



Commonwealth of Virginia  
**Fairfax County**

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# **Central Absentee Precinct (CAP)**

## **Election Officer Manual**

### **General Election 2015**

*This manual provides further details on the material presented during training class. This manual contains only the basic elements of Central Absentee Precinct operations and is not intended to be used as a comprehensive guide of Virginia election law or procedures. Virginia election laws govern elections in Virginia. If there is an inadvertent contradiction in the "Election Officer Manual," Virginia election laws take precedence.*



**A publication of Fairfax County, Virginia**

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:

**Election Support:** 703- 324-4735, TTY 711

**Voter Registration:** 703-222-0776

**Website:** [www.fairfaxcounty.gov/elections](http://www.fairfaxcounty.gov/elections)

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

Issued by the **Fairfax County Office of Elections**,  
12000 Government Center Pkwy, Suite 323  
Fairfax, Virginia 22035.



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## General Information

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### Information included in this section:

- **Fairfax County Contact Information**
- **Qualifications for Election Officers**
- **Mandatory Training Class**
- **Attendance & Vacancies**
- **Compensation**
- **Election Officer Oath**
- **Your Contact Information**

## Fairfax County Contact Information

- **Elections:**  
Phone: 703-324-4735  
Email: [elect@fairfaxcounty.gov](mailto:elect@fairfaxcounty.gov)
  - **CAP:**  
Phone: 703-324-7739  
Email: [CentralAbsentee@fairfaxcounty.gov](mailto:CentralAbsentee@fairfaxcounty.gov)
  - **Registrar and elections info line:**  
Phone: 703-222-0776  
Email: [voting@fairfaxcounty.gov](mailto:voting@fairfaxcounty.gov)
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## Qualifications for Election Officers (EOs)

1. A registered voter of the Commonwealth of Virginia.
2. Must be able to take direction, pay attention to detail and not be easily distracted.
3. Physically and mentally able to work a 10 or 17-hour day.
4. Ability to sit for an extended period.
5. Ability to speak, read and write the English language.

All election officers must complete the Election Officer Oath and federal I-9 form before serving in any Fairfax County election.

You cannot be an election officer if you

1. Hold elected office, or
2. Are an employee of an elected official.

Although you do not register by party in Virginia, state law requires you as an election officer to represent one of Virginia's two major political parties or be considered independent. Regardless, ***while serving as an Election Officer, you must not comment on candidates or political issues, current or general, among your fellow officers or pollwatchers, and you must not engage in any other forms of electioneering while in the Central Absentee Precinct.***

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## Mandatory Training Class

You are required by Virginia law to attend a training class prior to serving as an election officer, then every four years thereafter and whenever a change is made in voting equipment that you use.

## Election Day Absence

If you agree to serve as an election officer and cannot do so because of an emergency, **you must notify the Office of Elections immediately** so we can attempt to fill the vacancy and election operations are not impeded: 703-324-4735 or email [elect@fairfaxcounty.gov](mailto:elect@fairfaxcounty.gov).

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## Compensation

You are offered the choice of being paid for serving as an election officer, or waiving compensation and serving as an unpaid volunteer.

**Federal and State Income Tax:** For federal and state income tax purposes, election officers' wages are taxable.

**Social Security and Medicare (FICA) Taxes:** Earnings below \$1600 are not taxable under Social Security rules (i.e., FICA taxes are not withheld from an election officer's paycheck) and do not count toward future Social Security benefits.

**W-2 Threshold:** Only if an election officer earns \$600 or more in a calendar year is the county required to issue a W-2 form.

**Tardiness:** There is a tardiness penalty of at least \$25 for election officers who arrive fifteen minutes or more after their scheduled starting time.

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## Election Officer Oath

All election officers are required to complete the election officer oath, which must be signed in person before a notary. The Office of Elections has several notaries on staff. (A second oath is taken on the day of the election)

The current oath is valid through February, 2016, at which time a new oath will need to be submitted.

The oath is available at [www.fairfaxcounty.gov/elections/working.htm](http://www.fairfaxcounty.gov/elections/working.htm).

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## Your Contact Information

It is important that you keep your name, address, home number, cellphone number and email address current with the Office of Elections.

If you have an unlisted number, please advise the Office of Elections. Your phone number(s) will only be released to the chief and assistant chief officers of your assigned congressional district.

If you use a P.O. Box as your mailing address, please advise the Office of Elections. In some circumstances, your residential address is required on paperwork.





## Working at CAP

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Information included in this chapter:

- **CAP Election Officer's Role**
- **Duty Hours**
- **Location of CAP**
- **CAP Election Officer Fundamentals**
- **General Guidelines for Working at CAP**
- **CAP Election Officer Positions**
- **Chief and Assistant Chief Officer Responsibilities**
- **Election Officer Responsibilities**
- **Removal of an Election Officer**
- **Voting as a CAP Election Officer**
- **Fairfax County App**

## CAP Election Officer's Role

Our mission in CAP is to adjudicate fairly the mailed-in absentee ballots received by Fairfax County, and to account for each of these ballots on the Statement of Results (SOR). By performing our job well, we help maintain the integrity of the Fairfax County election process.

In accordance with federal and state laws, you are expected to perform all the duties assigned to you by the Office of Elections, and to do so faithfully, diligently and impartially.

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## Duty Hours

For 2015, CAP opens at 10 a.m. and closes when the process is completed.

For the 2015 November general election, CAP election officers working the **full day or morning shift** are expected to arrive at the CAP **no later than 9:30 a.m.**, unless otherwise approved by the Office of Elections. The morning shift ends at 4:00 p.m.

EOs scheduled to serve an **afternoon shift** report **at 3:30 p.m.** and stay until all work is completed.

Chiefs and assistant chiefs must arrive **no later than 9 a.m.**

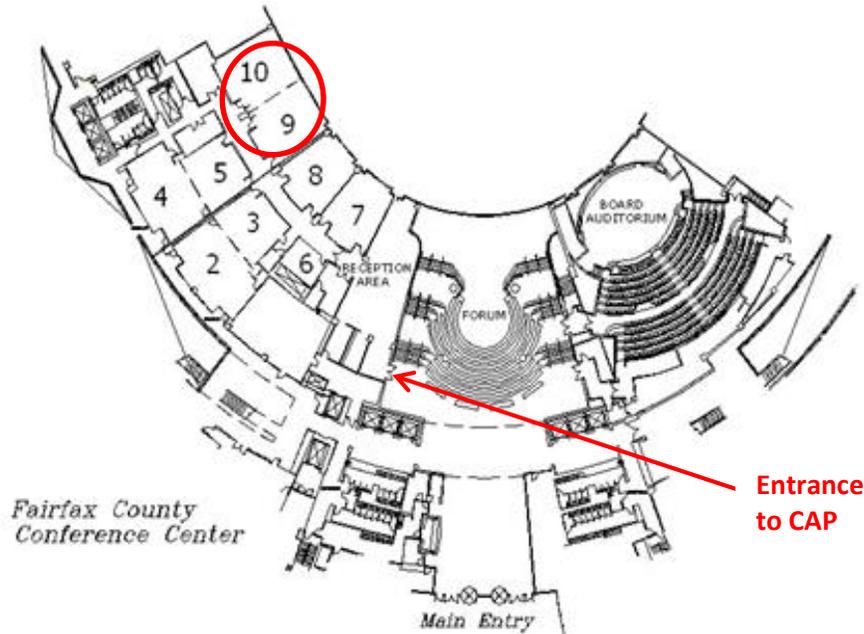
**There is a tardiness penalty of at least \$25 for election officers who arrive fifteen minutes or more after their scheduled starting time.**

Duty hours may be different for primary and special elections.

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## Location

CAP is located in the Conference Center at the Fairfax County Government Center. For the 2015 general election, ballots will be processed in room 9/10. Room 7 is the centralized scanning room. Room 8 is the break room.



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## CAP Election Officer Fundamentals

As an election officer, you must:

1. Attend CAP election officer **training classes** scheduled by the Office of Elections.
2. **Read all election materials** provided to you, including this manual and any updated information sent to you after the training class and on Election Day.
3. **Arrive on time**, work at your assigned congressional district, and remain at the CAP through the end of your shift. **Election officers may not leave the CAP area and return.**
4. Wear your **name tag** (as issued by the Office of Elections) at all times.
5. **Not wear politically oriented items**, such as campaign t-shirts, buttons, stickers, etc.
6. **Not comment on candidates or political issues**, current or general, among your fellow officers or with voters, and not engage in any other forms of electioneering while in the polling place and within the prohibited area.
7. **Not use your cellphone** at the ballot processing tables or while on duty, except during breaks and away from the ballot processing area. Chiefs may use their phones to contact the scanning team and the Office of Elections, if necessary.

8. **Accept direction** from the chief and assistant chief officers.
  9. **Work as a team** with other election officers to:
    - a. Ensure that CAP opens on time and functions well throughout the day.
    - b. Maintain the integrity and confidentiality of the voting process.
    - c. Ensure that the polling place is secure.
    - d. Ensure that ballots are secure when being transported to the scanning room.
    - e. Correctly process absentee ballots.
    - f. Comply with the policies and procedures detailed in this manual and any instructions provided by the Office of Elections.
  10. **Refer questions from the media** and authorized representatives to the chief and assistant chiefs. Chiefs and assistant chiefs should refer their questions to the Office of Elections or registrar, depending on the nature of the question.
- 

## General Guidelines for Working at CAP

1. Bring **this manual** for reference!
  2. **Dress comfortably in business casual attire.** Bring a sweater or jacket, as the conference rooms can be chilly. Ripped jeans, sweatpants, and similar very casual clothing are not appropriate.
  3. **Bring plenty of food and drinks** – enough to last you the entire day. You may bring an ice chest. Coffee and a microwave will be provided. (**Food and beverages are not allowed at processing tables.**)
  4. You may not leave CAP (Conference Center) and return, so **bring any medications** and other items you may need during the day. A secure storage area is **not** provided for valuables.
  5. You may bring **reading materials**, including books, magazines and puzzles. However, Newspaper and magazine articles **containing political coverage or of an overtly political nature are not permitted.** Electronic readers and tablets are permitted but **may not be connected to the Internet.**
  6. **Smoking is not allowed** inside the Government Center.
  7. **Remain at your assigned station** at all times unless you are on an assigned break, using the restroom, or performing a task at the direction of the chief or assistant chief officer.
  8. **Read the names and addresses of voters on B envelopes loudly enough** so they may be clearly heard by the authorized representatives (poll watchers) at your processing table.
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## **CAP Positions**

1. Chief officer
  2. Assistant chief officer (AC)
  3. Election officer (EO)
  4. Closer (General elections only)
  5. Scan team officer (General elections only)
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## **Chief and Assistant Chief Officer Responsibilities**

A chief officer is assigned to each congressional district (CD), and is responsible for CAP operations in that CD. Assistant chiefs aid the chiefs as needed and perform the duties of the chief in his/her absence. Their duties include, but are not limited to:

1. Setting up the polling room.
  2. Opening and closing the CAP CD.
  3. Supervising opening and closing of pollbooks, closing satellite voting machines used for in-person absentee voting, and administering the EO oath.
  4. Supervising and assisting election officers, and ensuring procedures and policies are being followed correctly.
  5. Maintaining order and protecting the integrity of the absentee voting process.
  6. Handling non-standard issues.
  7. Closing CAP at the end of the day.
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## **Election Officer Responsibilities**

Election officers are responsible for administering the absentee voting process. Their duties include, but are not limited to:

1. Following the chief's and assistant chief's instructions.
  2. Assisting with opening and closing the pollbooks and other tasks necessary to open and close the CAP.
  3. Serving as a check-in officer, electronic pollbook (EPB) officer and/or ballot officer to process absentee ballots.
  4. Serving as a member of the ballot preparation team.
  5. Serving as a member of handcount teams.
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## Closer Responsibilities

A closer is normally assigned to each congressional district (CD), and is responsible for assisting the chief with CAP closing operations, as requested by the chief. For 2015, all ballots will be processed as one CAP precinct and two closers will be assigned. Their duties include, but are not limited to:

1. Operating the DS200 digital scan voting machines used for in-person absentee voting to obtain the closing reports.
  2. Assisting the chief with data inputs and/or filling out the SOR.
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## Scan Team Responsibilities

The scan team has a team leader plus five members, who are responsible for scanning ballots on the DS850 high-speed digital scan voting machine. Their duties include, but are not limited to:

1. Scanning ballots from pre-election processing.
  2. Transporting ballots from the processing area to the DS850 scan room.
  3. Scanning ballots on Election Day.
  4. Segregating digital not scanned (DNS) ballots.
  5. Printing results reports and providing information to the chief needed for the SOR.
  6. Packing ballots after they are scanned.
  7. Maintaining the security and integrity of the ballots and scanning process.
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## Removal of an Election Officer

The Office of Elections will investigate promptly each complaint it receives regarding the fitness, qualification or performance of an individual appointed as an election officer. The Office of Elections may at any time remove any election officer who is not performing as expected.

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## Voting as a CAP Election Officer

**Because you will not be at your precinct on Election Day, you need to vote absentee.** You may vote absentee in person at the Fairfax Government Center beginning about 45 days prior to the election. For November **general elections**, you have the option of **voting in person at an absentee satellite voting location**. A list of satellite locations and schedules are available on the Office of Elections website.

Alternately, you may request an absentee ballot be mailed to you. Visit [www.fairfaxcounty.gov/elections](http://www.fairfaxcounty.gov/elections) for more information and to download an application.

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## Fairfax County “Vote” App

A Fairfax County app may be downloaded to Apple and Android devices. The app provides information on multiple topics, including voting. After downloading the app, select the “vote” icon.

The app provides voters access to their registration, absentee ballot, and polling place information, as well as the Office of Elections website, which includes information on upcoming elections, sample ballots, absentee voting, FAQs and much more. Go to [www.fairfaxcounty.gov/news/mobile](http://www.fairfaxcounty.gov/news/mobile) or use the QR code below.







# Security Awareness & Details

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**Information included in this section:**

- **Equipment & Facility Security**
- **Integrity of the Election Process**

## Equipment & Facility Security

It is critically important that you follow security rules and policies related to the equipment and facility.

1. Look for any potential tampering or defacement of ballots, pollbooks, laptop computers, or voting units and report any such activities immediately to the chief or assistant chief.
  2. Ensure peripherals and power cords are plugged properly into corresponding ports of the laptop containing the EPB, and that the battery is charging.
  3. Protect equipment from food and liquids.
  4. Report unauthorized and unidentified people inside CAP.
- 

## Integrity of the Election Process

As an election officer, you have the responsibility of maintaining the integrity of the election process by:

1. Carefully following the established procedures for processing absentee ballot applications and ballots.
2. Keeping the ballot processing tables and voting machines free of food, drinks, personal bags and electronic equipment.
3. Ensuring that absentee ballots are safeguarded in the CD room and during transport from the CD room to the scanning room. Absentee ballots must not leave CAP until after closing.
4. Ensuring that only authorized people are present in CAP.
5. Protecting voters' personal information included on envelopes and in the EPB, and the privacy of their vote.



## People & Activities at the Polling Place

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### Information included in this section:

- **The Prohibited Area**
- **People Allowed in the Polling Place**
- **News Media in the Polling Place**
- **Poll Watchers/Authorized Representatives**

## The Prohibited Area

Virginia law does not permit loitering, congregating or electioneering within 40 feet of the entrance to the building containing a polling place. (CAP is considered a polling place and Monument precinct is located in conference rooms 2/3.)

**Within the Prohibited Area (40 feet)** and while the polls are open, it is unlawful to

1. Loiter or congregate.
2. Give, offer or show any ballot, ticket or other campaign material.
3. Solicit.
4. Attempt to influence a person in casting his or her vote.
5. Hinder or delay a qualified voter from entering or leaving the polling place.
6. Hinder or delay any election officer.
7. Impede the orderly conduct of the election.



As an election officer, although you represent a political party or are independent, **you must not comment on candidates or political issues**, current or general, among your fellow officers or with poll watchers, and you must not engage in any forms of electioneering while in the Central Absentee Precinct and prohibited area. This includes wearing any clothing or other materials that support or oppose a candidate, issue or political party.

**Outside the Prohibited Area** (40 feet from the entrance to the building) and while the polls are open:

1. It is unlawful to hinder, intimidate, or interfere with any qualified voter so as to prevent the voter from casting a secret ballot.
2. It is unlawful to act in a noisy or riotous manner at or about the polls so as to disturb the election or insult or abuse an election officer.
3. Loud speakers cannot be used within 300 feet of the polling place.
4. 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.
5. Participants in these activities may not park in spaces reserved for voters.
6. Participants in these activities must remove their tables, signs, flyers and trash from the polling place property immediately after the polls close.

If a violation of the prohibited area law occurs, inform the chief officer. If there is any difficulty enforcing the prohibited area or someone refuses to follow the listed parameters after being informed, chief officers may contact local law enforcement.

## **People Allowed in the Polling Place**

The chief officer should be able to identify the people allowed in the polling place on Election Day. Such people may include:

1. Party or candidate representatives with written authorization.
2. Neutral observers with prior written authorization from the Electoral Board.
3. Other authorized representatives or observers.
4. Candidates.
5. Electoral Board members.
6. Registrars.
7. Office of Elections staff.
8. Voting equipment custodians.
9. News media.

**Everyone authorized to be present in CAP must wear an ID badge.**

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## **News Media in the Polling Place**

News media may enter the CAP and film or photograph as long as they do not film or photograph a completed ballot, or film or photograph any voter information.

Interviews, live broadcasts, or taping a reporter's remarks is prohibited within CAP and the prohibited area.

The chief must call the Office of Elections if news media enter CAP if unaccompanied by county staff.

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## **Poll Watchers/Authorized Representatives**

Virginia law permits properly designated individuals to serve as authorized representatives, who typically represent candidates or political parties.

### **Poll Watchers/Authorized Representatives:**

- Must provide a letter of authorization, signed by the party chairman or independent candidate, to the chief officer of election at the polling place upon arrival.
- Must be a qualified voter in Virginia.
- May stay all day or come and go in shifts.
- May not be a candidate.
- May not engage in any electioneering within CAP.

- May not hinder or delay any officer of election. May observe but not interfere with the orderly conduct of the election.
- Should address questions to the chief or assistant chief election officer.
- Have the right to see and hear the process, and may immediately appeal to the electoral board if they are dissatisfied with the chief officer's decision on placement. CAP election officers will not slow processing of absentee ballots to repeat information to observers.
- May not be in a position to see the marked ballot of any voter.
- May mark or make their own lists of those who have voted and make their own notes. An officer may not provide any lists to observers.
- May use handheld wireless communication devices inside the polling place provided they do not disrupt the adjudication process. Officers of election may prohibit the use of the devices if their use is hindering the adjudication process.
- May not film, record or photograph while inside CAP (except credentialed news media).
- May not touch or handle any ballot, voting machine or official document. Will not be allowed additional access to an accepted or rejected absentee ballot or ballot envelope once it has been processed. May not disclose information about individual ballots.
- Observers/poll watchers present after 7 p.m. (or close of polls) to witness the tallying and ascertainment of results may not leave or communicate with any person outside CAP until the final results are called in to the Fairfax County Office of Elections.



# Election Day Timeline

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## Information included in this chapter:

- **Early morning**
- **10 a.m. – Processing Begins**
- **During the Day**
- **Preparing to Close CAP**
- **After 7 p.m.**

## Early Morning

- Arrive **no later than 9:30 a.m.**(for the Nov. 3 2015 general election only)
  - Locate ID badge at entrance. Note your team assignment(s).
  - Locate break room (room 8) and leave coats, coolers, etc., as desired.
  - Proceed to assigned room and meet teammates.
  - Be sworn in and sign election officer oath form.
  - Complete compensation sheet.
  - Listen for announcements and participate in a brief training session.
- 

## 10 a.m. – Processing Begins

- Participate in the chief's ballot processing review. This is the first batch of live ballots!
- 

## During the Day

- Process mail that is delivered to your table.
  - Ask questions when in doubt.
  - As table boxes become full, place processed materials into the appropriate packing boxes.
  - Prepare ballots for scanning and/or transport ballots to the scanning room.
  - Photocopy rejected ballot envelopes.
  - Perform a shift change among those who are working only a half day.
    - a. Afternoon shift EOs are sworn in and sign oath form and compensation sheet.
    - b. Afternoon shift EOs participate in chief's review of the ballot review process.
-

## Preparing to Close CAP

- Place all processed materials into appropriate packing boxes – **Do not seal!**
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### After 7 p.m. (after all ballots have been processed)

- Thoroughly check the room for any remaining ballots that might have been overlooked.
- Process FWABs **after** every other ballot for the congressional district has been processed. (This activity may be conducted by a special team at the chief's discretion.)
- As part of a team, handcount votes on email ballots, FWABs, and digital not scanned ballots (DNS) and transcribe write-ins.
- Begin signing all required documents.
- Shut down, disassemble, and pack EPBs and peripherals when explicitly directed to do so by the chief.
- Seal and sign all boxes and envelopes as required.
- Clean up.





# CAP Procedure Overview – Ballot Processing

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## Information included in this section:

- **General CAP Set-up**
- **Processing Mailed-in Ballots**
- **Processing Hand-counted Ballots**
  - Hand-count Teams
  - Write-in Teams

## General CAP Setup

For three years of the four-year general election cycle, results must be reported by the county's three congressional districts. Therefore, CAP operations are usually divided into three parts based on CDs, with teams of election officers assigned to each. In 2015, the remaining year in the cycle, there are no federal or gubernatorial races so all absentee ballots may be processed as a single CAP precinct.

The main part of the day is dedicated to checking in voters and processing. After 7 p.m., votes on ballots that cannot be scanned are hand-counted.

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## Processing Mailed-in Ballots

1. Each team consists of three election officers (with both major political parties represented) who process ballots and check in voters using electronic pollbooks (EPBs).
2. **#1: Check-in officer** – conducts the review process for B envelopes.
3. **#2: EPB officer** – checks in voters on the EPB.
4. **#3: Ballot officer** – manages ballots and mailing materials.

### EO #1 – Check-In Officer

- Examines B envelope for completeness.
- Reads name and address of voter aloud to EO #2.
- Passes mailer with accepted ballots to EO #3.
- Places stickers on rejected ballot mailers.
- Marks reason for rejection on rejection sticker; signs; passes envelope to EO #2 for signature.

### EO #2 – EPB Officer

- Finds voter in EPB.
- Checks in voter on EPB.
- Signs rejection stickers and passes envelopes to EO #3 for signature.

### EO #3 – Ballot Officer

- Opens accepted B envelopes, removes ballots, puts folded ballots in ballot receptacle.
- Bundles envelopes by precinct in the “mailers with B envelope” table box.
- Signs rejection stickers and places rejected ballots in table box.

5. Teams process one precinct at a time, passing ballots individually down the line from EO#1 to #2 to #3.
6. Teams prepare processed ballots periodically (unfold, flatten and align) for collection by the scan team.
7. Votes on ballots that cannot be scanned are counted by hand after 7 p.m.

## Processing Handcounted Ballots

Ballots that cannot be read by the digital scanner must be handcounted by teams of EOs. This tally may not begin until 7 p.m., after the polls have closed. A mark is made for each vote for candidates, write-in candidates, and issues. Ballots containing write-in candidates are set aside so the names can be recorded.

Ballots to be counted manually include:

- Email ballots.
- Overvoted and damaged ballots, and others not read by the optical scanner (digital not scanned - DNS)
- Federal Write-in Absentee Ballots (FWABs).

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## Handcount Tally

Each team consists of election officers (with both major political parties represented) who manually record the votes on ballots. If possible, there will be a handcount team for each ballot type: digital not scanned (DNS), email, and FWAB. Each team consists of a ballot officer (reader), recording officer(s) and may include a verifying officer.

For elections with lower voter turnouts and fewer ballots, one handcount team may record votes on email ballots, DNS ballots and perhaps FWABS, handling one group at a time.

### Handcount Tallies Team

<b><u>EO #1 – Ballot Officer</u></b>	<b><u>EO #2 – Recording Officer(s)</u></b>	<b><u>EO #3 – Verifying Officer(s)</u></b>
<ul style="list-style-type: none"><li>➤ Separates the ballots to be handcounted into DNS, email and FWAB categories.</li><li>➤ Counts and announces number of ballots in each category to recording officers</li><li>➤ Reads the votes aloud for each contest, by ballot type: first for DNS, then for emails, then for FWABs.</li></ul>	<ul style="list-style-type: none"><li>➤ Record number of ballots in each category at top of tallies sheet</li><li>➤ Record one mark for each vote on the DNS, email, and FWAB ballots on the appropriate handcount tallies sheets.</li></ul>	<ul style="list-style-type: none"><li>➤ Assists with and verifies placement of tally marks on handcount tallies worksheets.</li><li>➤ Packs completed handcount ballots in storage boxes.</li></ul>

## Write-In Tally

Ballots with write-in votes to be tallied by hand come from two sources: the “handcount write-ins” envelope/box (set aside during handcount of emails and FWABs) and DS850 DNS ballots that are handcounted and also contain write-in votes. The types of ballots are kept apart and bundled separately for storage.

Write-in votes on ballots scanned by the digital scanners no longer must be transcribed by hand.

Each write-in tally team consists of two or more election officers (with both major political parties represented) who manually **transcribe only the write-in votes** on ballots.

### Write-In Tally Team

#### **EO #1 – Ballot Officer**

- Reads the write-in candidate name aloud for each race.

#### **EO #2– Recording Officer(s)**

- Prints name of each person listed as a write-in candidate for each race.

#### **EO #3 – Verifying Officer(s)**

- Observes process to ensure names are being transcribed as read.



# Types of Ballots and Envelopes

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## Information included in this section:

- **A Envelope**
- **Domestic Ballot**
- **Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) Ballot**
- **E-mail Ballot**
- **Federal Write-in Absentee Ballot (FWAB)**

## Types of Ballots

There are several types of outside envelopes (mailers), B envelopes and ballots. It is important to be familiar with each one.

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### A Envelope

An **unused, unmarked ballot** will be returned in its unopened A envelope, as it is mailed to the voter by the Office of Elections. Often it is returned as undeliverable by the Post Office.

<p><b>BALLOT WITHIN</b></p> <p><b>DO NOT OPEN UNTIL:</b></p> <ul style="list-style-type: none"><li>• You have read the instructions</li><li>• You are in the presence of a witness</li></ul> <p><b>NOTE:</b> If you decide <b>NOT TO VOTE ABSENTEE</b> - return this envelope <b><u>UNOPENED</u></b>.</p> <p><small>IF YOU INTEND TO VOTE IN PERSON ON ELECTION DAY, CONTACT YOUR ELECTORAL BOARD PRIOR TO THAT DAY FOR FURTHER INSTRUCTIONS.</small></p> <p><small>SBE-706-1 REV 8/99</small></p>	
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# Domestic Ballot

COMMONWEALTH OF VIRGINIA SAMPLE BALLOT County of Fairfax GENERAL AND SPECIAL ELECTIONS Tuesday, November 3, 2015 ESTADO DE VIRGINIA PAPELETA DE MUESTRA Condado de Fairfax ELECCIONES GENERALES Y ESPECIALES Martes, 3 de noviembre 2015		
<p><b>TO VOTE: PARA VOTAR:</b> Completely fill in the oval to the left of your choice. Rellene completamente el óvalo a la izquierda de su selección.</p> <p>To vote for a person not on the ballot, write the name on the line provided and COMPLETELY fill in the oval to the left of that name. Para votar por una persona que no esté en la papeleta, escriba el nombre de la persona sobre la línea de abajo y rellene COMPLETAMENTE el óvalo a la izquierda del nombre de la persona.</p> 		
<p><b>Member Senate of Virginia 34th District</b> (Vote for only one) Miembro Senado de Virginia Distrito 34 (Votar por solamente uno)</p> <p><input type="radio"/> J. C. "Chap" Petersen - D</p> <p>Write-in / Por escrito</p>	<p><b>Commonwealth's Attorney</b> (Vote for only one) Fiscal General de Virginia (Votar por solamente uno)</p> <p><input type="radio"/> Raymond F. Morrogh</p> <p>Write-in / Por escrito</p>	<p><b>Chairman Board of Supervisors</b> (Vote for only one) Presidente Junta de Supervisores (Votar por solamente uno)</p> <p><input type="radio"/> Sharon S. Bulova <input type="radio"/> Arthur G. Purves <input type="radio"/> Glenda Gail Parker</p> <p>Write-in / Por escrito</p>
<p><b>Member House of Delegates 41st District</b> (Vote for only one) Miembro Cámara de Delegados Distrito 41 (Votar por solamente uno)</p> <p><input type="radio"/> Eileen Filler-Com - D</p> <p>Write-in / Por escrito</p>	<p><b>Sheriff</b> (Vote for only one) Comisario (Votar por solamente uno)</p> <p><input type="radio"/> Stacey Ann Kincaid <input type="radio"/> Bryan A. "B. A." Wolfe</p> <p>Write-in / Por escrito</p>	<p><b>Member Board of Supervisors Braddock District</b> (Vote for only one) Miembro Junta de Supervisores Distrito Braddock (Votar por solamente uno)</p> <p><input type="radio"/> Janet S. Oleszek <input type="radio"/> John C. Cook <input type="radio"/> Carey C. Campbell</p> <p>Write-in / Por escrito</p>
<p><b>Clerk of Court</b> (Vote for only one) Secretario de Corte (Votar por solamente uno)</p> <p><input type="radio"/> Bettina Mary Lawton <input type="radio"/> John T. Frey <input type="radio"/> Marisa R. Wissar</p> <p>Write-in / Por escrito</p>	<p><b>Soil and Water Conservation Director Northern Virginia District</b> (Vote for not more than three) Director de Conservación Suelo y Agua Distrito Norte de Virginia (Votar por no más de tres)</p> <p><input type="radio"/> Scott John Cameron <input type="radio"/> George W. Lamb IV <input type="radio"/> Gerald O. "Jerry" Peters, Jr. <input type="radio"/> Stephen L. Pushor</p> <p>Write-in / Por escrito</p>	
	<p>Write-in / Por escrito</p> <p>Write-in / Por escrito</p>	
<p><b>READ BOTH SIDES LEA AMBOS LADOS</b></p> <p style="font-size: small;">Typ 01 Sep 2004 Spl 01 Ballot Style #4</p>		
<p><b>Member School Board At Large</b> (Vote for not more than three) Miembro Junta Escolar en General (Votar por no más de tres)</p> <p><input type="radio"/> Robert E. "Bob" Copeland <input type="radio"/> Omar M. Fateh <input type="radio"/> Jeanette M. Hough <input type="radio"/> Manar A. Jean-Jacques <input type="radio"/> Peter M. Marchetti <input type="radio"/> Ryan L. McElveen <input type="radio"/> Ilyong Moon <input type="radio"/> Burnette G. Scorbork <input type="radio"/> Theodore J. "Ted" Velkoff</p> <p>Write-in / Por escrito</p> <p>Write-in / Por escrito</p> <p>Write-in / Por escrito</p>		
<p><b>PUBLIC SCHOOL BONDS BONOS DE ESCUELAS PÚBLICAS</b></p> <p>Shall the Board of Supervisors of Fairfax County, Virginia, contract a debt, borrow money, and issue capital improvement bonds in the maximum aggregate principal amount of \$310,000,000 from school bonds for the purposes of providing funds, in addition to funds from school bonds previously authorized, to finance, including reimbursement to the County for temporary financing for, the costs of school improvements, including acquiring, building, expanding and renovating properties, including new sites, new buildings or additions, renovations and improvements to existing buildings, and furnishings and equipment, for the Fairfax County public school system?</p> <p>¿Debe la Junta de Supervisores del Condado de Fairfax, Virginia, contraer una deuda, tomar un préstamo de dinero y emitir bonos adicionales a los bonos previamente autorizados, por aumento de capital hasta un máximo agregado al monto principal de \$310,000,000 con el objetivo de proveer fondos, para financiar, incluso el reembolso al Condado de cualquier financiamiento temporario, los costos de mejoras en las escuelas, incluyendo la adquisición, construcción, ampliación y renovación de inmuebles, incluyendo nuevas ubicaciones, nuevas construcciones o adiciones, renovaciones y mejoras en las construcciones existentes, y el amueblamiento y equipamiento, para el sistema de escuelas públicas del Condado de Fairfax?</p> <p><input type="radio"/> Yes / Sí <input type="radio"/> No / No</p>		
<p><b>Member School Board Braddock District</b> (Vote for only one) Miembro Junta Escolar Distrito Braddock (Votar por solamente uno)</p> <p><input type="radio"/> Megan O. McLaughlin <input type="radio"/> Katherine A. Pettigrew</p> <p>Write-in / Por escrito</p>		
<p><b>PUBLIC SAFETY FACILITIES BONDS BONOS PARA INSTALACIONES DE SEGURIDAD PÚBLICA</b></p> <p>Shall the Board of Supervisors of Fairfax County, Virginia, contract a debt, borrow money, and issue capital improvement bonds in the maximum aggregate principal amount of \$151,000,000 for the purposes of providing funds, in addition to funds from public safety facilities bonds previously authorized, to finance, including reimbursement to the County for temporary financing for, the costs of public safety facilities, including the construction, reconstruction, enlargement, renovation and equipment of civil and criminal justice facilities, police training facilities and stations, fire and rescue training facilities and stations, including fire and rescue stations owned by volunteer organizations, and the acquisition of necessary land?</p> <p>¿Debe la Junta de Supervisores del Condado de Fairfax, Virginia, contraer una deuda, tomar un préstamo de dinero, y emitir bonos adicionales a los bonos previamente autorizados para instalaciones de seguridad pública, por aumento de capital hasta un máximo agregado al monto principal de \$151,000,000 con el objetivo de proveer fondos, incluyendo el reembolso al Condado por la financiación temporaria de los costos de las instalaciones públicas de seguridad, la construcción, reconstrucción, ampliación, renovación y equipamiento de instalaciones para la justicia civil y penal, instalaciones para el entrenamiento policial y estaciones policiales, instalaciones para entrenamiento contra incendios y para rescate y estaciones de bomberos, incluyendo las estaciones de bomberos y rescate de propiedad de organizaciones de voluntarios, y la adquisición de los terrenos necesarios?</p> <p><input type="radio"/> Yes / Sí <input type="radio"/> No / No</p>		
<p><b>BALLOT NOT TO SCALE / NO TAMAÑO ORIGINAL DE PAPELETA</b></p>		
<p><small>Notice: The authority statement printed below must be removed and replaced with the appropriate authority statement for the candidate, committee, individual or group using this ballot for their own purposes. The authority statement used for this ballot must comply with the requirements of federal or state law, as appropriate. For state requirements, see §§ 24-2-465 and 24-2-466.1 of the Code of Virginia. For federal requirements, call the Federal Elections Commission, 1-800-424-9530. Sample ballots, other than the official sample ballots, may not be printed on white or yellow paper. Va. Code § 24-2-822</small></p> <p style="text-align: center;"><small>Authorized by the Fairfax County Electoral Board 12000 Government Center Pky, Fairfax, VA 22035</small></p> <p><small>Anuncio: La declaración de autorización impresa a continuación debe ser retirada y reemplazada por la declaración de autorización correspondiente al comité, persona o grupo que emplea esta papeleta para sus propios fines. La declaración de autorización empleada para esta papeleta debe cumplir con los requisitos de la ley federal o estatal, según corresponda. Para consultar los requerimientos estatales, vea el Código de Va. §§ 24-2-465 y 24-2-466.1. Para los requerimientos federales, llame a la Comisión Electoral Federal, 1-800-424-9530. Las papeletas de muestra, salvo las papeletas de muestra oficiales, no deben ser impresas en papel blanco o amarillo. Código de Va. § 24-2-822</small></p> <p style="text-align: center;"><small>Autorizado por la Junta Electoral del Condado de Fairfax 12000 Government Center Pky, Fairfax, VA 22035</small></p>		

Figure 4 – Sample full ballot (domestic / UOCAVA / email)

The Office of Elections **return mailer** for domestic absentee ballots is printed in black (Figure 2) and contains domestic B envelope (Figure 3) and domestic ballot (Figure 4).

Some return labels may have stripes on the right-hand edge:

- **A blue stripe** indicates that a blue assistance form should be included.
- **A red stripe** indicates that a copy of an acceptable form of ID is required to confirm registration.

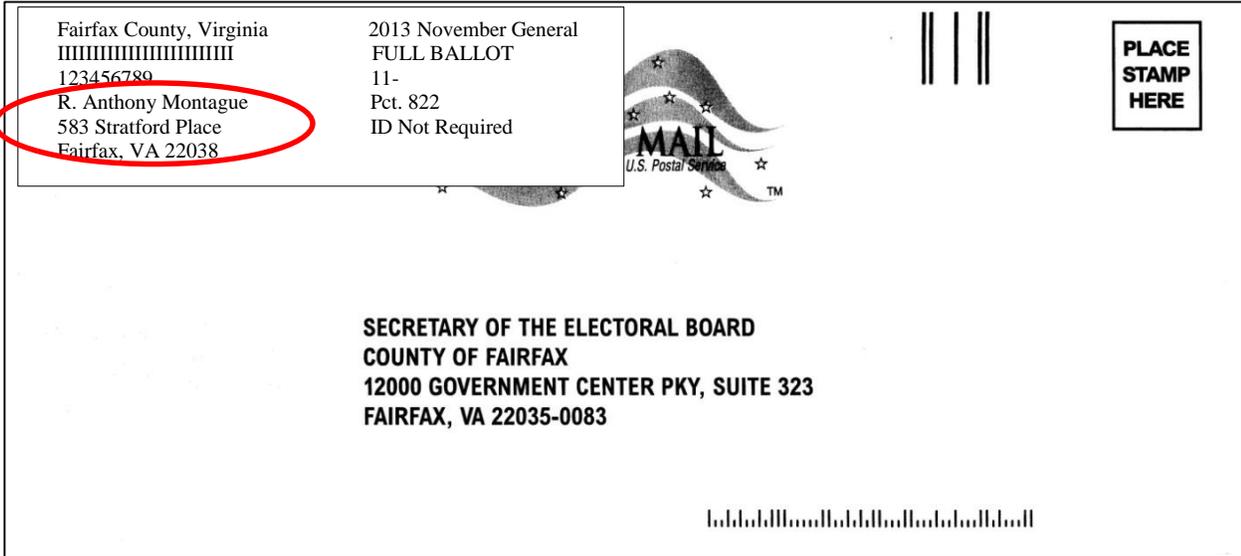
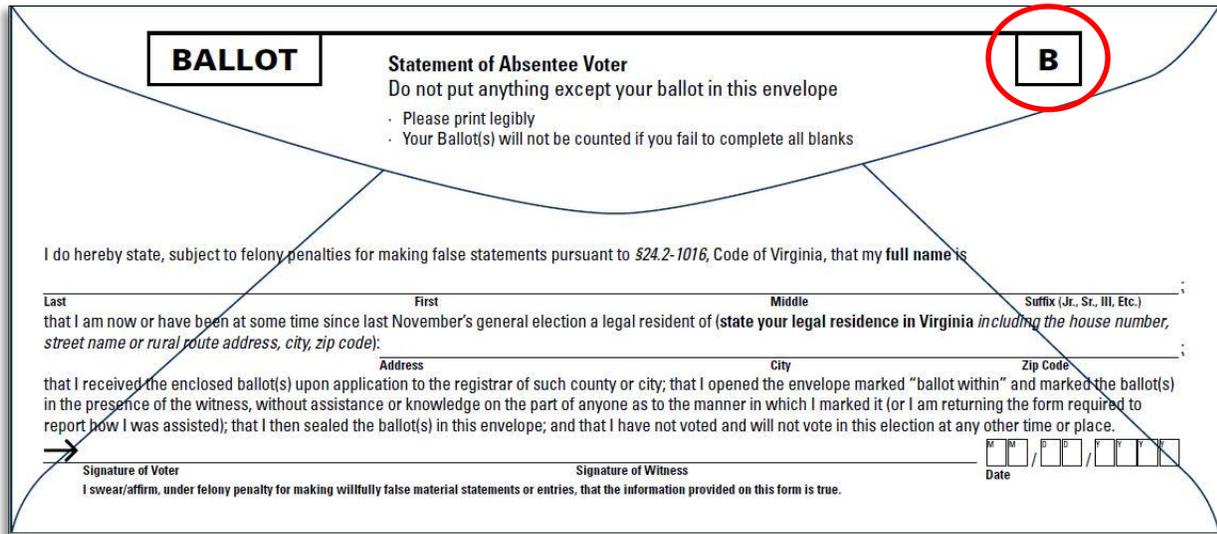


Figure 2 -- Office of Elections mailer



## Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) Ballot

The Office of Elections UOCAVA mailer (Figure 5) is printed in red and contains a **UOCAVA B** envelope (Figure 6) and one of the following: a domestic ballot (Figure 4); a “federal election only” (FEO) ballot (Figure 7); or a 90-day statewide ballot (Figure 10).

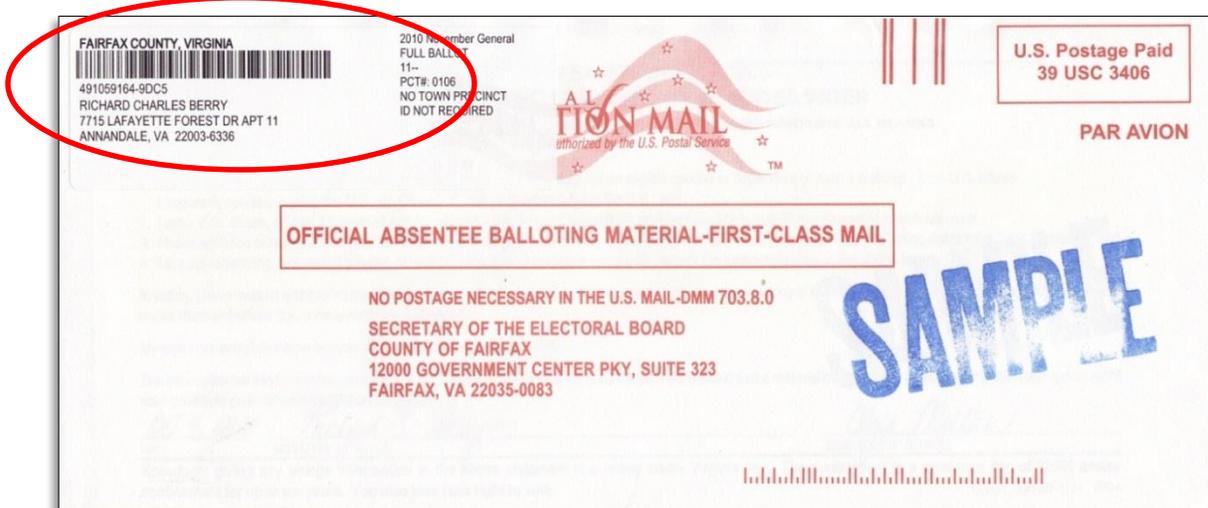


Figure 5 – Office of Elections mailer for UOCAVA

**BALLOT(S)**

**DO NOT PUT ANYTHING EXCEPT YOUR BALLOT(S) IN THIS ENVELOPE**

**STATEMENT OF UOCAVA ABSENTEE VOTER**

**YOUR BALLOT(S) WILL NOT BE COUNTED IF YOU FAIL TO COMPLETE ALL BLANKS**

I, \_\_\_\_\_ (print name), swear or affirm, under penalty of perjury, that I am:

1. A member of the Uniformed Services or merchant marine on active duty; or an eligible spouse or dependent of such a member; or, a U.S. citizen temporarily residing outside the U.S.; or, other U.S. citizen residing outside the U.S.; and
2. I am a U.S. citizen, at least 18 years of age (or will be by the date of the election), and I am eligible to vote in the requested jurisdiction; and
3. I have not been convicted of a felony, or other disqualifying offense, or been adjudicated mentally incompetent, or, if so, my voting rights have been reinstated; and
4. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., except the jurisdiction cited in this voting form.

In voting, I have marked and sealed my ballot in private and have not allowed any person to observe the marking of the ballot, except for those authorized to assist voters under State or Federal law. I have not been influenced.

My signature and date below indicate when I completed this document.

The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for a conviction for perjury.

DATE \_\_\_\_\_ SIGNATURE OF VOTER \_\_\_\_\_ SIGNATURE OF WITNESS \_\_\_\_\_

**Making a material misstatement of fact in this form is a felony punishable by a fine up to \$2,500 and/or confinement up to ten years.**

42 USC 1973ff-1 7.2013

Figure 6 – UOCAVA B envelope

## Email Ballot

An email ballot is one that has been **delivered to an overseas or military voter by email, with a do-it-yourself B envelope**. The **voter-printed B envelope** (Figure 8) and ballot will be returned in a **voter-furnished mailing envelope** (which will **not** have an Office of Elections pre-printed return address label.)

The diagram shows a rectangular envelope with four fold lines: Fold Line 1 (top), Fold Line 2 (right), Fold Line 3 (bottom), and Fold Line 4 (left). The central area contains the ballot form.

**BALLOT(S) DO NOT PUT ANYTHING EXCEPT YOUR BALLOT(S) IN THIS ENVELOPE** **B**

**STATEMENT OF UOCAVA ABSENTEE VOTER**

YOUR BALLOT(S) WILL NOT BE COUNTED IF YOU FAIL TO COMPLETE ALL BLANKS

I, \_\_\_\_\_ (print name), swear or affirm, under penalty of perjury, that I am:

1. A member of the Uniformed Services or merchant marine on active duty; or an eligible spouse or dependent of such a member; U.S. citizen temporarily residing outside the U.S.; or, other U.S. citizen residing outside the U.S.; and
2. I am a U.S. citizen, at least 18 years of age (or will be by the date of the election), and I am eligible to vote in the requested jurisdiction; and
3. I have not been convicted of a felony, or other disqualifying offense, or been adjudicated mentally incompetent, or, if so, my voting rights have been reinstated; and
4. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., except the jurisdiction cited in this voting form.

In voting, I have marked and sealed my ballot in private and have not allowed any person to observe the marking of the ballot, except for those authorized to assist voters under State or Federal law. I have not been influenced.

My signature and date below indicate when I completed this document.

The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for a conviction for perjury.

DATE \_\_\_\_\_ SIGNATURE OF VOTER \_\_\_\_\_ SIGNATURE OF WITNESS \_\_\_\_\_

**Making a material misstatement of fact in this form is a felony punishable by a fine up to \$2,500 and/or confinement up to ten years.** 42 USC 1973ff-17.2013

Figure 8 – Email ballot B envelope

## Federal Write-In Absentee Ballot (FWAB)

A FWAB requires a completed “voter’s declaration/affirmation” (Figure 9a) and a ballot (Figure 9b), and will be in a voter-supplied envelope. A FWAB is used as a **back-up ballot by an overseas voter** concerned that his/her printed ballot will not arrive in time to vote or be counted. When a FWAB and a domestic ballot are both received from a voter, the **domestic ballot is counted and the FWAB is voided**.

Voter's Declaration/Affirmation		Federal Write-in Absentee Ballot (FWAB)		For absent Uniformed Service members, their families, and citizens residing outside the U.S.	
				For any questions about this form, consult the Voting Assistance Guide available in hard copy or on <a href="http://FVAP.gov">FVAP.gov</a> or your Voting Assistance Officer.	
				Please print in black ink.	
<b>Qualification &amp; Voter Registration</b> <small>Many States require that you be registered and request an absentee ballot before using this form.</small>	1	Have you already registered and requested an absentee ballot?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<small>If you answer No, you can do this via the Federal Post Card Application, or in a few States, by marking the box below. Check your State's pages in the Voting Assistance Guide on <a href="http://FVAP.gov">FVAP.gov</a> to see if your State allows registration via this form.</small>			
		<input type="checkbox"/> I also want to register to vote and/or request an absentee ballot for all elections in which I am eligible to vote.			
<b>Classification</b> <small>Make only 1 selection.</small>	2	<input type="checkbox"/> I am a member of the Uniformed Services or Merchant Marine on active duty OR <input type="checkbox"/> I am an eligible spouse or dependent. <input type="checkbox"/> I am an activated National Guard member on State orders. <input type="checkbox"/> I am a U.S. citizen residing outside the United States, and I intend to return. <input type="checkbox"/> I am a U.S. citizen residing outside the United States, and my return is not certain. <input type="checkbox"/> I am a U.S. citizen and have never resided in the United States.			
<b>Legal name</b>	3	Last name <input type="text"/> Suffix <input type="text"/> First name <input type="text"/> Middle name <input type="text"/> Previous name (if applicable) <input type="text"/>			
<b>Identification</b> <small>Some States require your full SSN. Check your State's pages in the Voting Assistance Guide on <a href="http://FVAP.gov">FVAP.gov</a>.</small>	4	State Driver's License or I.D. <input type="text"/> OR Social Security Number <input type="text"/>			
		Birth date	<input type="text"/>	Sex	<input type="checkbox"/> M <input type="checkbox"/> F
				Race	<input type="text"/>
<b>Contact information</b> <small>Include international prefixes. No DSN numbers.</small>	5	Telephone	<input type="text"/>		
		Fax	<input type="text"/>		
		Email	<input type="text"/>		
		Alternate Email	<input type="text"/>		
<b>Political party</b>	6	Your State may require you to specify a political party to vote in primary elections: <input type="text"/>			
<b>Voting residence address</b> <small>Usually your last U.S. residence or your legal U.S. residence. See instructions.</small>	7	Street Address (not P.O. Box) <input type="text"/> Apt. # <input type="text"/> City/Town/Village <input type="text"/> County <input type="text"/> State <input type="text"/> Zip Code <input type="text"/>			
<b>Where to send my voting materials</b> <small>This is your current mailing address and should be different from above. If required, place a forwarding address in Box 9.</small>	8	<input type="text"/>			
<b>Additional requirements for your State</b> <small>Such as: future ballot receipt preference, mail forwarding address, additional phone, or other State required information. See your State's pages in the Voting Assistance Guide on <a href="http://FVAP.gov">FVAP.gov</a>.</small>	9	<input type="text"/>			
<b>Affirmation (REQUIRED):</b> I swear or affirm, under penalty of perjury, that: • The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury. • I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and • I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent, or if so, my voting rights have been reinstated; and • I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form. • In voting, I have marked and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except those authorized to assist voters under State and Federal law.					
		Signature <input checked="" type="checkbox"/>		You must sign and send in.	
		Today's date		<input type="text"/>	
		Witness signature / date if required by your State.		<input type="text"/>	
		Signature		<input type="text"/>	
		Date		<input type="text"/>	
<small>This information is for official use only. Any unauthorized release may be punishable by law. PREVIOUS EDITIONS ARE OBSOLETE. Standard Form 106 (Rev. 06-2013), GAO No. 0704-0502</small>					

Figure 9a: Voter affirmation for a FWAB ballot





# CAP Election Officer Tasks: Ballot Processing

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## Information included in this section:

- **EO#1: Check-in Officer Responsibilities**
  - Processing Accepted Ballots
  - Processing Rejected Ballots
  - Processing Unused Ballots
  
- **EO#2: Electronic Pollbook (EPB) Officer Responsibilities**
  - Processing Ballots
  
- **EO#3: Ballot Officer Responsibilities**
  - Processing Ballots
  - How to Photocopy Rejected Ballot Envelopes

## EO#1: Check-in Officer Responsibilities

### EO #1 – Check-In Officer

- Examines B envelope for completeness.
- Reads name and address of voter to EO #2.
- Passes mailer with accepted ballots to EO #3.
- Puts stickers on unused, rejected, voided and provisional ballots.
- Checks reason for rejection; signs rejection sticker, passes envelope to EO #2 for signature.
- Bundles unused ballots by precinct, puts in table box.

### Processing Accepted Ballots

1. **Retrieve** first precinct ballot bundle from the mail tray next to your table. Announce the bundle's precinct name/number.
2. Take an envelope (mailer) from the ballot bundle.
  - a. **Provisional:** If the mailer is marked “**provisional**,” place it, **without further inspection**, in the “**void/provisional**” table box, and move on to the next ballot.
  - b. **FWAB:** If the envelope is a voter-supplied mailing envelope that contains a **FWAB** (Federal Write-in Absentee Ballot), place it, without further inspection, in the “FWAB” table box, and move on to the next ballot.
  - c. **Unused:** If the envelope is marked “undeliverable” or the ballot has been returned “unmarked” (ballot still sealed in original A Envelope), place it, without further inspection, in the “unused” table box. Affix an “unused” sticker, if one is not already on the envelope, on lower left corner. Announce that it is an unused ballot. Move on to the next ballot. **Do not check in voter.**
  - d. **None of the above:** If **not a provisional, FWAB, unused or undeliverable**, remove and examine the B envelope for completeness. **Do not open the B envelope!**
3. Check the B envelope carefully to see if it has been **properly and fully completed by the voter**. Refer to the “**material omissions**” sheets on your processing table if there are any blank spaces, apparent issues with names or addresses or questions.

4. A **domestic** ballot shall **NOT** be invalid if on the **B** envelope the voter:

- Included his **full name** in an order other than “last, first, middle.”
- Used his **first initial** instead of his first name, so long as the voter provided his full middle name.
- Has listed her **maiden name** instead of her middle name.
- Provided a **derivative of his legal name** as his first or middle (e.g., “Bob” instead of “Robert”).
- If the voter provided his first name and last name, the **voter did not provide a middle name** or a middle initial;
- Did not provide his **generational suffix** unless there are one or more other individuals with the same name at the same address and it is impossible to determine who the voter is.
- Did not provide his residential **street identifier** (street, court, etc.).
- Did not provide a **ZIP code**, so long as the voter provided his city (“city” may include the voter’s locality, town, or any acceptable mailing name for the five-digit ZIP code of the voter’s residence.)
- Did not provide his **city**, so long as he provided his ZIP code.
- Omitted the **date** or any part thereof on which he signed the B envelope.
- Provided the **incorrect date** on which he signed the B envelope.
- The ballot is **imperfectly sealed within Envelope B**, provided that the outer envelope with Envelope B and the ballot arrived sealed

The **illegibility of a voter’s or witness’ signature** on the B envelope shall **not** be considered an omission or error.

**Note:** There will be a copy of the State Board of Election’s B envelope standards (material omissions) and a quick reference chart on every table for reference. *Use them!*

5. **UOCAVA B envelopes only:** If the identity of the voter can be determined, **the absence of the voter’s printed name** on the UOCAVA envelope B should **not necessarily** be considered a material omission requiring rejection of the ballot.

6. Check to see that any **necessary documentation** has been provided.

- a. **Assistance Form:** If the voter’s printed return address label is marked with a **blue stripe and bears the letters “NA,”** the voter has indicated that he needs assistance in marking his ballot. A blue “Request for Assistance” form was sent to the voter with his ballot, which the assistant should have **completed and included in the mailer**. (The assistant should write “voter unable to sign” on voter’s signature line, but often it is left blank.) **If a completed form is not returned, and the B envelope is not properly signed, the ballot must be rejected.**

- The Request for Assistance form **takes the place of a voter's signature** on the B envelope. If the voter manages to sign the B envelope, the request for assistance form need not be returned.
- If the B envelope **does not include a voter's signature**, the blue request for assistance form must be properly filled out. The **ballot must be rejected if** the assistant's signature and/or address (or required parts of that address) are missing.

7. **Declare whether** the ballot should be considered:

- a. **Accepted:** No material omissions. Address matches that in the pollbook.
  - b. **Rejected:** Referring to material omissions sheet, team members discuss and agree on reason for rejection. Agreement between two members is sufficient for rejection but the dissenting team member should sign the rejection sticker by writing "disagree" on the signature line and initialing.
  - c. **Requiring further research: Call the chief** for any situations not covered specifically in this manual, or for which you feel you don't have enough information or understanding to make an informed and competent decision.
8. **If ballot is accepted**, read the **first three letters** of the voter's last name. **If it is rejected, refer to the next section, "Processing Rejected Ballots."** (Note that a voter may also be located by entering the voter ID – on the return address label or written on the envelope by staff -- number instead of the name)
9. Once the EPB officer (#2) locates the voter, **read the voter's complete name and address out loud** to confirm. Poll watchers observing your processing table are entitled to hear the name and address.
10. Confirm the decision to consider the ballot accepted.
11. After the voter is checked in by EO #2, pass mailer with contents to the ballot officer, EO#3. Begin processing the next ballot.
-

## Processing Rejected Ballots (EO #1)

1. Every **domestic** B envelope containing the following “**material omissions**” shall be rendered **invalid [rejected]** if any of the following exists: *(Refer to the quick reference sheets on your table for complete State Board of Elections standards.)*

### Material Omissions

- a. Except as noted in # 4 of the previous section “Processing Accepted Ballots,” the voter did not include his **first name**.
  - b. The voter did not provide his **last name**.  
**NOTE:** The voter is **not** required to print his name on the **UOCAVA** B envelope.
  - c. The voter did not provide his **house number and street name** or his rural route address.
  - d. The voter omitted **both** his **city and ZIP code**.  
**NOTE:** The voter is **not** required to print his **legal address** on the **UOCAVA** B envelope **or email** B envelope form.
  - e. The voter **did not sign** the B envelope **and** a properly completed **voter assistance** form is not included.
  - f. The voter’s **witness** did not sign B envelope.
  - g. The **ballot is not inside the B envelope** or the B envelope is missing.
  - h. The voter omitted his **generational suffix when** one or more individuals with the same name are registered at the same address, **and** it is **impossible to determine the identity** of the voter.
2. Affix a “**rejected**” sticker to lower left corner of the mailers of rejected ballots. **Sign** the sticker. (A majority of your team members must agree to the rejection, and all must sign.)
  3. **Mark the reason for rejection**, or write a reason if it is not included in the list.
  4. Read aloud first three letters of the **voter’s last name**.
  5. EO #2 finds the voter on EPB.
  6. EO #1 **reads the full name** and address on the B envelope. If the complete name and/or address are missing from the B envelope, refer to the return address label for this information.
  7. EO #2 marks the “**rejected**” flag on the voter’s EPB record, confirms the declaration verbally, and checks in the voter. (Details in the EO#2 section, below.)
  8. Pass the mailer (with its contents) to EO #2 to sign the rejected sticker. (EO #2 will pass the material on to EO #3 for signature and placement in the box marked “rejected.” See EO#3 section below.) **Do not open the B envelope!**
  9. Start processing the **next ballot**.

## EO#2: Electronic Pollbook (EPB) Officer Responsibilities

### EO #2 – EPB Officer

- Finds voter's name on EPB.
- Checks in voter on EPB.
- Signs rejection stickers and passes envelopes to EO #3 for signature.

### General Process

1. The EPB officer, EO# 2, is responsible for looking up and **checking in** voters, and **marking the rejected “flag” as required** on the voter's page.
2. All searches **must** be conducted using the **“advanced” search screen**.
3. **”True” must be entered in the “absentee” field for all searches**. See Figure 11. (If you remove “true” the search results will no longer be restricted to absentee voters.)
4. **If you clear the search page**, you must re-enter true in the absentee field.
5. **When the team takes a break, click the “clear” button so no voter data is visible**.
6. **Never close** the laptop lid, turn off the laptop, or log off unless instructed to do so.

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### Processing Ballots

1. When the check-in officer (#1) reads them from the B envelope, type the **first two or three letters of the voter's last name** into the “last name” field. If necessary to reduce the number of results, also enter **the first letter or two of the voter's first name** into the “first name” field.
2. A list of results appears on screen. The check-in officer (#1) reads the voter's name and address. Use this information to **locate the voter in the list and verify the address**. In the example, the check-in officer is looking for a voter named “Mare Ambrose”, so “am” was entered in the block for “Last Name”. See Figure 11.
3. Generally, there is **no need to type the complete last name** to find a voter.

Precinct: FAIRFAX COUNTY | Election Status: Open | Voters: 708495 | Checked In: 1 | Log Off | Text Size: A A A

Search: Last Name: am | First Name: | Address Line 1: | Congress: 08 | Other2: | Search Scope: CD County

Voter ID	Last Name	First Name	Middle Name	Address	Congress	Absentee Status
AB 08	AMACIO	KATHLEEN	DANIELLE	Ct Apt : 08	08	MARKED
AB 06	AMBROSE	CHRISTOPHER	JOSEPH	Ct	08	ON_MACHINE
AB 05	AMBROSE	ELIZABETH	MARIE	Rd Apt : 08	08	MARKED
AB 02	AMBROSE Jr.	HOMER		Rd Apt : 08	08	MARKED
AB 02	AMERAU	COLIN	CURRY	am Dr	08	ISSUED
AB 03	AMICO	ALEXANDER	FRANCIS	Dr	08	ISSUED
AB 04	AMOROSI	FRANCIS	GREGORY	Ct	08	ISSUED
AB 0702004	AMOROSI	JOAN	MCLAUGHLIN	7005 Bell Car Ct	08	ISSUED

Figure 11 – EPB advanced search screen

- Click anywhere on the line containing the voter's name (see Figure 11), and a screen showing the voter's record appears. See Figure 12.

Precinct: FAIRFAX COUNTY | Election Status: Open | Voters: 708495 | Checked In: 1 | Log Off | Text Size: A A A

**Voter Details**

Voter ID: ##### | Voter Status: Active | Election: 2014 November General - FAIRFAX COUNTY

Last Name: AMBROSE | Address: 5[...]204N | Ballot Style: 0520

First Name: ELIZABETH | City & Zip: F[...] 5 | Congress: 08

Middle Name: MARIE | Checked In: False (No)

YOB: [...] | Absentee Status: MARKED

**Election Day Flags**

Rejected

**Voter Messages**

**AB** Ready to Check In

Absentee Ballot Received From Voter

Check Voter In | Same Address | Back To List

Figure 12 – EPB voter detail and check-in screen

5. **Read aloud voter’s full name and address** as it appears on the screen. (Speak loudly enough to be clearly heard by the authorized representative watching the table.) Confirm with EO#1 that the information on the B envelope statement, pre-printed return address label, and EPB agree, within the material omissions reference sheet on your table for accepting ballots.

If the address and name match those on envelope B, check in the voter by clicking “**check in voter**” at bottom left corner of voter record page. See Figure 12. **Click “confirm”** at the bottom right corner when



**Figure 13** – Confirm voter check-in

After you have confirmed the voter, the screen will automatically return to the list of voters and the name of the **voter you just checked in will be in red**. See Figure 14.

Voter ID		Last Name	First Name	Middle Name	Address	Congress	Absentee Status
AB 9	# 8	AMACIO	KATHLEEN	DANIELLE	6	08	MARKED
AB 3	# 6	AMBROSE	CHRISTOPHER	JOSEPH	7	08	ON_MACHINE
AB 3	# 5	AMBROSE	ELIZABETH	MARIE	5	08	MARKED
AB 9	# 2	AMBROSE Jr.	HOMER		5	08	MARKED
AB 7	# 2	AMERAU	COLIN	CURRY	3	08	ISSUED
AB 0	# 3	AMICO	ALEXANDER	FRANCIS	2	08	ISSUED
AB 3	# 4	AMOROSI	FRANCIS	GREGORY	7	08	ISSUED
AB 3	# 4	AMOROSI	JOAN	MCLAUGHLIN	7	08	ISSUED

**Figure 14** – Screen returns to voter list with voter name line in red.

If the voter’s name **is not found in the EPB** (apparently was not issued an absentee ballot) using the name search, try these steps:

- a. Remove “true” from the absentee field. Search using the voter **ID number** (on the return address label or written by elections staff on the mailer).
  - b. Check for the voter’s name on the paper “**emergency absentee ballot applicants**” list for that precinct.
6. **Alert the chief if:**
    - a. The voter’s **name is not on the EPB** as an absentee voter or on the emergency list.
    - b. The **address** provided by the voter on the B envelope **is different** from the address on the printed return label and EPB.

- If the pollbook indicates that the voter has **already cast a ballot (Absentee Status: ON\_MACHINE or red bar and Checked In: True)** you will **not be able to check in the voter. Ensure you have the correct voter** (for example, check voter ID numbers, look for “Jr.”), then **call the chief**. See Figure 15.

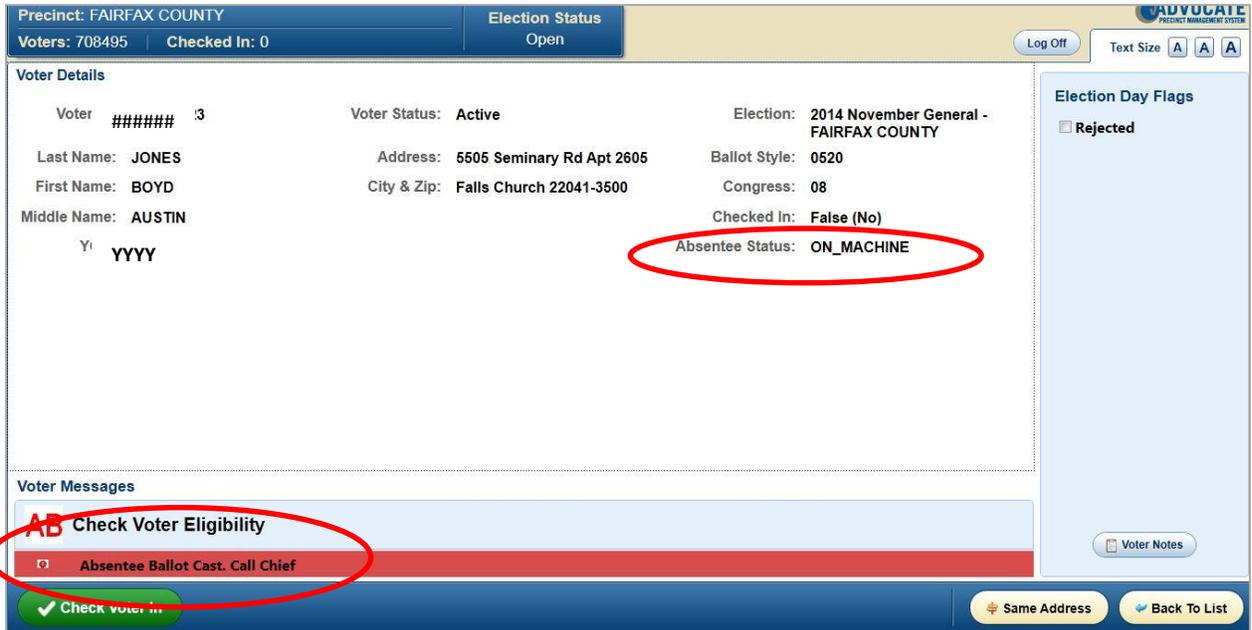


Figure 15 – EPB voter screen with ‘on-machine’ for voter status.

- Suffixes:** Look for “Jr.” or “Sr.” in the search results and the voter info page. *Don’t check in the wrong generation!* See Figure 16.

Last Name	First Name	Middle Name
NODA Sr.	RENE	MASAO

Figure 16 – Search results screen shows generational suffix

9. **Rejections:** If the B envelope has been rejected, click the “rejected” box under Election Day flags in upper right corner of screen. Then click “check in voter,” and confirm. See Figure 17 for the ‘rejected’ flag. See figures 12 and 13 for checking in and confirming.

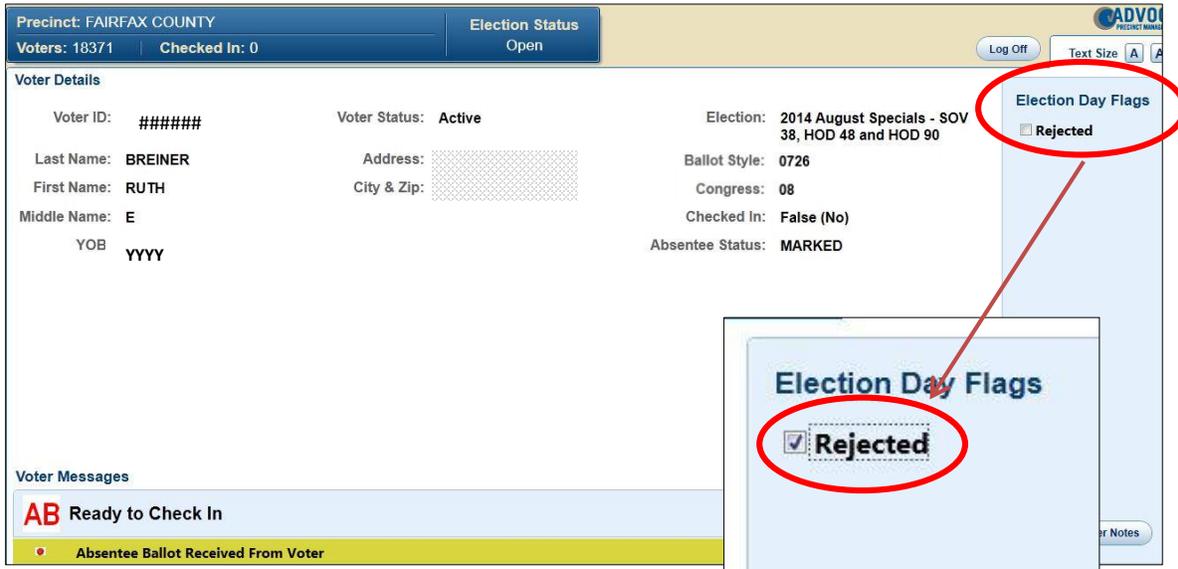


Figure 16 – Rejected flag checked.

10. After checking in a voter, the screen will return to the advanced search page, and show previous search results. Because all the computers in the room are connected, the “checked in” number at upper left of the screen will increase by one with each ballot processed by any team in your EPB network.
11. **Pass the mailer** with contents to the ballot officer, EO#3. Begin processing next ballot.

If you need to return to search results without checking in a voter, click “back to list.” See Figure 17.



Figure 17 –Back to List button in lower right of screen showing voter’s record.

## EO#3: Ballot Officer Responsibilities

### EO #3 – Ballot Officer

- Opens accepted B envelopes, removes ballots, puts ballots in ballot receptacle.
- Bundles envelopes by precinct in the “mailers with B envelope” table box.
- Signs rejection stickers and puts rejected ballots in table box.
- Photocopies rejected B envelopes and mailers.

### Processing Ballots

#### Accepted ballots:

1. Slit open the B envelope, being careful not to damage the ballot. **Open only “accepted” ballot B envelopes.**
  - a. **Domestic, UOCAVA:** Place ballot, folded, in the large box labeled “ballots.”
  - b. **Email ballots:** Place ballot, folded, in the box labeled “**email ballots for handcount,**” to be hand-counted later.
2. Put the B envelope and any enclosed documents back into the mailer. Place the mailer into the **table box labeled “mailers with B envelope.”**

#### Rejected ballots:

1. **Sign the rejected sticker.** Place **rejected** B envelopes, inside their mailers, into the “**rejected**” box. **Never open B envelopes of rejected ballots.**
2. When the box is full or the chief directs, make two copies of each **rejected** B envelope and mailer. **See section “how to photocopy rejected ballot envelopes” below.** One copy is kept on file, the other is mailed with a letter to the voter explaining why his/her ballot was rejected.

### Completing a precinct

When all the ballots for a precinct have been processed, use rubber bands to **bundle mailers with B envelopes**. Also **bundle unused ballots** and envelopes, and return them to table boxes.

### When table boxes are full

1. Transfer processed mailers with B envelopes to a storage **box #5**.
2. **After photocopying envelopes of rejected ballots**, bundle them together and pack in storage box #5.
3. Give unused, voided and provisional ballots to the chief.

## How to Photocopy Rejected Ballot Envelopes

**Two copies** must be made of the B envelope and mailer for each rejected ballot before the ballot is packed for storage.

1. Remove the B envelope from the mailer. Place the mailer and B envelope face down on the copy machine, with the B envelope above the mailer. Arrange the envelopes so that they will be copied in a horizontal orientation. See sample below (Figure 18). **Make two copies** of the envelopes for each rejected ballot in this manner.

**BALLOT** **B**

**Statement of Absentee Voter**  
Do not put anything except your ballot in this envelope  
• Please print legibly  
• Your Ballot(s) will not be counted if you fail to complete all blanks

I do hereby state, subject to felony penalties for making false statements pursuant to §24.2-1016, Code of Virginia, that my full name is  
Last VOTER First JOHN Middle QUINCY Suffix (Jr., Sr., III, Etc.) \_\_\_\_\_  
that I am now or have been at some time since last November's general election a legal resident of state your legal residence in Virginia including the house number, street name or rural route address, city, zip code: 123 MAPLE AVE, CHANTILLY, VA, 22033  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
that I received the enclosed ballot(s) upon application to the registrar of such county or city; that I opened the envelope marked "ballot within" and marked the ballot(s) in the presence of the witness, without assistance or knowledge on the part of anyone as to the manner in which I marked it (or I am returning the form required to report how I was assisted); that I then sealed the ballot(s) in this envelope; and that I have not voted and will not vote in this election at any other time or place.  
→ Signature of Voter \_\_\_\_\_ Signature of Witness \_\_\_\_\_ Date 11/19/2012  
I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true.

Fairfax County Government  
157104013  
John Q Voter  
123 Maple Ave  
Chantilly, VA 22033

ALTERNATIVE MAIL  
Provided by the U.S. Postal Service

PLACE STAMP HERE

REJECTED BALLOT # \_\_\_\_\_  
(record # on ABA List)

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
 SIGNATURE  
 WITNESS  
OTHER \_\_\_\_\_

Election Officers' Signatures  
[Signature]  
[Signature]  
[Signature]

10000 CENTER PKY, SUITE 323  
555-0083

**Figure 18** – Correct position of envelopes for photocopying

2. **Paperclip the two photocopies together.** Place them face down in the box next to the copier labeled "rejected ballot copies."
3. Place the **B envelope back into its mailer.**
4. Wrap a **rubber band** around rejected ballot envelopes to indicate they have been photocopied, and place in storage **box #5.**



# Scanning the Ballots

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## Information included in this section:

- **Overview**
- **Scanning Operations with the Centralized Digital Scanner**
  - Setting Up Teams
  - Preparing the Ballots

## Overview

A digital scanner (DS) voting machine reads the darkened circles next to candidates and issues on digitally-scanned (domestic and UOCAVA) ballots and records these as votes. It also creates an image of the ballot.

CAP uses a single high-speed scanner, the DS850, to scan CAP ballots in a central location. A specially trained team is responsible for the scanning process and producing reports for the CAP chief.

If a ballot cannot be scanned, or is overvoted or blank, the DS850 will divert the ballot for collection and hand-counting.

Periodically, ballots will be collected in the processing room and transported to the scanning room. After the ballots are scanned, the scan team seals them in boxes.



Digital scanner DS850

# Scanning Operations with the Centralized Digital Scanner

## Setting Up Teams

1. The CAP chief/assistant chief will periodically collect ballots from the EO team ballot boxes.
  2. The CAP chief will designate EOs to prepare ballots for scanning and place in ballot security cases.
  3. Two members of the scan team will wheel the ballot security cases to the scan room.
- 

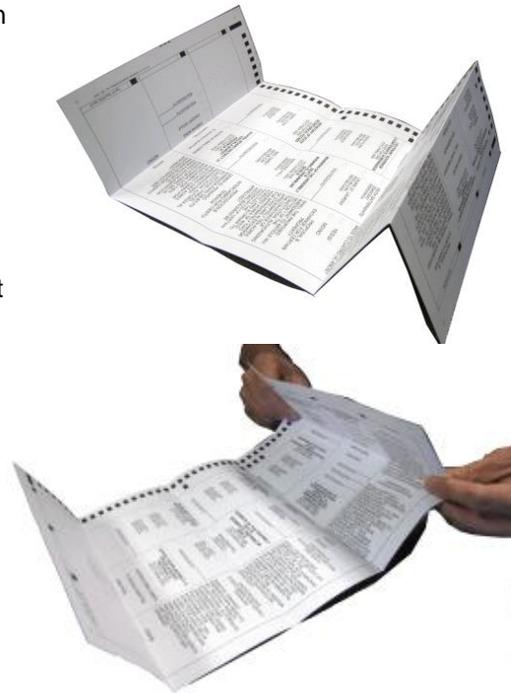
## Preparing the Ballots

The digitally-scanned ballots must be prepared for scanning. The chief/assistant chief will assign EOs to assist with this operation.

## Ballot Unfolding for the DS850

To prepare ballots for scanning:

1. Remove the ballot carefully from the ballot collection box and unfold it.
2. As ballots are opened and unfolded, **carefully inspect them for the following issues:** tears, slices, damaged or missing code channel marks, crimped top or bottom edge, smudges, smears or foreign material. **If they cannot be repaired or cleaned, set them aside** by clipping together and **put them on top** of the other ballots in the transport box so the scan team will see them.
3. **Back fold the crease** on each fold in the ballot. A few ballots can be back-folded at once. Do not over-bend and crease the ballot, as this may cause it to bend in the opposite direction or create an additional fold line that can lead to problems.
4. Put the ballots in the **same orientation** and front side facing up so the folds line up together and 'nest'.
5. Lay the ballots in a flat stack in the blue security box that will be used to transport the ballots to the scanning room. Ensure the ballots are **completely unfolded**, are in same orientation and damaged ballots are kept separate. **Clip the damaged ballots together and put in last** and so they will be the first ballots taken out of the container in the scanning room.
6. The chief/assistant chief locks the case when it is ready to be wheeled to the scan room. Two scan team members receive the case from the chief/assistant chief and take it to the scan room.







# Hand Counting Votes

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## Information included in this section:

- **General Process**
- **Setting Up Teams**
- **Gathering Material**
- **Ballot Counting: Email Ballots and FWABs**
- **Digital Not Scanned (DNS) Ballots**

## General Process

Ballots that cannot be read by the digital scanner must be handcounted. This tally **may not begin until after 7 p.m.**

Ballots that must be counted manually:

- Email ballots (from overseas and military voters).
- Digital ballots not scanned (DNS) including damaged ballots.
- Federal Write-in Absentee Ballots (FWABs) (from overseas and military voters).

Votes will be recorded on the “handcount tally” worksheets (Figure 19) by tally marks.

A separate “write-in certification” sheet (Figure 21) will be used to record write-in votes for candidates on handcounted ballots whose names do not appear on the official ballot. **Because the digital scanners creates images of write-in votes on scanned ballots, these do not have to be recorded by hand.**

Statement of Results		Page 1
Fairfax County Central Absentee Precinct		
November 3, 2015 General and Special Elections		
<b>Handcount Tally Sheet - Digital Not Scanned Ballots</b>		
Ballot Count per Batch :		
+ + + + + + + + +		
		DNS ballots total:
<b>Candidate</b>	<b>Make one tick mark for each vote</b>	<b>Total</b>
<b>Member Senate of Virginia</b>		
<b>30th District</b>		
Adam P. Ebbin	-----	
J. Ron Fisher	-----	
Write-in	-----	
<b>31st District</b>		
Barbara A. Favola	-----	
George V. Forakis	-----	
Write-in	-----	
<b>32nd District</b>		
Janet D. Howell	-----	
Write-in	-----	
<b>33rd District</b>		
Stephen B. Hollingshead	-----	
Jennifer T. Wexton	-----	
Write-in	-----	
<b>34th District</b>		
J.C. "Chap" Petersen	-----	
Write-in	-----	

Figure 19 – Sample CAP Handcount Tally sheet (a similar tally sheet will be used for email ballots and FWABs)

Statement of Results		
Fairfax County Central Absentee Precinct		
November 3, 2015 General and Special Elections		
<b>WRITE-IN CERTIFICATION</b>		
Write-in Total Ballots		
Totals = Digital Not Scanned ballots _____ + Email ballots _____ + FWAB ballots _____		
<b>Member, Senate of Virginia</b>		

**Figure 20** – Sample CAP Write-in Certification sheet

## Handcount and Write-in Tally Teams

After 7 p.m., the chief or assistant will assign teams of election officers, with both major political parties represented on each team, to manually record the votes on ballots that could not be scanned. Team members are assigned specific tasks but may switch roles as necessary. The chief delivers ballots and tally sheets to the teams.

### Handcount Tally Team

#### **EO #1 – Ballot Officer**

- Counts the email ballots, then announces the total to EO#2.
- Reads the vote for each race aloud.
- Ditto for DNS ballots,
- Ditto for FWABs.

#### **EO #2 – Recording Officer(s)**

- Record the total number of email ballots on the “Email” Handcount Tally sheet.
- Record one mark for each vote on the Email Handcount Tally sheet.
- Ditto for DNS ballots, then FWABs, on their own tally sheets.

#### **EO #3 – Verifying Officer(s)**

- Assists with and verifies placement of tally marks on Handcount Tally sheets.
- Packs completed handcount ballots in 3H storage boxes.

### Write-In Tally Team

#### **EO #1 – Ballot Officer**

- Reads the write-in candidate name for each race aloud.
- Packs in 3H storage boxes

#### **EO #2 – Recording Officer(s)**

- Prints name of each person listed as a write-in candidate for each race.

#### **EO #3 – Verifying Officer(s)**

- Observes process to ensure names are being transcribed as read.

## Handcounts

- **Email ballots and FWABs** cannot be read by the scanner, therefore **all** votes on these ballots must be tallied manually. Email ballots and FWABs must be counted separately, and tallied on their own tally sheets. Instructions for processing FWABs are in Appendix B.
- **DNS ballots** are those rejected by the scanner so must be counted by hand.

The chief divides the email ballots and the FWABs among the handcount tally teams. FWABs may be tallied by a separate dedicated team if there are sufficient EOs available. Otherwise, the FWABs are tallied by the handcount team after they have finished all the email ballots.

After being tallied, a handcounted ballot **containing write-in names** is set aside for the write-in tally team to transcribe the write-in names.

Even though all candidate names are written by hand on **FWABs, the ballots are treated as regular ballots** that must be hand-tallied, and votes for official candidates are recorded by tally marks. Votes for candidates not on the ballot for that race are transcribed by the write-in team.

## Write-in Tallies

The write-in team **only records the write-in names** on

- **FWABs that** contain the names of unofficial candidates, who are not listed on the printed ballot for that race.
- **Handcounted ballots** (email and DNS) containing write-in candidates.

## EO#1: Ballot Officer Responsibilities – Handcounts

1. Ballots will be distributed and counted by type: email, DNS, FWAB.
2. **Count the number of ballots** as each batch is delivered. Announce the count to EO#2(s).
3. Ballot by ballot, announce each race/issue and **read each vote** loudly enough so that it may be clearly heard by the authorized representatives. Read the races in the order they are written on the ballot.
  - a. **FWAB** ballots marked with a **yellow flag on the upper edge are FEO (the voter may vote in federal elections only)**, so **only** votes for **federal races** may be counted. **Do not read out votes in other races or issues.**
4. If a ballot is damaged to the extent that the **voter's intent is not clear** for a race, skip that race and tally all other votes on the ballot that can be read.
5. If the voter has **marked too many circles** for a given race or issue, and the voter's intent cannot be discerned, no vote for that race can be counted. Read out the votes for other races/issues on the ballot.
6. When a voter has **changed his vote** after marking his ballot, the voter's intent is usually obvious. A voter may indicate a change of mind by erasing the first mark and remarking, crossing out the original mark and remarking, crossing out an entire name and remarking or even writing a note on the ballot. The handcount team should view, discuss, and vote on the validity of any vote for which intent is not readily discerned.
7. For **FWABs** only: Votes specifying a party rather than a candidate for a race will be tallied for that party's candidate **when** the party has only one candidate in the race, **and** when the candidate's party is specified on the printed ballot. If more than one candidate of the same party is running in a race for which only one candidate can be selected, and the voter does not specify a preference, then no vote can be recorded for that race.
8. If the ballot contains a **write-in vote (for a candidate not listed on the printed ballot)**, announce a vote for "write-in" for that race, so that #2 EOs mark it on the tally sheet. After all the votes are tallied on that ballot, place the ballot into the envelope/box labeled "**handcount write-ins.**"
9. When all votes on a ballot **without write-ins** have been read and recorded, **place the ballot face down in the table box labeled "handcount completed"** and proceed to the next ballot.
10. When finished reading all the ballots, pass the **envelope/box labeled "handcount write-ins" to the write-in count team.**

## EO#2: Recording Officer Responsibilities – Handcounts

1. As each batch of ballots is received, **record the number of ballots** in the batch on the line at the top of the **handcount tally sheet. (Figure 19).**
2. **Record each batch count consecutively**, e.g., 52 + 46 + 25. After the last ballot batch is counted, total the numbers (e.g., 52 + 46 + 25 = 123) and record in “Total” box.
3. As votes are read, **make one tally mark for each vote** in the appropriate candidate/issue row of your tally worksheet for each vote. After 4 marks, mark the next vote as a diagonal mark across the four, to give a block of 5 votes.  Announce “OK” when vote has been recorded.
4. **When “write-in” is announced**, make a tally mark in the “write-in” row.
5. **Total the tally marks for each row** to determine the number of votes for each candidate and issue. (Figure 19)

## EO#3: Verifying Officer Responsibilities – Handcounts

1. Assist #2 EOs by **verifying that the tally marks** are placed in the correct rows.
2. When the table box labeled “handcount completed” is full, bundle those ballots with a rubber band, use a sticky note to mark it “completed ballots” and **pack in the handcount storage box #3H.**
3. **Collect the tally sheets** and give to the chief or assistant chief.
4. Make sure **all handcounted ballots have been packed** in the 3H boxes.

## Write-in Tallies

1. There are three sources of write-in votes which must be recorded by hand in CAP:
  - a. Email ballots.
  - b. FWABs.
  - c. Digital not scanned ballots (DNS), i.e. ballots that were not counted by the DS850 digital scanner and contain write-in votes. These ballots will be identified during the handcount process.
2. Although ballots scanned by the DS200s and DS850 may contain write-ins, these are recorded digitally.
3. **EOs record write-in votes** on the write-in certification sheets, and bundle the ballots **separately** for storage. The total number of email, FWAB, and digital not scanned ballots must be entered on the write-in certification sheets. An example of a write-in certification sheet is pictured in Figure 20.
4. **New in 2015:** Only one team of EOs will be recording write-in names. The certification will be **photocopied** when transcription is complete to create the duplicate copy. The third position on the team is now the **verifier**.

## EO#1: Ballot Officer Responsibilities – Handcount Write-ins

At this point, all votes on the hand counted ballots will have been counted, and the write-ins counted as a “write-in”. Now we must **transcribe the write-in names**.

1. Separate the write-in ballots into “email,” “FWAB,” and “DNS” categories. Count and announce the number of ballots containing write-ins to the recording officers for **each ballot category**. EOs # 2 with the first page of the tally sheets writes this number in the spaces at the top of the sheet. Then, for each write-in vote:
  - a. You are only required to record those **write-ins that are proper names**. Fictional and historic characters and commentary, such as “none of the above,” are **not valid and not recorded**. **When you encounter one of these, read it as “invalid.”**
  - b. A write-in vote for **an individual already on the ballot** for the particular race in question **is not a valid vote** and shall **not** be counted as a write-in for that race. **Read “invalid.”** However, the voter may write in that person’s name for **any other race** in which the individual **is not already printed on the ballot**.
  - c. **FWABs marked with a yellow flag** on the upper edge are **FEO**, so only count write-ins for federal elections.
3. After all write-in votes on each ballot have been read and recorded, place the ballot in the **table box labeled “Handcount Write-ins Completed.”**
4. After write-in votes on all handcount ballots have been read and recorded, transfer the ballots to the manila envelopes marked “Handcount Write-ins Completed” and place in **#3H handcount ballots storage box**.

## EO#2: Recording Officer Responsibilities – Write-ins

1. Record the number of ballots in each category in the spaces at the top of the Write-In Certification sheet.
2. Add the number of ballots in each category and record the total in the “Write-In Total” box.
3. Under the appropriate race on the “CAP write-in certification” sheet, **record the name** of each individual listed as a write-in candidate. **New for 2015:** Do **NOT** make tally marks next to previously transcribed names. Instead, record every valid name each time it is read.
  - a. Only record those write-ins that are **proper names**. Fictional or historical characters, such as Mickey Mouse, Donald Duck, and George Washington, and any commentary, such as “none of the above” or “anyone else” are considered “invalid votes.”
    - Each time EO#1 announces, “invalid vote,” make a tally mark in the gray box in the upper left corner of the corresponding contest grid.
    - The total of write-in votes for each contest will equal the number of names recorded **plus** the number of invalid votes tallied.
  - b. **Do not record** a write-in vote that is the name **of a candidate printed on the ballot for that race**. A vote for a candidate in a race **for which he is not on the ballot is valid**.

## EO#3: Verifying Officer Responsibilities – Write-in Count

1. Assist #2 EOs by **verifying that the write-in candidates’ names are entered correctly on the tally sheet**.
2. When the table box labeled “write-ins completed” is full, bundle those ballots with a rubber band, use a sticky note to mark it “completed ballots” and **pack in the handcount storage box #3H**.
3. **New:** **Collect the write-in sheets** and make a **photocopy** of each sheet, then staple together each set. Mark the copy “copy” on the top page.
4. Give the original and copied sets to the chief or assistant chief.
5. Make sure **all ballots with write-ins have been packed** in the 3H boxes.





# Closing CAP

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**Information included in this section:**

- 1. Closing CAP**

## Closing CAP

At the end of the day, after all voters have been checked in and ballots have been counted, election officers help the chief, assistant chief, and closer in closing CAP. **Follow their instructions and be patient during the data collection and reporting process.**

1. Carefully survey the workroom **to make sure no ballots have been left on or under tables.**
2. The chief may request your assistance in closing and packing the EPBs.
  - a. **After your EPB has completely shut down,** you may remove the flash (thumb) drive from the laptop and **give to the chief.**
  - b. **Remove the EPB laptop peripherals** (mouse, power cords, etc.) from the EPB and re-pack in provided clear plastic bag. Place laptops in black padded sleeves. Load laptops and peripherals onto cart.
3. **Remove all extension cords and power strips** from the floor, and remove any tape. Pack in provided boxes or bag (likely on the cart).
4. **Put table supplies** into plastic bags and yellow supply (candy) box. Collect and stack clear **plastic table boxes** and place on carts.
5. Properly dispose of **trash** (signs taped to tables and/or walls are trash).
6. **As directed by the chief, ensure all ballots, mailers, certifications and other materials are packed** in appropriate envelopes/boxes, following the chart provided by the chief.
7. **Break Room:**
  - a. Unplug microwave and place on cart.
  - b. Unplug and empty coffee pot, return to its box, and place on cart.
  - c. Collect leftover supplies (napkins, sugar and creamer packets, cups, etc.) and place on cart
  - d. Generally clean up and properly dispose of any trash.
8. At the chief's direction, **seal boxes and envelopes and sign the seals. Load boxes and envelopes** of ballots, empty envelopes, and other materials on handcart
9. **Sign the Statement of Results (SOR).**
10. Make sure to collect all your **personal belongings.**
11. **Election officers must stay on duty at CAP until released by the chief.**

**Thank you, election officers!**





# Glossary

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## Common Terms and Definitions

### **A envelope**

Contains a voter's unvoted absentee ballot.

### **Absentee ballot (AB)**

A ballot provided to voters who, for a valid reason, cannot vote at their polling place on the day of the election. Voters must apply for a ballot which must be returned by mail or in person to the Fairfax County Office of Elections by the close of the polls. In Fairfax County, voters may also vote absentee in person at special locations prior to elections.

### **Absentee ballot applicants list (ABA list)**

The list of voters who applied for and were issued absentee ballots. In-person absentee voters are included on list.

### **Absentee ballot application**

The form used to request an absentee ballot by a voter not able to vote at a polling location on the day of the election. A reason is required and the application must be approved before a ballot is issued to the voter.

### **B envelope**

Containing the voted ballot, the B envelope has the statement of the absentee voter printed on the outside.

### **Ballot box**

An unsecured box, usually placed at the end of the ballot processing table, to hold unfolded ballots after removal from B envelopes.

### **Ballot security case**

Lockable blue plastic box that fits inside the bottom of the DS200 ballot bin and "catches" ballots after scanning. Also used to store pre-processed ballots until they are scanned on Election Day, and to transfer ballots from the CAP processing rooms to the scan room.

### **Blank ballot**

The voter made no indication of choices on the ballot. (Regardless, the voter still goes on record as having voted in the election.)

### **Central Absentee Precinct (CAP)**

Located in the Fairfax County Government Center, CAP is the precinct responsible for tabulating all absentee ballots, whether mailed or voted in person.

### **Certification sheet/ log**

Provided by satellite voting locations for ballots processed there before Election Day, and used to complete the CAP Statement of Results (SOR).

### **Compensation form**

Pay record for election officers working at a polling location.

### **Congressional district**

A territory comprised of several precincts and represented by a particular U.S. congressman.

### **Digital Not Scanned (DNS)**

A paper ballot intended to be read by a digital scanner but, for some reason, it cannot. Among the causes are: overvoting, stray marks, unclear marks and ballot damage. Votes on DNS ballots must be counted by hand.

**Digital scan voting machine**

A voting machine that electronically scans ballots to record images and tabulate votes. The DS200 machines automatically deposits scanned/read ballots into a ballot security case and the DS850 machine places them in bins/trays.

**Domestic ballot**

An absentee ballot issued to U.S. residents. This is the most common type of absentee ballot processed by CAP.

**DS200**

The model of digital scan voting machine used in the precincts and for in-person absentee voting.

**DS850**

The model of high-speed digital scan voting machine used at CAP. It can scan up to 150 ballots at a time in about 30 seconds.

**Electoral Board**

Consists of three members appointed by the judges of the circuit court for staggered three-year terms. The majority on the board represents the party of the governor. The electoral board is responsible for appointing the general registrar, establishing local policies, ascertaining the results of each election, and meeting to determine whether provisional ballots are entitled to be counted. The board may visit any polling place on election days.

**Electronic pollbook (EPB)**

Electronic list of registered voters. Voters are checked in on the EPB when they cast a ballot, whether in person at their polling place, or absentee.

**Electronically scanned ballot**

A paper ballot that is read by a digital scanner.

**Email ballot**

A ballot that is emailed to an overseas voter and mailed back to the Office of Elections.

**Federal election only (FEO) ballot**

A ballot containing only contests for federal office, used by U.S. citizens residing indefinitely overseas.

**Federal Write-in Absentee Ballot (FWAB)**

A ballot used by voters covered under the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) generally as a backup ballot in case their original ballot (provided by the Office of Elections) does not reach the office in time to be counted on Election Day, or if the original ballot fails to arrive.

**Handcount ballot**

A ballot that cannot be read by a voting machine and must be tallied by hand.

**HAVA - Help America Vote Act (2002)**

A national law mandating that all states upgrade voting machines, registration and election procedures to enable all qualified Americans to access their right to vote. A HAVA voter has registered by mail and must show specific identification (ID) required by the federal government when voting for the first time during a federal election.

**In-person absentee voting**

Voting absentee in person at the Government Center or satellite location rather than by mail..

**Issued ballot**

A ballot that has been provided to the voter by the Office of Elections.

**Mailer**

The envelope the voter uses to return the B envelope (containing a ballot) to the Office of Elections.

**Marked Ballot**

A voter's status notation in the electronic pollbook and/or in VERIS indicating that a voted absentee ballot (as compared to "unused") has been received by the Office of Elections.

**Network hub**

A device that connects to the electronic pollbooks with network cables and allows them to synchronize data. Used when more than two EPBs are being used to check in voters.

**On\_Machine**

The status notation in the electronic pollbook and/or in VERIS indicating that the voter has voted absentee in person, or that his ballot was checked in during preprocessing.

**Overvote**

The voter has made more selections than allowed in a particular race or referendum. The digital scan voting machine will reject an overvote and, in CAP, the ballot must be hand counted.

**Pollbook**

Voter list containing the names and required data to check in registered voters.

**Poll watcher**

An authorized representative working for a candidate or political party, who is allowed to observe the election operation inside the precinct or CAP. Required to have an authorization form signed by the political party or candidate and wear an identifying badge issued by the chief.

**Precinct**

The geographical area that is designated as an election district within the county.

**Pre-processing**

Mailed-in absentee ballots that are processed in advance of Election Day. Ballots are not scanned or tabulated until Election Day.

**Protective counter number**

The number count on the DS200 digital scan voting machines indicating how many ballots have been voted on the machine since it was first put into operation.

**Provisional ballot**

A ballot completed by voters whose eligibility to cast a ballot cannot be confirmed through the registrar's office, who do not appear to be qualified to vote in that particular precinct, or who do not have acceptable ID. These must be evaluated by the Fairfax County Electoral Board to determine disposition.

**Public counter number**

Number of ballots cast during a single election as displayed on digital scan machines. The number is zero when the machines are opened for the election.

**Rejected ballot**

An absentee ballot that cannot be accepted because information provided by the voter on the B envelope or FWAB affirmation is incorrect or incomplete, or the required supporting documentation is missing.

**Satellite voting location**

Polling places set up in Fairfax County for in-person absentee voting prior to Election Day. They are “satellites” of CAP.

**Scan Team**

A dedicated group of election officers trained and assigned specifically to scan ballots on the DS850 in CAP on Election Day.

**Scanning Room**

Specially designated location of ballot scanning operations in CAP.

**State Board of Elections**

Consists of three members appointed by the governor for four-year terms. The majority on the board represents the party of the governor. The board coordinates the work of and provides training for local electoral boards and registrars, and establishes policies and procedures to ensure uniformity in the conduct of elections throughout the Commonwealth of Virginia.

**Statement of Results (SOR)**

The certification paperwork that is prepared by chief election officers after the polls close to reconcile and report the vote counts.

**Undeliverable ballot**

Unused absentee ballot returned to Office of Elections by the U.S. Postal Service.

**Undervote**

The voter made fewer selections than allowed or not voted in a race. The ballot is not rejected.

**Unused ballot**

Ballot returned in its unopened A envelope by the voter to the Office of Elections or a polling place.

**UOCAVA**

Uniformed and Overseas Citizens Absentee Voting Act. A UOCAVA absentee ballot is a domestic ballot emailed or mailed to military personnel and civilians residing overseas. The return mailing envelope provided to voters who receive ballots by mail is printed in red.

**VERIS**

Virginia Election and Registration Information System, used to manage the statewide voter database.

**Voided ballot**

Ballot that is not qualified to be accepted nor to be declared unused or rejected (e.g., a voter's second ballot).

**Write-in**

A vote for someone who is not an official candidate in that particular race, cast by writing in the person's name on the ballot.



## Appendix A: Material Omissions

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### 1VAC20-70-20

September 4, 2015

Changes from 2013 highlighted

A. Pursuant to the requirements of § 24.2-706 of the Code of Virginia, a timely received absentee ballot contained in an Envelope B shall not be rendered invalid if it contains an error or omission not material to its proper processing.

**B. The following omissions are always material and any Envelope B containing such omissions shall be rendered invalid if any of the following exists:**

1. Except as provided in subdivisions C 2 and 3 of this section, the voter did not include **his full first name**;
2. The voter did not provide his **last name**;
3. The voter omitted his **generational suffix** when one or more individuals with the same name are registered at the same address, and it is impossible to determine the identity of the voter;
4. The voter did not provide his house number and street name or his rural route address;
5. The voter did not provide either his **city or zip code**;
6. The voter did not **sign** Envelope B; or
7. The voter's **witness** did not sign Envelope B.

C. The ballot shall **not** be rendered invalid if on the Envelope B:

1. The voter included his full name in an **order other than "last, first, middle"**;
2. The voter used his **first initial** instead of his first full name, so long as the voter provided his full middle name;
3. The voter provided a **derivative of his legal name** as his first or middle name (e.g., "Bob" instead of "Robert");
4. If the voter provided his first name and last name, the **voter did not provide a middle name** or a middle initial;
5. The voter did not provide his residential **street identifier** (Street, Drive, etc.);
6. The voter did not provide a **zip code**, so long as the voter provided his city;
7. The voter did not provide his **city**, so long as the voter provided his zip code;

8. The voter omitted the **date**, or provided an incorrect or incomplete date on which he signed Envelope B; or
9. The ballot is **imperfectly sealed within Envelope B**, provided that the mailer with Envelope B and the ballot arrived sealed.
10. The **illegibility** of a **voter's or witness' signature** on an Envelope B shall not be considered an omission or error.

D. For the purposes of this regulation, "city" may include the voter's locality, town, or any acceptable mailing name for the five-digit zip code of the voter's residence.

E. Whether an error or omission on an Envelope B **not specifically addressed by this regulation** is material and shall render the absentee ballot invalid shall be **determined by a majority of the officers** of the election present.

Statutory Authority

§ [24.2-103](#) of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 28, Issue 17, eff. April 3, 2012; amended, Virginia Register Volume 29, Issue 23, eff. June 26, 2013; Volume 31, Issue 2, eff. September 4, 2015.

### **UOCAVA B envelopes only**

Provided that the identity of the voter can be determined, **complete omission of printed name** from the UOCAVA B envelope should **not** necessarily be considered material or require rejection of the ballot.



## Appendix B: Processing FWABs

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### Processing FWABs

The chief or an assistant will periodically collect FWABs from table boxes. In the late afternoon, the chief may instruct a special FWAB team to conduct an initial review. Actual processing of FWAB ballots cannot begin until after 7 p.m. **and** after all voters using digital and email ballots have been checked in.

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### Initial Processing (before 7 p.m.)

**EO#1 reads the voter's name to EO#2** (loudly enough so that it may be clearly heard by the authorized representative watching the table), who finds the voter on the EPB. Do not remove or open the B envelope.

1. If the **FWAB** voter is **not** in the EPB at all (not in absentee or non-absentee/full pollbook), notify the chief.
2. If the FWAB voter **is in the EPB** and marked as **already voted** ("on\_machine" appears in the absentee field or voter's line is marked in red on the results page and the "check in" button is inoperable):
  - Place "**void**" sticker on mailer and check "**state ballot received**"
  - Place the mailer (with all of its contents) in the "void" table box.
3. If the FWAB voter is found in the EPB **and has not yet voted or been checked in**, place the mailer, with all of its contents, into the "**FWABs awaiting state ballots**" table box for processing at the end of the day. **Do not check in voter!**

**After 7 p.m. and after all other ballots for each precinct have been processed, process the remaining FWABs, as outlined below.**

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After 7 p.m.

## EO#1: Check-in Officer Responsibilities – FWABs

1. **Check the voter's declaration/affirmation** for completeness. If incomplete or incorrect, the ballot must be rejected. **Refer to "Material Omissions – FWABs" and Virginia election law in this chapter and as reference sheets on your table.**
  - a. **NOTE:** If affirmation is stamped "books closed," the voter is a civilian wishing to use the FWAB affirmation for a voter registration application but missed the registration deadline. In this case, the ballot must be voided because the voter is not registered.
  - b. To be accepted for voting, **an affirmation requires at a minimum:**
    - Voter's printed name.
    - City or county where registered.
    - Address where registered to vote.
    - Overseas address. (APO, FPO, DPO, and Dulles addresses acceptable.)
    - Voter's signature.
    - Witness' signature.

Refer to **Appendix C**.

- c. The voter's declaration/affirmation must **always** be signed by the voter **and** by a **witness** to be accepted.
- d. The voter's Virginia home of record (voting residence address) must be provided in Section 7 and **must match** the voter's legal address on the EPB. If the addresses do not match, notify the chief.
- e. The affirmation **does not need to be dated**.
- f. Be aware of the following situations:
  - If the **first box on the affirmation form is checked** indicating the voter wants to use the FWAB to register to vote **and**
    1. **The voter is not in the full pollbook** (check the full pollbook, without "true" in the absentee field):
      - a. **Look for a note on the form** that the elections staff may have written indicating whether the voter is registered, the registration was denied, or the FWAB registration arrived after the deadline (books closed).
      - b. **Call the chief.**
    2. The voter **is** in the pollbook but **not as an absentee voter**. EOs must add the voter to the **"Non-EPB Entries" sheet**, then process normally.
    3. The voter is in the pollbook **as an absentee voter**. Process normally.

- **If the voter checks the first box in Section 2**, “I am a member of the Uniformed Services or Merchant Marine on active duty” OR “I am their spouse or dependent,” the **voter may submit one of the following addresses** in Section 8:
    1. Legal registered Virginia residence and the military member’s branch of service.
    2. A domestic address different from his legal registered Virginia address provided in Section 7 and the military member’s branch of service.
    3. An overseas address in Section 8 and the military member’s branch of service.
  - **If the voter checks the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> box in Section 2**, the voter must provide an overseas address in Section 8.
  - If in Section 2, voters checking the fourth box indicating their “**return is uncertain**” or the fifth box indicating they have “**never resided in the United States,**” may be eligible to vote in **federal elections only (FEO)**. If this box is checked, and a note has not been made on the affirmation form by staff, **call the chief**.
  - If you receive a FWAB which is FEO-eligible, “Federal Election Only” may be stamped on the mailer and on the affirmation. **Important:** For any **FEO** FWABs, **EO#3 must attach a yellow flag to the upper edge of the ballot to alert hand-counters that only federal election votes may be tallied**, since the ballot will be separated from the affirmation at processing.
    - g. A **political party** affiliation is only required **for primary elections**.
    - h. Virginia does not allow FWABs to be returned by fax or email.
2. Read the first three letters of the voter’s last name, then the full name and legal address to EO#2, loudly enough so that they may be clearly heard by the authorized representative. EO#2 will locate the voter on the EPB.
  3. If the record indicates that the voter **has already voted**:
    - a. Affix a “**VOID**” **sticker** to mailer and mark the reason.
    - b. Place in the box labeled “Void.” **Do not remove ballot!**
  4. If the voter has **not** already voted, determine and announce whether the ballot is accepted or rejected, based on the form’s completeness. **Refer to the material omissions sheets**.
  5. If accepted, pass the mailer with contents to EO#3.
  6. **If the FWAB must be rejected, affix a “rejected” sticker** to the lower left corner of the mailer and mark on it the reason for rejection. Sign the sticker. Place the affirmation **and** ballot back into the mailer, then pass the mailer to EO#2 to sign the “rejected” sticker. (Sticker must be signed by all three EOs. If one EO dissents, note with the signature.)

## EO#2: EPB Officer Responsibilities – FWABs

(After 7 p.m.)

Remove “true” from the absentee field in the advanced search screen for FWAB searches.

Locate the voter in EPB. **Determine if the voter has already voted.** (Voter’s name is highlighted in red on the search results page or, on the voter’s information page, “On\_Machine” appears in the Absentee field.)

1. If voter has already voted, **do not (try to) check in!** EO#1 will **void** the ballot.
2. If the voter has not voted and **is shown as an absentee voter:**
  - a. Check in as usual. The **FWAB may be accepted or rejected** at this point and should be processed as any other accepted or rejected ballot. Pass the FWAB to EO#3. If rejected, sign the “rejected” sticker.
2. If **not shown as an absentee voter**, enter the voter on the Election Day Absentee Paper Ballot - **Non-EPB Entries** sheet. (The Non-EPB entries sheet is used to give voters credit in VERIS after the election for having voted.)
  - Do not check in voter on the EPB.
  - Pass the ballot to EO#3 to process normally.
3. If **not found** in the pollbook at all the voter is not registered. Call the chief.

## EO#3: Ballot Officer Responsibilities – FWABs

(After 7 p.m.)

If the ballot has been accepted, **separate the FWAB application from the ballot.**

1. **Put the application back into mailer and place both in the box** labeled “mailers with B envelope.”
2. **Place the unfolded ballot in the box labeled “FWABs for handcount.”**
  - a. **Important:** For any **FEO** FWABs, **attach a yellow flag to the upper edge of the ballot to alert hand-counters that only federal election votes may be tallied**, since the ballot will be separated from the affirmation at processing. This marks the ballot as an FEO for the handcount team.
3. **If rejected, sign the “rejected” sticker. Do not remove ballot from the envelope! Place in the rejected ballots table box.**
  - a. After ballots have been processed, **make two photocopies** of rejected affirmation and mailers. (See section “How to Photocopy Rejected Ballot Envelopes” above.) (FWAB mailers will usually need to be copied on a separate page, so staple copy of application to copy of mailer. If mailer is too large to copy, copy the part containing the addresses, if possible. If not, an application copy will suffice.) **Place photocopies in the box labeled “rejected ballot copies.”** (One copy is sent to the voter with a letter, the other stays on file in the office.)
  - b. Place a rubber band around the rejected FWABs and pack in the #5 storage box.
4. Bundle together envelopes of processed accepted FWABs with a rubber band and pack into **#5 storage box**.





## Appendix C: Material Omissions from FWABs

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### Material Omissions from Federal Write-in Absentee Ballots.

1VAC20-45-40

September 2014

A. Pursuant to the requirements of §§ 24.2-467, 24.2-702.1, and 24.2-706 of the Code of Virginia, a timely received write-in absentee ballot on a Federal Write-In Absentee Ballot (FWAB) (Form SF-186) should not be rendered invalid if it contains an error or omission not material to determining the eligibility of the applicant to vote in the election in which he offers to vote.

B. If the applicant is not registered, the FWAB may not be accepted as timely for registration unless the applicant has met the applicable registration deadline. Section 24.2-419 of the Code of Virginia extends the mail registration deadline for certain military applicants. All applications requesting mailed ballots are subject to the mail absentee application deadline in §§ 24.2-459 and 24.2-701 of the Code of Virginia.

C. The **following omissions are always material and any FWAB containing such omissions should be rendered invalid** if on the declaration/affirmation any of the following, or combination thereof, exists:

1. The applicant has **omitted the signature of the voter** or the notation of an assistant in the voter signature box that the voter is unable to sign;
2. The applicant has **omitted the signature of the witness**;
3. The applicant **did not include the declaration/affirmation page**; or
4. The applicant omitted from the declaration/affirmation information required by § 24.2-702.1 of the Code of Virginia **needed to determine identity or eligibility including, but not limited to, current military or overseas address**.

D. The ballot **should not be rendered invalid** if on the FWAB any of the following, or combination thereof, exists:

1. The applicant has not listed the **names specifically in the order** of last, first, and middle name;
2. The applicant has listed a **middle initial or maiden name**, instead of the full middle name;
3. The applicant has **omitted the street identifier**, such as the term "road" or "street," when filling in the legal residence;
4. The applicant has **omitted the county or city of registration** if the county or city is clearly identifiable by the residence address information provided;
5. The applicant has **omitted the zip code**;

6. The applicant has **omitted the date** of the signature of the voter;
7. The applicant has **omitted the address of the witness**;
8. The applicant has **omitted the date of signature of the witness**;
9. The applicant **did not seal the ballot within the security envelope** so long as the **outside envelope** containing the ballot and the voter's declaration/affirmation page arrived sealed; or
10. The applicant has submitted a ballot **containing offices or issues for which he is not eligible**.

Statutory Authority

§ 24.2-103 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 30, Issue 22, eff. June 10, 2014; amended, Virginia Register Volume 31, Issue 2, eff. September 4, 2014.

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## Virginia Election Law

### § 24.2-702.1 Federal write-in absentee ballots

B. Notwithstanding any other provision of this title, a federal write-in absentee ballot submitted pursuant to subsection A shall be considered valid for purposes of simultaneously satisfying both an absentee ballot application and a completed absentee ballot, provided that the ballot is received no later than the deadline for the return of absentee ballots as provided in § 24.2-709 for the election in which the voter offers to vote, and the application contains the following information: (i) **the voter's signature**; however, if the voter is unable to sign, the person assisting the voter will note this fact in the voter signature box; (ii) **the voter's printed name**; (iii) **the county or city in which he is registered** and offers to vote; (iv) **the residence address at which he is registered** to vote; (v) **his current military or overseas address**; and (vi) **the signature of a witness** who shall sign the same application.



= Required

# Voter's Declaration/Affirmation Federal Write-in Absentee Ballot (FWAB)

For any questions about this form, consult the Voting Assistance Guide available in hard copy or on [FVAP.gov](http://FVAP.gov) or your Voting Assistance Officer.

For absent Uniformed Service members, their families, and citizens residing outside the U.S.

Please print in black ink.

**Qualification & Voter Registration**  
Many States require that you be registered and request an absentee ballot before using this form.

1 Have you already registered and requested an absentee ballot?  Yes  No

If you answer No, you can do this via the State's pages in the Voting Assistance Guide in a few States, by marking the box below. Check your State allows registration via this form.

I also want to register to vote and/or request an absentee ballot for all elections in which I am eligible to vote.

See instructions.

See instructions for address

**Classification**

2  I am a member of the Uniformed Services or Merchant Marine on active duty OR  I am an eligible spouse or dependent.

I am an activated National Guard member on State orders.

I am a U.S. citizen residing outside the United States, and I intend to return.

I am a U.S. citizen residing outside the United States, and my return is not certain.

I am a U.S. citizen and have never resided in the United States.

A box should be checked. Can you conclude from other info?

Must provide o'seas address in sect. 8, incl FPO, DPO, APO, Dulles.

FEO?

**Legal name**

3 Last name  Suffix

First name  Middle name  Initial or maiden name OK

Previous name (if applicable)

**Identification**  
Some States require your full SSN. Check your State's pages in the Voting Assistance Guide on [FVAP.gov](http://FVAP.gov).

4 State Driver's License or I.D.

OR Social Security Number

Birth date  /  /  Sex  M  F Race

**Contact information**  
Include international prefixes. No DSN numbers.

5 Telephone

Fax

Email

Alternate Email

**Political party**

6 Your State may require you to specify a political party to vote in primary elections.  ONLY for primaries.

**Voting residence address**  
Usually your last U.S. residence or your legal U.S. residence. See instructions.

7 Street Address (not P.O. Box)  Apt. #

City/Town/Village  Can you ascertain the city and county? "Road" "Ave." not needed.

County

**Where to send my voting materials**  
This is your current mailing address and should be different from above. If required, place a forwarding address in Box 9.

8 Current residence required here. May be overseas or not for military. Must be overseas for civilian. Branch of service may be here.

**Additional requirements for your State**  
Such as: future ballot receipt preference, mail forwarding address, additional phone, or other State required information. See your State's pages in the Voting Assistance Guide on [FVAP.gov](http://FVAP.gov).

9 Military service branch stated here or in #8 if first box in #2 is checked. If not, can you ascertain service branch or indeed that they are in the service from other info in the form? Civilian employer's name and address or other pertinent info may be included here.

**Affirmation (REQUIRED):** I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.
- In voting, I have marked and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except those authorized to assist voters under State and Federal law.

Signature  You must sign and send in.

Today's date

Witness signature / date

Signature  Date  Witness

This information is for official use only. Any unauthorized release may be punishable by law. PREVIOUS EDITIONS ARE OBSOLETE. Standard Form 186 (Rev. 08-2013), OMB No. 0704-0502

