use this form for voters who wish to register a complaint with the Virginia State Board of Elections. The Deputy Secretary of the State Board of Elections will respond to the complaint. The voter is responsible for having the form notarized and mailing it to the State Board of Elections.

### THE VIRGINIA STATE BOARD OF ELECTIONS

## VIRGINIA VOTERS' ELECTION DAY COMPLAINT FORM

### How to file a Complaint Using the Voter Grievance process

If you feel your voting rights have been violated or that you may have witnessed an election law being broken, contact the State Board of Elections at 1-800-552-9745, or via email at [info@sbe.virginia.gov](mailto:info@sbe.virginia.gov).

First, review the "Voters' Rights and Responsibilities" poster in the polling place or on our web site ([www.sbe.virginia.gov](http://www.sbe.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 Voter Registrar's office about your case ***before you leave the polling place***. The Voter 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 State Board of Elections at 1-800-552-9745 as soon as possible, ***preferably before the polls close***. The sooner the State Board 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 State Board 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.**

**NOTIFICATION OF DEATH OF REGISTERED VOTER (White form)**

Use when a voter notifies you that a spouse, relative or neighbor has died.  
Return in Envelope #8.

<b>NOTIFICATION OF DEATH OF REGISTERED VOTER</b>		<b>Pct.</b>
<i>Deceased Voter's Name (print):</i>		
<i>Social Security Number: (if known)</i>	<i>Date of Birth:</i>	
<i>Resident Address of Deceased:</i>		
<i>Name of Person Providing Information (print):</i>	<i>House Number and Street</i>	<i>Zip Code</i>
<i>Signature of Person Providing Information:</i>		
<i>Relationship To Deceased:</i>		
<i>Signature of Election Officer:</i>		<i>Date:</i>
<i>* General Registrar Verification (VERIFIER'S SIGNATURE)</i>	<i>(METHOD OF VERIFICATION)</i>	<i>Date:</i>

\*All notifications must be verified through reliable source e.g. Public Health Records, Obituary prior to cancellation of registration.

SBE-427 6/04

**CLOSING POLLS**

# CLOSING THE POLLS

## \_\_\_\_\_ At 6:45 p.m. – Announce outside *"The polls will close in 15 minutes."*

- Remind campaign workers, bake sales, etc. to remove all their tables, trash and signs from the polling place property as soon as the polls close.
- Remind your Election Officers to vote if they haven't done so already!

## \_\_\_\_\_ Check official TIME at U.S. Naval Observatory: 202-762-1401 or 202-762-1069

**Do not use the school clock as the "official time."**

**Do not rely on a cell phone – they aren't always correct, either.**

## \_\_\_\_\_ At 7:00 p.m. – Announce outside *"The polls are officially closed."*

**All voters who are in line at 7:00 p.m. are permitted to vote.**

- If possible, close and lock the door to the polling room and/or building behind the last voter in line.
- If the line extends beyond the outside entrance, try to herd the eligible voters inside or post an Election Officer at the end of the line to close it off.
- If necessary, make a list of all voters in line at 7 p.m.

## ***After the last voter has voted and departed the polling place . . .***

### \_\_\_\_\_ Welcome authorized Representatives (Poll Watchers.)

- Poll Watchers must be qualified voters in Virginia and have written authorization from a party chairman or independent candidate on the ballot.
- Only two representatives for each party and one representative for each independent candidate are permitted in the room after the polls close. (If there are less than four individuals serving as Closing Poll Watchers, bystanders may be invited to fill this role up to a maximum of four people.)
- Poll Watchers may observe, but not participate or interfere with, tallying and closing.
- Poll Watchers may not leave or phone in returns until after the final results are certified, called in and posted.

### \_\_\_\_\_ Get organized: assign tasks for Election Officer teams.

- **Team 1 to certify the Pollbook(s) and unused paper ballots**
  - Record numbers and sign certification form(s)
  - Return Paper Pollbooks and Count Sheets in Envelope #2.
  - EPB precincts: Return USB flash drives, Certification form and back-up paper pollbook in Envelope #2.
  - EPB precincts: Pack up laptops and peripherals to return in the CART.
  - Label boxes, count and package unused ballots.
- **Team 2 to close touch screen machines**
  - Record numbers and print results tapes
  - Pack up machines
- **Team 3 to close the optical scan machine and certify voted paper ballots**
  - Record numbers, print results tapes and pack up the OS reader(s)
  - Label boxes, remove and package voted ballots

# CLOSING THE POLLS

- **Clean-up team (all officers - while SOR is being completed)**
  - Retrieve and pack up signs - remove masking tape and staples.
  - Pack up the blue privacy booth and fold up the cardboard booths.
  - Pack the Blue Bag, using the packing list in the next section.
  - Check the area inside and outside the polling place.

## Team 1. Certifying Pollbooks and Unused Paper Ballots

### \_\_\_\_\_ Complete and sign the Pollbook Certification.

- Enter the last number marked off on each Pollbook Count Sheet in the certification box.
- The Officer working the pollbook when the polls closed signs the certification on page 4 of the Pollbook Count Sheet.
- Enter the last pollbook number for each alpha division on Line **C1** of the SOR.
- Place all Pollbooks and Count Sheets in Envelope #2
- **EPB precincts** – follow directions in your handout. Complete and sign the Certification form; return USB flash drives and back-up paper pollbooks in Envelope #2.

### \_\_\_\_\_ Count and box unused paper ballots.

- Count the **UNUSED** ballots, enter the number on Line **A5** of the SOR.  
It is not necessary to open and count the un-opened packages – assume they have 100 ballots per package as indicated on Line A1 of the SOR.
- Place all **UNUSED** ballots in cardboard box(s).
- Seal the box flaps with clear tape and secure with the red tamper tape.
- Using the clear tape, label one side of each box and one end of each box with the **blue #6 Unused Ballot** box labels.
- Place a seal (address label) across the box top flaps – two officers must sign

### \_\_\_\_\_ Count the spoiled and voided ballots; seal and sign Envelope #4

- Count the number of **SPOILED** and **VOIDED** ballots that were placed in Envelope #4 while the polls were open. Enter the number on Line **A6** of the SOR.
- **If any Absentee Ballots were surrendered (voided) by voters, write an explanation in Part F, but do not include them in the count for Line A6.**
- Enter **ONLY** the number of **VOIDED** ballots (fleeing voters) on Line **C3** of the SOR.
- Seal Envelope #4 - two officers sign seal.

## Team 2. The Touch Screen Machines

### \_\_\_\_\_ Certify the Public Counter and Protective Counters

- From the screen of each machine, enter the Public Counter number and the Protective Counter number on the back of **Envelope #7C**.
- Enter the Protective Counter on SOR Line **B3**.
- Enter the Public Counter on SOR Lines **B6**.

### \_\_\_\_\_ Tally Results

- Using the key on the **red** wrist band, open the printer covers on all machines.
- Unfold and pull out, but do not detach the Open Report tapes.
- Insert the **Location** card into the Smartcard reader on the **MASTER** machine.

# CLOSING THE POLLS

When the **Poll Hibernate – Poll Close** screen appears on the MASTER machine,

- Remove the **Location** card.
- Select **CLOSE POLLING LOCATION** in the center of the screen.
- On the next screen, confirm closing the polls by touching **YES**.

The MASTER machine will begin searching for the other units.

- After all serial numbers are listed, touch **STOP SEARCHING**; then touch **NEXT**.
- Observe the screen as the machines are tallied.
- Confirm that the correct number of machines have been tallied.
- On the next screen, confirm that all machines have tallied by selecting **YES**.

## **Troubleshooting ...**

If the wireless system doesn't tally all machines, i.e., if a serial number doesn't have a check mark or if the text message doesn't indicate the correct number of machines, touch **TALLY UNTALLIED UNITS**. If a serial number is still unchecked, touch **MANUAL TALLY** and follow the prompts on the screen.

If this doesn't work or you need assistance, call TECHNICAL SUPPORT at **(703) 324-4101**.

## **Print Results**

When the **Printing Poll Closed Report** screen appears...

- Select **"3"** to print three copies of the results tapes, then touch **OK**.  
After a short delay, all machines will begin printing automatically.
- If any machine fails to print, call TECHNICAL SUPPORT at **(703) 324-4101** for instructions.

## **Remove and Inspect the Machine Tapes**

- Tear off and inspect the tape from the MASTER machine first.
- **Verify** that 3 copies of the **Unit Close Report** have printed and that they are followed by 3 copies of the **Location Close Report**.
- **Verify** that all machine serial numbers are listed on the **Location Close Report**.
- Tear off and inspect tapes from the remaining machines.
- **Verify** that 3 copies of the **Unit Close Report** have printed for each machine.
- Have two officers sign each section of tape.
- Set **aside all tapes for processing with SOR**.

## **Export Election Data to the Removable Media (USB flash drive)**

- On MASTER machine, touch **EXPORT DATA** to back-up the Location data onto its **USB drive**.
- When the data transfer is complete, all of the units will automatically turn off. (If a machine fails to turn off automatically, turn it off manually by pushing the **red** button.)
- After the MASTER machine shuts down, use your wire cutters to carefully cut the plastic seal securing the USB flash disk in the MASTER machine only.
- Remove the **USB from the MASTER machine** and place it in **ENVELOPE #7C**.
- Close and lock the printer covers on all machines.

## **Close Touch Screen machines.**

- Unplug the power cord from its power source and from the booth.
- Place power cords in the canvas bag in the cart.
- Lift touch screen, slide handle into the back of the unit. *Don't unplug the inside cords.*
- Slide the small cord under the top of unit so unit will lie flat.
- Fold in soft sides of booth, close and latch the case.

# CLOSING THE POLLS

- Turn the case on its side or upside down to remove legs.
- Extend and fold legs, then reopen lid to place legs in compartment in case.
- Close both of the leg storage panels.
- Fold in soft sides of booth, close cover and secure latches.
- Use the **RED NUMBERED SEALS** to reseal the machines.  
Seal goes through holes located next to the booth handle.  
Do not pull the seal too tight!
- **Record red machine seal numbers on back of Envelope #7C.**
- **Record red machine seal numbers on Line B9 of the SOR**

## Team 3. The Optical Scan Machine and Paper Ballots

### \_\_\_\_\_ **Unlock the Auxiliary Compartment on the side of the Ballot Box.**

- Using the black banded key, unlock the Auxiliary Ballot door on the left side of the Ballot Box.
- Remove all ballots stored there during the day. Relock its door.
- **For Provisional Ballots - DO NOT open the green envelopes. Place the Provisional Ballots in Envelope #1A (or #1B) with the green Provisional Ballot Log.**
- **Enter the number of Provisional Ballots on Line A7 of the SOR.**
- **For voted paper ballots** – ballots that were stored in the auxiliary compartment during a time when the AccuVote was down. Feed the ballots into the reader for tallying. If, after several tries, a ballot is rejected by the scanner, set the rejected ballot aside for hand counting.

### \_\_\_\_\_ **Hand count paper ballots that could not be scanned.**

- Have two officers tally ballots that could not be scanned.
- Record the total number of hand-counted ballots cast on Line **B14** of the SOR.
- Record the results of the hand count on Line **D3** of the SOR.
- Put all hand-counted paper ballots in one of the cardboard boxes labeled with a goldenrod **#3 Counted Ballots label**.

### \_\_\_\_\_ **Certify the Public Counter (TOT COUNT)**

- Enter the Public Counter number (TOT COUNT on the LCD display) on the back of **Envelope #7C** and on **Line B11 of the SOR**.

### \_\_\_\_\_ **Tally and Print the OS Results.**

- Using the black banded key, unlock the Retaining Door on the front of the Ballot Box in order to access the **YES** and **NO** buttons on the front of the machine.
- Using the yellow banded key, unlock and remove the printer cover from the top of the OS machine.
- Pull the opening tape out of the way of the printer, but do not detach.
- Remove an **Ender Card** from the Smart Card Envelope.
- Push the **YES** and **NO** buttons and at the same time feed an **Ender Card** into the OS machine to close the polls.
- The election results (short report) will print automatically.
- The display will read: *Need another copy?* No response is required.

# CLOSING THE POLLS

## \_\_\_\_\_ Print three copies of the long report.

- Slide the machine forward and turn the machine **OFF** (red switch on back.)
- Turn the machine back **ON**.
- After the machine re-boots, follow the prompts on the LCD display. Answer the following questions using the YES and NO buttons on the front of the machine:
  - *Reprint Election Results Report?* Press **NO**.
  - *Send Results by Telephone?* Press **NO**.
  - *Send Results by Direct Mode?* Press **NO**.
  - *Print Election Totals Report?* Press **YES**.
  - *Print Long Report?* Press **YES**. Machine will print long report.
  - *Need Another Copy?* Press **YES**. Machine will print second copy.
  - *Need Another Copy?* Press **YES**. Machine will print third copy.
- Pull out printer paper a few inches, then tear off and remove the tape
- Have two officers sign each section/copy of the tape.
- Set tape aside for processing with SOR.

### **Troubleshooting...**

If you have trouble with the YES and NO sequence, turn the machine off and then back on and start over following the prompts above.

## \_\_\_\_\_ Remove the Memory Card from the OS machine.

- After removing the tape, turn off the OS machine using the red switch on the back.
- Carefully cut or twist to remove the plastic seal that secures the metal strip covering the memory card slot. Place the removed seal in Envelope #7C.
- Rotate the metal strip off its post and pull the Memory Card from its slot.
- Place the Memory Card in **Envelope #7C**.
- Reposition the metal strip onto its post. No new seal is required.

## \_\_\_\_\_ Remove ballots and segregate the ballots that contain write-in votes.

- Using the black banded key, open the ballot access door at the lower back of the ballot box.
- Remove the **ENDER** card and place it in Envelope # 7A.
- Remove and set aside the **VOTED ballots with Write-Ins**.
- **Assign two officers to record the Write-Ins on the SOR and the SOR copy.**
- Remove and place the **VOTED ballots** in the cardboard boxes provided.
- When completed, place the **VOTED ballots with Write-Ins** on top of the **VOTED** ballots in one of the boxes.
- Relock the access door.
- Remove the OS machine from the Ballot Box.
- Unlock the top of the Ballot Box and lift the lid.
- Two officers should ascertain that there are no ballots remaining in any of the storage bins.
- Relock the Ballot Box lid and all other compartments.

## \_\_\_\_\_ Seal and label the cardboard ballot boxes for return to the Clerk

**Do not mix voted and unvoted ballots!**

The return box labels are in the brown smart card envelope.

**After hand-counts are completed...**

# CLOSING THE POLLS

- Place all **VOTED** ballots, including those that were hand-counted into a cardboard ballot box.
- Using clear tape, tape goldenrod #3 counted ballots labels on one end and one side of the box.
- Seal the box flaps with clear tape and secure the box with a strip of red tamper tape.
- Place seals across the envelope flaps – all officers must sign.

## \_\_\_\_ Put away the OS machine(s)

- Replace and relock the printer cover on the OS Machine.
- Unplug the AC power cord from its power source and from the back of the machine and carefully pull it out through the plastic tube on the Ballot Box.
- Ensure that the OS Machine is turned off, then put the machine into its padded bag and return it to the cart.
- Put the power cord into the canvas tote bag with the other cords.
- Relock the Retaining Door at the front edge of the Ballot Box.
- Reinsert the metal Security Plate in the Ballot Entry Slot in the back of the lid and lock it in place.

## \_\_\_\_ Seal and Sign Envelope #7C

- Check that all machine seal and counter numbers are recorded on the back of the envelope.
- Check that all of the opening cut seals are in the envelope.
- Check that the OS memory card and the Master USB flash drive are in the envelope.
- Seal Envelope #7C - 2 officers must sign.  
Please **DO NOT** put signed label over information entered on the back.

## ***Officers who are not working on the SOR can start packing up...***

### \_\_\_\_ Clean up the area.

- Take down signs, inside and outside the polling place.
- Remove the tape and any staples or tacks.
- Pack the Blue Bag, using the packing list in “Return Material” tab of this notebook.
- Don’t forget the wire polling place signs that are outside! Return the wires inside the cart door.
- Return borrowed items to proper location, e.g., coffee pot to teacher’s lounge.
- Pick-up and discard flyers, sample ballots, political signs, food containers, etc.
- Remind building staff that warehouse personnel will pick up the carts containing the voting machines starting the next morning.

**Please:** If you are in a church or other private facility, make sure the furniture is returned to its original location, trash is put in proper containers, and kitchen facilities (if used) are clean. Remove and discard any political signs or flyers that were left behind.

### \_\_\_\_ Place privacy booths, cardboards, machines and cords into the cart.

- Place the cardboard [triangles] on the bottom of the cart.
- Stack the WINvote machines (with handles facing out) on the bottom of the cart, on top of the cardboard. Please don’t rest the bottom machine on its handle. Don’t plug the machines into the power strip inside the cart.
- Unplug the Blue Privacy Booth, then remove the legs and fold then up.
- Place the Blue Privacy Booth on the bottom right side of the cart.
- Place the OS machine and privacy folders in canvas carrying case on top of the privacy booths.
- Place the folded-up cardboard voting booths in the cart where space allows.
- Place all machine and extension cords along with the headset/earphones in the canvas tote bag.

# ***CLOSING THE POLLS***

- Be sure to return:
  - Black power cords - one for each machine and one for cart
  - Gray and brown extension cords
  - One headset (earphones)
- Place the canvas bag with cords on a top shelf of the cart along with the adding machine and clipboards.
- Return any special signs and equipment in the cart.
- **EPB precincts – place EBP laptops in their protective sleeves and return on the top shelf in the cart along with the bag of peripherals.**

## **\_\_\_\_\_ Check and lock the Cart**

**After all machines and supplies have been replaced in the cart, complete and sign the security log and seal the cart with a red numbered seal.**

## **\_\_\_\_\_ Seal and Sign Envelope #7A.**

Check that the following items are in Envelope #7A:

- **The 2 ENDER CARDS** - used to close down OS machine.
- **The LOCATION Smartcards** with keys on **red** wristbands.
- **The BALLOT Smartcards** on **black** wristbands – one for each machine plus one extra.
- **EPB password cards.**
- Add the **LANYARD** with the cart key, seal the envelope and sign the label.

**Do NOT return ballots in the cart!**

**Do NOT put the Blue Bag back into the cart.**

**The Blue Bag and Ballots must be returned to the Government Center!**



# SOR and MACHINE TAPES

## Completing the Statement of Results and other Paperwork

Start on Page 4...

### SOR Part C

*Explanation: Part C answers the questions: (1) How many people were checked in on the pollbook(s)? and (2) How many of those people actually cast ballots?*

*Procedure: Subtract the fleeing voters from the number checked-in to determine the total number of voters who cast ballots.*

#### Complete Part C of the SOR – Pollbook Count and Reconciliation

- Check the entries on Line C1 and add across.
- EPB precincts – go to options, and enter the **total** checked in from the EPB summary.
- **C2** - On Line **C2**, enter the total number of fleeing voters who used the touch screen machines.
- **C3** - On Line **C3**, enter the total number of fleeing paper ballot voters (VOIDED—not spoiled-ballots.)  
Note: Don't include absentee ballots that were surrendered by AB voters and voided
- **C4** - Add Lines C2 and C3 and enter total on Line C4.
- **C5** - Subtract C4 from C1 and enter the difference on Line C5 (yellow box.)

### SOR Part B (pages 2 and 3)

*Explanation: Part B answers the question: How many ballots were counted?*

*Procedure: Add (1) the number of ballots cast on touch screen machines, (2) the number of ballots counted by the optical scan machines and (3) the number of ballots that were counted by hand.*

#### Complete Part B-1 (page 2) – Touch Screen (WINvote) Certification

- Check the entries on Lines B3 and B6, completed when the machines were closed.
- **B5** - Protective Counters - subtract the Line B4 numbers from the Line B3 numbers and enter the difference on Line B5.
- **B5 Total** - Add Line B5 across to get the Protective Counter total for the touch screen machines.
- **B8** - Public Counters – subtract the Line B7 numbers from the Line B6 numbers and enter the difference on Line B8.
- **B8 Total** - Add Line B8 across to get the Public Counter total for the touch screens.
- Check that the Line B5 Touch Screen Total is the same as the Line B8 Total.
- **B9** - Enter the red seal numbers for each touch screen machine.

#### Complete Part B-2 (page3) – Optical Scan (OS) and Hand Counted Paper Ballots

- **B13** - Subtract Line B12 from Line B11; enter the difference on Line B13 to determine the number of ballots that were read by the scanner.
- **B14** - Enter the total number of hand-counted ballots in B14.
- **B15** - Add Line B13 and Line B14 to obtain the Total Number of Paper Ballots counted.
- **B16** - Add Line **B8 TOTAL** (from page 2) to Line **B15 TOTAL**; enter the results in the **B16 TOTAL** (yellow box) to obtain the total number of [all types of] ballots counted.

# SOR and MACHINE TAPES

\_\_\_\_\_ Compare the yellow boxes – B16 and C5.

- *Is the number of votes counted (B16) the same as the number of voters who checked in at the pollbooks (C5) after the “fleeing” voters were taken into account (subtracted)?*
- **If they are not equal, enter an explanation in Part F on page 12.**

## SOR Part A (page 1)

*Explanation: Part A is an accounting of the paper ballots.*

*Procedure:*

- **Determine the total number of blank ballots received (1) before the polls open and (2) while the polls were open, if any.**
- **Determine the total number of ballots (1) remaining unused or (2) used- but not counted, which includes spoiled, voided and Provisional ballots.**
- **Subtract the unused and used-but not counted ballots from the blank ballots received to determine the number of paper ballots that were voted and counted.**

## \_\_\_\_\_ Complete Part A– Paper Ballots

- Check entries on Line A1 and complete lines A2 and A3, if applicable.  
Note that Line A1 must be adjusted if the opened ballot packages were found to have contained more or less than 100 ballots.
- **A4** - Add the columns (Lines A1, A2 and A3) to determine the A4 Total - number of ballots received.
- Check entries on Lines A5, A6 and A7, completed earlier.
- **A8** - Add the columns (Lines A5, A6 and A7) to determine the A8 Total – number of ballots unused and used-but NOT counted.
- **A9** - Subtract Line A8 from the Line A4 and enter the difference on A9 (blue box.)
  
- **Compare the blue boxes – does the A9 Total equal B15 - the OS Total plus the hand counted total, i.e., total number of paper ballots voted and counted, either by scanner or by hand?**
- **If they are not equal, enter an explanation in Part F on page 12.**

## SOR Part D

*Explanation: Part D is a tally of the votes cast for each office and issue.*

*Procedure:*

- **Tally the votes for each candidate and response for the touch screen results, the optical scan results and the hand-counted paper ballot results.**
- **Check that the Total Votes Cast for Office (or Issue) does not exceed the total number of votes cast (voters.)**
- **Enter the write in totals from the Write-in Certification sheet.**

# SOR and MACHINE TAPES

## Complete Part D– Votes Cast

- **On Line D1...**
  - Enter the B8 total in the “Total Ballots Cast” column for the touch screen machines.
  - Enter the votes for each candidate/response from the **Location Close Report** tape.
- **On Line D2...**
  - Enter the B13 total in the “Total Ballots Cast” column for the OS machine.
  - Enter the votes for each candidate/response from the OS results tape.
- **On Line D3...**
  - Enter the B14 Total in the “Total Ballots Cast” column for hand-counted ballots.
  - Check that the hand counted votes were entered (if any.)
- **On Line D4** - enter the sum of D1 + D2 + D3 for each column.
- Add across for each Office and Issue to determine the Total Vote for each Office and Issue.
- **On Line D4** - check that the “Total Votes for Office (or Question)” entry does not exceed the “Total Ballots Cast” entry. (*There can't be more votes than voters!*)

## SOR Part E (page 10)

**Explanation:** *Part E is a record of a touch screen machine being temporarily removed from the polling place for a curbside (outside the polls) voter.*

**Procedure:** *Complete the required information for each curbside voter who chooses to use the touch screen machine.*

## Check Part E / Page 10 – Curbside Voting on Touch Screen

The part should already have been completed if the touch screen was used for curbside voters.

## Write-In Certification (page 11)

**Explanation:** *The Write-In Certification is used to record the names of voters who have written in the name of a candidate who is not on the ballot for that Office.*

**Procedure:** *Examine the paper ballots (scanned and hand counted) and record the names of valid names that have been written in for each office. The touch screen write-ins are recorded on the machine tape and do not need to be transferred to the Certification page.*

- Count all “non-names”, i.e., cartoon characters (Mickey Mouse, etc.) and commentary (none of the above, etc.) as invalid and enter the total number of invalid write-ins on the top line.
- For President and Vice President, only count write-ins that the state has certified as having filed a joint declaration of intent and a list of electors. All other names are invalid.
- For Senate and House of Representatives, record only names that appear to be valid and record the number of votes for each.
- Add the total number of write-in votes for scanned and hand-counted ballots and enter on the total on the line indicated.
- Enter the total number of write-in votes from the touch screen machines on the next line.
- Add the paper and touch screen totals together for each office.
- **Use these numbers to complete the results for each office in Part D.**

# **SOR and MACHINE TAPES**

## **SOR Part F (page 12)**

***Explanation: Part F is an explanation/record of (1) any discrepancies between the number of voters and the number of votes counted; (2) any absentee ballots that were surrendered at the polls; and/or (3) the number of paper ballots that were reproduced in an emergency.***

***Procedure: Write an explanation or statement as required.***

### **Complete Part F – Explanation of Discrepancies**

- If Line A3 is not 0, explain why ballots were reproduced and attach the signed SBE form 641.1. (Form is on page 1.9 under the “Help” tab.)
- If Line B14 is not 0, explain why some paper ballots were hand counted.
- If the Blue Boxes aren’t equal, explain why the Total Ballots voted and counted is not the same as the Total Paper Ballots Counted [by machine and hand]?
- If the Yellow Boxes aren’t equal, explain why line C5 (Pollbook Count Reconciliation) is not the same as the final total on Line B16 (Total Votes Counted)?

If you are unsure of the reasons, please write that as your statement.

- Add any other required statements, as needed.

**All statements must be recorded on both the Original and the Copy of the SOR.**

## **SOR Part G**

***Explanation: Part G contains the signatures of the Election Officers certifying the results of the election in their precinct.***

***Procedure: All officers sign the SOR, except the morning officers working a split shift.***

### **Complete Part G – Certification (of SOR)**

**All officers must sign the certification on both copies, next to their numbers.**

### **Final Check of the SOR**

**Both copies of SOR must be identical and completely filled in.**

**If there is a discrepancy in the numbers and no explanation written in Part F, OR if there are any missing signatures on Part G, you may be called into the office during the Canvass to complete and sign this section.**

**Chiefs are expected to be available by phone and/or in person on the Wednesday, Thursday and Friday following the election in the event the Electoral Board requires additional information or clarification of the SOR or other official documents during the Canvass.**

# SOR and MACHINE TAPES

## Cutting and Stacking Machine Tapes

1. Handle only one machine tape at a time to avoid mixing up the pieces.
2. Cut after signature lines as indicated in the chart below and attach to documents.

Note: If a touch screen machine is rebooted, it will print an "awake" report. Do not cut off the awake report.

Tape from <b>WINvote #2 - #5</b> Not the Master (touch screen)	Tape from <b>WINvote #1</b> Master Machine (touch screen)	Tape from <b>AccuVote-OS</b> (optical scan)
Unit Open Report (zero report)  Awake report(s) (if machine was rebooted)  Unit Close Report (first copy of results)	Unit Open Report (zero report) Location Open Report (zero report)  Awake report(s) (if machine was rebooted)  Unit Close Report (first copy of results)	Zero Report  Results Report (short report without options and settings)  Results Report (long report)
✂ Cut after signature lines	✂ Cut after signature lines	✂ Cut after signature lines
Unit Close Report (second copy of results)	Unit Close Report (second copy of results)	Results Report (second copy of long report)
✂ Cut after signature lines	✂ Cut after signature lines	✂ Cut after signature lines
Unit Close Report (third copy of results)	Unit Close Report (third copy of results)	Results Report (third copy of long report)
✂ Cut after signature lines	✂ Cut after signature lines	✂ Cut after signature lines
<b>Cut the Location Reports off of the Master Machine first.</b>  Stack #1 Attach gray portion of tapes to the Original Statement of Results (SOR) #2 Attach light gray portion of tapes to the COPY of the SOR #3 Attach dark gray portion of tapes to the Yellow Printed Return Sheet  Two Officers sign on signature lines at the end of each report (section of tape)	Location Close Report (first copy)	#1
	✂ Cut after signature lines	
	Location Close Report (second copy)	#2
	✂ Cut after signature lines	
	Location Close Report (third copy)	#3

# ***SOR and MACHINE TAPES***

## \_\_\_\_\_ **Fold and attach (staple and/or paperclip) machine tapes to the SOR**

- Attach the #1 tape sections to the Original SOR.
- Attach the #2 tape sections to the Copy of the SOR.
- Attach the #3 tape sections to the yellow Printed Return Sheet (see below.)

## \_\_\_\_\_ **Complete Call Sheet and phone in returns.**

- Complete the Call Sheet by copying the total votes from the **SOR Line D4**
- **Call returns in to the Registrar's Office at (703) 222-0776.**
- Post Call Sheet on outside door of polling place.  
Poll Watchers may leave after the returns are called in and posted.

## \_\_\_\_\_ **Seal and Sign Envelope #2.**

### **Place in Envelope #2 - Seal and sign the label.**

- Paper Pollbooks and Pollbook Count Sheets, (EPB precincts – all USB flash drives)
- Both copies of the SOR
- Election Officer Oath and Compensation Forms
- Chief's Notes, including the Incident Report
- Comment Forms

## \_\_\_\_\_ **Seal and sign Envelope #2A with the yellow Printed Return Sheet.**

- Attach **Stack 3** set of tapes to the yellow Printed Return Sheet.
- All officers sign the yellow Printed Return Sheet
- Place the yellow Printed Return sheet in Envelope #2A; Seal and sign.

***Hang in there, you're almost done!***

RETURN MATERIAL

# ***RETURNING MATERIALS***

**All Election Materials must be returned to the  
Fairfax County Government Center**

**- or -**

**the Mount Vernon Governmental Center  
on Tuesday night, November 6, 2012 \*\*\***

**\*\*\* If you are having problems closing, please promptly call the Office at  
(703) 324-4735, so we can send help and/or talk you through your situation.**

**All ballots – voted and unused - must be turned in.**

**Do not leave ballots in the cart!**

**Lay out materials, return envelopes, and seals on a large table.**

**\_\_\_ Check forms for required signatures**

___ Election Officer Oath	<u>All</u> officers; Chief signs top <u>and</u> bottom
___ Compensation Form	<u>All</u> officers sign (indicate split shifts or partial days)
___ Pollbook Count Sheet (or EPB Certification form)	Election Officers working on the Pollbooks at close of polls signs certification
___ SOR <i>Original</i> , Part <b>G</b>	<u>All</u> officers sign
___ SOR Copy, Part <b>G</b>	<u>All</u> officers sign
___ Yellow Printed Return Sheet	<u>All</u> officers sign
___ Voting Machine Tapes	<u>Two</u> officers sign each section

**\_\_\_ Pack boxes and envelopes**

- **Use the detailed chart on next page as your checklist.**
- **Use red tamper-tape to seal cardboard boxes of voted and unused ballots.**
- **Be sure all boxes and envelopes are sealed, signed and dated.**
- **Be sure voted ballot boxes are sealed and labeled with the gold #3 labels provided. (All officers must sign seals.)**
- **Be sure unused ballots boxes are sealed and labeled with the blue #6 labels provided. (Two officers must sign seals.)**

# RETURNING MATERIALS

ENVELOPE OR BOX NUMBER	CONTENTS	SEALING & SIGNING REQUIREMENTS
<b>#1A</b> Green Envelope	Provisional Ballots (voted while polls open): Small <b>green</b> and <b>lime-green</b> (ID) envelopes and Provisional Ballot Log (green form)	Enter number of envelopes enclosed. Sign Certification. Seal with Label (even if envelope is empty). Date & Sign Label – two signatures.
<b>#1B</b> Green Envelope	Provisional Ballots (after 7:00 p.m.): Small green envelopes with box # 3 checked and Provisional Ballot Log (green form)	Same as above.
<b># 2</b> Brown Envelope	Election Officer Oath Pollbooks, Pollbook Count Sheets EPB certification and flash drives Statement of Results - two copies Compensation Sheet Chief's Notes / Incident Report Comment Forms	Seal with Label. Date & Sign Label – two signatures.
<b># 2A</b> Brown Envelope	Yellow Printed Return Sheet	Seal with Label. Date & Sign Label – two signatures.
<b># 3</b> Brown Box(es)	<b>All Counted (Scanned) Paper Ballots</b> <b>All Hand-Counted Paper Ballots</b>	Tape boxes closed with red tamper tape. Attach <b>gold labels</b> to side and end of box. Date & Sign Labels – <b>all officers sign.</b>
<b># 4</b> Brown Envelope	<b>Spoiled and Voided Paper Ballots, including Spoiled or Voided Absentee Ballots surrendered at the polls.</b>	Seal with Label. Date & Sign Label – two signatures.
<b># 6</b> Brown Box(es)	<b>Unused (blank) Paper Ballots including English/Spanish, Federal-Only and Presidential-Only</b>	Tape boxes closed with red tamper tape. Attach <b>blue labels</b> to side and end of box. Date & Sign Labels – <b>two officers sign.</b>
<b># 7A</b> Large White Envelope	<b>Location</b> Smartcards on <b>red</b> bands <b>Ballot</b> Smartcards on <b>black</b> bands <b>Optical Scan</b> keys <b>Ender Cards</b> from OS machine <b>EPB</b> password cards <b>Lanyard</b> with Cart Key	Seal with Label. Date & Sign Label – two signatures.
<b># 7C</b> White Envelope	<b>USB</b> flash drive from MASTER WINVote <b>Memory Card(s)</b> from Optical Scan machine(s) Opening seals from cart and machines	Seal with Label. (Please avoid covering information written on back.) Date & Sign Label – two signatures.
<b># 8</b> White Envelope	<b>Used</b> Forms: Voter Registration Applications Affirmation of Eligibility & Challenger Request for Assistance Deceased Voter Telephone Verification Election Officer Applications Poll Watcher Authorizations	No Seal Required.  Unused/blank forms should be returned in the Blue Bag.
<b># 10</b> White Envelope	Election Officer Buttons Page Buttons, Poll Watcher Badges Plastic Name Badges (all types)	No Seal Required.

# ***RETURNING MATERIALS***

\_\_\_\_\_ **Pack up materials to return to Government Center**

\_\_\_\_\_ **Pack Kit and Ballot Boxes (voted and unused) DON'T RETURN IN CART.**

- \_\_\_\_\_ **All Numbered Envelopes and Boxes listed on the previous page – except Envelope #10.**
- \_\_\_\_\_ Asked look-up device
- \_\_\_\_\_ Magnifying glass in protective envelope and Magnifier Sheet
- \_\_\_\_\_ Black 3-ring binders (Chief's Manual) - you may keep the contents
- \_\_\_\_\_ Red 2012 Law Book

**Boxes and Envelopes will be checked in individually at the collection point.**

\_\_\_\_\_ **Pack Big Blue Bag DON'T RETURN IN CART.**

Collect all signs, maps, posters, etc., inside and outside the polling place.

**Remove masking tape, staples and tacks.**

Stack neatly and replace items listed below in the Blue Bag:

- \_\_\_\_\_ Envelope #10 with name badges, buttons, etc.
- \_\_\_\_\_ Unused Election Officer Applications
- \_\_\_\_\_ Signs, both plastic and reusable paper
- \_\_\_\_\_ Unused small green Provisional Ballot Envelopes and Notices
- \_\_\_\_\_ Unused forms – telephone verification, voter assistance, affirmations, etc.
- \_\_\_\_\_ Unused Voter Registration Applications
- \_\_\_\_\_ Small zippered case with scissors, pens, clips, etc.
- \_\_\_\_\_ Pens, Rulers and Tape (red, clear, masking and blue)
- \_\_\_\_\_ Privacy Folders
- \_\_\_\_\_ Fairfax County Map
- \_\_\_\_\_ Sample ballots, posters and brochures
- \_\_\_\_\_ Absentee Applicants List
- \_\_\_\_\_ All other items loose and leftover items that aren't listed above.

\_\_\_\_\_ **DO RETURN IN CART – All voting machines, EPB laptops, bags of EPB peripherals and wire signs**

\_\_\_\_\_ **Load your car**

\_\_\_\_\_ **Send your officers home with a big “Thank You!”**

\_\_\_\_\_ **Deliver materials to the Fairfax County Government Center or the Mount Vernon Governmental Center.**

\_\_\_\_\_ **Pat yourself on the back, go home and get a good night's sleep!**

***Thank you for all your hard work !!***



# Virginia State Board of Elections



## Officer of Election Accessibility Etiquette and Responsibilities Training

Serving the Elderly and Disabled Communities on Election Day

For more information on Disability Etiquette contact:

- United Spinal Association [www.unitedspinal.org](http://www.unitedspinal.org)
- Access Independence Inc. (540) 662-4452
- Virginia State Board of Elections 800-552-9745  
[accessiblevoting@sbe.virginia.gov](mailto:accessiblevoting@sbe.virginia.gov)

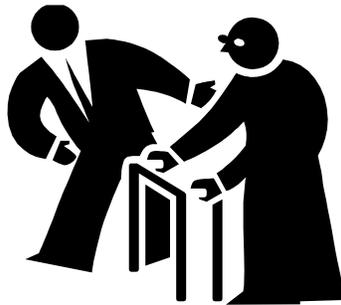
Edited for local use by the Office of Elections, Fairfax County  
October 2008

## **Basic Etiquette:**

Relax when talking with someone with a disability. Treat the person the same as you would anyone else, and don't be embarrassed if someone with a disability corrects your etiquette

Speak directly to a person with a disability, not to his companion or sign-language interpreter. When speaking with someone who has a hearing impairment, speak directly, clearly, slowly, and expressively. If you need to get someone's attention, lightly tap his or her shoulder or wave your hand.

Always identify yourself and others with you when meeting someone with a visual impairment. When conversing in a group, be sure to identify the person to whom you are speaking.



Ask before you help; don't assume the person needs help. If the setting is adequately accessible, some senior citizens and persons with disabilities can vote without assistance. If a person does need assistance allow the person to indicate how best to assist him or her before taking action.

Don't make assumptions or decisions on what a person with a disability can or cannot do. If the person needs assistance, he or she will ask.

Be sensitive about personal contact. Grabbing someone, even if you intend to give assistance, could knock the person off balance. Don't pat anyone on the head, shoulders, or back. It can be demeaning and throw the person off balance. Lightly tap the person's shoulder if you need to get his or her attention.

Be sensitive about contact with assistive devices such as wheel chairs, walkers, canes, and guide dogs. These aids are part of an individual's personal space.

## Responsibilities:

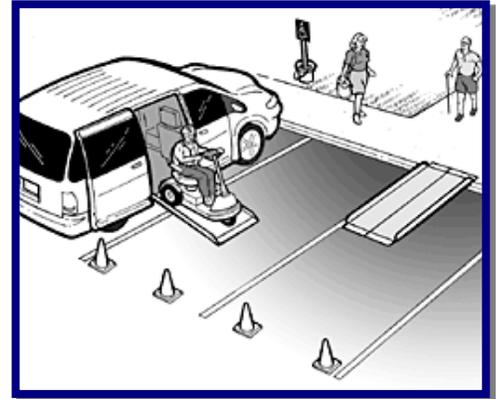
### Parking

There will be several things you need to remember on Election Day about parking.

Some precincts use temporary solutions to address accessibility issues such as movable signs, parking cones, and parking pads. It may not be your duty to put these solutions in place, but it will be your duty to ensure they remain in place throughout the day.

The picture to the right gives an example of temporary solutions.

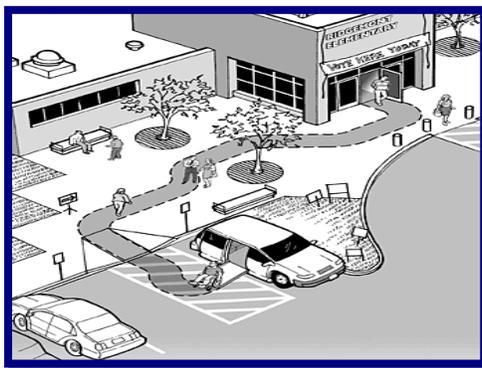
- Notice the cones and the temporary sign post.
- Also notice on the that Officers of Election have blocked off other spaces to ensure persons with disabilities can have clear access to the temporary ramp. You may need to do this at your precinct.



You must also be aware of who is parking in the designated accessible parking space. If a person without an official DMV marked plate or hanging parking permit has parked in the accessible space, you can either have the vehicle towed or locate the violator and have them move the vehicle immediately.

### Exterior Path of Travel

Path of travel is one of the most important areas to watch on Election Day. There are several barriers that may impede a person's ability to reach the polls and in some cases could even cause injury. Be sure to inspect the path of travel from time to time on Election Day.



When considering how to maintain the path of travel, use common sense. You must keep the path of travel free from debris such as gravel, snow, and ice.

For blind and vision impaired voters there will be two common barriers that can be easily fixed on Election Day:

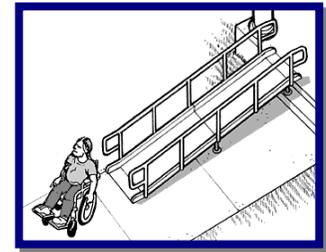
- All over-hanging objects should be trimmed or removed prior to Election Day. However, changes in structures and vegetation occur often. Be sure to check these barriers on Election Day, and inform the proper personnel if a potential problem is found.
- When objects extend into the path of travel you can easily remove this barrier by placing an object under the object so the voter will be sure to strike the object with his/her cane before walking into the barrier.



For voters with mobility impairments that require assistive devices such as wheelchairs, scooters, walkers or canes, the poll worker must be sure that:

- There is a wide (at least 36") path of travel from the parking lot to the entrance;
- All signs marking accessible path of travel are placed prior to the opening of the polls.

Treatment for ramps is generally fairly easy for poll workers. Simply remember your common sense and keep ramps free from debris. The rest of the care for the ramp should come from whomever has installed it.



### Exterior Door Access

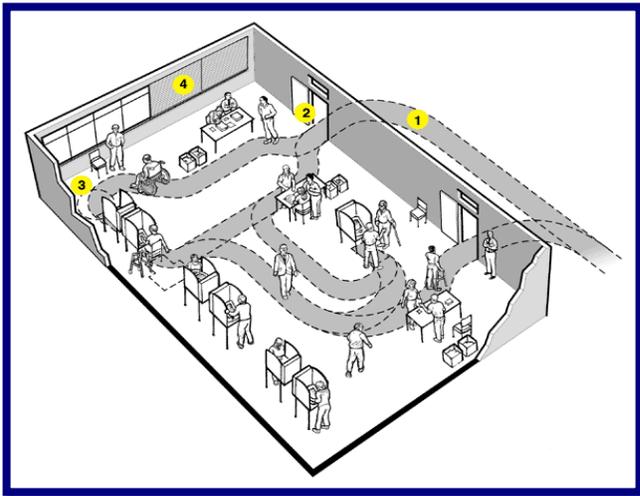
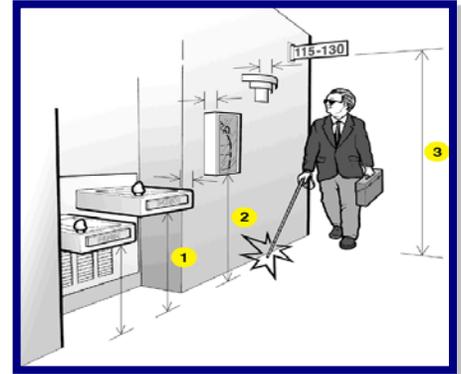
A number of barriers may be present at the entrance of the polling place which may require adaptation. The most common is an inaccessible door handle. To address this issue, many localities will prop the door open on Election Day. The Election Officer must make sure that the door stays open throughout the day or find another ADA-acceptable solution.

Temporary solutions at exterior doors can include temporary (removable) door levers and removable beveling strips. If your precinct uses these options, be sure they are in place prior to opening.

## Interior Path of Travel

Interior paths of travel to the polling room can be treated similarly to exterior paths. Election Officers need to be primarily aware of interior doors and objects in path of travel.

- Interior doors may have the same barriers as exterior doors. Be aware of any temporary solutions that may be in place. It is a good idea to prop open the interior doors if possible.
- Objects protruding and overhanging into the path of travel will be the most common barrier in the interior path of travel. Also, the path of travel should always be at least 36”.



### << Inside the Polling Room

The biggest factor contributing to the accessibility of the polling room is the design of the path of travel through the room.

- Strive for a smooth path of travel that doesn't require a lot of turning.
- Strive for roomy aisles between voting machines.

It is encouraged that you provide chairs for those who have difficulty standing for longer periods of time.

There also must be a voting system placed at a lower level for those in wheelchairs or seated.

## Remarks

In terms of accessibility the job of the Election Officer is critical. Most of the requirements asked, while not complicated, are vital to senior citizens and persons with disabilities. The most important thing to remember is to ask your Registrar or Electoral Board to fully prepare you to address accessibility barriers. Finally, relax and treat the elderly or people with a disability just as you would any one else.



# Dos and Don'ts for Campaigners and Authorized Representatives

## Table of Contents

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## I. CAMPAIGNERS (CAMPAIGN WORKERS AND CANDIDATES)

1. Campaigners **must be** and **stay** at least 40 feet away from **any entrance** to the building in which the polling place is located. This 40-foot "campaign-free" zone is referred to as the "Prohibited Area." Restrictions which apply to the Prohibited Area also apply to the polling place itself. If the electoral board allows campaigning within the building containing the polling place, all such activities must take place at least 40 feet from any entrance to the room where voting activities are being conducted. Code of Virginia, §§ 24.2-604 & 24.2-310.
2. There is no limit to the number of campaigners allowed outside of the Prohibited Area. § 24.2-604.
3. Campaigners **cannot** hinder or delay a person from entering or leaving a polling place. § 24.2-604.
4. Loudspeakers **cannot** be used within 300 feet of any polling place. § 24.2-605.
5. Campaign materials, including sample ballots, may be distributed on Election Day on the property on which a polling place is located and outside of the Prohibited Area. §§ 24.2-310(E), 24.2-604. Only the electoral board may approve exceptions in the limited circumstances described in § 24.2-310(E).<sup>a</sup>
6. Campaign signs/posters may not be posted inside the Prohibited Area or polling place. Whether signs/posters can be posted outside of the Prohibited Area may be subject to the management policies of the property, or local ordinance. (For example, a private organization may be willing to have its building serve as a polling place, but does not allow placement of sign posts in its lawn.)

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<sup>a</sup> Updated 7/1/2010.

7. **Sample Ballots:**

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

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

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

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

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

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

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

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

- c. Provide each authorized representative with a letter (or copy ) signed by the party chairman or the independent/primary candidate. The representative **must** give this letter (or copy) to the chief officer of election at the polling place.

### III. AUTHORIZED REPRESENTATIVES BEFORE POLLS OPEN (§ 24.2-639)

1. Before opening the polls, each officer shall examine the equipment and see that no vote has been cast and that the counters register zero. The officers shall conduct their examination in the presence of the party and candidate representatives (if present) See § 24.2-639 for additional procedures before the polls open.
2. Number of Authorized Representatives Permitted in Polling Place Before Polls Open
  - a. **General and Special Elections**
    - i. **One** authorized representative of each political party with a nominee on the ballot in that election
    - ii. **One** authorized representative of each independent candidate on the ballot in that election
  - b. **Primary Elections**
    - i. **One** authorized representative of each primary candidate on the ballot in that election
3. Representative **must be** a qualified Virginia voter.<sup>c</sup>
4. Representative **must** have a written statement (or copy) signed by the party chairman or the independent candidate he represents. This statement (or copy) should be presented to the chief officer of election if not presented previously (see section II above). The written statement is not required if the candidate or party chairman is serving as the representative.

### IV. AUTHORIZED REPRESENTATIVES WHILE POLLS ARE OPEN (§ 24.2-604)

1. Quantity and Qualifications for Authorized Representatives:
  - a. The officers of election, at their discretion, may allow a maximum of **three** authorized representatives from each political party with a nominee on the ballot in that election and three from each independent or primary candidate on the ballot in that election when the pollbook has less than three divisions/stations.
  - b. When the pollbook is divided (or there are multiple electronic pollbook stations), **one** representative from each party and **one** from each independent/primary candidate **must be allowed** for each pollbook division/station. **No more than three representatives** per party/candidate are allowed even if the pollbook has more than three divisions/stations.
  - c. A representative **must be** a qualified Virginia voter.<sup>d</sup>
  - d. The representative **cannot** be the candidate.<sup>e</sup>

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<sup>c</sup> Updated 7/1/2010. See § 24.2-639.

<sup>d</sup> Updated 7/1/2010. See § 24.2-604.

<sup>e</sup> Please reference § 24.2-604(F) for candidates in the polling place on Election Day.

2. Representatives may stay all day **or** they may come and go in shifts as determined by the party or independent/primary candidate.
3. The representative **cannot** sit at the registration table with the officers of election but must be placed behind the registration table in a position that enables him to see and hear the voting process. The Chief Officer may limit the authorized representative to the area near the check-in table. A separate table that voters are directed to for the purpose of completing the provisional voting materials is not considered a check-in table. The representative has a right to immediately appeal to the local electoral board if he is unable to observe the process.
4. It is unlawful for any authorized representative to be in a position to see the marked ballot of any other voter.
5. The representative **cannot** in any way hinder or delay a voter or officer of election.
6. The representative **cannot** insult or abuse an officer of election nor conduct him/herself in a noisy or riotous manner.
7. The representative **cannot** give, offer or show any ballot, ticket or other campaign material.
8. The representative **cannot** influence any person in casting his ballot.
9. The representative **cannot** perform any type of filming or photography while inside the polling place, including the use of a camera phone to film or photograph.
10. Use of wireless electronic devices is permitted inside the polling place. However, officers of election may prohibit the use of cellular telephones or other handheld wireless communications devices if such use will hinder, intimidate, or interfere with any qualified voter from casting his/her ballot or if the use of the wireless device results in the authorized representative conducting him or herself in a noisy or riotous manner so as to disturb the election. §§ 24.2-604 and §§ 24.2-607. It is recommended that the authorized representative leave the polling place when making a phone call on his or her cellular phone.
11. A representative may mark or make his own list of those who have voted and make his own notes. An officer **cannot** provide any lists to representatives.
12. A representative may challenge a voter who is known or suspected not to be a duly qualified voter. The person challenging a voter must complete and sign a statement of challenger form stating the specific reason for the challenge. The challenged voter will be offered a written statement (page 2 of the same form) attesting to their qualifications to vote. If the voter signs the statement he or she **must be allowed** to vote. If the voter refuses to sign the statement he or she will not be allowed to vote. Challenges should not be made frivolously. §§ 24.2-651, 42 USC 1973i(c) (federal offense).
13. The **authorized representative is prohibited from providing assistance** to any voter **or** wearing any indicator that he is available to assist any voters either inside the polling place or within 40 feet of any entrance to the polling place. The same restriction applies to any neutral observer authorized by the electoral board to be inside the polling place. 24.2-604(C)
14. **If voter asks an officer of election to translate the ballot:**

- a. The officer must first ask any authorized representatives of the parties/candidates who are in the polling place whether they have a volunteer available who can interpret for the voter in the requested language. (If so, the representative would briefly exit the polling place to get the volunteer interpreter.) 24.2-649(C)
  - b. If available, one interpreter per such party or candidate will be allowed to listen to the officer assist the voter.
  - c. The voter may choose one of the interpreters to assist instead of the officer. The newly designated assistant must be qualified to assist (see below) and complete a new assistance form accordingly.
  - d. The *Request for Assistance* form must be completed by the voter and assistant.
  - e. Any party/candidate interpreter(s) must complete Part C of the form stating that the interpreter will not attempt to influence the voter's vote or reveal how the voter votes.
15. The officers of election have the authority to remove any person interfering with the voting process, and have broad discretion to manage affairs within the polling place. § 24.2-607.

## V. REPRESENTATIVES AT CLOSE OF POLLS (§ 24.2-655)

1. Quantity and Qualifications for Authorized Representatives:
  - a. Each political party with a nominee on the ballot in that election may have **two** representatives and an independent/primary candidate on the ballot in that election may have **one** representative at the polling place to witness the counting of ballots and ascertainment of results.
  - b. Again, the representative **must be** a qualified Virginia voter.<sup>f</sup>
  - c. Representative **must** have a written statement (or copy) signed by his party chairman or the independent candidate he represents. This statement (or copy) should be presented to the chief officer of election if not presented previously (see section II above).
  - d. This representative **may be** the candidate or someone other than the representatives used while the polls are open.
2. After the polls are closed, if there are fewer than four authorized representatives (in total) at the polling place who request to be present while the votes are ascertained, the officers shall notify any bystanders, and select one or more bystanders to be present with any representatives so that there are as many as **four (total) bystanders and representatives** present during the count. The law limits the number of authorized representatives after the polls close to two from each political party having candidates in the election and one from each independent candidate or primary candidate. (§ 24.2-655).
  - a. A person who wants to watch the counting as a bystander is advised to let the chief officer of election know, before the polls close, that he or she will be waiting outside the polling place (and outside the 40 foot prohibited area)

<sup>f</sup> Updated 7/1/2010. See § 24.2-655.

immediately after the polls close in case there are fewer than four authorized representatives.

- b. There are no qualifications in the Code for the "bystanders" so, for example, a bystander may be selected who is not a registered Virginia voter (a requirement for all representatives).
  - c. **Write-in candidates** in general or special elections are not entitled to representatives at any time, but may use the bystander provision to get their observers into the polling place during the count if there are fewer than four authorized representatives at the polling place after the polls close.
3. The representatives and bystanders present **cannot** leave until the final results are ascertained and the chief officer of election has opened the doors and announced the results of the election, and may not communicate with any person outside the polling place by any means during the counting and ascertainment. **There are no exceptions to this rule.**
  4. Representatives and bystanders present may witness the counting and ascertainment of results but **may not** touch or handle any ballot, voting machine or official document.
  5. The representatives and bystanders present shall have an unobstructed view of the officers of election and their actions as the votes are counted and the returns are completed, and may make their own notes during the counting and ascertainment.

## VI. REPORTING ALLEGED ELECTION DAY PROBLEMS

Any alleged voting discrepancies should be reported to the chief or assistant chief officer of election, the local electoral board and/or the State Board of Elections **at the time they occur**. If complaints are received at the time they occur corrective action, if necessary, can be taken. If reports are not made until the election is completed there is little, if anything, that can be done to remedy the situation.

## VII. WHAT HAPPENS AFTER ELECTION DAY

1. On election night, the local registrar's office will post UNOFFICIAL results to the State Board of Elections website ([www.sbe.virginia.gov](http://www.sbe.virginia.gov)). After Election Day, any corrections, additions or changes to these unofficial results (for example, when provisional ballot determinations are made) will be explained in the notes on the website.
2. **The electoral board for the city or county will meet on the day after the election** to canvass the results of the election (§§ 24.2-671 through 24.2-678) and to decide the validity of each provisional ballot offered (§ 24.2-653). Please note that while the canvassing meeting is an open meeting, there are restrictions on who may be present during the electoral board's meeting on provisional ballots. 24.2-655

### The Canvass:

3. In a **general or special election**, each political party with a nominee on the ballot and each independent candidate on the ballot; or in a **primary**, each primary candidate on the ballot shall be entitled to have representatives present when the local electoral board meets to ascertain the results of the election.
  - a. Each such party and candidate shall be entitled to have at least as many

representatives present as there are **teams** of officials working to ascertain the results, and the room in which the local electoral board meets shall be of sufficient size and configuration to allow the representatives reasonable access and proximity to view the ballots as the teams of officials work to ascertain the results.

- b. The representatives and observers lawfully present shall be prohibited from interfering with the officials in any way.
  - c. TIP: Authorization letters are not required for representatives at the canvass, but may be provided, at the option of the authorizing party chairman or independent/primary candidate.
4. The local electoral board certifies the winners for locally elected offices, and reports the county's or city's results for federal, statewide, general assembly, and shared offices to the State Board of Elections, which certifies those winners in a public meeting.
  5. The **canvass** is a public, open meeting of the electoral board. Anyone may attend; however, there are special provisions for party/candidate representation.

#### **The Provisional Ballot Determination Meeting:**

6. Voters who cast provisional ballots may present evidence to the board. The provisional ballot meeting may be adjourned from day to day if necessary up to seven calendar days after the election. The canvass cannot be completed until the Electoral Board has reached a decision on every provisional ballot.<sup>9</sup> Then the valid provisional ballots are counted by the board and added to the locality's results as if a separate precinct.
  - a. A decision on provisional ballots cast due to lack of identification may have to be postponed until after the deadline to provide the necessary ID (Friday following the election at noon). §§ 24.2-643 & 24.2-653
7. Notwithstanding the provisions of Virginia's FOIA law (§ 2.2-3700 et seq.), only the following are entitled to representation during the **provisional ballot meeting**:
  - a. In a **general or special election**, one representative of each political party with a nominee on the ballot in that election; one representative of each independent candidate on the ballot in that election;
  - b. In a **primary election**, one representative of each primary candidate on the ballot in that election.
  - c. In **all elections**, the individual whose provisional vote is being considered and the individual's representative or legal counsel; and appropriate staff and legal counsel for the electoral board.
  - d. Representatives (except for the candidate or party chairman) shall present to the electoral board a written statement designating him to be a representative of the party or candidate signed by the chairman of the political party, independent candidate, or the primary candidate, if applicable. The statement must bear the original signature of the chair or candidate, as appropriate. A

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<sup>9</sup> A decision on provisional ballots cast due to lack of identification may have to be postponed until after the deadline to provide the necessary ID has passed (Friday following the election at noon). §§ 24.2-643 & 24.2-653.

photocopied statement is acceptable. 24.2-653(B)

8. Appropriate staff and legal counsel for the electoral board may be present when the electoral board is conducting its Provisional Ballot Determination Meeting. 24.2-653(B)
9. Representative may not impede the orderly conduct of the determination.
10. Representative may not participate during the provisional ballots determination meeting, as they serve only as observers.
11. Please note that the provisional ballot log, provisional votes pollbook or other record indexing a list of provisional voters prepared by election officials are not publicly available documents and will not be released by a local general registrar, electoral board member, or officer of election. § 24.2-407; 42 USC 15482(a)(5)(B).

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The next page in this PDF file contains a one-page summary of the information detailed above. This summary is also available as a separate document on the SBE website. If you have any additional questions about election laws or procedures, call the State Board of Elections, or contact your city or county's General Registrar or Electoral Board.

**GUIDELINES FOR CAMPAIGNERS AND AUTHORIZED REPRESENTATIVES (REPS)**  
 §§24.2-310, 24.2-604, 24.2-607, 24.2-639 AND 24.2-655 of the Code of Virginia

**CAMPAIGNERS (INCLUDES CANDIDATE) - OUTSIDE POLLING PLACE AND PROHIBITED AREA**

- ➔ **MUST BE OUTSIDE** 40 feet of **ANY** entrance to the building in which voting takes place . Only electoral board can authorize limited exceptions.
- ➔ **NO LIMIT** to the number of campaigners allowed **OUTSIDE** the polling place and prohibited area.
- ➔ **CANNOT HINDER** or **DELAY** a person from entering or leaving a polling place.
- ➔ **LOUDSPEAKERS CANNOT** be used within 300 feet of any polling place.
- ➔ **CAMPAIGN MATERIAL**, including *SAMPLE BALLOTS*:
  - must be distributed **OUTSIDE** the polling place and prohibited area.
  - must contain a statement indicating **WHO PAID FOR/AUTHORIZED** the printing (see SBE website, Campaign Finance)
  - subject to a civil fine for failure to properly identify any campaign material
- ➔ **SAMPLES** of any “Ballot” **CANNOT** be printed on white or yellow paper **and MUST** contain the words **SAMPLE BALLOT**.

**AUTHORIZED REPRESENTATIVES (REPS) - INSIDE POLLING PLACE AND PROHIBITED AREA**

- ◆ **MUST** be a qualified Virginia voter.
- ◆ **MUST** present to the chief officer of election a “letter of authorization” signed by the independent or primary candidate or party chair entitled to representation (see below) if list of REPs not previously provided. A copy of the signed “letter of authorization” is acceptable.
- ◆ **NO CAMPAIGNING** is permitted by anyone **INSIDE** the polling place building without electoral board exception.
- ◆ **CANNOT HINDER** or **DELAY** any officer of election or voter.
- ◆ **CANNOT SIT** at the check-in table with officer of election but must be positioned to see and hear the check-in table and what is occurring. (REP may appeal to the local electoral board if dissatisfied with the Chief Officer’s decision on placement.)
- ◆ **MAY** create their **OWN LIST OF VOTERS & MARK OWN LIST** (an officer **CANNOT** provide any list to **REPS**).
- ◆ **CANNOT** provide assistance to any voter or wear any indicator that he is available to assist any voter inside the polling place or within 40 feet of any entrance to the polling place.
- ◆ Officers of election **HAVE AUTHORITY TO REMOVE** any representative who does not adhere to above guidelines.

BEFORE POLLS OPEN §24.2-639	WHILE POLLS ARE OPEN §24.2-604	AFTER POLLS CLOSE §24.2-655
<p>One <b>REP</b> of each <b>political party</b> having a <i>nominee</i> on the ballot in this election</p> <p>One <b>REP</b> of each <b>independent candidate</b> on the ballot in this election (or in a primary, each <b>primary candidate</b> on the ballot) [<b>MAY</b> be the candidate]</p>	<p><b>CANDIDATES</b> may enter polling places only to vote, or to visit for <b>NO LONGER</b> than ten (10) minutes per day per polling place</p> <p>For each pollbook in use in the precinct:</p> <ul style="list-style-type: none"> <li>● One <b>REP</b> of each <b>political party</b> having a <i>nominee</i> on the ballot in this election</li> <li>● One <b>REP</b> of each <b>independent candidate</b> on the ballot in this election (or in a primary, each <b>primary candidate</b> on the ballot) [<b>CANNOT</b> be the candidate] ***</li> </ul> <p>If less than three (3) pollbooks in use, the Officers of Election, at their discretion, may allow a maximum of three <b>REPS</b> whether or not the pollbook is divided.</p>	<p>Two <b>REPS</b> of each <b>political party</b> having a <i>nominee</i> on the ballot in this election</p> <p>One <b>REP</b> of each <b>independent candidate</b> on the ballot in this election (or in a primary, each <b>primary candidate</b> on the ballot) [<b>MAY</b> be the candidate] ***</p> <p>The representative <b>CANNOT LEAVE</b> the polling place nor <b>RELAY IN ANY MANNER</b> the results of the election until <b>AFTER</b> final results are ascertained and Chief Officer of Election has opened doors and announced the results. There are <b>NO</b> exceptions to this rule.</p> <p>Representatives may witness the counting and ascertainment of results and make their own notes but <b>MAY NOT</b> touch or handle any ballot, voting equipment or official document, or interfere in any manner.</p>

# **SAMPLE - POLL WATCHER AUTHORIZATION FORM**

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## **Poll Watcher Authorization**

\_\_\_\_\_ is a duly registered voter in the Commonwealth of  
**Virginia and is authorized to represent** \_\_\_\_\_ **as a Poll Watcher**  
**(Party or Independent Candidate)**  
**on November 6, 2012.**

**Signed,** \_\_\_\_\_  
**(Party Chairman or Independent Candidate)**

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### ***Code of Virginia, Virginia Election Laws***

#### **§ 24.2-604 (in part)**

C. The officers of election shall permit one authorized representative of each political party or independent candidate in a general or special election, or one authorized representative of each candidate in a primary election, to remain in the room in which the election is being conducted at all times. A representative may serve part of the day and be replaced by successive representatives. The officers of election shall have discretion to permit up to three authorized representatives of each political party or independent candidate in a general or special election, or up to three authorized representatives of each candidate in a primary election, to remain in the room in which the election is being conducted. The officers shall permit one such representative for each pollbook station. However, no more than one such representative for each pollbook station or three representatives of any political party or independent candidate, whichever number is larger, shall be permitted in the room at any one time. Each authorized representative shall be a qualified voter of any jurisdiction of the Commonwealth. Each representative shall present to the officers of election a written statement designating him to be a representative of the party or candidate and signed by the county or city chairman of his political party, the independent candidate, or the primary candidate, as appropriate. Such statement, bearing the chairman's or candidate's original signature, may be photocopied, and such photocopy shall be as valid as if the copy had been signed. No candidate whose name is printed on the ballot shall serve as a representative of a party or candidate for purposes of this section. Authorized representatives shall be allowed, whether in a regular polling place or central absentee voter precinct, to be close enough to the voter check-in table to be able to hear and see what is occurring; however, such observation shall not violate the secret vote provision of Article II, Section 3 of the Constitution of Virginia or otherwise interfere with the orderly process of the election. Any representative who complains to the chief officer of election that he is unable to hear or see the process may accept the chief officer's decision or, if dissatisfied, he may immediately appeal the decision to the local electoral board. Authorized representatives shall be allowed, whether in a regular polling place or central absentee voter precinct, to use a handheld wireless communications device, except that authorized representatives shall not be allowed to use such devices when they contain a camera or other imaging device to film or photograph inside a polling place or central absentee voter precinct. The officers of election may prohibit the use of cellular telephones or other handheld wireless communications devices if such use will result in a violation of subsection A or D or § [24.2-607](#). Authorized representatives shall not be allowed in any case to provide assistance to any voter as permitted under § [24.2-649](#) or to wear any indication that they are authorized to assist voters either inside the polling place or within 40 feet of any entrance to the polling place.

D. It shall be unlawful for any authorized representative, voter, or any other person in the room to (i) hinder or delay a qualified voter; (ii) give, tender, or exhibit any ballot, ticket, or other campaign material to any person; (iii) solicit or in any manner attempt to influence any person in casting his vote; (iv) hinder or delay any officer of election; (v) be in a position to see the marked ballot of any other voter; or (vi) otherwise impede the orderly conduct of the election.

E. The officers of election may require any person who is found by a majority of the officers present to be in violation of this section to remain outside of the prohibited area. Any person violating subsection A or D shall be guilty of a Class 1 misdemeanor.



## ***Voting Machine Problems and Solutions***

### **Troubleshooting - Touch Screen Machine Problems**

Opening the polls -

1. Machine isn't found when searching (won't open wirelessly) . . . . . 13.2
2. Machine tries to print opening tape, but printer is not working or  
Machine won't boot-up when the red button is pushed . . . . . 13.3

During voting –

3. Smartcard will not activate a machine, smartcard reader not responding . . . 13.4
4. Screen frozen – will not respond to touch . . . . . 13.5
5. Screen blacks out – machine turns off unexpectedly . . . . . 13.6
6. Machine touch screen responding incorrectly . . . . . 13.7

Closing polls –

7. Machine isn't found when searching (won't close wirelessly) . . . . . 13.8
8. Machine didn't print a results tape (Unit Close Report) . . . . . 13.9



***Audio Ballot Instructions*** . . . . . 13.10

### **Troubleshooting – AccuVote-OS Machine Problems**

**Optical Scan Problem Messages and Solutions** . . . . . 13.11

#### ***Remember...***

- Whenever a touch screen machine “appears” to be malfunctioning or a voter indicates something is wrong – Immediately take the machine out of service. Take the voter to another machine.
- Whenever an optical scan machine is malfunctioning, instruct voters to place their ballots in the auxiliary ballot bin. These ballots will be scanned/tallied after the polls close using the repaired machine or a replacement machine, or they may need to be hand-counted.
- Try to correct the problem, by following the instructions that follow.
- Call **TECHNICAL SUPPORT (703) 324-4101** if you cannot correct the problem.
- **Document** the situation on the “Machine Problem” page in your Chief's Notes.

## 1. Touch Screen Machine isn't found when searching (won't open wirelessly)

When the LOCATION smartcard is inserted into the MASTER machine, the MASTER will begin searching for the other machines. As the MASTER locates and identifies the other machines, the serial numbers will appear on the screen.

If a machine's serial number does not appear after a few seconds:

1. Check the power connections and be sure the machine is turned on and has completed the boot-up process. If not—plug in, turn on and/or reboot.
2. Check that the Machine Status is “Pre-election.” If not—call TECH SUPPORT – a technician will need to reset the machine.
3. Touch “STOP SEARCHING”, then touch “SEARCH” to try again.
4. If the machine's serial still does not appear, touch “STOP SEARCHING.” Open all the “found” machines by touching “OPEN LOCATION” and follow the instructions in your book to get the machines ready for voting.
5. After the “found” machines have finished printing and are ready for voters, open the “missing” machine by itself.
6. Insert the “LOCATION” smartcard (red wristband) into the “missing” machine. It will begin searching and list its own serial number. Touch “STOP SEARCHING” and then “OPEN LOCATION.” The machine will print both a UNIT OPEN REPORT and a LOCATION OPEN REPORT. Follow the instructions in your book to get the machine ready to vote.

**If this procedure does not work – call TECHNICAL SUPPORT 703-324-4101 for assistance.**

## **2. Machine tries to print opening report, but printer is not working or machine won't boot-up when the red button is pushed**

These problems usually occur when the machine's battery is very low.

Open all the other machines first so that they are ready for voters, then work with the problem machine.

### ***Check the printer and power connections before rebooting -***

1. If the machine is on and trying to print or unsuccessful in booting up (freezes on the "Embedded" screen), turn the machine off by pushing and holding the red button.
2. If the "Battery Charge/Low" light is not flashing...
  - a. Check the power cord connections between the wall and the booth.
  - b. Check inside the booth to be sure the "brick" is plugged in securely and it shows a solid green light.
  - c. Check that the L-connector at the top of the machine is "clicked in" securely.

Note: If the battery is very low, the Battery Charge/Low light will not begin flashing for a minute or so after the power is connected.

3. If the printer is not printing, ensure that there is paper threaded through the printer and that the paper release lever is down (forward.)
4. Wait until the "Battery Charge/Low" light is flashing to indicate that the battery is charging. If the light remains a bright solid red – check the power connections again.
5. After the "Battery Charge/Low" light has been flashing for a few minutes, press the red button to turn the machine on. Monitor the boot-up process. If the machine freezes on the "Embedded" screen, go back to Number 1 above.
6. Insert the "LOCATION" smartcard (red wristband) into the "problem" machine by itself. It will begin searching and list its own serial number. Touch "STOP SEARCHING" and then "OPEN LOCATION." The machine will print both a UNIT OPEN REPORT and a LOCATION OPEN REPORT. Follow the instructions in your book to get the machine ready to vote.

***If this procedure doesn't work – call TECHNICAL SUPPORT (703) 324-4101 for assistance.***

### 3. Smartcard will not activate a machine, smartcard reader not responding

Remember – the card must be read, not swiped. The card reader light flashes red when the card is inserted, then returns to a solid green when the card is read. If the light doesn't [briefly] flash red the reader is frozen and the machine needs to be rebooted.

If the light does flash red, try a different ballot smartcard (black wristband.)

- If the other smartcard works, continue to use the machine with the working card. Take a piece of masking tape, label the defective card as “bad” and return the card in Envelope #7A.
- If the second smartcard doesn't work, reboot the machine.

#### ***Re-booting a machine -***

The Chief or Assistant Chief will need to reboot the unit. No votes will be lost – the election automatically goes into a “suspend” or “hibernate” mode. Before rebooting, record the public counter number on the “Problem” sheet in the Chiefs Notes.

1. Using the key on the red wrist band, open the printer cover.
2. Press the red button and then release it. Wait a few seconds.
3. Press the red button again to turn the machine back on.
4. When the “system test passed” screen appears, verify that the unit status is “Hibernating.”
5. Insert the LOCATION card on the red wristband. The machine will begin searching for other units – it should only “find” itself.
6. When the serial number appears for that unit, touch “Stop Searching”, then touch “Open Location.”
7. The printer will print a short “Unit Awake” report.
8. Check the public counter number to verify it has not changed.
9. Do not tear off the tape. Roll up the tape and re-lock the printer cover.
10. Machine is now ready for voters.
11. Document the problem in the Chief's Notes.

***If this procedure doesn't work – call the TECHNICAL SUPPORT (703) 324-4101 for assistance.***

#### **4. Screen frozen - will not respond to touch**

The Chief or Assistant Chief will need to reboot the unit. No votes will be lost – the machine automatically goes into a “hibernate” mode.

If a voter was using the machine when it locked up and the voter did not cast his/her ballot – none of his/her selections have been recorded. Allow the voter to vote on another machine and re-boot the frozen machine.

#### ***Re-booting a machine -***

1. Using the key on the red wrist band, open the printer cover.
2. Press the red button and then release it. Wait a few seconds.
3. Press the red button again to turn the machine back on.
4. When the “system test passed” screen appears, verify that the unit status is “Hibernating.”
5. Insert the LOCATION card on the red wristband. The machine will begin searching for other units – it should only “find” itself.
6. When the serial number appears for that unit, touch “Stop Searching”, then touch “Open Location.”
7. The printer will print a short “Unit Awake” report.
8. Check and record the public counter number.
9. Do not tear off the tape. Roll up the tape and re-lock the printer cover.
10. Machine is now ready for voters.
11. Document the problem in the Chief’s Notes.

***If this procedure doesn’t work – call TECHNICAL SUPPORT (703) 324-4101 for assistance.***

## **5. Screen blacks out – machine turns off unexpectedly**

Blackouts usually occur when the machine has been running on battery for several hours and the battery runs down, but it may happen at any time. No votes are lost when a machine blacks out (turns off.)

If a voter was using the machine when it blacked out and the voter did not cast his/her ballot, none of his/her selections have been recorded. Allow the voter to vote on another machine.

### ***Check the power connections before rebooting -***

1. Check the power cord connections between the wall and the booth.
2. Check inside the booth to be sure the “brick” is plugged in securely and it shows a solid green light.
3. Check that the L-connector at the top of the machine is “clicked in” securely.
4. Using the key on the red wrist band, open the printer cover.
5. Wait a few minutes to ensure that the “Battery Charge/Low” indicator light is flashing. If the light remains a bright solid red – check the power connections again.
6. Press the red button to turn the machine on.
7. When the “system test passed” screen appears, verify that the unit status is “Hibernating.”
8. Insert the LOCATION card on the red wrist band. The machine will begin searching for other units – it should only “find” itself.
9. When the serial number appears for that unit, touch “Stop Searching”, and then touch “Open Location.”
10. The printer will print a short “Unit Awake” report.
11. Record the public counter number.
12. Do not tear off the tape. Roll up the tape and re-lock the printer cover.
13. Machine is now ready for voters.
14. Document the problem in the Chief’s Notes.

***If this procedure doesn’t work – call TECHNICAL SUPPORT (703) 324-4101 for assistance.***

## **6. Machine touch screen responding incorrectly**

**A.** If at any time, a voter reports that he/she touched one box and the box above or below lit up (or turned off), the machine may be out of calibration.

If the voter has not finished voting –

1. Instruct the voter not to cast the ballot or proceed further.
2. Without looking at the voter's screen (selections), ask the voter to de-select (turn off) any of the selections that he/she has made.
3. Cancel the ballot and take the machine out of service.
4. Take the voter to another machine.

If the voter has already voted – he/she may not vote again.

**You cannot fix this problem yourself. Call TECHNICAL SUPPORT (703) 324-4101. Do not use the machine until a technician has recalibrated and tested it.**

**B.** Occasionally a voter will report that a selection (box) will turn on or turn off “by itself.” In most instances, the voter has unknowingly brushed against the screen with his/her finger or coat sleeve or pushed on the screen too long.

1. Suggest to the voter that he/she select the box again, but take care not to brush against the screen or push too hard.
2. If the voter insists that the selection box is turning off and/or on by itself, ask the voter if you and another officer may look at the screen to observe the problem, so you can report what is happening to the technician. (Ask the voter to de-select his/her selections so you can't see how he/she is voting, then to try to show you what happened.)
3. **Whether or not you observe the problem, cancel the ballot and take the machine out of service until a technician can test the machine.**
4. Take the voter to another machine to cast his/her ballot. If the voter has already cast the ballot on the problem machine – he/she may not vote again.
5. Document the machine number and problem on the “Problem” sheet.

**Most of the time, this is a user problem – not a machine problem. Always err on the side of caution, however. Call TECHNICAL SUPPORT (703) 324-4101 for a technician and don't use the machine until a rover and/or technician has tested it.**

## 7. Machine isn't found when searching (won't close wirelessly) or machine containing votes is disabled and can't be turned on.

Machines that can't be tallied wirelessly can be tallied manually using the USB removable media.

Before performing a manual tally, check the serial numbers on the screen. If a serial number is listed, but not checked after the tallying process has stopped, touching "Tally Un-tallied Units" should tally the missing machine.

### ***Manual Tally – follow the prompts on the screen of the MASTER machine***

1. Touch "Manual Tally" and follow the instructions on the screen.
2. Cut the seal and remove the USB from the MASTER machine.
3. Cut the seal and remove the USB from the un-tallied machine and place it into the USB drive in the MASTER machine.
4. The USB will begin blinking rapidly as the machine identifies it.
5. When the blinking slows down, touch "Tally One Unit" which is no longer "grayed out."
6. When the tally is completed, the instruction box will confirm that "This unit has been tallied."
7. Remove the USB and return it to its original machine.
8. Repeat the procedure if additional machines need to be tallied manually.
9. After all machines are tallied, replace the MASTER USB and continue the closing process by touching "NEXT."
10. Follow the prompts on the screen and the instructions in your book to print the closing reports and complete the closing process.
11. ***Important:*** Check the "Location Close" tape to be sure the serial numbers for all machines are listed.

***If this procedure doesn't work – call TECHNICAL SUPPORT (703) 324-4101 for assistance.***

## 8. Machine didn't print a results tape (Unit Close Report)

After all of the machines have shut down (wirelessly or individually) and the tapes have been removed, check the LOCATION CLOSE REPORT from the MASTER machine to be sure that the serial numbers from all the machines are listed on the tape which will indicate that all the machines have been tallied.

If all the machine serial numbers are listed on the LOCATION CLOSE REPORT:

1. Turn on the machine that did not print a tape.
2. After the machine has booted up, confirm that the machine status is "CLOSED."
3. Insert the LOCATION smartcard (red wristband). The machine will begin searching.
4. After the machine's own serial number appears, touch "STOP SEARCHING" and then touch "OPEN LOCATION."
5. The "Location Closed" menu will appear. Touch "Re-print Poll Closing Reports" to print the UNIT CLOSE REPORT for that machine. Print 3 copies.
6. After the tape prints, shut down the machine by touching "Log Off", then touch "EXIT" and then touch "Yes" to confirm. The machine will turn off.
7. Staple the tapes onto the SOR's and the yellow PRINTED RETURN SHEET as described in "Closing the Polls" section of this book.

If the machine serial number for the "non-printing" machine is not listed on the LOCATION CLOSE REPORT, its results have not been added in:

1. Follow the above procedure to print the UNIT CLOSE REPORT – print 3 copies.
2. Manually add the results of the missing machine to the results on the LOCATION CLOSE REPORT and fill out your CALL SHEET.
3. Phone in the results to (703) 222-0776.

***If this procedure doesn't work – call TECHNICAL SUPPORT (703) 324-4101 for assistance.***



## WINvote Touch Screen - Audio Ballot Instructions – English Only

(The Spanish Audio Ballot is not available at this time.)

### Information for the Election Officers:

1. Let the voter sit at a table in a quiet location.
2. Before you activate the ballot, let the voter feel/trace the frame of the screen.
3. Mention the screen is divided into sections and that he/she will be instructed to touch the sections during the voting process.
4. Plug the headphones into the headset input port on the front of the machine and give them to the voter. Point out the volume control on the cord.

### Instructions for the Election Officers to give to the Voter:

1. Remind the voter to listen to all the instructions before beginning.
2. The machine uses a voice synthesizer, so some names may not be pronounced correctly (sound funny.) The synthesizer doesn't recognize Roman Numerals, e.g., the Roman Numeral **IV** (4) will be synthesized (translated) as "I V."
3. The HELP area is directly below the smooth area of the frame. Touch the HELP area at any time to reorient yourself.
4. There are times when there is silence. You may touch the HELP area or you may intuitively know what to do next.
5. Be patient. Press the screen only once with enough pressure. If you press the same area of the touch screen more than once, the machine may skip or start over.
6. If you are ever confused, touch the HELP area or ask the Election Officer to cancel the ballot and start again. You may start over if your ballot has not been cast.
7. Each time you make a selection, it is repeated before you go on to the next contest or issue.
8. When you are satisfied with your selections and are ready to cast your vote, touch the bottom right screen to continue. You will be offered the opportunity to review your ballot. If you do not wish to review the ballot, proceed to cast your vote as instructed.
9. When the voter is ready, activate the machine and assist the voter with the volume control.
10. Stay close to the voter to be available to assist, but remain quiet while the voter is listening and using the audio ballot.

## Optical Scan Machine Problem Messages and Solutions

Message Text	Explanation	Action to Take
<b>BALLOT NOT READ PLEASE REINSERT</b>	The ballot has been returned because the unit could not read the ballot.	Re-feed the ballot into the OS machine. If it doesn't read after several tries, send the voter back to Check-in Table for a replacement ballot.
<b>BLANK VOTED CARD SEE OFFICIAL</b>	The unit has detected that the ballot has been left blank by the voter.	Explain what this means to the voter. If this is what the voter wants, get Chief to over-ride the ballot. The voter may go back and mark choices if so desired.
<b>COUNTED BALLOT JAMMED IN READER</b>	A ballot that has been counted is caught in the unit.	Chief will handle this – Remove the ballot. Do <b>NOT</b> rescan it. Insert it by hand into the Ballot Entry slot behind the OS machine.
<b>INVALID MARK RACE # XXX</b>	The ballot has an unclear mark for the candidate selected in the specified race. OR The voter may have an extraneous mark on the ballot, other than a voting selection.	Have the voter look at the ballot and see if the mark can be clarified. Do not have the voter try to erase the mark. Try inserting the ballot into the machine again. If rejected once more, send the voter to get a replacement ballot.
<b>JAM CLEARED</b>	The OS machine is saying that a jam has been cleared and is ready to accept ballots.	You can start using the OS machine again.
<b>OVERVOTED RACE RACE # XXX</b>	A ballot that has overvoted race(s) has been detected and returned.	Instruct the voter that apparently too many selections were made for one of the races. The voter can return the SPOILED ballot and get a new one OR The Chief can over-ride this problem.
<b>**POWER FAIL**</b>	The OS machine has lost AC power and is running on battery!	Check connections at the wall and on the back of the machine. Make sure the machine is solidly plugged in.
<b>RETURNED BALLOT</b>	A ballot was not properly read and has been returned.	Re-feed the ballot into the OS machine. Turn it around if needed. If rejected once more, send the voter back to get a replacement ballot.
<b>UNCOUNTED BALLOT JAMMED IN READER</b>	A ballot that has not been counted is stuck in the machine.	Remove the jammed ballot and attempt to re-insert it. Turn it around if needed. If rejected once more, send the voter back to get a replacement ballot.
<b>UNDEFINED MARK RACE #XXX</b>	A ballot with oval filled with a mark that covers less than 15% of the oval has been returned.	Have the voter look at the ballot and see if the indicated mark can be darkened. Try inserting it into the machine again. If rejected once more, send the voter back to get a replacement ballot.
For other error messages or questions, call <b>TECHNICAL SUPPORT (703) 324-4101</b> .		



# Electronic Pollbook (EPB) Training, 2012

[Datacard® Advocate™ Precinct Control Center (PCC)]

## Revised for Fairfax County, VA Election C/AC

### **NOTICE:**

Do not attempt to operate or repair this equipment without adequate training. Any use or operation you perform that is not in accordance with the information contained in this documentation is at your own risk. For Problems in opening, during the day or in closing – contact **Technical Support at the Office of Elections, 703-324-4101.**

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# Welcome

Datacard® Advocate™ Precinct Control Center (PCC) / Electronic Pollbook (**EPB**) is a complete poll-book management solution that enables election officials and poll workers to automate many of the manual, paper-based procedures used to process voters on Election Day.

Each PCC computer contains the voter registration data for your precinct. It also may contain voter data for the entire jurisdiction to help you redirect voters to the correct polling place.

Searching for voters within the precinct is quick and easy. Enter search criteria such as a name. The search screen immediately displays lists of voters with that criteria and includes essential information for finding the exact voter to check in. When you select a voter, you will see the necessary details for that voter and then be able to check the voter in to vote.

Remember, all voter information is confidential, for use only to check in voters.



During the day you can display the number of voters checked in as well as turnout percentage. The PCC keeps track of voters who were checked in, NOT voters who did or did not vote.

This document explains how to use the Advocate Precinct Control Center software on Election Day.

## **Before the polls open --Set Up**

1. Open the large red Ziploc supply bag. Each red bag contains accessories for 2 EPBs:
  - 2 power cords (bricks)
  - 2 mice and mouse pads
  - 1 power strip
  - 1 extension cord
  - 1 crossover cable (red or gray with yellow tape on both ends)

Precincts with **3 EPBs** will receive a large red Ziploc bag plus a smaller blue Ziploc bag with accessories for the third EPB:

- 1 network hub
- 3 blue network cables (yellow tape on one end and green on the other)
- 1 power brick
- 1 mouse and 1 mouse pad

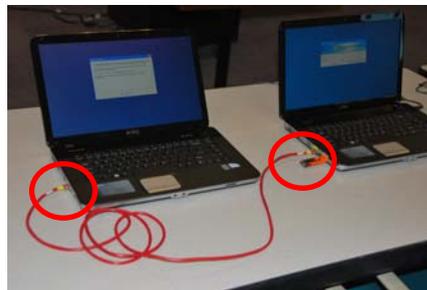
The Sheriff's Office will deliver the USBs to the Chief on the Monday or Sunday prior to Election Day.

Note: Cables and plug-in ports on the sides of the EPBs are color-coded with tape for your convenience.

1. For each EPB, connect the power cords (red tape) into the appropriate port (red tape) on the right side of the EPB. Connect the cords into the provided power strip.

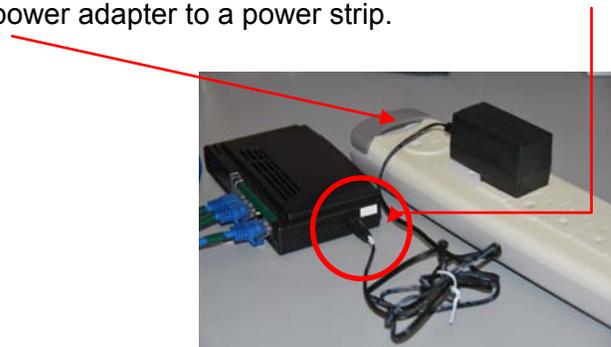


2. **IF YOU ARE USING 2 EPBs:** Connect the crossover network cable (gray or red, with yellow tape) into the network port (yellow tape) on the left side of each EPB (connecting the two computers).

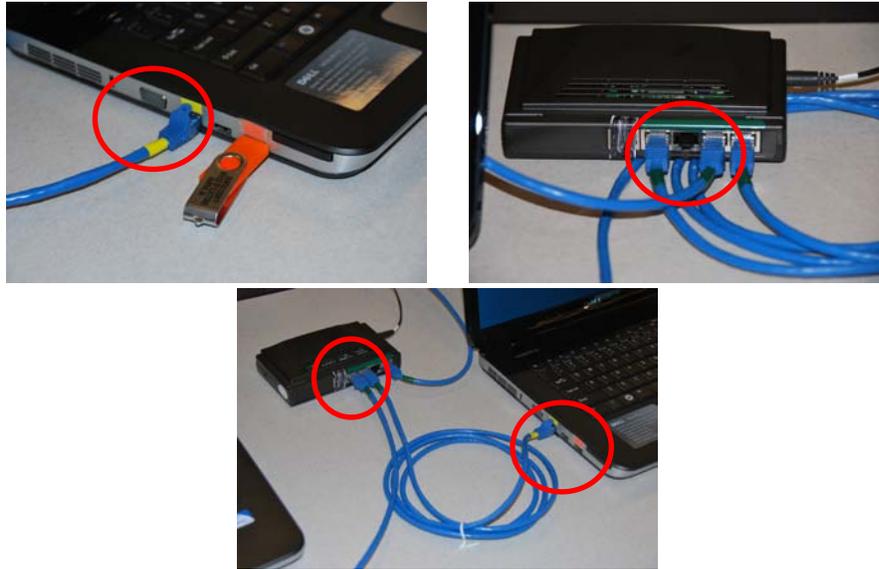


3. **IF YOU ARE USING MORE THAN 2 EPBs:**

- Connect the network Hub power adapter (white tape) to side of hub (white tape). Connect the other end of the power adapter to a power strip.



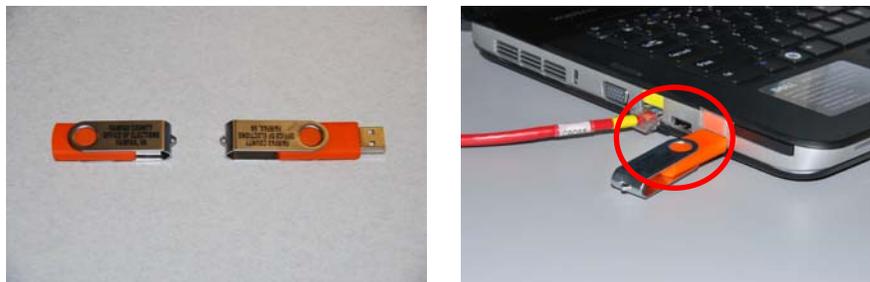
- Connect a network cable (blue cord / yellow tape) into the network port (yellow tape) of each EPB and then connect the other end of the same network patch cable (blue cord / green tape) into the network Hub.



4. Connect the mouse cord (blue tape) into the USB port (blue tape) on the **right** side of the EPB – this will be the bottom USB port.



5. Locate USB flash drive (orange body). Rotate the metal cover so that the USB connector is exposed. Insert USB into USB port (orange tape) on the **left** side of EPB (same side as the network crossover cable). The label that says “FAIRFAX COUNTY OFFICE OF ELECTIONS FAIRFAX, VA” should be facing up.



6. Final check: Confirm that all EPBs are plugged into the power strip, the power strip into an electrical plug and the power strip is turned on. Make sure all cords are out of the way of election workers and voters, taping them down as needed. Make sure that all EPBs are connected!

**Opening the Pollbook**, supervised by Chief – **Do steps 1 - 4 on ALL EPBs.**

1. Power on all EPBs.
  - a. Verify that the “Legal Notice” is displayed on all EPBs, then click OK.
  - b. Click on the Advocate Application user icon.
  - c. Enter **Advocate Application password** (provided to Chief) on all EPBs, then click on the right-pointing arrow. The Fairfax County Seal and the Advocate PCC icon is displayed.
  - d. If an “AutoPlay, Fairfax EPB:E” pop-up appears, press ESC on your keyboard to remove.
  - e. Double click on the Advocate PCC icon located on the upper left of your screen.
  - f. The “Advocate Precinct Control Center” screen appears, click on Browse.
  - g. A “Poll Book File” pop-up appears (A poll book file was found on the USB: drive:), click on Yes.

**The pollbook will begin loading. This may take up to 4 minutes.**

2. Confirm Election Name and Election Date on all EPBs.

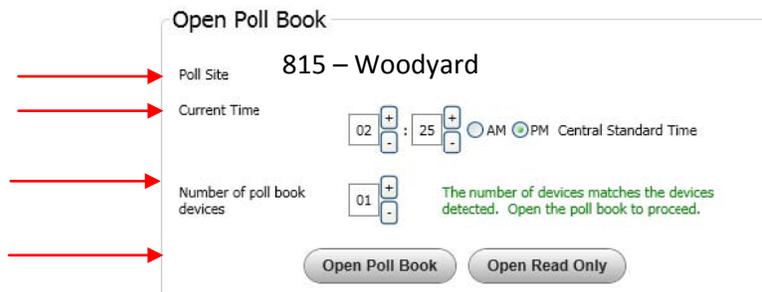


3. Log on to ALL EPBs using the election officer **Advocate PCC password** that you were provided, then click log in. Verify that the cursor is blinking in the log in box prior to typing password (click in the box).
4. At “Live Backup Folder Location” pop-up appears (Do you want to store the live backup to this location?), click on Yes.



**The following step needs to be done at *only one* of the EPBs in your precinct. You must verify that the information is the same on all EPBs.**

5. You are now at the **Open Poll Book** screen:

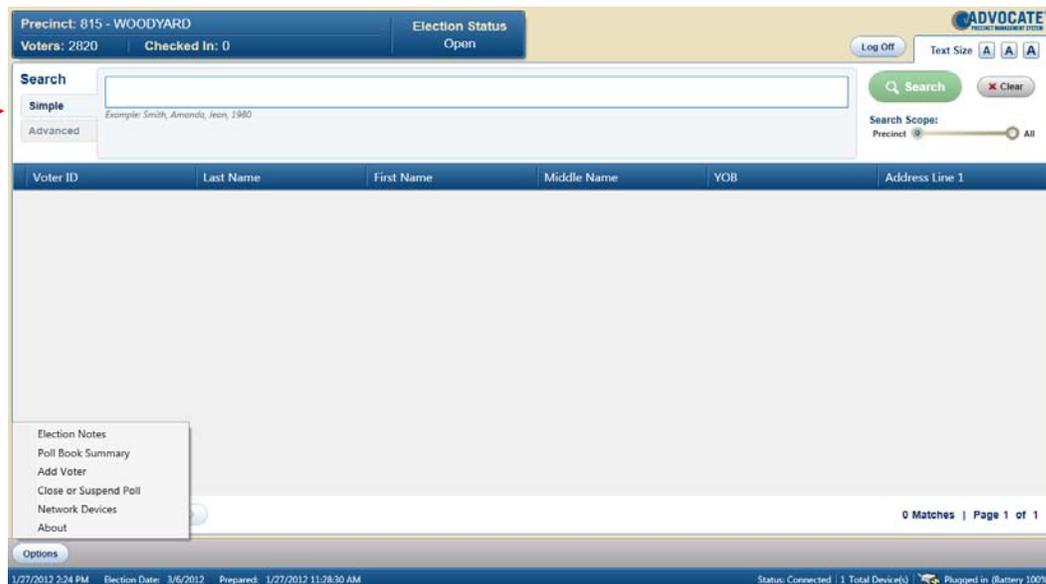


- a. Verify that the precinct name and number of your precinct are the same on all EPBs.
- b. Verify that the Current Time agrees with the official election clock. Adjust the time if needed.
- c. Verify that the *Number of pollbook devices* (EPBs) matches the number of EPBs you have networked together.
- d. Click on Open Poll Book. (DO NOT CLICK ON *Open Read Only*)  
The **EPB Search** screen will display.



**NEVER LEAVE AN EPB UNATTENDED**

# Voter Search Screen



1. Confirm that the following information located in the upper left-hand corner of your search screen is correct:
  - a. Precinct number and name.
  - b. “Checked in” equals 0 (ZERO).
  - c. “Election Status” is Open.
  - d. The number of voters in your precinct is also displayed in this area of the screen.
2. Confirm that the following information located in the lower left-hand corner of your search screen is correct:
  - a. Date and time.
  - b. Election date.
3. Confirm that the following information located in the lower right-hand corner of your search screen is correct:
  - a. “Status” is Connected.
  - b. “Total Device(s)” equals the number of EPBs that you are operating in your precinct.
  - c. “Plugged in” indicates that your laptop is plugged in and not operating on the battery.
4. The upper right-hand corner of your screen displays the following:
  - a. “Text Size” allows users to adjust the size of the text.
  - b. “Search” is used to activate search for voters.
  - c. “Clear” function is used to clear previous search results.
  - d. “Search Scope” used to toggle between Precinct search and Countywide search.
  - e. “Log Off” is used *ONLY* if instructed to do so by your Rover or Election Command Center Technical staff.
5. The “Options” function located in the lower left-hand corner of the screen provides users with the following information:
  - a. “Election Notes” might be used by chief to enter election or precinct information, *NOT* voter related information. Not required; must use “Chief Notes” to document events/incidents.
  - b. “Pollbook Summary” allows user to see the number of voters - “Checked in count”; “Absentee Count”; “OP, or outside the polls count”; and “% turnout” (turnout percent).
  - c. “Add Voter”: this function is ONLY to be used by the Chief, and ONLY if authorized by the Registrar. Note details in “Chief Notes”.
  - d. “Close or Suspend Poll”: this function is *ONLY* to be used by the Chief.
  - e. “Network Devices” verifies the number of EPBs networked in the precinct.
  - f. “About” provides PCC version and copyright information - Do not use.

**Code of Virginia, §24.2-1009: Stealing or tampering with ballot containers, voting or registration equipment, software, records or documents is a class 5 felony.**

**During the Election** – This section tells you how to use the EPB to Check In voters during the day.

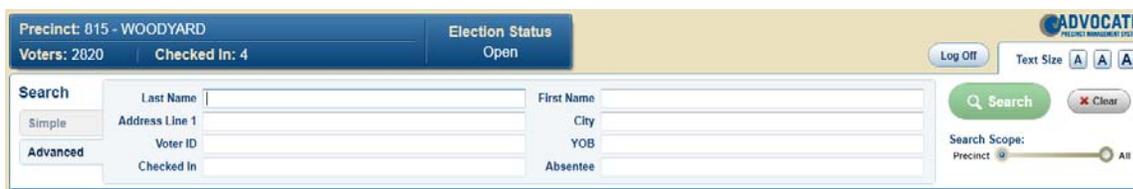
**Search for a Voter** - The EPB offers two search options, **Simple** and **Advanced**.

**Simple Search** - feature most often used to search for voters in your precinct.



1. Click on clear (**x Clear**), located in the upper right-hand corner of the screen to remove text and/or previous search results.
2. Click in the text box and type the voter's **last** name. As you type, records appear that match the letters you have entered. You can refine your search by entering a comma (,) after the last name and then beginning to type the **first** name.
3. If there are multiple pages in your search, you can click on "**Next Page >**", located near the bottom left-hand section of your Search screen, then scroll through the pages.
4. (Optional) You can sort records by First Name by clicking on up arrow of the First Name column. Click the arrow of the First Name again to sort in descending order.
5. When voter's record appears on the screen, double click anywhere in the row to open the Voter Details screen. **Go to page 8 for Voter Check In instructions.**

**Advanced Search** - The Advanced Search function allows users to conduct a voter search using additional search criteria.



1. Click on "Clear" (**x Clear**), located in the upper right-hand corner of the screen to remove text and/or previous search results.
2. Click on the "Advanced" search button which is located under the "Simple" search button in the upper left-hand corner of your screen.
3. Enter voter data in one or more of the search fields; then click on Search.
4. To search the Absentee field, type the word "True" (lists voters marked with an AB), or type the word "False" (lists voters not marked with an AB) , then click on Search.
5. To search the Checked In field, type the word "True", (lists voters that have been checked in), or the word "False" (voters that have not been checked in), then click on Search.
6. When voter's record appears on the screen, double click anywhere in the row to open the Voter Details screen. **Go to page 8 for Voter Check-in instructions.**

***i* If you cannot find the voter using either the Simple Search, Advanced Search, or Countywide search, call the Registrar's Office at 703-222-0776.**

## Check In Voters - Voter Details page

**Precinct: 815 - WOODYARD**  
 Voters: 2820    Checked In: 4

**Election Status**  
 Open

[Log Off](#)

Text Size A A A

**Voter Details**

Voter ID: 917484375	Status: Active	Precinct: 815 - WOODYARD
Last Name: SMITH	Address:	Town Prec.:
First Name: CHARISSA	Line 1: 6824 Brimstone Ln	
Middle Name: LYNNE	Line 2 3:	
YOB: 1956	City Zip: Fairfax Station 22039-1848	Election: 2011 November General
Gender: F	Mailing:	Checked In: False (No)
Congress: 11	Address:	Absentee: False- (No)
Senate: 039	City Zip:	
House: 040		

**Voter Messages**

✔ Ready to Check In

**Election Day Flags**

- OP - Voted outside polls
- Signed Affirmation of Eligibility, Identity or Assistance form.

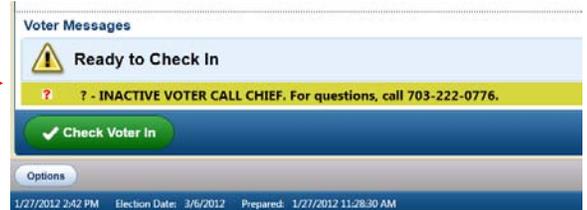
✔ Check Voter In

[Same Address](#)    [Back To List](#)

[Options](#)

1/27/2012 2:38 PM    Election Date: 3/6/2012    Prepared: 1/27/2012 11:28:30 AM    Status: Connected | 2 Total Device(s)    Plugged in (Battery 100%)

1. Confirm that the voter information displayed on the Voter Details page is correct, i.e., does the name and address match the voter's? **Caution:** watch for voters with same name at same address. Name suffixes do not show in Search List; may in Voter Details; look at voter's date of birth!
2. Verify that there are NO messages listed on the bottom left-hand screen that require additional action, i.e., ? – Inactive voter, H – Personal ID required, AB –Absentee Ballot was requested by voter.



The same rules apply for checking a voter in on an Electronic Pollbook as with a paper pollbook regarding ID requirements and special codes by their names. You must also repeat the voter's name and address out loud.



If this is not the correct record for the voter, click on "Back To List" (bottom right corner). A pop-up notice will appear prompting you to confirm that you want to return the list. Click on Yes to return to the voter search screen.

3. If required, select one of the two Election Day Flags located in the upper right-hand column. Select "OP" for voters who "Voted Outside the Polls". Select "Signed Affirmation of Eligibility or Assistance form", for voters who are required to complete these forms. You can select a flag after the voter has checked-in by searching for the voter again, then selecting the appropriate voter flag. Go "Back to List" when done.
4. When you are ready to check in the voter, click on the green "Check Voter In" button located in the lower left-hand side of your check in screen. Then click on "Confirm", which is located on the lower right-hand side of your screen. This will take you back to the "Voter Search" screen.
5. To check in the next voter, click on "Clear" (**x Clear**), located in the upper right-hand corner of the "Voter Search" screen and then repeat the Search steps from page 7.
6. On the rare occasion it is needed, supplemental information can be noted about a voter: select "Voter Notes" located near the bottom right-hand corner of the "Check In" screen and enter the comments. Click on Save. [Currently Fairfax County is not using this feature.]

## Other Functions of the Electronic Pollbook:

**Voters at Same Address** - If an entire household comes to vote at the same time, you can use the Same Address button to find all of them quickly.

1. Check in the first voter (see Check In Voters, instruction on page 8).
2. Search for that voter again and go to the Voter Details page.
3. Click on the “Same Address” button located near the bottom right-hand section of your screen. All voters at that exact address will appear on the Search results page.

**Perform a Countywide Voter Search** - If you cannot find a voter in your precinct search, it is possible that the voter does not reside in your precinct. You may be able to provide information for the correct polling place by performing a Countywide search (Note: Function is DISABLED for all Town Elections).

1. On the “Search Scope” function, located near the top right-hand of your screen, click on the “All” button.
2. Click in the “Search” field. Enter the voter’s **last** name, followed by a comma (,) then enter first few letters of the **first** name. The screen displays a list of voters which match the criteria that you entered. Click anywhere in the row to select the voter that you are searching for.
3. The voter’s precinct number and name will be displayed in the lower left-hand of your screen. 
4. *Polling Place Address and Map features are disabled and NOT available for use.*
5. NOTE: The Search Scope setting does not automatically return to “Precinct” when you are done. You must select “Precinct” to return to your precinct search.

**In the case of a Dual Primary**...when there is a Primary Election for the Democratic Party and the Republican Party on the same day in the same precinct...there is an additional step required to Check In a voter:

1. Open the Voter’s Detail page and confirm the identification.
2. Click on CHECK IN (lower left).
3. “Select Voter’s Party” [new screen, lower left].
  - a. In drop down box, select the party whose primary the voter will vote in.
  - b. Click on CONTINUE.
4. Click on CONFIRM (lower right).

Any questions or problems about checking in a voter should be referred to the precinct Chief for resolution.

 **If you cannot find the voter using the Simple Search, Advanced Search, or Countywide Search, you must call the Registrar’s Office at 703-222-0776.**

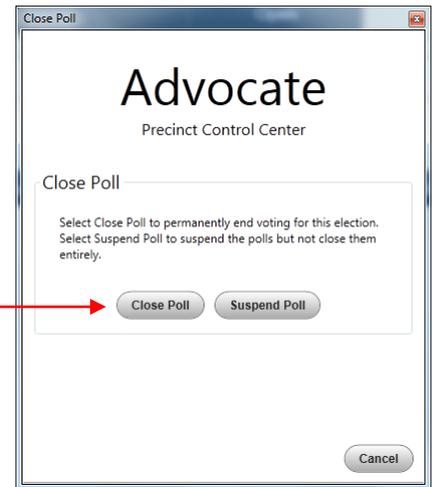


**NEVER LEAVE AN EPB UNATTENDED**

**End of the Day** -- The following steps are performed ONLY after the polls close at 7 p.m. and the last voter has voted. Closing the polls is to be performed by the Chief on only 1 (one) EPB.

## Closing the Polls

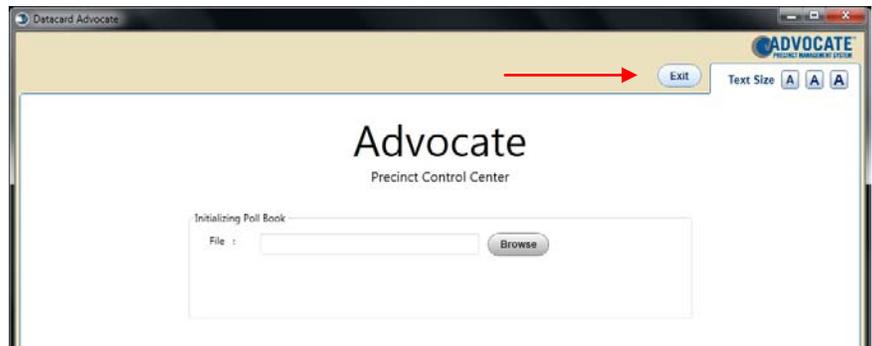
1. Record the total **Checked In Count** on your poll book certification sheet. The “Checked In” number is found near the upper right-hand EPB screen (“Checked In”), OR by selecting the “Poll Book Summary” report from the “Options” feature which is located near the lower left-hand EPB screen.
2. After the total Checked In Count has been recorded on your poll book certification sheet, the Chief will Click on “Options” (located near the lower left-hand EPB screen, then click on “Close or Suspend Poll” . Then select “Close Poll”. This step should only be performed on 1 (one) EPB.
3. A “Presiding Judge Log In Required” pop-up appears. The Chief must enter the “Chief’s Password”, then click on Log In. A “Precinct Management Initializing” pop-up appears and a green status bar will appear. When the status bar is complete, ***closing the polls and exporting the data are now complete.***



## The following functions must be performed on all EPBs:

(Another “Advocate Precinct Control Center” screen appears.)

1. Click on “Exit”, which is located near the upper right-hand area of the screen. You have now logged out of the Advocate PCC.



2. Move your mouse/computer cursor to the bottom the EPB screen. Click on the Windows Explorer icon, then click on “Shut down”.

## Final Directions

1. After your EPBs have completely shut-down. Remove the orange USBs from each of the EPBs. **Place all USBs in Envelope # 2.**
2. Remove the EPB peripherals (mouse, power cord, etc) from the EPB and re-pack in clear plastic bag. Place EPBs in the black padded sleeves. Place clear plastic bag and EPBs in the Precinct Cart for return to the warehouse.

**Chief / Assistant Chief Addendum:**

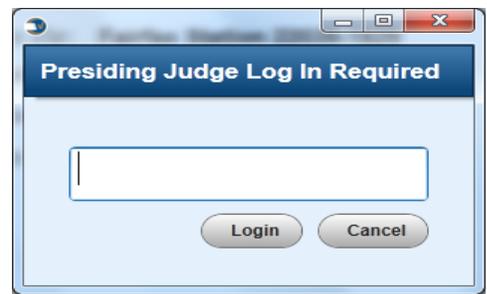
**Your Special Functions**

<p><b>Why will the Chief be called when a Voter is checking in?</b> The following voter messages will appear:</p>	<p><b>Where will the Chief find the answers on what to do?</b></p> <p>First, <u>consult the <i>What Ifs</i></u> (see <i>What If</i> items listed); additionally, call the Registrar.</p>
<p>Inactive Voter</p>	<p>No change to voter information (<u><i>What Ifs</i> 3</u>)</p>
<p>H [HAVA voter]</p>	<p>This voter must show HAVA required identification. Without such, may only vote on Provisional Ballot. (<u><i>What Ifs</i> 1&amp;2</u>)</p>
<p>“Address Confirmation Required”</p> <p>[In most instances this requires a call to the Registrar’s Office.]</p>	<p>Voter did not move (<u><i>What Ifs</i> 3</u>)</p> <p>Moved within precinct (<u><i>What Ifs</i> 4</u>); must also check w/Registrar</p> <p>Moved within VA (<u><i>What Ifs</i> 5 &amp; 6</u>)</p> <p>Moved out of state (<u><i>What Ifs</i> 7</u>)</p> <p><u>[Watch for additional forms to complete]</u></p>
<p>“AB: Check Voter Eligibility – An absentee ballot was requested by this voter.”</p>	<p>First check the Absentee Status of the voter – do an Advanced Search for the voter, including a “True” statement for Absentee. This should provide more detail about the status of that voter’s absentee application:</p> <p>If “TRUE on machine”... <u><i>What Ifs</i>, 19-1-a</u></p> <p>If “TRUE marked” ... <u><i>What Ifs</i>, 19-1-a</u></p> <p>If “TRUE unmarked” ... <u><i>What Ifs</i>, 19-1-b</u></p> <p>If “TRUE issued” ... <u><i>What Ifs</i>, 19-2</u></p> <p>If voter brings absentee ballot to the precinct ... <u><i>What Ifs</i>, 19-3</u></p>

**Some actions require use of the Chief’s Password:**

You will see this pop-up box on the screen. Enter the Chief/Presiding Judge password you were given (along with other secure items [Smartcards, etc.]); then click “Login”.

If this box is observed on the computer screen during the day, without direction by the Chief, please have the Election Officer who is logged on select Cancel.





**Remind your officers of the Code of Virginia, §24.2-1009: Stealing or tampering with ballot containers, voting or registration equipment, software, records or documents is a class 5 felony.**

### Add a Voter



Call Registrar at 703-222-0776. This function can only be performed if you have been given the authorization of the General Registrar, Deputy Registrar, or Assistant Registrar. It requires the Chief's authorization and password. Record the details of this situation in the Chief Notes, located in the Election Procedure Notebook, including the name of the voter, Registrar's name and time.

1. Click on "Options" located in the lower left-hand corner of your EPB, then select "Add Voter". A "Presiding Judge Log In Required" pop-up appears.
2. Enter the Chief's password, then click on Login.
3. Enter the information as it is given to you by the Registrar's office (the Voter ID number, Last Name and First Name).
4. Click on "Save". The screen returns to the Voter Check In screen. You can now check in the voter. Note: a "Voter Note" is automatically generated for this voter.

**Undo Check In** - To make a correction if a voter was checked in by mistake. This is a Chief-only function.

**IMPORTANT**...The name of the voter who was removed from *Checked In* status must be listed on the Electronic Pollbook Certification form. The details must be explained in Chief's Notes in the Election Procedure notebook. (These records will make it easier to verify numbers at the end of the night!)

1. Search for the voter as described in **Search for a Voter** (see page 7).
2. Double click anywhere in the row of the voter that needs to be unchecked.
3. On the "Voter Details" page, click on "Undo Check-in". A "Presiding Judge Log In Required" pop-up appears. Enter the Chief's password, then click on Log In.
4. Confirm that this is the voter that you need to "Undo Check In", then click on "Confirm", located in the lower-left of your EPB screen. (The number of *Checked In* [voters] will go down by one on all EPBs.)
5. Click on "Confirm". Screen returns to the list of voters. Note: Do not "log off" as Chief. The EPB automatically defaults back to the user mode.

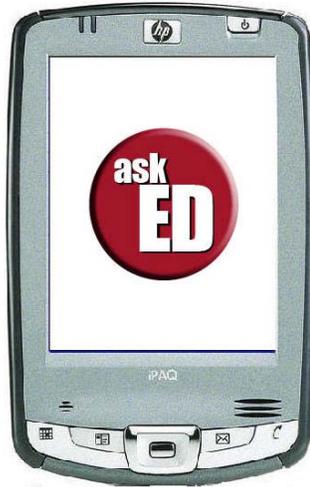
**Verify Network** -- In the event that the Technical Command Center needs to troubleshoot an EPB, the Chief can verify that all/ some/ or no EPBs are networked.

1. Click on the "Options" icon, located in the lower left-hand area of your EPB screen. Then select "Network Devices" - the Network Devices dialog box opens and displays the number of EPBs currently on the network.
2. Click on "Close" to return to voter search screen.

### If one computer fails –

Call the Election Command Center at 703-324-4101. They will instruct you as to how to proceed. If necessary, a Rover will be sent to your precinct to assist you with resolving the issue.

# The AskED® Problem Solver Election Decision Support System



## Brief Overview

(Note: A complete User's Guide will be supplied with each handheld unit.)



**PUBLISHED BY: Robis Elections, Inc.**  
**107 East Front Street, Wheaton, IL 60187**

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**Edited for Fairfax County, Virginia**

# 1 Introduction

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## What is AskED?

Using AskED, you can quickly find the correct answers to the many questions which come up on Election Day regarding a voter's registration and polling place locations.

For each election, data for all the precincts and registered voters in Fairfax County is loaded securely into the AskED device. With AskED, it is simple to look up information regarding voters, addresses, and precincts. You can even "work the line" at peak periods to route voters to the right place quickly and give quick, efficient service to voters who would otherwise wait in line.

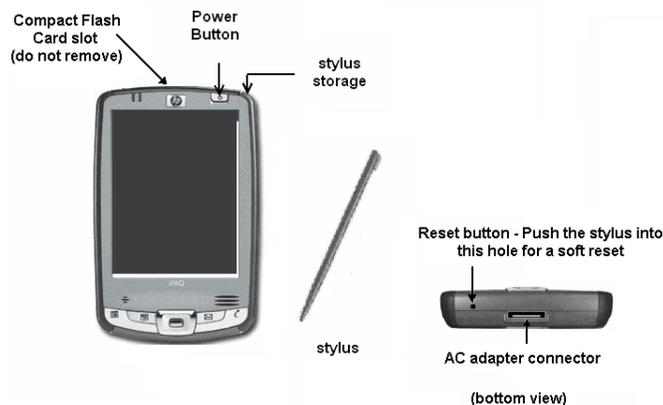
## 2 Getting Started

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### Starting the AskED program

Turn on your Pocket PC device by pressing the **Power Button**. The Power Button is located on the top front of the device. (If you hold the Power Button down too long, the screen backlight will go out. Hold the Power Button down again until it comes back on.)

Use the stylus supplied with your Pocket PC device to make your selections on the touch screen. (Make sure the grey plastic cover is flipped up in order to activate the screen.) The stylus is a slim pencil-like wand which is located in a storage slot on the corner of your Pocket PC device.



### HP iPAQ 2000 Series Pocket PC

[Note: The buttons on the bottom of the device are deactivated for this application.]

See Section 8 to TROUBLESHOOT problems that may arise during the day.

### 3 Asked Main Menu

The Asked **Main Menu** Screen will allow you to navigate to the major program areas.



First of all, check to see that the Precinct which is displayed at the top of the menu screen is your precinct. If not, immediately tap the **CHANGE LOCATION** icon. (The Change Location function is covered in **Section 6: Change Location** of these instructions.)

Tap on **VOTER LOOKUP**, **ADDRESS LOOKUP**, **CHANGE LOCATION**, or **HELP** icons to utilize these functions.

#### **ICON CLARIFICATIONS:**

There is no **VOTER ELIGIBILITY** icon on your Asked.

**VOTER LOOKUP** precedes **ADDRESS LOOKUP**.

The **CHANGE PRECINCT** icon on your machines says **CHANGE LOCATION** instead. These instructions will be correct...it is only the pictures which are in error.

Each of these functions is described in the sections which follow.

## 4 Voter Lookup

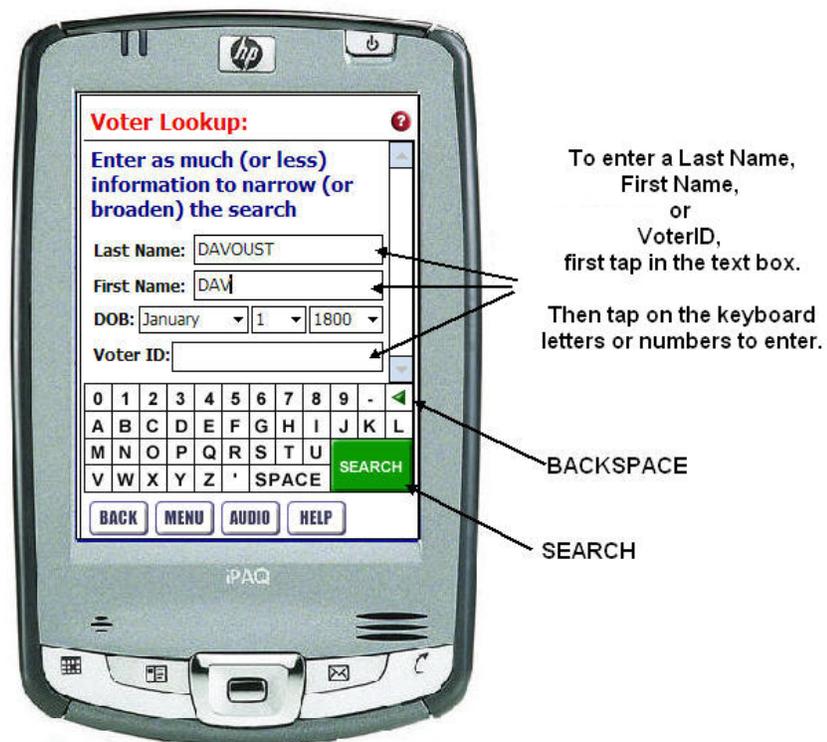
### Finding a Voter

To search for a registered voter in your jurisdiction, tap the **VOTER LOOKUP** icon on the **MAIN MENU** screen. The search criteria to look up a voter are entered on the Voter Lookup screen. Follow the directions as they appear, entering as much (or little) information as needed to find your voter.

To enter the **Last Name**, tap that box. Use the letters on the keyboard to enter the name into the text box. Note that entering a first name is optional. You do not need to worry about capitalization.

Enter the **First Name** in the same way, tapping that text box, and then using the letters on the keyboard which is displayed.

[Identifying the voter by **Voter ID** is not an option in Fairfax County.]



When you have entered the information, tap the **SEARCH** button.

## Smart Searching Tips:

If you do not find a voter's name, try entering his first name, and just the first letter of the last name. Or enter the last name, but not the first name.

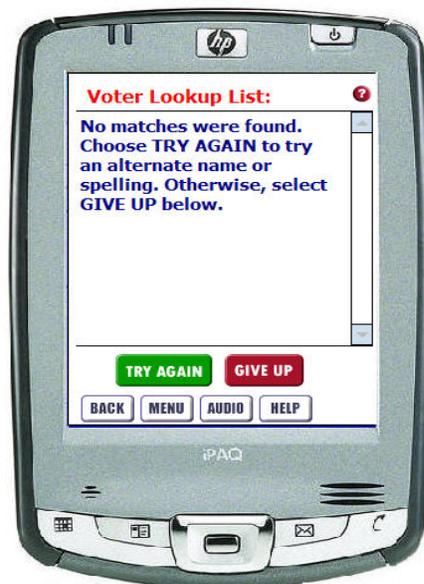
**Note on Spellings:** Names such as McNamara or O'Brien may not be in the database as you'd expect. Try experimenting with various spellings; for instance, try MacNamara instead of McNamara; OBrien instead of O'Brien. Sometimes a person's name will be in the database using only his first initial rather than his full first name. Often birth dates are missing so the person may be there, but not found if you searched using his birth date as the only criteria.

Also note that there is a program limitation to the number of matches it will display. If your search criteria results in too many matches, a message will appear asking you to narrow your search by adding more information on the search screen so that fewer matches are made.

When you have entered the information, tap the **SEARCH** button.

## Is this correct voter? YES or NO

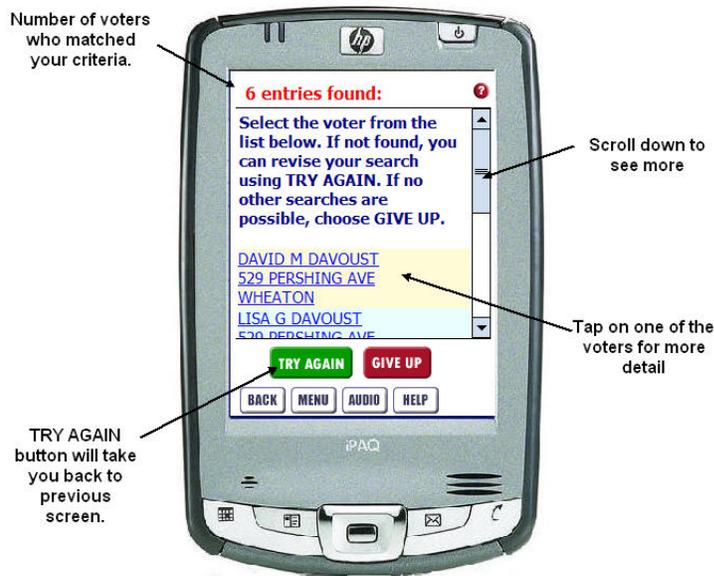
- **If YES... and if in your precinct:** This indicates that voter is in the right place.
- **If the voter was not found in the database,** you will see the display:



Tap the **TRY AGAIN** icon to enter different search criteria, or tap the **GIVE UP** icon to return to the **MAIN MENU**.

The **white boxes at the bottom** of the screen will always take you **BACK** to a previous screen **or** to the **Main MENU** when you tap these icons. The **HELP** icon will not be a help in finding a voter and the appropriate voting location! If you need guidance, just follow the directions on the screens.

- If **one or more voters were found in the database**, a screen will appear showing the list of matches.



You can scroll up and down to see the entire list of matches. Tap on one of the voters to see additional information.

The individual Voter Information will include the voter's name and address, the year of birth, the precinct in which the voter is registered, his voting status, and the ballot style which is to be used.

Tap on the name of the precinct displayed to see the address of the polling place for that precinct.

## 5 Address Lookup

### Finding an Address

No names are involved in this process.

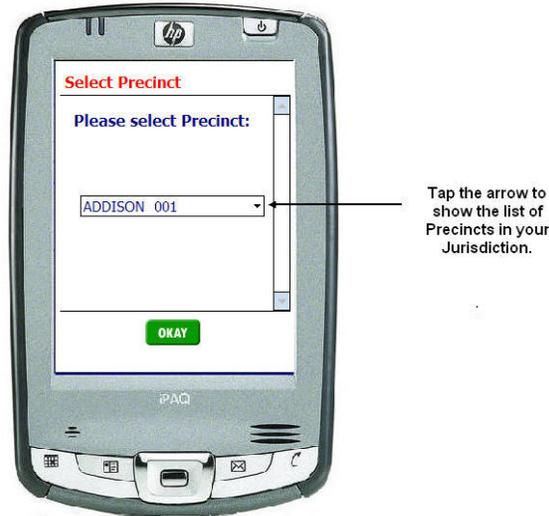
Enter the voter's home address, using the keyboard provided and/or the drop-down menus. Tap the **SEARCH** button on the keyboard.

The exact address, or all the addresses on the street, will appear. Select your choice. The Precinct name and Polling Place location information will be displayed.

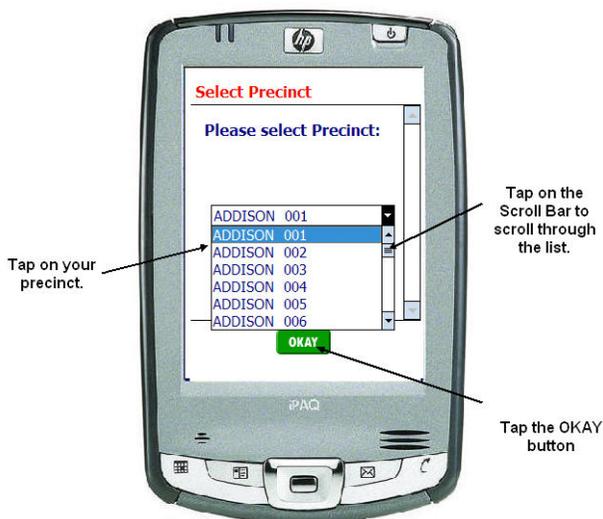
## 6 Change Location

### Selecting your Precinct

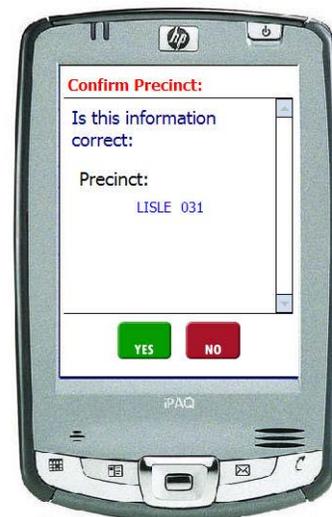
This should not be necessary..but if Asked is not set for the precinct you are in, tap the **CHANGE LOCATION** icon on the **MAIN MENU**. You will see displayed:



Tap the arrow next to the Precinct Selection box, to display a list of the precincts in your jurisdiction.



Tap on your precinct to select.



Verify your selection.

Tap the **YES** icon if the precinct selection is correct. This will bring you to the **MAIN MENU** screen, described in **Section 3: Asked Main Menu**.

Tap the **NO** icon to return to the previous screen to select your precinct.

## 7 Maintenance & Troubleshooting

### Performing a Soft Reset

If your Pocket PC ever seems to “stop working”, or “lock up”, you should “reset” the device by pressing the stylus into the reset slot. This will re-launch AskED automatically.



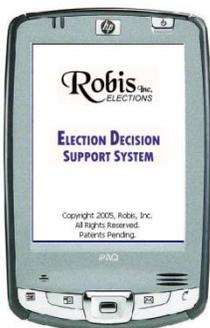
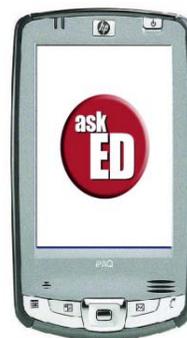
Use stylus to press the (recessed) reset button

To perform a soft reset:

1. Locate the recessed **Reset** button on the bottom of your device.
2. Use the stylus to lightly press the **Reset** button.

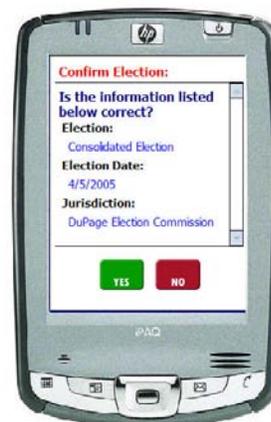
Your device will re-start and launch the **AskED** program...

You will see the **AskED** splash screen.



Next you will see the Robis, Inc Elections screen.

On the next screen to display, you will verify that the data loaded



into your device is for the correct election, and for your jurisdiction.

If the Information displayed is for the correct election, the correct election date and the correct Jurisdiction, tap the **YES** button to proceed to select your precinct. Directions for selecting your precinct are in **Section 6: Change Location** above.

## Recharging the Battery

If you find that your battery has no charge left, and your device fails to power on, connect the device to the AC adapter which comes with it, and plug the AC adapter into a power outlet.



**NOTE:** There are two warning messages regarding a LOW battery. At **15%** you should take note that it is time to plug in the AskED machine and start recharging. (Tap the OK icon to clear the message.) At **0%** the machine will no longer work unless plugged in and allowed to charge.



## **Appendix Contents**

**Election Supply List – Blue Bag**

**Election Supply List – Chief Officer’s Kit and Supply Cart**

**State Board of Elections – Voter Identification List**

**Sample – Statement of Results (SOR)**

**Sample – AB Applicant List with Ballot Returned Unused**

**Guidelines for Authorized Visitors and Observers**

**Guidelines for Fundraisers and Other Activities**

**FCPS Notice 8422 – Facilities Services**

**ELECTION SUPPLIES**  
**November 6, 2012 – GENERAL AND SPECIAL ELECTIONS**

**LARGE BLUE BAG SUPPLIES**

**PAPER SIGN SET:**

- \_\_\_\_\_ Large "Vote Here/Vote Aqui"
- \_\_\_\_\_ Notice: Code §24.2-649 Curbside Voting (large)
- \_\_\_\_\_ Curbside Call sign (2)
- \_\_\_\_\_ "Prohibited Area"
- \_\_\_\_\_ "VA Voters' Rights & Responsibilities"
- \_\_\_\_\_ "Attention All Voters, Show ID" (SBE-643A)
- \_\_\_\_\_ "Upon Request By Officer: Present ID..."
- \_\_\_\_\_ "WINvote (touch screen) Machine Instructions" Poster
- \_\_\_\_\_ "Optical Scan Instructions" (Large poster)
- \_\_\_\_\_ "Optical Scan Instruction cards" (small – 6"x 8" cards)
- \_\_\_\_\_ "Optical Scan Instruction sheet" (11x17 poster to post in cardboard voting booths)
- \_\_\_\_\_ "Write In Voting Instruction for Paper Ballots" (11x17 poster to post in cardboard voting booths)
- \_\_\_\_\_ Exit \_\_\_\_\_ Blue Arrows \_\_\_\_\_ Ballot Box Sign \_\_\_\_\_ Red Arrows \_\_\_\_\_

**FORM SET:**

- \_\_\_\_\_ 1 pad-Yellow Telephone Verification Form
- \_\_\_\_\_ 1 pad-White Comment Form
- \_\_\_\_\_ 1 pad-Request for Assistance (SBE-649) English front/Spanish back
- \_\_\_\_\_ 2 pads-Affirmation of Eligibility (SBE 651) (1) English, (1) Spanish
- \_\_\_\_\_ Virginia Registration Applications (for registration & name or address changes) English, Spanish
- \_\_\_\_\_ Virginia Voter's Complaint Form - English, Spanish
- \_\_\_\_\_ Notification of Death Forms (SBE-427)
- \_\_\_\_\_ Writing Pad

**OTHER MATERIALS:**

- \_\_\_\_\_ "I Voted" Stickers
- \_\_\_\_\_ Blue Painters Tape (**for signs on painted walls**)
- \_\_\_\_\_ Election Officer Applications and the table top Officer Recruitment poster
- \_\_\_\_\_ Blue Pens for Marking Paper Ballots
- \_\_\_\_\_ #10 Envelope-Election Officer Buttons and Poll Watcher badges

**LARGE BLUE BAG WITH SUPPLIES IS TO BE RETURNED ON ELECTION**  
**EVENING TO THE GOVERNMENT CENTER**

**FOR DETAILS ON RETURNING MATERIALS – SEE " RETURN MATERIALS" TAB**

**ELECTION SUPPLIES**  
**November 6, 2012 – GENERAL AND SPECIAL ELECTIONS**

**KIT SUPPLIES**

**ENVELOPES:**

- \_\_\_\_\_ #1A Provisional Votes (**cast during normal hours**)
- \_\_\_\_\_ #1B Provisional Votes (**cast after normal hours ordered by the Court**)
- \_\_\_\_\_ #2 Pollbook(s), Statement of Results, etc.
- \_\_\_\_\_ #2A Printed Yellow Return Sheet
- \_\_\_\_\_ #4 Spoiled / Voided Ballots
- \_\_\_\_\_ #7A Smart Cards and Keys; OS machine Ender Cards
- \_\_\_\_\_ #7C Backup USB from WINvote machine; Memory Card from OS machine; removed seals
- \_\_\_\_\_ #8 Used Forms Envelope

**INDIVIDUALIZED MATERIALS INCLUDED WITH ENVELOPES:**

- |                                                                                |                                                |
|--------------------------------------------------------------------------------|------------------------------------------------|
| Statement of Results (2 sets)                                                  | Oath sheet                                     |
| Pollbook Count Sheet(s) /alpha signs                                           | Call-in sheet (tan)                            |
| Chief's Notes/Incident Report                                                  | Labels to seal envelopes                       |
| (Yellow) Printed Return Sheet                                                  | Election Officer Name Tags                     |
| Sample Ballots (DRE and OS)                                                    | Sheet of Bilingual Name Tags                   |
| OS Machine problem sheet                                                       | EPB Certification sheet (if applicable) (pink) |
| Voter Identification SBE 9/18/12                                               | Explanation of Political Party Abbreviations   |
| Compensation Sheet                                                             | <b>Signs for dual precincts</b>                |
| Precinct Provisional Ballots Log                                               |                                                |
| (Lime green) Provisional ballot- <b>ID only</b> envelopes and voter notices    |                                                |
| (Green) Provisional ballot – envelopes and voter notices                       |                                                |
| (Yellow) High School Election Page packet / oaths, evaluations (if applicable) |                                                |

**OTHER MATERIALS:**

- \_\_\_\_\_ Virginia Law Book-Red 2012 edition
- \_\_\_\_\_ Magnifier Sheet/ Magnifying Glass
- \_\_\_\_\_ Rulers
- \_\_\_\_\_ Precinct Roster/Pollbook
- \_\_\_\_\_ Fairfax County Precinct Map
- \_\_\_\_\_ Clear tape (**for attaching labels and closing ballot return boxes**)
- \_\_\_\_\_ Red Tamper Tape (**for sealing ballot return boxes**)
- \_\_\_\_\_ Blue Lanyard with cart key
- \_\_\_\_\_ Voting Permit Cards (**return in kit**)
- \_\_\_\_\_ Small blue supply bag: plastic clips, Post-its pad & flags (**for pollbook**), pens, scissors, black magic marker (**curbside call sign**), (2) rubber finger tips and small clippers.
- \_\_\_\_\_ Precinct locator and small precinct map
- \_\_\_\_\_ Proposed State Amendments – poster and brochures
- \_\_\_\_\_ Voter Information on Bond issues
- \_\_\_\_\_ Voter Parking Only signs

**VOTING MACHINE CART CONTENTS**

- \_\_\_\_\_ Voting Machines (Optical Scan in canvas case)
- \_\_\_\_\_ Cardboard voting booths (folded up); Cardboard Triangles; foam pads
- \_\_\_\_\_ Canvas Bag containing Extension Cords and Headset
- \_\_\_\_\_ Paper ballots in SEALED box; extra box for returning ballots
- \_\_\_\_\_ Clipboards (legal size)
- \_\_\_\_\_ Adding Machine
- \_\_\_\_\_ 3-Sided Cardboard Privacy Screen for OS ballot box
- \_\_\_\_\_ **Privacy Folders** (approx. 50 in OS machine case) **please return in OS machine case in cart.**
- \_\_\_\_\_ Signs on wire frames/real estate signs in cart door (**please return all of these in the cart**)
- \_\_\_\_\_ EPB precinct only – EBP laptops in protective sleeves and bag of peripherals.

# Voter Identification

All voters will be asked to show one form of identification. Any voter who does not have identification required by state or federal law must vote a provisional ballot.

Identification	Virginia	HAVA	
<b>Photo IDs (Also see below for student IDs and Driver's License photo IDs)</b>			
<b>Photo IDs</b>	Current and valid** photo ID	Yes, if issued by government, employer, or institute of higher education in VA.	Yes
	Government-issued ID card from federal, VA, or local subdivision (including political subdivisions)	Yes	Yes
	DMV-Issued Photo ID Card	Yes	Yes
	Tribal enrollment or other tribal ID	Yes, if issued by one of 11 tribes recognized by VA.***	Yes
	US Passport or Passport Card	Yes	Yes
	Valid** employee ID card issued by voter's employer in ordinary course of business (public or private employer)	Yes	Yes
	Credit card displaying photograph	No	Yes
	Membership card from private organization	No	Yes
	Military ID	Yes	Yes
	Nursing home resident ID	Yes, if issued by government facility.	Yes
<b>Non-Photo ID Card or Document</b>			
<b>Non-photo ID card or document</b>	Virginia Voter Registration Card	Yes	Yes, if it displays current* name <b>and</b> address.
	Bank statement with current* name and address (includes credit card statement, credit union statement)	Yes	Yes
	Birth certificate	Yes, if issued by state, federal, or local government entity.	No
	Government check with current* name and address	Yes	Yes
	Government-issued ID card from federal, VA, or local political subdivision	Yes	Yes, if it displays current* name <b>and</b> address.
	Medicare Card	Yes	No
	Medicaid Card	Yes	No
	Membership card from private organization	No	No
	Paycheck with current* name and address	Yes	Yes
	Social Security Card	Yes	No
	Tribal enrollment or other tribal ID	Yes, if issued by one of 11 tribes recognized by VA.***	Yes, if issued by one of 11 tribes recognized by VA and displays current* name <b>and</b> address.***
	US Selective Service Card	Yes	Yes, if it displays current* name <b>and</b> address.
	Utility bill with current* name and address	Yes	Yes
	Vehicle insurance card	No	No
	Virginia Concealed Handgun Permit	Yes	Yes, if it displays current* name <b>and</b> address.
	Virginia Motor Vehicle Registration	Yes	Yes, if it displays current* name <b>and</b> address.
Virginia real estate tax assessment statement	No	Yes, if it displays voter's current* name <b>and</b> address.	
Nursing home resident ID	Yes, if issued by government facility.	Yes, if issued by government facility and displays current* name <b>and</b> address.	

Identification		Virginia	HAVA
<b>Student IDs</b>			
<b>Student IDs</b>	Valid** student ID issued by a public or private school located in VA displaying photo	Yes	Yes
	Valid** student ID issued by a public or private school outside of VA displaying photo	No	Yes
	Valid** student ID issued by a public or private school in VA with voter name and address	Yes	Yes, if it displays current* name <b>and</b> address.
	Valid** student ID issued by a public or private school outside of VA with voter name and address	No	No
	Virginia public university letter to student at student's residential address	No	Yes
<b>Driver's License or DMV-Issued Photo ID Card</b>			
<b>Driver's License or non-operating state identification</b>	Valid** Virginia Driver's License or DMV-issued Photo ID	Yes	Yes
	Virginia Driver's License expired within 30 days of election	Yes	Yes
	Virginia Driver's License expired more than 30 days before election	No	No
	Valid** out-of-state driver's license	No	Yes

HAVA requirements: [42 USC § 15483\(b\)\(2\)](#); Va. Code § [24.2-643\(E\)](#)

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

Virginia requirements: Va. Code § [24.2-643\(B\)](#)

- his Commonwealth of Virginia voter registration card;
- his social security card;
- his valid Virginia driver's license;
- concealed handgun permit;
- or any other identification card issued by a government agency of the Commonwealth, one of its political subdivisions, or the United States;
- any valid student identification card issued by any institution of higher education located in the Commonwealth of 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; or
- a copy of a current utility bill, bank statement, government check, or paycheck that shows the name and address of the voter.

---

\* Address on ID must match voter's residence or mailing address in voter record.

\*\* Valid = the document is unexpired or expired within the 30 days prior to the election.

\*\*\* Political subdivisions include recognized Indian tribes and governmental divisions with authority to make rules and regulations having force of law. *See* Va. Code §§ 8.01-385, 51.1-700. Eleven tribes are: Cheroenhaka (Nottoway), Chickahominy, Eastern Chickahominy, Mattaponi, Monacan, Nansemond, Nottoway of Virginia, Pamunkey, Patowomeck, Rappahannock, & Upper Mattaponi.

County of Fairfax

Precinct: **SAMPLE PRECINCT**

# STATEMENT OF RESULTS (SOR)

FOR OPTICAL SCAN AND TOUCH SCREEN VOTING SYSTEMS

November 6, 2012

General and Special Elections

RETURN IN ENVELOPE 2

Page 1 of 12

PART A – PAPER BALLOT CERTIFICATION		CALCULATION OR SOURCE	FULL BALLOTS ENGLISH	FULL BALLOTS SPANISH	FEDERAL ONLY ENGLISH	FEDERAL ONLY SPANISH	PRES. ONLY ENGLISH	PRES. ONLY SPANISH	TOTALS
<b>A1</b>	BALLOTS RECEIVED FROM ELECTORAL BOARD – BEFORE POLLS OPEN	BALLOTS	475100		10	2	10	2	
<b>A2</b>	BALLOTS RECEIVED FROM ELECTORAL BOARD – WHILE POLLS OPEN	BALLOT RECEIPT							
<b>A3</b>	EMERGENCY BALLOTS REPRODUCED - WHILE POLLS OPEN	EXPLANATION IN PART F							
<b>A4</b>	TOTAL BALLOTS RECEIVED	= A1+A2+A3							A4 TOTAL
<b>A5</b>	UNUSED BALLOTS REMAINING – AFTER POLLS CLOSE	COUNT							
<b>A6</b>	BALLOTS SPOILED AND VOIDED – WHILE POLLS OPEN	ENVELOPE 4							
<b>A7</b>	BALLOTS USED FOR PROVISIONAL VOTERS	ENVELOPE 1A ENVELOPE 1B							
<b>A8</b>	TOTAL UNUSED AND USED BUT NOT COUNTED	= A5+A6+A7							A8 TOTAL
<b>A9</b>	TOTAL PAPER BALLOTS VOTED AND COUNTED	= A4 – A8							A9 TOTAL

ATTACH TAPES HERE

AccuVote Zero Tape  
 AccuVote Results Report  
 AccuVote Long Report  
 WINVote Location Open (zero) & Location Close Reports  
 WINVote Unit Open (zero) & Unit Close Reports  
 (One for each machine)

# STATEMENT OF RESULTS (SOR)

FOR OPTICAL SCAN AND TOUCH SCREEN VOTING SYSTEMS

PART B-1 – TOUCH SCREEN (WINVOTE) CERTIFICATION	CALCULATION OR SOURCE	WV-1	WV-2	WV-3	WV-4	WV-5	WV-6	WV-7	TOTALS
<b>B1</b> TOUCH SCREEN SERIAL NUMBER	MACHINE LABEL								
<b>B2</b> GREEN SEAL NUMBER -BEFORE POLLS OPEN	SEAL ON MACHINE								
<b>PROTECTIVE COUNTER NUMBER</b>									
<b>B3</b> AFTER POLLS CLOSE	MACHINE COUNTER								
<b>B4</b> BEFORE POLLS OPEN	MACHINE COUNTER								
<b>B5</b> PROTECTIVE COUNTER DIFFERENCE	= B3 – B4								<b>B5 TOTAL</b>
<b>PUBLIC COUNTER NUMBER</b>									
<b>B6</b> AFTER POLLS CLOSE	MACHINE COUNTER								
<b>B7</b> BEFORE POLLS OPEN	MACHINE COUNTER								
<b>B8</b> PUBLIC COUNTER DIFFERENCE	= B6 – B7								<b>B8 TOTAL</b>
<b>B9</b> RED SEAL NUMBER -AFTER POLLS CLOSE	NEW SEAL								

DOES B5=B8?  
IF NOT, ENTER  
EXPLANATION  
IN PART F ON  
PAGE 12

# STATEMENT OF RESULTS (SOR)

FOR OPTICAL SCAN AND TOUCH SCREEN VOTING SYSTEMS

PART B -2 – OPTICALLY SCANNED BALLOTS AND HAND COUNT CERTIFICATION		CALCULATION OR SOURCE	AV-1	AV-2
B10	OPTICAL SCAN (AccuVote) SERIAL NUMBER	MACHINE LABEL		
	OPTICAL SCAN – RED SEAL NUMBER	MACHINE SEAL		
<b>PUBLIC COUNTER NUMBER</b>				
			<b>TOTALS</b>	
B11	PUBLIC COUNTER (ToT COUNT) - AFTER POLLS CLOSE	ENVELOPE 7C		
B12	PUBLIC COUNTER (ToT COUNT) - BEFORE POLLS OPEN	ENVELOPE 7C	0	0
B13	PUBLIC COUNTER DIFFERENCE (SCANNED BALLOTS)	= B11 – B12		
<b>HAND COUNTED BALLOTS (ENTER EXPLANATION IN PART F IF A HAND COUNT WAS NECESSARY)</b>				
B14	NUMBER OF HAND COUNTED PAPER BALLOTS	COUNT	XXXX	XXXX
B15	TOTAL PAPER BALLOTS COUNTED	= B13 + B14	XXXX	XXXX
<b>Does the A9 TOTAL = B15 ?</b>				
<b>IF NOT, ENTER AN EXPLANATION IN PART F ON PAGE 12.</b>				
(B8)	TOUCH SCREEN PUBLIC COUNTER DIFFERENCE	COPY B8 TOTAL FROM PAGE 2	XXXX	XXXX
B16	TOTAL VOTES COUNTED (PAPER BALLOTS + WINVOTE)	= B8 + B15	XXXX	XXXX

# STATEMENT OF RESULTS (SOR)

FOR OPTICAL SCAN AND TOUCH SCREEN VOTING SYSTEMS

PART C-1 – POLLBOOK COUNT (PBC) AND RECONCILIATION								
	POLLBOOK DIVISIONS	DIVISION	DIVISION	DIVISION	DIVISION	CALCULATION OR SOURCE	TOTAL POLLBOOK COUNT	
<b>C1</b>	ENTER LAST POLLBOOK COUNT NUMBER (PBC) FOR EACH DIVISION					ADD ACROSS → OR USE EPB TOTAL*		
<b>C2</b>	NUMBER OF CANCELLED BALLOTS – (TOUCH SCREEN BALLOTS THAT WERE CANCELLED BY THE CHIEF OFFICER BECAUSE THE VOTER LEFT THE BOOTH WITHOUT CASTING HIS/HER BALLOT)						TALLY HERE	
<b>C3</b>	NUMBER OF VOID OPTICAL SCAN BALLOTS – ( PAPER BALLOTS THAT WERE VOIDED [CANCELLED] AND NOT SCANNED OR HAND COUNTED BECAUSE THE VOTER LEFT WITHOUT CASTING HIS/HER BALLOT)						TALLY HERE	
<b>C4</b>	<b>TOTAL NUMBER OF CANCELLED TOUCH SCREEN BALLOTS AND VOIDED PAPER BALLOTS</b>						= C2 + C3	
<b>C5</b>	<b>POLLBOOK COUNT RECONCILIATION - SUBTRACT TOTAL NUMBER OF CANCELLED AND VOIDED BALLOTS (C4) FROM TOTAL POLLBOOK COUNT (C1)</b>						= C1 – C4	

**Does C5 = B16 ? IF NOT, ENTER AN EXPLANATION OF THE DISCREPANCY IN PART F ON PAGE 12.**

\* IF EPBS WERE USED ATTACH THE PINK EPB CERTIFICATION FORM TO THE BACK OF THE SOR



# STATEMENT OF RESULTS (SOR)

FOR OPTICAL SCAN AND TOUCH SCREEN VOTING SYSTEMS

PART D - VOTES CAST						
OFFICE OR ISSUE		UNITED STATES SENATE				
CANDIDATE OR RESPONSE		TOTAL BALLOTS CAST	GEORGE F. ALLEN (R)	TIMOTHY M. KAINE (D)	WRITE-IN VOTES	TOTAL VOTES FOR OFFICE
D1	TOUCH SCREEN RESULTS	B8 TOTAL				
D2	OPTICAL SCAN RESULTS	B13 TOTAL				
D3	HAND COUNTED RESULTS	B14 TOTAL				
D4	TOTAL VOTES CAST = D1 + D2 + D3					











**STATEMENT OF RESULTS (SOR)**  
FOR OPTICAL SCAN AND TOUCH SCREEN VOTING SYSTEMS

PART F - EXPLANATION OF DISCREPANCIES AND/OR OTHER REQUIRED STATEMENTS	PART G - CERTIFICATION - WE HEREBY CERTIFY THAT THIS STATEMENT OF RESULTS AND WRITE-IN CERTIFICATION ARE A COMPLETE RECORD OF THIS ELECTION AND THAT ALL OF THE INFORMATION ENTERED HEREON IS TRUE AND CORRECT.
	<p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p> <p>9. _____</p> <p>10. _____</p> <p>11. _____</p>
	<p>12. _____</p> <p>13. _____</p> <p>14. _____</p> <p>15. _____</p> <p>16. _____</p> <p>17. _____</p> <p>18. _____</p> <p>19. _____</p> <p>20. _____</p> <p>21. _____</p> <p>22. _____</p>

Report ID: AB-060

Commonwealth of Virginia  
State Board of Elections  
Final Absentee Report  
2007 June Democratic Primary

Locality: 059 FAIRFAX COUNTY  
Precinct: 0404 404 - FRANCONIA

Application				Ballot										
Received	Type	Reason	Status	Issued	Vote Rec	Voter ID	Name / Address	NA	HAVA	Reg Type	RI	Ballot Type	Status	Returned
12/28/2006	703.1	2A	Approved	05/15/2007 Mail		920271153	MAZARIEGOS, DAYSIA A. 6855 Alicia Ct Alexandria, VA 22310-4956					NoCd	Unmarked	05/21/2007 Mail
04/30/2007	701	2A	Approved	05/15/2007 Mail		303020303	TANNEY, JEAN A. 6020 Walhaven Dr Alexandria, VA 22310-2622					NoCd	Marked	05/22/2007 Mail
04/30/2007	701	4A	Approved	05/15/2007 Mail		305020303	TANNEY, RAYMOND A. 6020 Walhaven Dr Alexandria, VA 22310-2622					NoCd	Marked	05/22/2007 Mail
06/01/2007	701	1D	Approved	06/04/2007 Mail		605039425	WARD, DONALD E. 5941 Kathmoor Dr Alexandria, VA 22310-4406					NoCd	Marked	06/07/2007 Mail
06/01/2007	701	1D	Approved	06/04/2007 Mail		303020334	WARD, SHARON R. 5941 Kathmoor Dr Alexandria, VA 22310-4406					NoCd	Marked	06/07/2007 Mail

SAMPLE

CERTIFIED A TRUE AND COMPLETE COPY

BY \_\_\_\_\_  
Signature of Secretary of the Electoral Board

# **POLLING PLACE GUIDELINES FOR AUTHORIZED VISITORS AND OBSERVERS**

Whenever possible, the Fairfax County Office of Elections will accommodate requests for neutral observers to visit our polling places. However, the office must also ensure that elections are conducted in an orderly manner, according to law, and that the voters are not intimidated or delayed when exercising their right to vote. Following are the applicable portions of Virginia Code § 24.2-604 regarding visitors:

**A.** During the times the polls are open and ballots are being counted, it shall be unlawful for any person (i) to loiter or congregate within 40 feet of any entrance of any polling place; (ii) within such distance to give, tender, or exhibit any ballot, ticket, or other campaign material to any person or to solicit or in any manner attempt to influence any person in casting his vote; or (iii) to hinder or delay a qualified voter in entering or leaving a polling place.

**D.** It shall be unlawful for any authorized representative, voter, or any other person in the room to (i) hinder or delay a qualified voter; (ii) give, tender, or exhibit any ballot, ticket, or other campaign material to any person; (iii) solicit or in any manner attempt to influence any person in casting his vote; (iv) hinder or delay any officer of election; or (v) otherwise impede the orderly conduct of the election.

**I.** A local electoral board may authorize in writing the presence of additional neutral observers as it deems appropriate, except as otherwise prohibited or limited by this section. Such observers shall comply with the restrictions in subsections **A** and **D** of this section.

Following are additional guidelines for polling place visitors:

- Please park either off-site or away from the polling place entrance(s). Do not park in spaces reserved for voters or handicapped citizens.
- Turn off your cellular phones and other electronic communication devices as you enter the polling place.
- Introduce yourself or group to the Chief Election Officer and Assistant Chief Election Officer.
- The Chief will be happy to answer any questions you may have, but please be sensitive to the demands on the Chief Officer and/or the Assistant Chief Officer. The time that they can spend with you depends on how busy the polling place is at that time.
- Please stand away from the check-in table(s) and the voting machines. You may not invade a voter's privacy or compromise his/her right to cast a secret ballot. You may not film or take photos unless you are a member of a news organization.
- You may conduct interviews with voters and others outside the 40-foot prohibited area as long as you do not hinder voters or block the entrance/exit to the polling place.

The Officers of Election have the authority to remove any person who disturbs or otherwise interferes with the orderly conduct of the election. (§ 24.2-607)

***Thank you for visiting Fairfax County and your interest in the election process.***



Fairfax County is committed to nondiscrimination in all county programs and services. Reasonable accommodations will be made upon request. Phone: 703-324-4735, TTY 711, Email: [elect@fairfaxcounty.gov](mailto:elect@fairfaxcounty.gov).  
Fairfax County Office of Elections, 12000 Government Center Parkway, Suite 323, Fairfax, VA 22035

## **GUIDELINES FOR ELECTION DAY ACTIVITIES**

While the Fairfax County Office of Elections understands that various organizations and individuals want to conduct fundraisers, petition drives, exit polls and other activities on Election Day, our office must ensure that elections are conducted in an orderly manner, according to law, and that the voters are not intimidated or delayed when exercising their right to vote.

**Section 24.2-604** of the *Code of Virginia* states (in part) that “During the times the polls are open and ballots are being counted, it shall be unlawful for any person (i) to loiter or congregate within 40 feet of any entrance of any polling place; (ii) within such distance to give, tender, or exhibit any ballot, ticket, or other campaign material to any person or to solicit or in any manner attempt to influence any person in casting his vote; or (iii) to hinder or delay a qualified voter in entering or leaving a polling place.”

Following are guidelines for Election Day activities in Fairfax County:

- Outside the 40-foot prohibited area, citizens and organizations are entitled to exercise their right to free speech by campaigning, distributing flyers, conducting petition drives, exit polling, soliciting funds, etc., as long as they do not hinder voters or disrupt the election.
- Organizations that wish to conduct fundraising activities must have permission from the appropriate school/church official or owner of the property. **All such activities must be located outside the building and at least 40 feet away from the entrance(s).**
- Participants in these activities are asked to park either off-site or away from the polling place entrance(s) and may not park in spaces reserved for voters.
- Any citizen or organization involved in these activities must remove their tables, signs, flyers and trash from the polling place property immediately after the polls close.
- Loudspeakers are not permitted within 300 feet of the polls. (§ 24.2-605)
- Polling places in churches or other private facilities may have additional restrictions regarding fundraisers. Please contact their managers for specific information.

The Officers of Election have the authority to remove any person who disturbs or otherwise interferes with the orderly conduct of the election. (§ 24.2-607)

Thank you for your cooperation.



Fairfax County is committed to nondiscrimination in all county programs and services. Reasonable accommodations will be made upon request. Phone: 703-324-4735, TTY 711, Email: [elect@fairfaxcounty.gov](mailto:elect@fairfaxcounty.gov).  
Fairfax County Office of Elections, 12000 Government Center Parkway, Suite 323, Fairfax, VA 22035

**Notice 8422**

Facilities and Transportation Services  
Community Use  
Effective 10-01-12

**FACILITIES**

**Leasing and Community Use of Facilities**

**Community Use of School Facilities as Polling Places, November 6, 2012, Presidential Election**

**I. PURPOSE**

To provide a list of the 164 school facilities that have been made available to the Fairfax County Electoral Board as polling places for the Presidential Election to be held on Tuesday, November 6, 2012, (see attachment) and to supply related information.

This notice is effective until November 7, 2012.

**II. RESPONSIBILITIES**

Responsibilities associated with the use of school facilities as polling places are set forth in the current version of Regulation 8422. Attention is called to the paragraphs pertaining to requirements for the display of flags, times the facilities are open to election officials, and the availability of telephone service to election officials.

Keep in mind Americans With Disabilities Act (ADA) compliance when choosing a location. Federal law requires that polling places be accessible to handicapped and elderly voters; therefore, the voting room assigned should be accessible from the handicapped entrance to the building. Election officers will put up signs to reserve parking spaces for handicapped voters near that entrance, if necessary.

Parking spaces are to be reserved for voters. Principals should direct school bus drivers to park buses off site on the day elections are held.

Voters do not need to sign in at the main office. If your school has a door access system, please deprogram the door(s) used by the voters. If you do not want to disable the door(s) on Election Day, you must post someone near the door(s) because state law prohibits anything that may impede the voters. A school should not plan a fire drill on any election day.

Virginia Election Law 24.2-604 banning campaigning within 40 feet of any entrance to the polling place applies to soliciting for charitable causes as well. Please locate cookie and coffee sales for PTA, scouts, and other fund-raisers, outside the building beyond the 40-foot restricted area line.

The Office of Elections has advised that warehouse personnel will move voting equipment from the warehouse to schools between October 15 and October 26, 2012. Custodians should be advised that Electoral Board personnel will visit each location on, or before, Monday, November 5, 2012, between the hours of 9 a.m. and 5 p.m., to verify that the correct equipment has arrived. Voting equipment will be picked up for storage between November 7 and November 14, 2012.

In addition to the Election Cart that contains the voting equipment, the warehouse personnel will also deliver between one and three large empty black ballot bins with the cart.

Each polling location listed on the attachment is authorized two hours custodial overtime. Schools must be opened at 5:00 a.m. and outside lights must be turned on. Please check your exterior lighting prior to the polling date to ensure that all lights are working properly.

It is requested that a custodian in each school facility be advised on this subject and be prepared to direct the Office of Elections staff to the proper location for the equipment within each facility.

Legal Reference: Virginia Election Law § 24.2-604

See also the current version of: Regulation 8422, Community Use of School Facilities as  
Polling Places

Attachment

FAIRFAX COUNTY PUBLIC SCHOOLS

**Attachment**  
**Notice 8422**  
Effective 10-01-12

**FAIRFAX COUNTY SCHOOL FACILITIES USED AS POLLING PLACES**  
**PRESIDENTIAL ELECTION, NOVEMBER 6, 2012**

(Keep in mind ADA compliances when determining location)

<u>Elementary Schools (122)</u>	<u>Spaces Allotted</u>	<u>Elementary Schools (continued)</u>	<u>Spaces</u>
Aldrin	20	Freedom Hill	20
Annandale Terrace	20	Garfield	20
Armstrong (2 precincts)	20	Glen Forest	20
Bailey's	20	Graham Road	20
Beech Tree	20	Great Falls	20
Belle View	20	Greenbriar East	20
Belvedere	20	Greenbriar West	20
Bonnie Brae	20	Groveton (2 precincts)	20
Braddock	20	Gunston	20
Bren Mar Park	20	Haycock	20
Brookfield	20	Hayfield	20
Bull Run	20	Herndon	20
Bush Hill	20	Hollin Meadows	20
Camelot	20	Hunt Valley	20
Cameron	20	Hunters Woods	20
Canterbury Woods	20	Hutchison	20
Cardinal Forest	20	Hybla Valley	20
Cedar Lane	20	Island Creek	20
Centre Ridge	20	Keene Mill	20
Centreville (2 precincts)	20	Kent Gardens	20
Cherry Run	20	Kings Glen	20
Chesterbrook	20	Kings Park	20
Churchill Road	20	Lake Anne	20
Clearview	20	Lane	20
Clermont	20	Laurel Ridge	20
Coates	20	Lees Corner (2 precincts)	20
Colvin Run	20	Lemon Road	20
Crestwood	20	Little Run	20
Crossfield	20	London Towne (2 precincts)	20
Cub Run	20	Lorton Station	20
Cunningham Park	20	Lynbrook	20
Deer Park	20	Mantua	20
Dogwood	20	Mason Crest	20
Eagle View	20	McNair	20
Fairfax Villa	20	Mosby Woods	20
Fairhill	20	Mount Eagle	20
Fairview	20	Mount Vernon Woods (2 precincts)	20
Flint Hill	20	Navy	20
Floris	20	Newington Forest	20
Forest Edge	20	North Springfield	20
Forestville	20	Oak Hill (2 precincts)	20
Fort Hunt	20	Oak View	20
Fox Mill	20	Orange Hunt	20
Franklin Sherman (2 precincts)	20	Parklawn	20
		Pine Spring	20

Elementary Schools (continued)

Poplar Tree	20
Powell	20
Ravensworth	20
Riverside	20
Rolling Valley	20
Rose Hill	20
Sangster	20
Saratoga (2 precincts)	20
Shrevewood	20
Silverbrook (2 precincts)	20
Sleepy Hollow	20
Spring Hill	20
Stenwood	20
Stratford Landing	20
Sunrise Valley	20
Terra Centre	20
Terraset	20
Timber Lane	20
Virginia Run	20
Wakefield Forest	20
Waples Mill	20
Washington Mill	20
Waynewood	20
Westbriar	20
Westgate	20
Westlawn	20
West Springfield	20
White Oaks	20
Willow Springs	20
Wolftrap	20
Woodburn	20
Woodlawn	20
Woodley Hills	20

Middle Schools (16)

Carson	20
Cooper	20
Franklin	20
Herndon	20
Holmes	20
Irving	20
Jackson	20
Key	20
Kilmer	20
Longfellow	20
Poe	20
Rocky Run	20
South County	20
Stone (2 precincts)	20
Thoreau	20
Whitman	20

Secondary Schools (3)

Hayfield (2 precincts)	20
Lake Braddock (2 precincts)	20
Robinson	20

High Schools (17)

Centreville (2 precincts)	20
Chantilly	20
Edison	20
Herndon	20
Langley (2 precincts)	20
Lee	20
Madison (2 precincts)	20
Marshall	20
McLean	20
Oakton	20
South County	20
South Lakes	20
Stuart	20
Thomas Jefferson High School for Science and Technology	20
West Potomac	20
West Springfield	20
Woodson	20

Other School Facilities (6)

Bryant Alternative High School	20
Leis Instructional Center	20
Mountain View Alternative High School	20
Pimmit Hills Schools	20
Sprague Technology Center	20
Virginia Hills Center	20

Schools Used for Fairfax City Elections (2)

Daniels Run School	20
Fairfax High School	20