CANVASS CHECKLIST (early voting satellites)

Precinct: Fairfax County GC — **Fairfax County – General Election – Nov 4, 2025**

Canvass Team (full names):		

INSTRUCTIONS: Follow steps below. If all items are OK, check first box. If any issues, check second box and explain below. Raise **RED** sign for any questions. Raise **GREEN** sign when front and back complete.

Review election results	**Status**
1. **Scanner Tapes:** a. Verify all tapes returned from <u>each</u> scanner. If needed, detach and re-arrange tapes. b. If any tapes are missing, open Envelope #2A. Detach and re-arrange tapes properly among SOR A, SOR B, and Printed Return Sheet. Close and seal Envelope #2A. SOR – A (court's copy): ▪ Closing: **Ballot Status Accounting Report** ▪ Closing: **Voting Results Report** ▪ Opening: **Configuration Report** ▪ Opening: **Ballot Status Accounting Report** ▪ Opening: **Zero Totals Report** SOR – B (registrar's copy): ▪ Closing: **Voting Results Report** ▪ Closing: **Write-In Report** ▪ Opening: **Zero Totals Report**	☐ OK ☐ See notes
2. **ERM Reports**: a. Verify candidate votes on ERM report match ballot scanner voting results report(s).	☐ OK ☐ See notes
3. **SORs**: a. Verify there are no blank fields. **Make all corrections in RED.** b. If there are any hand-counted ballots (Part 3), check for explanation. c. Verify Part 1 equals Part 3. If not, review numbers and make corrections or notes in red. If there is still a discrepancy, confirm an explanation was attempted in Part 4. d. Verify Part 6 is tabulated correctly. e. Verify Part 5 equals Part 6. If not, review numbers and make corrections or notes in red. If there is still a discrepancy, confirm an explanation was attempted in Part 7. f. Verify all entries on SOR A and SOR B are identical.	☐ OK ☐ See notes

Explanation of any issues

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INSTRUCTIONS: Check one box among first four (complete, incomplete, blank, missing) for each item. If any documents are missing signatures, also check last box (missing signatures). Return all materials inside Envelope #2.

Review presence of forms and signatures

1.	**Statement of Results A** – 2 officers sign	☐ Complete	☐ Incomplete	☐ Blank	☐ Missing	☐ Missing signatures
2.	**Statement of Results B** – 2 officers sign	☐ Complete	☐ Incomplete	☐ Blank	☐ Missing	☐ Missing signatures
3.	**SOR A tapes** – 2 officers sign Zero Report & Voting Results Report	☐ Complete	☐ Incomplete		☐ Missing	☐ Missing signatures
4.	**SOR B tapes** – 2 officers sign Zero Report & Voting Results Report	☐ Complete	☐ Incomplete		☐ Missing	☐ Missing signatures
5.	**Machine Certification Form** – 2 officers sign	☐ Complete	☐ Incomplete	☐ Blank	☐ Missing	☐ Missing signatures
6.	**Election Officer Oath** – all officers sign, Chief signs one or more times	☐ Complete	☐ Incomplete	☐ Blank	☐ Missing	☐ Missing signatures
7.	**Daily BOD Oaths** – all officers sign (Chief signs 3 times)	☐ Complete	☐ Incomplete	☐ Blank	☐ Missing	☐ Missing signatures
8.	**Daily Reconciliation Worksheet** – 2 signatures, one form per day	☐ Complete	☐ Incomplete	☐ Blank	☐ Missing	☐ Missing signatures
9.	**Daily Scanner Log** – 2 officers initial throughout	☐ Complete	☐ Incomplete	☐ Blank	☐ Missing	☐ Missing EO initials

Explanation of any issues