



Commonwealth of Virginia  
**Fairfax County**

## Central Absentee Precinct (CAP)

# Election Officer Manual

November 8, 2016

## General and Special Elections

*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:

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

**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)



## Table of Contents

---

General Information.....	3
Working at CAP.....	7
Security Awareness & Safety .....	13
People & Activities at the Polling Place .....	15
Election Day Timeline.....	19
CAP Procedure Overview .....	23
Types of Ballot Envelopes.....	27
CAP Election Officer Tasks – Ballot Processing For General Elections .....	35
Scanning the Ballots.....	49
Handcounting Votes.....	53
Closing CAP .....	61
Glossary .....	65
Appendix A: Material Omissions.....	69
Appendix B: Processing FWABs .....	73
Appendix C: Material Omissions from FWABs .....	79



## General Information

---

- **Fairfax County Contact Information**
- **Qualifications for Election Officers**
- **Mandatory Training Class**
- **Election Day Absence**
- **Compensation**
- **Election Officer Oath**
- **Your Contact Information**

## Fairfax County Contact Information

---

- **Election Officer Information:**  
Phone: 703-324-4735  
Email: [elect@fairfaxcounty.gov](mailto:elect@fairfaxcounty.gov)
- **Registrar/Elections Information:**  
Phone: 703-222-0776  
Email: [voting@fairfaxcounty.gov](mailto:voting@fairfaxcounty.gov)
- **CAP:**  
Phone: 703-324-7739  
Email: [CentralAbsentee@fairfaxcounty.gov](mailto:CentralAbsentee@fairfaxcounty.gov)

## 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. Able to sit and/or stand for an extended period.
5. Able 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, as an Election Officer under Virginia law you represent one of Virginia's two major political parties or are considered an independent. Regardless, *while serving as an Election Officer, you must not comment on candidates or political issues, current or general, among your fellow officers, and you must not engage in any other forms of electioneering while in the Central Absentee Precinct.*

## 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

---

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

## 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 the county is 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.

## Election Officer Oath

---

All election officers are required to complete the election officer oaths prior to training and on Election Day, which must be signed in person before a notary. The Office of Elections has several notaries on staff.

## 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

---

- **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**

## 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.

## Duty Hours

---

CAP opens and ballot processing begins **at 6 a.m.** and closes when the process is completed.

For general elections in November, CAP election officers working the **full day or morning shift** are expected to **arrive at the CAP no later than 5:30 a.m.**, unless otherwise approved by the Office of Elections. The morning shift ends at 3 p.m.

EOs scheduled to serve an **afternoon shift report at 2:30 p.m.** and stay until all work is completed.

EOs scheduled to serve on the **evening shift report at 5:30 p.m.** and stay until all work is completed.

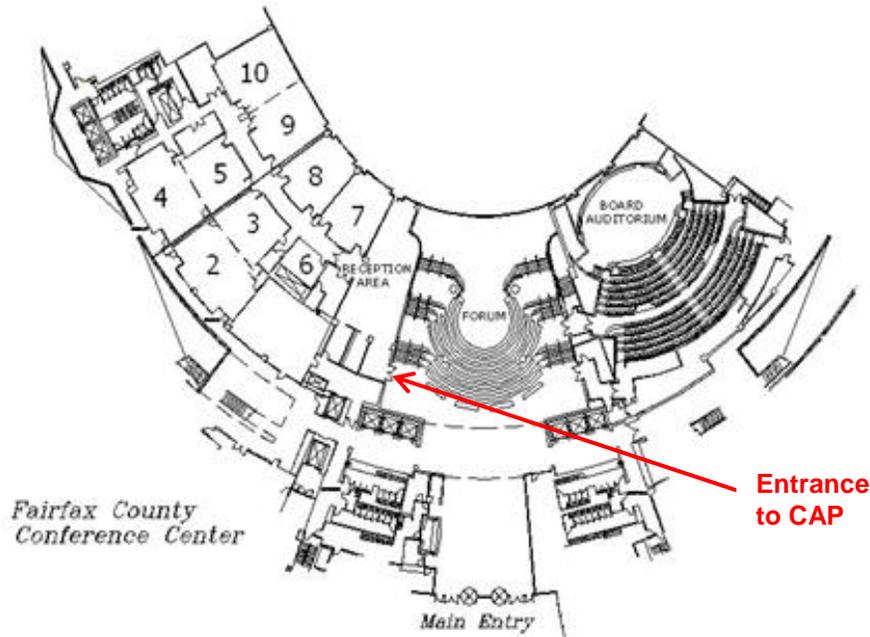
There is a tardiness penalty of at least \$25 for election officers who arrive fifteen minutes or more after their scheduled starting time.

Duty hours may be different for primary, town, and special elections.

## Location

---

CAP is located in the Conference Center at the Fairfax County Government Center. For general elections, ballots for the 8th Congressional District are processed in rooms 4-5; the 10th District in rooms 7 and 8; and the 11th District in rooms 9-10. Room 6 is the centralized scanning room. The reception area is the break area.



## 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 poll watchers, nor 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. **Not use the internet or social media.** Do not share information or your observations about voters, ballots, or the progress of the election.
9. **Accept direction** from the chief and assistant chief officers.
10. **Work as a team** with other election officers to:
  - a. Ensure that CAP opens on time.
  - b. Maintain the integrity and confidentiality of the voting process.
  - c. Ensure that the polling place is secure.
  - d. Correctly process absentee ballots.
  - e. Ensure that ballots are secure when being transported to the scanning room.
  - f. Comply with the policies and procedures detailed in this manual and any additional instructions provided by the Chief or Office of Elections.
11. **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. **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.
2. **Bring plenty of food and drinks** – enough to last you the entire day. You may bring an ice chest. A microwave will be provided. (**Food and beverages are not allowed at processing tables.**)
3. You may not leave the polling place and return, so **bring any medications** and other items you may need during the day. A secure storage area is **not** provided for valuables.
4. You may bring **reading materials**, including books, magazines and puzzles. Books of an overtly political nature are not permitted. Electronic readers and tablets are permitted but **must not be connected to the Internet.**
5. **Smoking is not allowed** inside the Government Center.
6. **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.
7. Return from your break at the agreed-upon time so processing will not be delayed.
8. **Read the names and addresses of voters on B envelopes loud enough** so they may be clearly heard by the authorized representatives (poll watchers) at your processing table.

## CAP Positions

---

1. Chief officer
2. Assistant chief officer (AC)
3. Election officer (EO)
4. Closer (General and other large elections)
5. Scan team officer (General elections)
6. Handcount team officer (General and other large elections)

## 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 CAP CD.
3. Supervising opening and closing of pollbooks, closing satellite voting machines, and administering the EO oath.
4. Supervising and assisting election officers, and ensuring procedures 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.

## 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 teams
5. Serving as a member of handcount teams.

## Closer Responsibilities

---

A closer is assigned to each congressional district (CD), and is responsible for assisting the CD chief with CAP closing operations in that CD, as requested by the chief. Their duties include, but are not limited to:

1. Obtaining the closing reports and data from the DS200 digital scan voting machines used for in-person absentee voting.

2. Assisting the chief with data inputs and/or completing the statement of results (SOR).

## Scan Team Responsibilities

---

The scan team has a team leader plus five members. They operate the DS850 high-speed digital scan voting machine, which supports all three CDs. Their duties include, but are not limited to:

1. Scanning ballots from pre-election processing, if conducted.
2. Transporting ballots from CD rooms to the scanning room.
3. Processing ballots from each CAP CD on Election Day.
4. Printing results reports for each CD.
5. Packing ballots after they are scanned.
6. Maintaining the security and integrity of the ballots and scanning process.

## Handcount Team Responsibilities

---

At least one handcount team is assigned to each congressional district (CD). Each team will typically have at least five members: ballot officer, verifying officer, handcount tally sheet recording officers (at least 2) and a write-in certification recording officer. Handcount team members may also perform other EO duties such as processing ballots or processing Federal Write-in Absentee Ballots (FWABs). Their duties include:

1. Counting and safeguarding ballots.
2. Reading aloud the contest and issue votes on every non-scannable ballot. (Ballot officer.)
3. Recording the votes for each contest or issue. (Recording officers.)
4. Recording names of qualified write-in candidates. (Write-in officer)
5. Ensuring tally marks and names are recorded correctly and assist in packing ballots once votes have been recorded. (Verification officer.)
6. Ensure all write-certification and tally sheets and are given to the chief. (Verification officer.)
7. Perform other duties as needed in support of the election process.

## 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.

## 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 a satellite absentee voting location**. A list of satellite locations and schedules are available on the Office of Elections website, [www.fairfaxcounty.gov/elections](http://www.fairfaxcounty.gov/elections).

Alternately, you may request an absentee ballot be mailed to you. Visit [www.fairfaxcounty.gov/elections](http://www.fairfaxcounty.gov/elections) for more information. Check the status of your absentee ballot application and ballot at [vote.virginia.gov](http://vote.virginia.gov).



## Security Awareness & Safety

---

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

## Safety

---

In case of an emergency situation, follow the chief's and/or security officer's instructions. They may ask you to secure ballots and equipment before vacating the room.

1. CAP **shelter-in-place** location is the corridor between the congressional district processing rooms.
2. Building **evacuation meeting place**: Parking lot to the **left of the main entrance** as you exit the front doors. Look for a diagram on the wall in the CD room.
3. If the building or CAP rooms cannot be re-entered, the Office of Elections will provide instructions.

## Equipment & Facility Security

---

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

1. Watch 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. Ensure the thumb drive remains plugged into the EPB at all times.
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 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 the polls close.
4. Ensuring that only authorized people are present in CAP.
5. Protecting voters' personal information included on envelopes and in the EPB.



## People & Activities at the Polling Place

---

- **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.)

**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 a CAP election officer, although you represent a political party or are independent, you must not comment on candidates or political issues, current or general, with your fellow officers, with poll watchers, or voters, and you must not engage in any other 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.

## 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 unaccompanied by county staff.

## Poll Watchers/Authorized Representatives

---

Virginia law permits properly designated individuals to serve as authorized representatives, who typically represent candidates or political parties. Poll watchers and 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 EO 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 of voters or voter information to observers, nor allow them to view the EPB screen.
- 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, envelope, voting machine or official document, nor boxes containing them. 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 provided to the Fairfax County Office of Elections.



## Election Day Timeline

---

- **Early morning**
- **6 - 6:30 a.m. – Processing Begins**
- **During the Day**
- **Preparing to Close CAP**
- **After 7 p.m.**

## Early Morning

---

- Arrive **no later than 5:30 a.m.**
- Locate **ID badge at entrance**. Note your Congressional District (CD) and team assignment/s.
- Locate break room and leave coats, coolers, etc., as desired.
- **Proceed to assigned CD room** and meet teammates.
- Be sworn in and sign election officer **oath** form.
- Complete **compensation sheet**.
- Listen for announcements and a **brief training session**.

## 6 - 6:30 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. **Refer to the Material Omissions** and other quick reference sheets on your processing table to ensure you are processing ballots correctly.
- As table boxes become full, place processed materials into the appropriate packing boxes.
- Prepare ballots for scanning.
- Photocopy rejected ballot envelopes.
- Perform a shift change among those who are working only a half day.
- Afternoon shift reports at 2:30 p.m. and handcount teams report at 5:30 p.m., are sworn in and complete oath and compensation forms.

## Preparing to Close CAP

---

- Place all processed materials into appropriate packing boxes – **Do not seal!**
- Learn from the chief what your assignment/s will be after 7 p.m.

## After 7 p.m. (or after all ballots have been processed and CAP closes)

---

- Thoroughly check the room for any remaining ballots that might have been overlooked.
- As the chief directs, 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, hand-count email, FWAB, and/or digital not scanned (DNS) ballots, and record write-in candidates from those ballots.
- Begin signing documents as required.
- Shut down, disassemble, and pack EPBs and peripherals when explicitly directed to do so by the chief. Place items on carts and/or laundry baskets in the CD room or hallway.
- Sign seals for packing boxes and envelopes as requested by the chief.
- Sign the Statement of Results.
- Clean up.





## **CAP Procedure Overview – Ballot Processing**

---

- **General CAP Set-up**
- **Processing Mailed-in Ballots**
- **Processing Handcounted Ballots**
- **Handcount Tally**

## General CAP Setup

---

CAP operations are divided into three parts based on the county's congressional districts (CD), with a chief and teams of election officers assigned to each.

The main part of the day is dedicated to checking in voters on an electronic pollbook (EPB), processing ballot envelopes, and preparing ballots for transport to the scanning room. After 7 p.m., votes on ballots that cannot be scanned are handcounted.

## 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 and determines whether all required documentation is included in mailer.
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.
- Checks for required documentation.
- Reads name and address of voter aloud to EO #2.
- Passes mailer with accepted ballots to EO #3.
- Places stickers on unused and rejected ballot mailers.
- Marks reason for rejection on rejection sticker; signs; passes envelope to EO #2 for signature.
- Bundles unused ballots by precinct, puts in table box.

### EO #2 – EPB Officer

- Finds voter in EPB.
- Checks in voter on EPB.
- Marks rejected ballot “election day flag” if appropriate.
- 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.
- Places mailing envelopes containing the B envelope in the table box
- Signs rejection stickers and places rejected ballots in table box.

5. Teams pass ballots individually down the line from EO #1 to #2 to #3.

6. Accepted, processed ballots are periodically collected from the ballot box and prepared for pick-up 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.

Ballots to be counted manually include:

- Email ballots.
- Overvoted and damaged ballots, and others not read by the optical scanner. These are referred to as **Digital Not Scanned, or DNS**, ballots.
- Federal Write-in Absentee Ballots (FWABs).

## Handcount Tally

---

Each team consists of election officers (with both major political parties represented) who manually record the votes on ballots. Ideally, there will be handcount teams for each ballot type: DNS, email ballots, and FWABs. **Each team consists of a ballot officer (reader), recording officer(s) and a verifying officer.** Recording officers are assigned to **either tally votes** on a handcount tally sheet **or record write-in candidates** on the write-in certification sheet.

## Handcount Tallies Team

---

### EO #1 – Ballot Officer

- Records number of ballots delivered for handcounting.
- Separates the ballots to be handcounted into DNS, email and FWAB categories.
- Reads the vote aloud for each race separately by ballot type: first for DNS, then for emails, then for FWABs.

### EOs #2-4 – Recording Officers

- Record one mark for each vote on the DNS handcount tallies sheet.
- Record one mark for each vote on the email handcount tallies sheet.
- Record one mark for each vote on the FWAB handcount tallies sheet.
- Record names and tally votes on write-in certifications

### EO #5 – Verifying Officer

- Assists with and verifies placement of tally marks on handcount tallies worksheets.
- Packs completed handcount ballots in storage boxes.
- Ensures all tally and write-certification sheets are returned to chief.





## Types of Ballot Envelopes

---

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

## Types of Ballots

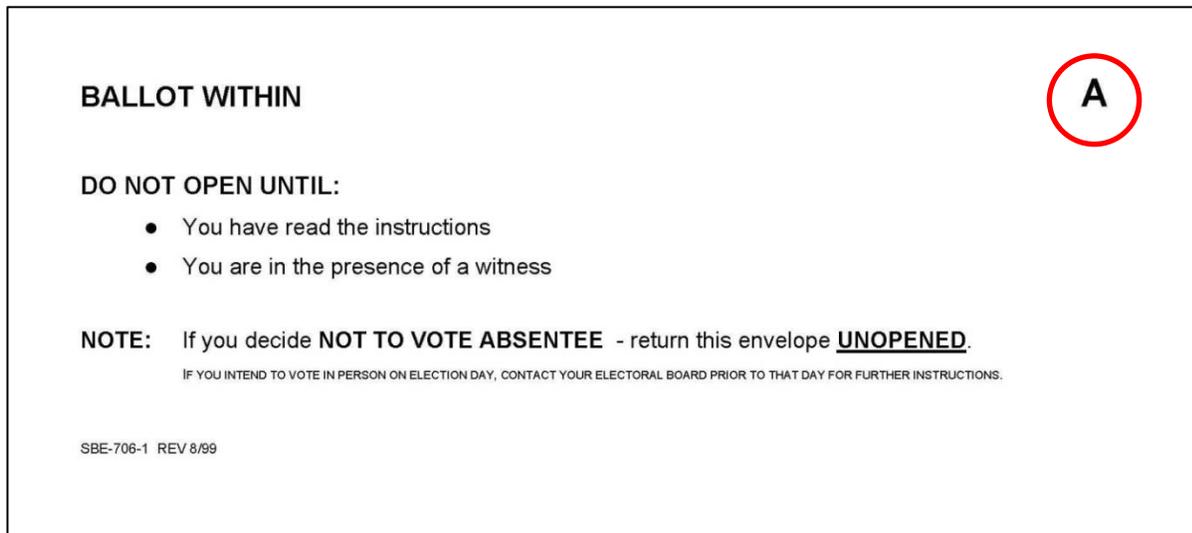
---

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

### A Envelope

---

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



**Figure 1** - A envelope



**COMMONWEALTH OF VIRGINIA  
OFFICIAL BALLOT**  
County of Fairfax  
**GENERAL AND SPECIAL ELECTIONS**  
Tuesday, November 4, 2014

**ESTADO DE VIRGINIA  
PAPELETA OFICIAL**  
Condado de Fairfax  
**ELECCIONES GENERALES Y ESPECIALES**  
Martes, 4 de noviembre 2014

**TO VOTE:  
PARA VOTAR:**



Completely fill in the oval to the left of your choice like this.

Rellene completamente el óvalo a la izquierda de su selección, así.

To vote for a person not on the ballot for an office, 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.

**READ BOTH SIDES  
LEA AMBOS LADOS**

Type 02 Res0001 Rev 01 Ballot Page #1

**Member  
United States Senate  
(Vote for only one)**

*Miembro  
Senado de Los Estados Unidos  
(Votar por solamente uno)*

Ed W. Gillespie - R

Mark R. Warner - D

Robert C. Sarvis - L

\_\_\_\_\_  
*Write-in / Por escrito*

**Member  
House of Representatives  
11th District  
(Vote for only one)**

*Miembro  
Cámara de Representantes  
Distrito 11  
(Votar por solamente uno)*

Suzanne K. Scholte - R

Gerald E. "Gerry" Connolly - D

Joe F. Galdo - G

Marc M. Harrold - L

\_\_\_\_\_  
*Write-in / Por escrito*

**PROPOSED CONSTITUTIONAL AMENDMENT  
PROPUESTA DE ENMIENDA CONSTITUCIONAL**

Question: Shall Section 6-A of Article X (Taxation and Finance) of the Constitution of Virginia be amended to allow the General Assembly to exempt from taxation the real property of the surviving spouse of any member of the armed forces of the United States who was killed in action, where the surviving spouse occupies the real property of his or her principal place of residence and has not remarried?

*Pregunta: ¿Debe enmendarse la Sección 6-A del Artículo X (Impuestos y Finanzas) de la Constitución de Virginia para permitir a la Asamblea General eximir del impuesto inmobiliario a ella cónyuge sobreviviente de cualquier miembro de las fuerzas armadas de los Estados Unidos que haya muerto en acción, siempre que ella cónyuge sobreviviente ocupe la vivienda y sea su residencia habitual y no haya vuelto a casarse?*

Yes / Si

No / No

**TRANSPORTATION BONDS  
BONOS DE TRANSPORTE**

Shall the Board of Supervisors contract a debt, borrow money and issue bonds of Fairfax County, Virginia, in addition to bonds previously authorized for transportation improvements and facilities, in the maximum aggregate principal amount of \$100,000,000 for the purpose of providing funds to finance the cost of constructing, reconstructing, improving and acquiring transportation facilities, including improvements to primary and secondary State highways, improvements related to transit, improvements for pedestrians and bicycles, and ancillary related improvements and facilities?

*¿Debe la Junta de Supervisores contraer una deuda, tomar un préstamo de dinero y emitir bonos del Condado de Fairfax, Virginia, adicionales a los bonos previamente autorizados para mejoras e instalaciones de transporte, por aumento de capital hasta un máximo agregado al monto principal de \$100,000,000 con el objetivo de proveer fondos para financiar el costo de construcción, reconstrucción, mejoras y adquisición de instalaciones de transporte, incluyendo mejoras en las carreteras estatales primarias y secundarias, mejoras relacionadas con el tránsito, mejoras para peatones y ciclistas, y las mejoras e instalaciones auxiliares relacionadas?*

Yes / Si

No / No

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

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

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

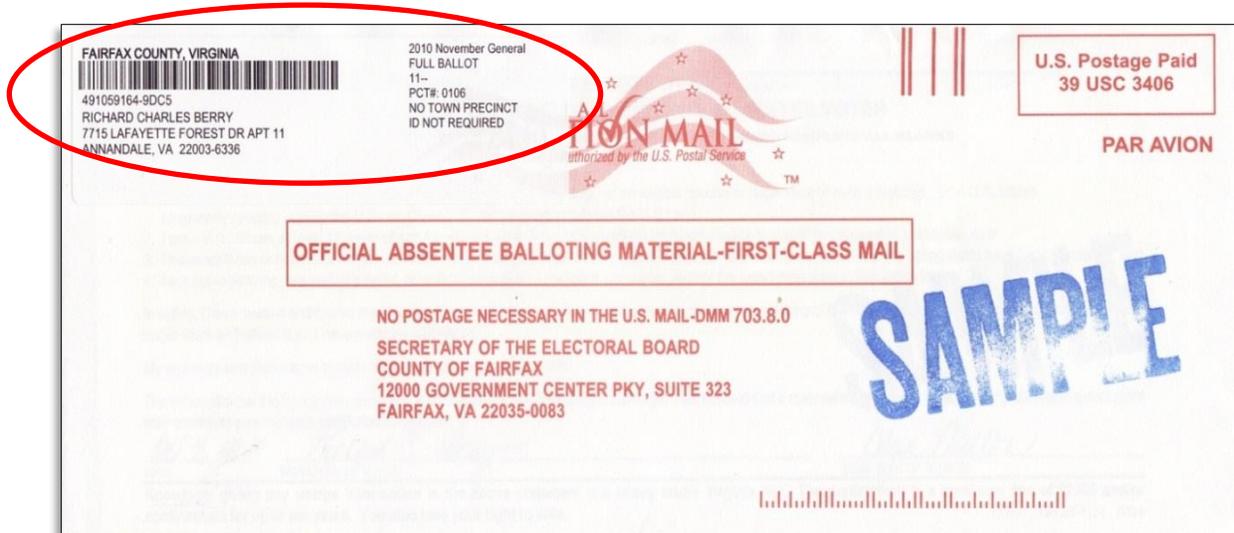


Figure 5 – Office of Elections mailer for UOCAVA

**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

**B**

Figure 6 – UOCAVA B envelope

## Federal Election Only (FEO) Ballot

The Office of Elections red UOCAVA mailer containing an **FEO** ballot has a **green stripe on the right side of return address label** (Figure 5 with a label that includes a green stripe), and contains a UOCAVA B envelope (Figure 6) and an FEO ballot. An FEO ballot looks just like a domestic ballot, but it only offers federal elections: President, Senate, House of Representatives. It does not include state elections and local or state issues.

## Email Ballot

An email ballot is one that has been **delivered by email to an overseas or military voter**. The **voter prints the B envelope template, then folds it to make the envelope** (Figure 8). The B envelope and ballot are returned in a **voter-furnished mailing envelope** (which will not have an Office of Elections pre-printed return address label.) The ballots must be submitted by snail-mail.

The diagram shows a rectangular template for a ballot envelope. It features 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 following text:

**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-1 7.2013

Red circles highlight the bottom and right fold lines, labeled "Fold Line 3" and "Fold Line 2" respectively.

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 mailing envelope. The ballot should be in a sealed voter-supplied envelope but may not be. Ballots must be submitted by snail-mail.

A FWAB is used as a **back-up ballot by an overseas voter** concerned that his/her printed ballot will not arrive by Election Day. 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://FWAB.gov">FWAB.gov</a> or your Voting Assistance Officer.	
		<b>Please print in black ink.</b>	
<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? 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://FWAB.gov">FWAB.gov</a> to see if your State allows registration via this form. <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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<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://FWAB.gov">FWAB.gov</a>.</small>	4	State Driver's License or I.D. <input type="text"/> OR Social Security Number <input type="text"/> - <input type="text"/> Birth date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Sex <input type="checkbox"/> M <input type="checkbox"/> F Race <input type="text"/> <small>M M D D Y Y Y Y See instructions</small>	
<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"/> - <input type="text"/> <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 3.</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://FWAB.gov">FWAB.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.			
		<b>Signature</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <small>You must sign and send in.</small> Today's date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>M M D D Y Y Y Y</small> Witness signature / date if required by your state: 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), GMS No. 0704-0502</small>			

Figure 9a: Voter affirmation for a FWAB ballot





# CAP Election Officer Tasks – Ballot Processing For General Elections

---

- **General Elections Overview**
  
- **EO #1: Check-in Officer Responsibilities**
  - Processing Accepted Ballots
  - Processing Rejected Ballots
  - Processing Unused Ballots
  
- **EO #2: Electronic Pollbook (EPB) Officer Responsibilities**
  - Checking in Absentee Voters
  
- **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. Ensures names on B envelope and mailer match.
- Checks for required documentation.
- Reads name and address of voter to EO #2.
- Passes mailer with accepted ballot to EO #3.
- Puts stickers on unused, rejected and provisional ballots.
- Checks reason for rejection; signs rejection sticker, passes envelope to EO #2 for signature.

## Processing Ballots

---

1. **Retrieve** first precinct ballot bundle from the mail tray next to your table. **Announce** the bundle's precinct name/number. Note: in the event of an exceptionally high volume of ballots delivered late on Election Day, ballots may not be delivered in precinct bundles. In that case, process ballots in the order received.
2. **Take an envelope (mailer) from the ballot bundle. Look at the envelope:**
  - 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. **Do not check in voter.**
  - 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. **Do not check in voter.**
  - c. **Unused:** If the envelope is marked "undeliverable" or the ballot has been returned "unused" (ballot still sealed in original A envelope), **affix an "unused" sticker**, if one is not already on the envelope, on lower left corner. Announce that it is an unused ballot. Place it without further inspection in the "unused" table box. 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 the **B envelope.**
  - **Do not open the B envelope!**

### 3. Review the B Envelope

- a. Is the B envelope **properly and fully completed by the voter?**
- Refer to the **“material omissions”** sheet on your processing table if there are any blank spaces, apparent issues with names or addresses, or questions. See **Appendix C.**

### 4. Documentation enclosed?

- a. **Assistance Form:** Look at the printed return address label. Does it bear a **blue stripe and the letters “NA”?** Is a **blue assistance form enclosed?**
- **Yes:** Completed form should be in the mailer. (The assistant should have written “voter unable to sign” on voter’s signature line, but often it is blank.)
  - **No:**
    1. **Slightly open the B envelope** to see if the form is there with the ballot. If so, remove and examine for completeness.
    2. **The ballot must be rejected if no assistance form is found, unless** the voter signed the B envelope.

**Note:** The **Request for Assistance form takes the place of a voter’s signature** on the B envelope. If the voter has signed the B envelope, the request for assistance form is not required. If the voter has not signed, then a properly completed assistance form must be enclosed.

- b. **ID Required:** [Federal elections only, including presidential primaries.] Is the return address label marked with a **red stripe and phrase “ID required”?** A copy of one of the following identification documents must be in the mailer with the voted absentee ballot:
- **A current and valid photo identification**, for example, a valid Virginia Driver’s License (Note: licenses expiring within the 12 months before Election Day will be considered valid for use as voter ID). (See *table sheet of valid IDs*) **OR**
  - A copy of a current **utility bill, bank statement, government check, paycheck or other government document that shows voter’s name and address.** Only documents that show the voter’s name and voter registration address will be considered an acceptable non-photo ID.

1. **ID included?** Process the ballot normally.

2. **No ID or questionable ID:**

- a. Affix a **bright green** “ID Provisional” sticker on the upper right corner of the mailer (if not already marked).
- b. Record voter’s **precinct number** on sticker.
- c. Place mailer in the “provisional” table box.
- d. **Do not check in provisional voters and do not open their B envelopes.**

5. **Accept or reject the ballot.**

- a. **Accept:** No material omissions. Completed request for Assistance or ID copies included if required.
- b. **Reject:**
  - B envelope does not fit within the material omissions rules. Refer to material omissions sheet with team if B envelope is not fully completed or does not match return address label.
  - Team members discuss and agree on reason for rejection.
  - Agreement between two members is sufficient to reject a ballot.
  - Place **rejection sticker on mailer**. Mark the reason. **Sign.** Return all materials and B envelope to mailer. (Voter will still be checked in.)
- c. **Requires further research:**
  - **Call the chief** when you feel you don’t have enough information or understanding to make an informed and competent decision.

6. **Check in voter**

- a. **Read the first three letters of the voter’s last name** to the EPB officer (#2). (A voter may also be located by entering only the voter ID number from mailer or return address label.)
- b. When 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.
- c. **Confirm** the decision to consider the ballot accepted or rejected.

Accepted ballots:

- EO #2 checks in voter.
- **You place the B envelope back in the mailer.**
- **Pass the mailer with contents** to the ballot officer, EO #3.

- Begin processing the **next ballot**.

### Rejected Ballots

- **Instruct EO #2 to mark the “rejected” flag** on the voter’s EPB record. EO#2 should confirm verbally.
- EO #2 checks in voter.
- **You place the B envelope back in the mailer.**
- Pass the mailer with contents to EO #2 to **sign the rejection sticker**, then to EO #3, who will sign then **place the mailer in the rejected box**. (B envelope is **not** opened.)
- Begin processing the next ballot.

## 7. **Provisional ballots**

- If the voter is marked on the EPB as having **already voted** or is **already checked in**, attach a **moss green provisional sticker** to the mailer in the lower right hand corner. Indicate the reason for the provisional. Add any additional information that might be helpful.
- Place mailer and **unopened B envelope** into the “**provisionals**” table box.
- **Do not** try to check in voter. Do not open the B envelope!

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

### EO #2 – EPB Officer

- Finds voter's name on EPB.
- Checks in voter on EPB. Marks rejected box if necessary.
- Signs rejection stickers and passes envelopes to EO #3.

### 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.
4. **The CD number must be entered in the “Congress” field for all searches.** See Figure 11.
5. **When the team takes a break, clear the results screen so no voter information is visible.**
  - a. **When you click the “clear” button** to clear the search page results, you **must re-enter** both absentee true and your CD number.
6. **Never close** the laptop lid, turn off the laptop, **or log off** unless instructed to do so.
7. **Only voters listed in the EPB as absentee voters are checked in on the EPB.**
  - a. **Notify the chief** if you have a qualified voter returning a valid ballot who is not marked as having been issued an absentee ballot. Generally this will only be the case for FWABS. (FWABS are covered in another chapter.) Qualified voters not in the EPB must be entered on the paper non-EPB pollbook instead, if appropriate.

### Processing Ballots

---

1. Type the **first two or three letters of the voter's last name** into the “last name” field when the check-in officer (#1) reads them from the B envelope. 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. **Click “search.”** (The information and spelling on the return address label is exactly as is loaded in the EPB unless the voter changed it after receiving the ballot.)
  - a. Generally, there is **no need to type the complete last name** to find a voter. In the example, the check-in officer is looking for a voter named “Elizabeth Ambrose”, so “am” was entered in the block for “Last Name”. See Figure 11. You may also search using voter ID number or by house number in the address field.

- 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. Double check** to be sure you have the correct voter and not another family member.

Precinct: FAIRFAX COUNTY  
 Voters: 708495 | Checked In: 1 | Election Status: Open

Search: Last Name: am, First Name: , Address Line 1: , Congress: 08, Other2: , Absentee: true

Voter ID	Last Name	First Name	Middle Name	Address	Congress	Absentee Status
92: #	AMACIO	KATHLEEN	DANIELLE	6024	08	MARKED
30: #	AMBROSE	CHRISTOPHER	JOSEPH	7815	08	ON_MACHINE
30: #	AMBROSE	ELIZABETH	MARIE	5601	08	MARKED
91: #	AMBROSE JR.	HOMER		5601	08	MARKED
74: #	AMERAU	COLIN	CURRY	3006	08	ISSUED
03: #	AMICO	ALEXANDER	FRANCIS	2116	08	ISSUED
30: #	AMOROSI	FRANCIS	GREGORY	7605	08	ISSUED
30: #	AMOROSI	JOAN	MCLAUGHLIN	7605	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 page appears. See Figure 12.

Precinct: FAIRFAX COUNTY  
 Voters: 708495 | Checked In: 1 | Election Status: Open

Voter Details

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

Last Name: AMBROSE | Address: 5601 Seminary Rd Apt 2204N | Ballot Style: 0620

First Name: ELIZABETH | City & Zip: Falls Church 22041-2985 | Congress: 08

Middle Name: MARIE | Checked In: False (No) | Absentee Status: MARKED

YOE: YYYY

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 page and check-in screen

**Absentee status definitions:**

- Issued:** A mail-in absentee ballot was requested from and issued to the voter.
- Marked:** A voted (“marked”) absentee ballot was returned.
- Unused:** An absentee ballot was returned unopened, either from the voter or the USPS.
- On Machine:** The voter voted on machine prior to the election at an in-person absentee location.
- Pre-Processed:** The voter was checked in (and ballot processed) during pre-processing.
- FWAB:** Federal Write-in Absentee Ballot was received and not superseded by receipt of a UOCAVA ballot.

4. **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.)
5. **Confirm with EO #1** that the information on the B envelope statement, pre-printed return address label, and EPB agree.
6. **Check in voter.** If the address and name match those on envelope B, click **"check voter in"** at bottom left corner of voter record page. See Figure 12.
7. **Click "confirm"** at the bottom right corner when the confirmation screen appears. See Figure 13.



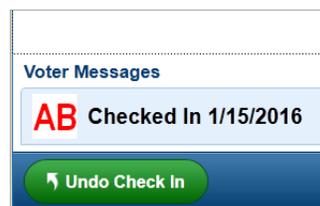
**Figure 13** – Confirm voter check-in

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

Voter ID	Last Name	First Name	Middle Name	Address	Congress	Absentee Status
AB 3 # 6	AMACIO	KATHLEEN	DANIELLE	6024	08	MARKED
AB 3 # 6	AMBROSE	CHRISTOPHER	JOSEPH	7815	08	ON_MACHINE
AB 3 # 5	AMBROSE	ELIZABETH	MARIE	5601	08	MARKED
AB 6 # 2	AMBROSE Jr.	HOMER		5601	08	MARKED
AB 7 # 2	AMERAU	COLIN	CURRY	3006	08	ISSUED
AB C # 3	AMICO	ALEXANDER	FRANCIS	2116	08	ISSUED
AB 3 # 4	AMOROSI	FRANCIS	GREGORY	7605	08	ISSUED
AB 3 # 4	AMOROSI	JOAN	MCLAUGHLIN	7605	08	ISSUED

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

10. If you see that you mistakenly checked in the wrong voter, notify your chief or assistant chief immediately. Under guidance, click the **"Undo Check-in"** button at the bottom of the screen.



Click **"confirm,"** then check in the correct voter.

11. If the voter's name is not found in the EPB using the name search, try these steps:
  - a. **Check the CD number** on the return address label or handwritten on a voter-supplied envelope to see if the ballot is in the correct CD room.

- b. Search using the voter **ID number** (on the return address label or written on the mailer by staff).
- c. Check for the voter's name on the paper **"emergency absentee ballot applicants" list** for that precinct (on the chief's table). These voters do not have a bar code on their return address label.
- d. If the voter is on the **"emergency absentee ballot applicants" list**, he must be **added to the paper Non-EPB list**. Contact the chief. Do not check the voter in on the EPB.

12. **Alert the chief if:**

- a. The voter's **name is not shown in the EPB** as an absentee voter or is not on the emergency ballot list.
- b. The **address** provided by the voter on the B envelope **is different** from the address on the printed return label and EPB.

13. If the pollbook indicates that the voter has **already cast a ballot** (Absentee Status: On Machine, or Pre-processed) **or has been checked in** (Checked In: True) you will **not be able to check in the voter**. (Clicking "check voter in" will bring up a screen blocking further progress)

- a. **Ensure you have the correct voter** (for example, check voter ID numbers, look for "Jr."), then **call the chief**. See Figure 15.

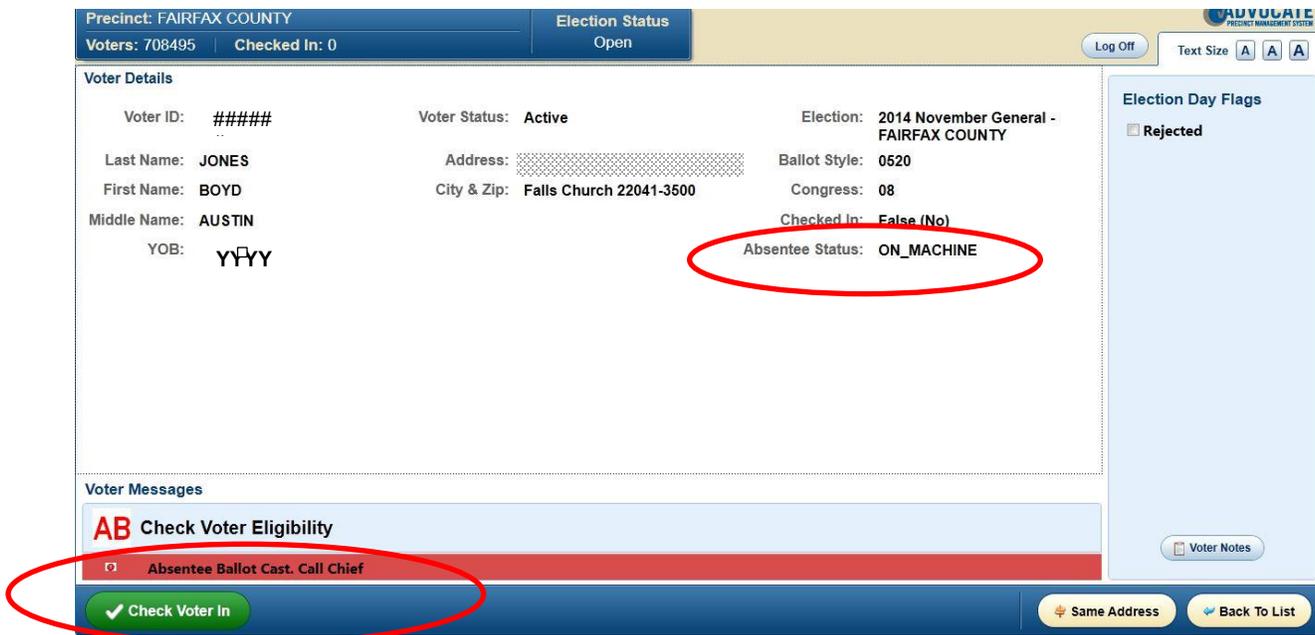


Figure 15 – EPB voter page with 'on-machine' for voter status.

- b. **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

- c. If you are confident you have located the correct voter, and the EPB shows that he has **already voted or been checked in**, EO#1 attaches a moss green provisional sticker to the envelope and completes the reason. EO#1 places the mailer and **unopened B envelope** in the “provisionals” table box.

14. **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 17 – Rejected flag checked.

15. **If you forget to check the box**, you may return to the voter's record page by clicking on the voter's name line again on the search results page. Check the box. Then click “back to list.”



Figure 18 – Screen shows Back to List icon

Use this button **whenever you need to return to search results** without checking in a voter.

16. After a voter has been checked in, the screen will return to the advanced search page, and show previous search results. 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.
17. **Pass the mailer** with contents to the ballot officer, **EO #3**. Begin processing next ballot. You do not have to clear the screen, but may simply begin typing the first letters of the next voter’s name.

## EO #3: Ballot Officer Responsibilities

### EO #3 – Ballot Officer

- Opens accepted B envelopes, removes ballots, puts ballots in ballot receptacle.
- Places mailers with B envelope in table box.
- Signs rejection stickers and puts rejected ballots in table box.

## Processing Ballots

---

1. When you receive an **accepted** B envelope from the EPB officer (#1), slit it open. **Open only “accepted” ballot B envelopes.**
  - a. **Domestic, UOCAVA, and federal election only (FEO):** Place ballot, **folded**, in the large box at your feet labeled “ballots.”
  - b. **Email ballots:** Place in the box labeled “**email ballots for collection**,” to be hand-counted later.
2. Put the **empty B envelope** back inside the mailer with any enclosed documents, and place it in the **table box labeled “mailers with B envelope.”**
3. Place the mailers containing **rejected** B envelopes into the “**rejected**” box. **Never open B envelopes of rejected ballots.**

When the box is full or chief directs, with another EO make two copies of each **rejected** B envelope and mailer. **See the following section “how to photocopy rejected ballot envelopes.”** One copy is kept on file, the other mailed with a letter to the voter explaining why his/her ballot was rejected. The chief may assign other election officers to take care of the photocopying for the whole CD.

4. When table boxes are full:
  - a. Transfer processed **mailers with B envelopes** to a storage **box #5**.
  - b. **After photocopying envelopes of rejected ballots**, bundle them together and pack in storage **box #5**.
  - c. 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 19). **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 20133  
 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: 10/19/2013  
 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

**ALTERNATE MAIL**  
 Authorized by the U.S. Postal Service

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

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

Election Officers' Signatures:  
[Signature]  
[Signature]

THE ELECTORAL BOARD  
 FAX  
 CENT CENTER PKY, SUITE 323  
 55-0083

PLACE STAMP HERE

**Figure 19** – 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 groups of rejected ballot envelopes to indicate they have been photocopied, and place in a storage **box #5.**





# Scanning the Ballots

---

- **Overview**
- **Scanning Operations with the Centralized Digital Scanner**
- **Preparing Ballots for Scanning**
  - Setting Up Teams
  - Ballot Unfolding
  - Ballot Security

## Overview

---

A high-speed digital scanning voting machine, the DS850, reads the circles next to candidates and issues on ballots and records these as votes. It also creates an image of the ballot.

If a ballot cannot be scanned, is overvoted or is blank, the DS850 will divert the ballot for collection and hand-counting. Ballots that cannot be read by the scanner are referred to as “**digital not scanned**” or **DNS ballots**.”

Ballots will be periodically collected from each CD room and transported to the scanning room.



Digital scanner DS850

## Preparing Ballots for Scanning

---

### Setting Up Teams

---

The CD chief/assistant chief will periodically collect ballots from the EO team ballot boxes.

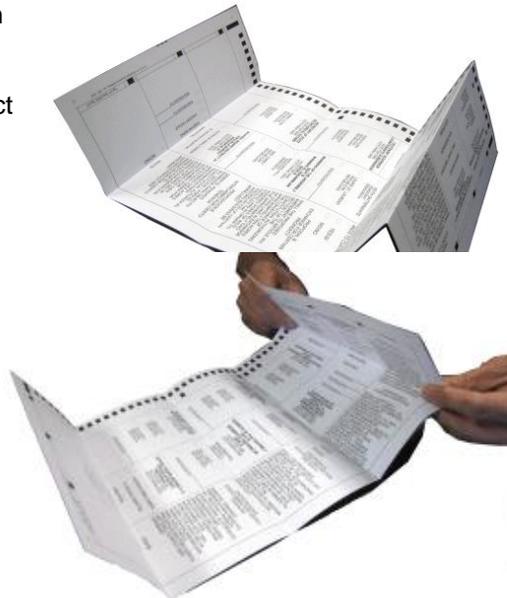
1. The CD chief will designate EOs as available and needed **to unfold ballots and place in ballot security cases.**
2. Two members of the scan team **transport ballots to the scan room** in locked ballot security cases.

### Ballot Unfolding

---

To prepare digitally scanned ballots before packing in the security case:

1. Remove the ballot carefully from the ballot collection box and unfold it.
2. As ballots are opened and unfolded, carefully inspect for the following issues: tears, slices, damaged or missing code channel marks, crimped top or bottom edge, smudges, smears or foreign material. **Set damaged ballots aside and clip them together.**
3. **Back fold the crease** on each fold in the ballot. **You only need to back-fold each crease once.** A few ballots can be back-folded at once. Do not over-bend the ballot or crease it aggressively, as this will cause it to bend in the opposite direction or create an additional fold line that can lead to problems.
4. **Gently roll** the ballots once along one long edge to further straighten them.
5. Stack the ballots in the **same orientation** (tops in the same direction and front side facing up) so the folds line up together and 'nest'.
6. Lay the ballots in a flat stack in the ballot security case. Ensure the ballots are **completely** unfolded.
7. Place the clipped-together **damaged ballots in last** so they will be the first ballots taken out of the container in the scanning room.
8. **Email ballots to be handcounted will also need to be unfolded.** However they are kept and packed separately from the ballots to be scanned and **are not removed from the CD room.**



## Ballot Security

---

1. When it is time for ballots to be scanned, all unfolded digitally scanned ballots are placed in the ballot security case.
2. The chief ensures the damaged ballots are clipped together and on top of the ballots in the security case.
3. The chief locks the ballot security case containing unfolded ballots.
4. The scan team members transporting the ballots exchange an empty ballot security case for the locked ballot security case (except on their last trip of the day).
5. The transport team ensures the security of the ballots from this point forward.



# Handcounting Votes

---

- **General Process**
- **Handcount Tally Teams**
- **Handcount Process**

## General Process

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

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).

Handcount and write-in votes will be tallied in a single process by the same handcount team.

Handcount votes are recorded on the handcount tally worksheets (Figure 19A) using tally marks.

Fairfax County Central Absentee Precinct November 8, 2016 General and Special Elections 8th Congressional District		
Handcount Tally Sheet -- DNS Ballots		
Ballot Count per Batch :	+   +   +   +   +	
<b>DNS ballots Total :</b>		
President		
Candidate	Make One Tally Mark for Each Vote Received	Total each row of tally marks
[Name]		
	Total Votes for This Candidate	
[Name]		
	Total Votes for This Candidate	
[Name]		
	Total Votes for This Candidate	
Write-in		
	Total Votes for Write-ins	

Fairfax County Central Absentee Precinct November 8, 2016 General and Special Elections 8th Congressional District		
Handcount Tally Sheet -- Email Ballots		
Ballot Count per Batch :	+   +   +   +   +	
<b>Email ballots Total :</b>		
President		
Candidate	Make One Tally Mark for Each Vote Received	Total each row of tally marks
[Name]		
	Total Votes for This Candidate	
[Name]		
	Total Votes for This Candidate	
[Name]		
	Total Votes for This Candidate	
Write-in		
	Total Votes for Write-ins	

**Figure 19A** – Sample CAP Handcount Tally sheets (a similar tally sheet is used for FWABs).

Write-in votes are recorded on the write-in certification (Figure 19B).

Statement of Results  
 Fairfax County Central Absentee Precinct  
 November 8, 2016 General and Special Elections

**WRITE-IN CERTIFICATION** CD \_\_\_\_ # \_\_\_\_ of \_\_\_\_

Write-in Grand Total Ballots

**Grey box is to enter 'INVALID' write-in tally marks**

Track the number of ballots for each type below. Add the batch counts to get a total for that type of ballots.  
 Add the three ballot type totals and enter the Grand Total above.

**Batch counting:**

	=	Total
Email ballots _____ + _____ + _____ + _____ + _____ + _____ + _____ + _____	=	
DNS ballots _____ + _____ + _____ + _____ + _____ + _____ + _____ + _____	=	
FwAB ballots _____ + _____ + _____ + _____ + _____ + _____ + _____ + _____	=	

**President (official write-in candidates only)(tally votes)**

INVALID VOTES	
Name President	
Name Vice President	
Name President	
Name Vice President	
Name President	
Name Vice President	

**Member, House of Representatives (write in names)**


Figure 19B – Sample CAP Write-In Certification

## Handcount Tally Teams

---

**After 7 p.m.**, the chief or assistant assigns 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 number of email ballots, then announces the total to EO #2.
- Reads the vote for each race aloud. Reads write-in candidates' names.
- Puts ballots with write-in votes in write-in tray.
- Passes read ballot to EO #3.
- Ditto for DNS ballots.
- Ditto for FWABs.
- Counts the number of ballots with write-ins at end of each batch.

#### EO #2 – Recording Officer(s)

- Records the total number of email ballots at the top of the Handcount Tally sheet.
- Records one mark for each vote on the Email Handcount Tally sheet.
- Ditto for DNS ballots, then FWABs, on their own tally sheets.
- Records names, tallies votes, and records total number of ballots with write-ins on write-in certification sheet

#### EO #3 – Verifying Officer(s)

- Assists with and verifies placement of tally marks on Handcount Tally sheets.
- Packs completed handcount ballots, face down, in #3H storage boxes.
- Ensures all tally and write-certification sheets are returned to chief.

## Handcount Process

---

- **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 tallied separately, and on their own tally sheets. Instructions for processing FWABs are in Appendix B.
- **DNS ballots** are rejected by the scanner so votes 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 dedicated team if there are sufficient EOs available. Otherwise, FWABs are tallied by the handcount teams after they have finished recording votes from all email ballots.

Even though all candidate names are written by hand on **FWABs**, **the ballots are treated as regular ballots** that must be hand-tallied in the same way as other handcounts.

Write-in candidates' names are transcribed from the email, DNS and FWAB ballots that are tallied by the handcount team. Write-in votes are recorded on the write-in certification sheet(s).

## EO #1: Ballot Officer Responsibilities – Handcounts

1. Ballots are distributed and **counted by type: email, DNS, FWAB**. You'll only be tallying votes on one type at a time.
2. **Count the number of ballots** as each batch is delivered. Announce the count to EO #2 who is responsible for the first page of the tally sheet.
3. Ballot by ballot, announce each race/issue and **read each candidate's name receiving a vote** loudly enough so that it may be clearly heard by team members and authorized representatives observing your team. Read the races in the order in which they are printed 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** announce votes for **federal races**. **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 announce 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. Skip that race read other votes 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 are 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).
8. **Write-ins:**
  - a. 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. For the presidential race, the only write-ins allowed are certified write-in candidates. Their names are printed on the sheet.
  - b. Read cartoon and fictional characters and other obviously spurious, invalid entries as **"invalid."** No need to read the name. Do the same for **presidential candidates who are not approved write-in candidates**.
  - c. Read the **names of valid write-in candidates** so the write-in EO can record them on the certification sheet.
  - d. After all the votes are tallied for that ballot, place it face down in the box or tray labeled **"Handcounts with Write-ins Completed."**
9. When all votes on a **ballot without write-ins** have been read and recorded, place the ballot in the box/tray labeled **"Handcount Completed"** and proceed to the next ballot.
10. After all ballots in the batch have been tallied, **count the number of ballots in the "Handcounts with Write-ins Completed" box**. Announce that number so the **write-in EO can record that batch number on the certification sheet**.

## EO #2: Recording Officer Responsibilities – Handcounts

1. As each batch of ballots is received, EO #2 with the first tally sheet **records the number of ballots** in the batch delivered on the line at the top of the sheet. (Figure 19A).
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. After 4 marks, mark the next vote as a diagonal mark across the four, to give a block of 5 votes.  Announce “OK” or “Yup” to confirm you’ve recorded the vote.
4. When the handcount sheet is full or handcounting is completed, **total tally marks for each candidate** to determine the number of votes for each candidate and ballot issue. (Figure 19A) Do the addition more than once to confirm the total is correct. Ask another EO to check your work.
5. **Write-ins:** As write-in votes are read, the **write-in EO:**
  - a. **Records** a tally mark for official presidential candidates. (Names will be listed on the write-in certification sheet.)
  - b. **Tallies an invalid vote** for non-official presidential write-ins.
  - c. For other **contests, writes the name** of the write-in candidate.
  - d. **Tallies an “invalid” vote** when EO #1 announces it for non-presidential races.
6. After all ballots in the batch have been tallied, the ballot officer counts and reads out the number of **ballots with write-ins**. **Write that number in the batch count line** for the appropriate type of ballot (email, DNS or FWAB) **at the top of the write in certification sheet.** (Figure 19B).
  - a. **Record each write-in ballot batch count** on the write-in certification consecutively as indicated in paragraph 2 above. If there are no ballots of a particular type, such as email or FWAB, put a zero in the total line for that type.
7. After all batches have been completed, **add the batch counts** at the top of the first tally sheet and on the write in sheet to get a **grand total of all ballots read of that type** (email, DNS or FWAB). Enter the grand total on the tally sheet or write-in certification as appropriate. **Have two people add the figures independently to ensure accuracy.** Use a calculator – you may use the one on your phone or borrow the chief’s calculator.
  - a. **This is the only time these figures will be added, so they must be correct!** If they are not, then at the end of the day the number of ballots cast won’t match the number of voters checked in on the EPB, delaying the closing of CAP.

## EO #3: Verifying Officer Responsibilities – Handcounts

1. **Verify** that votes are being **read** correctly.
2. **Verify that the tally marks or write-ins** are correctly recorded.
3. When all ballots in a batch have been read, remove the stack of ballots from the “**Handcount Completed**” **box/tray** and **place them face down in the #3H packing box** on your table.
4. When all ballots with **write-ins** have been read, and votes recorded and counted, remove the stack of ballots from the “**Handcounts with Write-ins Completed.**” box/tray and place them face down in the **#3H packing box** on your table.
5. Do not accept any new batches of uncounted ballots until **all of your team’s counted ballots (including ballots with write-ins) have been packed** in a #3H box.
6. **When there are no more ballots in the CD to be handcounted, collect the completed tally sheets** and give to the chief or assistant chief. Ensure all necessary data is entered.
7. Collect the completed **write-in certification sheets** and give to the chief or assistant chief. Ensure all necessary data is entered.







## Closing CAP

---

- 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 and assistant chief close CAP.

**The chief may assign you tasks prior to closing. Follow the chief's and written instructions and be patient during the data collection and reporting process, when there may be nothing for you to do.**

**Election officers must stay on duty at CAP until released by the chief.**

Tasks that must be completed:

1. **Look for ballots:** Carefully survey the workroom **to make sure no ballots have been left on or under tables.**
2. **Pack supplies:** Put **table supplies** into plastic bags or boxes provided. Collect table boxes, "candy" boxes and flip chart pads, and place on carts destined for the Elections office (Rm 323).
3. **Close and pack EPBs:** After all voters have been checked in and ballots counted, the chief may request your assistance in closing and packing the EPBs.
  - a. **After your EPB is completely shut down**, you may remove the flash drive (thumb drive). Give flash drives to the chief for Envelope #2.
  - b. **Remove the EPB laptop peripherals** (mouse, power cords, etc.) and pack in clear plastic bags or boxes available on carts. Place laptops in black padded sleeves. Load laptops and peripherals onto cart destined for the Elections office (Rm 323).
4. **Pack electrical cords:** Remove all **extension cords and power strips** from floor, and remove any tape from tables and floors. **Pack** in provided boxes on carts destined for the Elections office (Rm 323).
5. **Pack election materials:** **Pack all mailers, flash drives, and other materials** in appropriate envelopes/boxes, following the chart provided by the chief. Tape closed boxes of envelopes and ballots.
6. **Clean sweep:** Properly dispose of any **trash** (paper signs taped to tables and/or walls are trash).
7. **Sign the Statement of Results (SOR).** Every EO must sign.
8. **Sign and seal:** At the chief's direction, **seal boxes and envelopes** and **sign the seals.**
9. **Boxes and Envelopes:** Load all **sealed boxes** and **sealed envelopes** in/on carts to be taken to the Government Center loading dock (via the freight elevator).

To Loading Dock	To Office of Elections
a. #3H boxes of ballots	a. Rejected ballot photocopies
b. #5 boxes of mailers	b. Laptops & peripherals
c. Chief's envelopes/boxes of official paperwork (1A, 1B, 2, 2A, 4 and 7)	c. Stationery supplies, stickers, other table materials.
	d. Plastic table boxes
	e. "Candy" boxes
	f. Extension cords, rubber floor strips

10. **Break Room:**

- a. Unplug **microwave** and place on cart.
- b. Collect leftover supplies and place on cart.
- c. Properly dispose of any **trash**.

11. **Your stuff:** Make sure to collect all your **personal belongings**. Drive carefully!







# Glossary

---

## 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 150 ballots at a time in a few 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. However a voter does not have to apply for an absentee ballot to use a FWAB.

**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. For our purposes, a HAVA voter is one who has registered by mail and must show specific identification required by the federal government when voting for the first time in a federal election.

**In-person absentee voting**

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

**“Issued” status**

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” status**

A voter’s status notation in the electronic pollbook and in VERIS indicating that a voted (“marked”) 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” status**

The status notation in the electronic pollbook and/or in VERIS indicating that the voter has voted absentee in person.

**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.

**Preprocessing**

Processing mailed-in absentee ballots in advance of Election Day. Ballots are not scanned or tabulated until Election Day.

**“Pre-Processed” status**

The status notation in the electronic pollbook and/or in VERIS indicating that the voter’s ballot was checked in during preprocessing.

**Protected 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

---

### 1VAC20-70-20

September 4, 2015

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.

## 2016 Material Omissions Chart

If the voter:	Reject	Accept
Has requested assistance in marking the ballot, but form <b>not</b> included and voter <b>did not sign</b> B envelope	X	
Has requested assistance in marking the ballot, but form not included and voter <b>did sign</b> B envelope		X
Omitted <b>first name or first initial</b> (NA for UOCAVA).	X	
Omitted <b>middle name or initial</b> <u>but</u> full first and last name listed. (NA for UOCAVA.)		X
Omitted <b>last name</b> . (NA for UOCAVA).	X	
Names are not in last, first, middle order.		X
<b>Full name</b> in an order other than “Last, First, Middle.” (NA for UOCAVA).		X
Has listed the <b>initial</b> of first name instead of full first name, <b>but full middle name</b> is provided. (NA for UOCAVA).		X
The voter omitted <b>generational suffix</b> when one or more individuals with the same name are registered at the same address, <b>and</b> it is <b>impossible</b> to determine the identity of the voter. (NA for UOCAVA).	X	
Has listed a <b>derivative of legal name</b> as his/her first or middle name (e.g. “Bob” instead of “Robert”) (NA for UOCAVA).		X
The <b>name</b> listed on the AB List and the name on the B envelope are <u>not identical</u> . If EOs are <b>satisfied that the two names are the same person</b> . (e.g. AB List as William Daniel Jones, but the voter might have written “William D. Jones.”) (NA for UOCAVA).		X
Omitted <b>house number and street</b> name or rural address. (NA for UOCAVA).	X	
Omitted residential <b>street identifier</b> (i.e. “Street,” etc.) (NA for UOCAVA).		X
Omitted his/her <b>city and zip</b> code. (NA for UOCAVA).	X	
Omitted his/her <b>zip code</b> , but the city is listed (NA for UOCAVA).		X
Omitted <b>city</b> , but the <b>zip code</b> is listed (NA UOCAVA).		X
Omitted <b>signature</b> .	X	
Has listed an <b>incorrect date</b> .		X
<b>Omitted the date</b> .		X
The <b>signature</b> of the voter is illegible.		X
Omitted a <b>witness signature</b> .	X	
The <b>signature</b> of the witness is illegible.		X
Has returned <b>Envelope B “improperly sealed,”</b> as long as the outer envelope with Envelope B and the ballot arrived sealed		X





## Appendix B: Processing FWABs

---

### Processing FWABs

---

The chief or an assistant periodically collects 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 on the EPB.

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

---

The chief may ask a team to do a quick check of FWAB voters prior to 7 p.m. to void FWABs of voters whose state ballots have been received. (Remember, a voter submitting a FWAB may have also submitted a UOCAVA ballot, and the UOCAVA ballot takes precedence over the FWAB.)

**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" or "pre-processed" 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.**

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

(After 7 p.m.)

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 it as a voter registration application but missed the registration deadline. In this case, the ballot must be **voided because the voter is not registered**. The voter will not be in the EPB.
  - b. To be accepted for voting, **an affirmation requires (generally) 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.

**Always refer to Appendix C and the material omissions before rejecting a FWAB.**

- 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 marked as an absentee voter**. Add the voter to the "**Non-EPB Entries**" **sheet**, then process normally. (The voter is **not** checked in on the EPB.)
    3. The voter is in the pollbook **as an absentee voter**. Process normally.

4. **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:
  - a. Legal registered Virginia residence;
  - b. A domestic address different from his legal registered Virginia address provided in Section 7;
  - c. An overseas address in Section 8.
5. **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 checked the fourth box indicating their “**return is uncertain**” or the fifth box indicating they have “**never resided in the United States,**” they 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 or mailer by staff, **call the chief**.
- If you receive a FWAB which is FEO-eligible, “Federal Election Only” should 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 the handcount team 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. If you receive one that has been transmitted this way, it must be voided.

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. **Is the voter already checked in?**

**If Yes:**

- a. Affix a “**Void**” sticker to mailer and mark the reason.
- b. Place in the **box labeled “Void.” Do not remove ballot!**

**If No:**

- a. Continue below

2. **Accept or reject:** determine and announce whether the ballot is accepted or rejected, based on the form’s completeness. **Refer to the FWAB material omissions sheets.**

a. **If accepted**, pass the mailer with contents to EO #3.

- If **FEO** (federal election only) alert EO#3 to **place a yellow “flag” on the upper edge** of the ballot as a signal to the handcount team.

b. **If rejected:**

- **Affix a “rejected” sticker** to the lower left corner of the mailer and mark the reason for rejection. Sign the sticker. Note: for a large envelope, place the sticker near the address, return address, or other place so it will show when a copy is made.
- 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.)**

1. **Set up EPB: Remove “true”** from the absentee field in the advanced search screen.
2. **Locate the voter** in EPB. If found:

**Has 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.)

- a. **Yes, is checked in/voted: do not (try to) check in!** EO #1 will **void** the ballot.
  - b. **No, is not checked in/voted:**
    - The voter **is shown as an absentee voter:**
      - i. **Check in as usual.** The **FWAB may be accepted or rejected** at this point based on the FWAB material omissions and should be processed as any other accepted or rejected ballot. Pass the FWAB to EO #3. If rejected, sign the “rejected” sticker.
    - Voter **not shown as an absentee voter:**
      - i. **Add** the voter’s name and info to the Election Day Absentee Paper Ballot - **Non-EPB Entries sheet.** (The Non-EPB entries sheet is used to give voters credit in the state-wide voter database after the election for having voted.)
      - ii. **Do not (try to) check in voter on the EPB.**
3. Pass the ballot to EO #3 to process normally.
  4. **Voter not found in the pollbook:**
    - a. Search for voter **without your CD number** in the CD field. If wrong CD, deliver to correct CD.
    - b. If you don’t find voter in the full county pollbook, the voter likely is not registered. Call the chief.

## EO #3: Ballot Officer Responsibilities – FWABs

(After 7 p.m.)

### Accepted ballots:

1. **Remove** the ballot or ballot envelope from the mailer.
2. Open the ballot security envelope, if used. **Place the unfolded ballot in the box labeled “FWABs for handcount.”**
3. **Place the mailer** containing the declaration/affirmation sheet and ballot envelope, if used, in the table box labeled **“mailers with B envelope.”**
4. **Important:** Attach a yellow flag to the upper edge of an FEO (federal election only) ballot to alert hand-counters that only federal election votes may be tallied. Look for a note on the mailer saying it is an FEO ballot.
5. **Accepted FWAB mailers:** Pack in a #5 storage box.

### Rejected ballots:

6. Sign the “rejected” sticker. **Do not remove ballot from the envelope!** Place in the **“rejected ballots” table box.**
7. **Photocopy rejected envelopes:**
  - a. After ballots have been processed, **make two photocopies of the affirmation and mailers of rejected FWABs.** (See section “How to Photocopy Rejected Ballot Envelopes” in the *CAP Election Officer Tasks* chapter.)
    - FWAB mailers will usually need to be copied on a separate page, so staple the copy of application to copy of mailer.
    - If mailer is too large to copy, copy the part containing both the addresses, if possible. If not, just the return address and an application copies will suffice.
  - b. **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.)
  - c. Return the affirmation to the mailer.
  - d. Place **rejected FWABs** in the #5 storage box.





## Appendix C: Material Omissions from FWABs

---

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

1VAC20-45-40

September 2014 (Current for 2016)

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.

---

## 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

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

If you answer No, you can do this on the State's pages in the Voting Assistance Guide. **See instructions.** New States, by marking the box below. Check your State's rules for 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.

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.

2  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. **FEO**

May or may not have o'seas address

A box should be checked. If not, can you conclude from other info?

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

Classification

Legal name

Last name  Suffix

3 First name  Middle name

Previous name (if applicable)

Initial or maiden name OK

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

County

Can you ascertain the city and county if not filled in? "Road" "Ave." not needed.

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 address required here.  
• May be overseas or not for military.  
• Must be overseas for civilian.

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 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  **X**

Today's date

Witness signature / date

Signature  Date

Witness

