



**Montgomery County
Officer of Election Training
Summer 2026**

Introductions



Electoral Board:

Robert V. Barbatti

Richard D. Langford

Carroll D. Williams

Registrar:

Connie Viar

Chief Deputy Registrar:

Trina French

Mission and Role of Precinct Officer

- To help every registered voter cast a ballot
- To ensure that each ballot is secure
- To provide a positive voting experience
- To ensure that the rights of everyone seeking to vote are protected
- To provide excellent customer service
- To be familiar with voter's rights
- To assist voters with disabilities

This could not be done without you!



Officer Positions within the Precinct



Chief Officer
Assistant Chief Officer
Poll Book Officer
Ballot Officer
Marking Booth Officer
Voting Machine Officer

- **All positions have detailed instructions in the Election Day Guide.**
- The Chief will rotate Officers through the different positions.
- Rotating officers is necessary for cross training

Chief Officer Responsibilities



- Ensure a safe, efficient, and lawful election at the precinct assigned.
- Assist Voters to resolve check-in issues. Oversee Same Day Registration for voters participating in the process.
- Supervise other Officers to ensure proper procedures are being followed.
- Take action to correct problems.
- Evaluate Officers & make recommendations to help the Board improve overall performance.
- Check electronic poll book and voting machine counts hourly, and report counts to the Registrar at 8:00 AM, 10:00 AM, 2:00 PM, 4:00 PM.

Assistant Chief Responsibilities

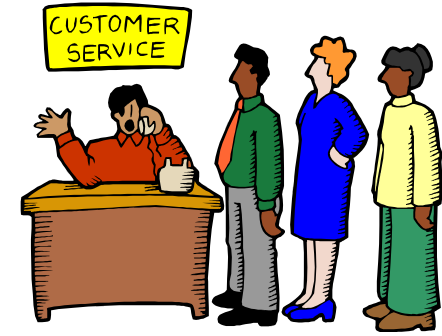


- To assist the Chief Officer to ensure a safe, efficient, and lawful election.
- Take responsibility for an area or task at the direction of the Chief Officer.
 - Pollbooks – set up and shut down
 - Voting Machines – set up and shut down
 - Ballot Table – set up and closing, including Ballot Record Report reconciliation
 - Statement of Results preparation

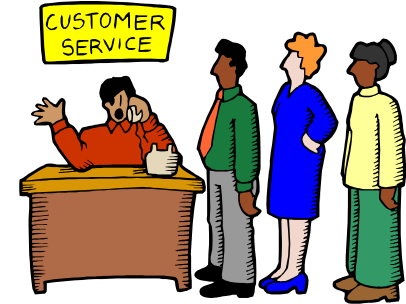
Customer Service

Officers of Election will provide prompt, courteous service to all voters.

- Greet the voter.
- Provide full attention to the voter.
- Keep the line moving.
- No eating/drinking in sight of the voter. Chief will assign breaks.
- No cell phones or personal electronics **at work stations.**

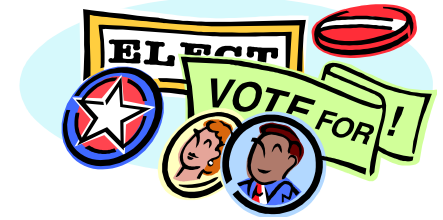


Customer Service



- Be professional. You are representing the county and carrying out an important job.
- Your work on Election Day is non-partisan. Do not talk politics with voters or other Officers.
- Respect the voter's privacy.
- Treat fellow Officers with courtesy and respect.
- Involve the Chief/Asst. Chief early with voter concerns and issues.

Polling Place “Etiquette”



- Political apparel – Voters may wear clothing or buttons which display the name of a candidate or party while in the polling place to vote.
- Cell phones – Voters may use their cell phones beyond the check-in table, as long as they do not disturb, hinder, or intimidate other voters.

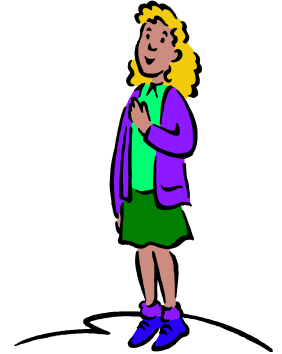
See Code of Virginia § 24.2-604, § 24.2-607.

Polling Place “Etiquette”



- Voters may take “Ballot Selfies.”
- It will be up to the Officers of Election in each polling place to limit the use of cameras by voters if it is:
 - slowing or disrupting the voting process
 - violating the privacy of other voters.
- Taking video of the polling place interior could be seen by some voters as intimidation. Intimidation is prohibited by law.
- Members of the press should ask the Chief Officer for permission to photograph or film inside the polling place and may not photograph or film voters without their permission.

Election Day Set Up

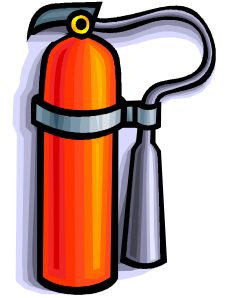


The Chief Officer will:

- Welcome Authorized Representatives.
- Administer the Oath.
- Review Emergency Safety Procedures.
- Assign Officers to arrange furniture and post signs and notices.
- Assign Officers to set up electronic poll books. Confirm serial and seal numbers (Pouch 7 Form). Print pollbook **Summary Reports** for opening.
- Assign Officers to set up voting machines. Confirm serial and seal numbers and protective and public counter numbers (Pouch 7 Form). Print/sign **zero tapes**.
- Assign Officers to count packs of ballots. Confirm that the number of paper ballots matches **Receipt for Ballots** delivered inside Box 6.

Detailed instructions on Election Day Set-Up: Pages 3 – 6 of “Election Day Guide for Officers of Election”

Before the Polls Open



The Chief Officer will review emergency procedures with all officers:

- Location of fire extinguishers and fire alarms.
- Location of emergency exits.
- Identify potential hazards (icy steps/sidewalks, slick/wet floors, electrical cords on floors).
- Location of emergency phone to call 911.
- Designate officer to call 911.
- Designate a safe location to meet and wait outside building.

Cage - Top Shelf Contents



Top shelf – Front Row

1 Poll Pad Case must be placed **in front of** the other two cases.



Box/Envelope 6
Unvoted Ballots

Top Shelf – Back Row

(2) Two Poll Pads

Plastic Bin needs to be placed **lengthwise** in the cage.



Marking Booths (5)

Clear Plastic Box

- Machine Instructions w/Headphones
- Power Cords
- Surge Protectors
- Clipboards
- Privacy Folders
- Ballot Receipt Box

Supplies Box is **heavy**. Take care when removing it from and returning it to the cage.

Cage - Bottom Shelf Contents



**Yellow, Mailed
Absentee Ballot
Drop Box**

**Ballot Collection
Form inside the bag.**

**Security seal(s) are
delivered in the
Chief's Binder.**

- **Tri-Fold Poster Board**
- **Election Day Hours Sign**
- **Box 3A*
(Unassembled)**

FVT – ADA Machine

Marking Booths (5)

FVS – Ballot Scanner

- **Locked to top of
Ballot Box.**

Power Cord

- **Power cord is
wound up and held
to handle with
Velcro.**



*** Precincts sent fewer than 500 ballots for the election will NOT receive an Unassembled Box 3A. Voted Ballots will go in Envelope 3A.**

Unisyn Voting Machines

To remove scanner (FVS) from the equipment cage:

- Unlock wheels first!
- Slowly pull unit out and lower first set up wheels until they touch the floor.
- Continue to pull unit out until second set of wheels can be lowered to the floor.

When loading the scanner back in the cage, don't forget to LOCK THE WHEELS when you're done!



Election Day Set Up

Collection Bag for Completed Absentee Ballots

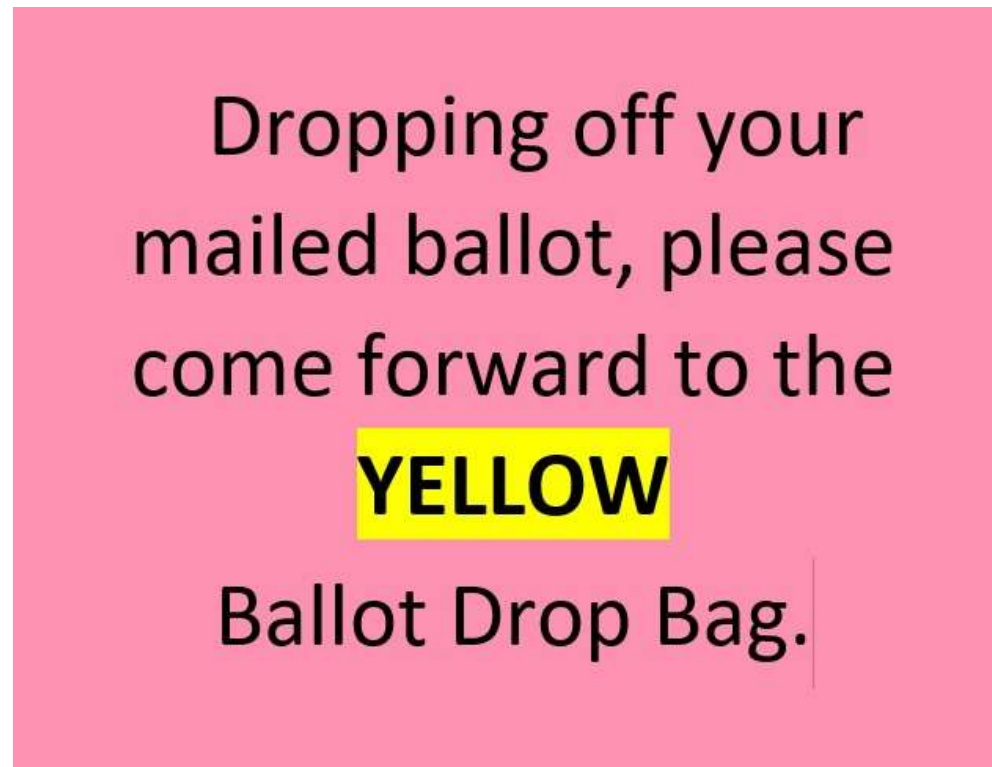
On Election Day, each polling place serves as a drop-off location for completed absentee ballots.

- An official Ballot Bag is delivered in the equipment cage.
- Security seal is applied in the morning.
- Chief decides where Drop Bag is placed during voting hours, but it should be in view of the Officers.
- Location may be in the lobby/entrance area as long as an Officer is assigned to monitor it.



Completed Absentee Ballot Drop Off

Post This Updated Sign on Entry Door



Sign is stored in the front pocket of the accordion file.

Completed Absentee Ballot Drop Off

Voters with a completed absentee ballot should not wait in the check-in line!

- Direct all voters with completed absentee ballots to the Ballot Bag.
- A voter may allow a trusted family member or friend to drop off their ballot for them. Officers might see a voter insert multiple ballots in the Ballot Bag's slot.
- An Officer may be assigned to take the Ballot Bag to a voter parked at the curb.

Setup/Shutdown Equipment Procedures

Two minds are better than one!

- Two Officers are assigned to set up the electronic pollbooks and two Officers are assigned to set up the voting machines.
 - One Officer should read instructions as the other carries out each step.
- Follow instructions as written!

Election Day Set Up

Pollbook Officers



- Open and Close instructions for the Poll Pads will be in the Ziploc bag (with the voting machine instructions) in the clear Supplies Box on the top shelf of the cage.
- Check that equipment seals are intact and that serial and seal numbers match those recorded on the Pouch 7 Form.
- Print one Pollbook Opening Summary Report from each of the three Poll Pads per the Poll Pad setup instructions. Give these Opening Reports and printer test tapes to the Chief. Complete morning entry on Voter Count Call-in Sheet/Pollbook Summary form.

Pollbook Officer



Overview of check-in process:

- Greet the voter. Ask voter for identification.
- Take the ID.
- Use the ID to find voter's name and registration information in the pollbook.
- Ask voter to state their FULL NAME and ADDRESS. (Voter may write information down instead or otherwise indicate that info on the ID is correct and up-to-date.)
- Verify voter information in the pollbook by comparing to voter's stated information.

Pollbook Officer



Overview of check-in process (continued):

- Repeat voter's **FULL NAME** from the pollbook loudly enough for authorized representatives to hear.
 - Do not repeat the voter's address.
- Follow steps to finish checking in the voter. "Ballot Receipt" will print automatically
- Give voter their Ballot Receipt along with their ID.
- Direct voter to the Ballot Table where they will exchange their Receipt for a ballot.

Approved Identification

Revised July 2025

ELECTRONIC FORMS OF ID (highlighted in yellow)

Virginia Driver's License is now acceptable in electronic form.

- Voter must be using the official Virginia mID App.
- Screen must display all of these items together on one screen (Option 3 in the App):

Voter's

- Name
 - Year of birth
 - Address
 - Photo
- The photo alone is not sufficient. The voter's details alone are not sufficient.
 - The Poll Pad CANNOT scan the QR code on the electronic ID.



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Voter Identification

All voters casting a ballot in-person will be asked to show one form of identification. Any voter who does not present acceptable identification may instead sign a statement, subject to felony penalties, that they are the named registered voter who they claim to be. Any voter who does **not** present acceptable identification or sign this statement **must** vote a provisional ballot.

Identification	Is Accepted?
Virginia driver's license	Yes, may be current or expired.
Virginia DMV-issued ID card	Yes, may be current or expired. Acceptable in electronic form only if it is through official DMV "Virginia mID" app.
Valid employee ID card, containing a photograph, issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID	Yes
Valid student ID issued by a public or private high school or institution of higher education located in Virginia	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid U.S. passport or passport card	Yes
Government-issued ID card from a federal, Virginia, or local political subdivision	Yes
Voter ID card issued by the Department of Elections	Yes
Voter confirmation documents	Yes
Valid tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by Virginia.**
Nursing home resident ID	Yes, if issued by a government facility.
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes. The document cannot be more than 12 months old. Acceptable in physical or electronic form.
Any other current government document containing the name and address of the voter	Yes. Acceptable in physical or electronic form.
Signed ID Confirmation Statement	Yes
Out-of-state driver's license	No
Student ID from a high school located outside of Virginia	No
Membership card from private organization displaying a photograph	No
Credit card displaying a photograph	No
Virginia Driver Privilege Card and Identification Privilege Card	No

**Valid" means the document is genuine and is not expired for more than twelve months, except for a Virginia driver's license or DMV-issued ID card, for which the expiration date should not be considered when determining its validity.

**The 11 recognized tribes are: Cherokee (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patowomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)

Virginia Code § 24.2-643(B) Rev. 07/2025

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Virginia Code § 24.2-643(B)

Rev. 07/2025

Revised July 2025

- Student IDs from some institutions of higher learning located in Virginia are acceptable in electronic form. Currently, electronic IDs from only the following institutions are acceptable:

- Bridgewater College (new)
- Liberty University
- Old Dominion University (new)
- Radford University (new)
- Roanoke College

George Mason University electronic ID is NO LONGER acceptable for voting purposes.

- Please note that student IDs from high schools located outside Virginia are NOT approved in any form.
- **An electronic form of these documents is acceptable:** current utility bill, bank statement, government check, paycheck, or other government document containing name and address of the voter.

Approved Identification

Revised July 2025



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U.S. Military ID	Yes
Valid student ID issued by a public or private high school or institution of higher education located in Virginia	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
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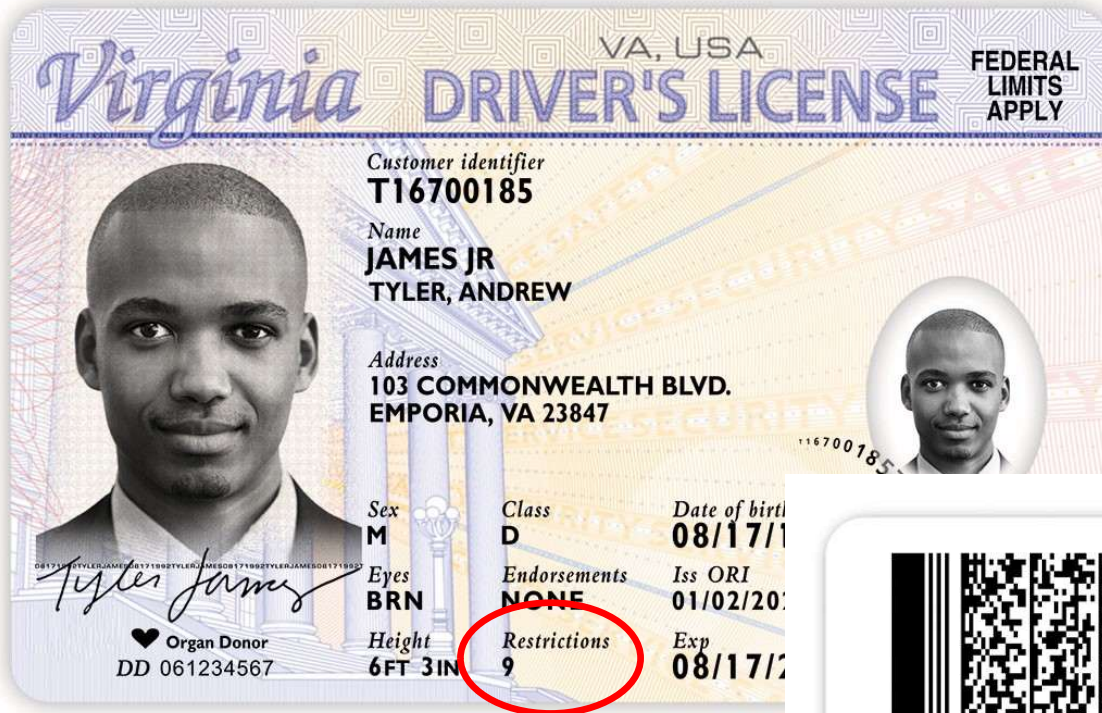
Virginia Code § 24.2-643(B) Rev. 07/2025

Unless otherwise noted, acceptable forms of identification do NOT have to contain a photograph of the voter. Some acceptable forms of ID do not have an address.

*"Valid" means the document is genuine and is not expired for more than twelve months, EXCEPT for a Virginia driver's license and DMV-issued ID, for which the expiration date should NOT be considered when determining its validity.

Driver Privilege Card is issued to non-citizens and by definition is not an acceptable ID for voting. It has a "9" under restrictions on the front. Restriction listed on back says "Limited duration."

How to recognize a Driver's Privilege Card



Restriction listed on back says “9 Limited duration.”

It has a “9” under “Restrictions” on the front.



Approved Identification

Commonwealth of Virginia Place in Envelope #8

ID Confirmation Statement - § 24.2-643 of the Code of Virginia

A Officer of Election:

Precinct No./Name: _____ Date: _____ O of E Initials: _____

B Affirmation of Voter:

If you do not complete this statement or show acceptable ID, you will be required to vote a provisional ballot in this election.

Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be.

Signature of voter: _____ Date: _____

Printed name of voter: _____

Birth Year (optional) ____|____|____|____ Last 4 digits of Social Security # (optional) ____|____|____|____

WARNING: Making a materially false statement on this form constitutes the crime of election fraud, which is punishable under Virginia law as a felony. Violators may be sentenced to up to 10 years in prison and/or fined up to \$2,500. §24.2-1016

ELECT-643ID 8/2020

**Do NOT
turn a voter away
for lack of
identification!**

- Send the voter to the Chief.
- Voter can sign an **ID Confirmation Statement** affirming they are the registered voter they claim to be.
- Any voter who does not present acceptable identification and does not sign the statement must vote a provisional ballot. The voter will have until noon Friday to deliver a copy of their ID or signed ID Confirmation Statement to the Registrar's office.

Voter Check-In Situations

See “What if” Guide for more detailed information



- Voter is listed as “Inactive” or “Marked for Confirmation.”
- Voter is listed as “Absentee Voter”
- Voter is listed as “Must show ID”
- Voter is not found in the pollbook, has “Same Day Registration” flag, or asks to do “Same Day Registration”
- Voter’s stated name or address does not match pollbook record
- Voter is listed as having already voted

Send voter to the Chief.

Voter Check-In Situations

Absentee Voters



- An Absentee Voter with their unused or spoiled Absentee Ballot may surrender the ballot and cast a regular ballot in the precinct.
- An Absentee Voter without their mailed ballot must cast a Provisional Ballot at the precinct unless the Registrar gives approval for the voter to cast a regular ballot.
- **Send all Absentee Voters to the Chief.**

Voter Check-In Situations

Same Day Registration (SDR)



Voter may ask at check-in table to register on Election Day.

- Send voter to the Chief.

Voter is already flagged SDR in the pollbook.

- This means the voter has registered after the “close of books” and has already cast a Provisional Ballot.
- Send Voter to the Chief.

Less Common Voter Check-In Situations



The name on the ID does not match the voter's *record in the pollbook*.

- Send the voter to the Chief.
- This voter may need to provide another document showing the name listed within the pollbook.
- This voter should be given a Voter Registration Application to update their record.
- Name on ID/stated name is acceptable as long as it is substantially similar to the name in the pollbook. (§ 24.2-643)

Less Common Voter Check-In Situations



See “What if” Guide for more detailed information

If a voter requests assistance, e.g., is blind, has a physical disability, is unable to read or write, or needs the ballot translated into another language, **check the voter in**, and then

Notify the Chief

- An audio ballot is available for voters on the ADA Tablet (Unisyn FVT) .
- Authorized Representatives are not allowed to provide assistance to a voter.
- Anyone else (including Officers of Election) may assist a voter and must complete the **Request for Assistance form**.

Ballot Officer

Before the Polls Open



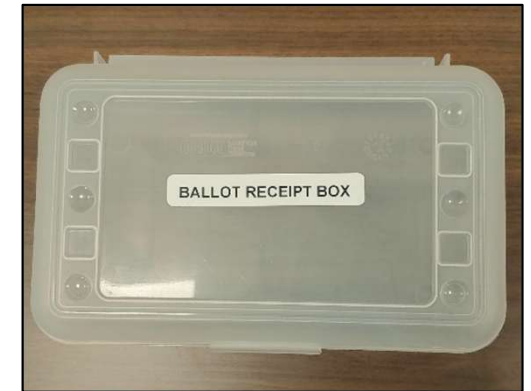
- Open all #6 Boxes.
- Find **Receipt for Ballots** on top and set aside.
- Count all shrink-wrapped packs of regular ballots and Provisional Ballots.
- Compare number of ballots received to **Receipt for Ballots**. If numbers match, sign **Receipt** and give it to the Chief. If numbers do not match, inform the Chief.
- Record information on total ballots delivered at top of **Ballot Record Report** form.
- Give Receipt for Ballots and pack(s) of Provisional Ballots to the Chief.
- As each pack of ballots is opened, two Officers must count the number of ballots contained. Record that number on the **Ballot Record Report**.

Ballot Officer

While the Polls Are Open



- Responsible for handing out ballots to voters
 - Take the **Ballot Receipt** from the voter and place in Ballot Receipt Box.
 - Remind voters to:
 - Fill in ovals completely and neatly
 - Check the back for additional races (if applicable)
 - Print neatly if voter chooses to write-in a name (if applicable).
 - Insert a ballot in privacy folder and hand folder with ballot to the voter.
 - Direct voter to marking booth area.



Ballot Officer

While the Polls Are Open



- Can take a mismarked ballot from a voter and issue a new ballot.
 - With a pen, write the word “Spoiled” across the mismarked ballot.
 - Place the ballot in Envelope #4.
 - Enter a mark under “Spoiled” on the ***Ballot Record Report*** form.
 - Hand a new ballot to the voter.
- Can issue a regular ballot in exchange for an Absentee Ballot surrendered to the Chief Officer. Enter a mark under “Absentee Ballot” section of ***Ballot Record Report***.

Example Paper Ballot (Nov 2025)

Ballot Style

Commonwealth of Virginia, SAMPLE BALLOT

County of Montgomery
General Election
Tuesday, November 4, 2025

(B-4) Christiansburg Rec Cntr with Town
02041

Making selections

To vote for a candidate, fill in the oval to the left of the name.

To write-in a candidate who is not already on the ballot, fill in the oval and write the name of the person on the line.

If you want to change a vote or if you have made a mistake, ask an election officer for another ballot. If you make marks on the ballot besides filling in the oval, your vote(s) may not be counted.



Governor Vote for only one ☐ Abigail D. Spanberger - D ☐ Winsome Earle-Sears - R ☐ Write-in _____	Member House of Delegates 42nd District Vote for only one ☐ Biko Agozino - D ☐ Jason S. Ballard - R ☐ Write-in _____
Lieutenant Governor Vote for only one ☐ Ghazala F. Hashmi - D ☐ John J. Reid, II - R ☐ Write-in _____	Mayor Town of Christiansburg Vote for only one ☐ D. Michael Barber ☐ Carl R. Pauli ☐ Write-in _____
Attorney General Vote for only one ☐ Jay C. Jones - D ☐ Jason S. Miyares - R ☐ Write-in _____	

Turn the ballot over

Member Town Council Town of Christiansburg

Vote for not more than three

- ☐ Joshua A. Bryan
- ☐ Christine A. Waltz
- ☐ Harry F. Collins Jr.
- ☐ Tanya J. Hockett
- ☐ E.S. "Beth" Umberger
- ☐ Matthew A. Hicks
- ☐ Write-in _____
- ☐ Write-in _____
- ☐ Write-in _____

AUTHORIZED BY
THE ELECTORAL BOARD OF
THE COUNTY OF MONTGOMERY
1546 NORTH FRANKLIN STREET
CHRISTIANSBURG, VA, 24073

Notice: The authority statement on this sample ballot must be removed and replaced with the appropriate authority statement for the candidate, committee, individual or group using this ballot for their own purposes. Any reproduction of this MAY NOT be printed on white paper. The authority statement used for this ballot must comply with the requirements of either federal or state law, as appropriate. For state requirements, see 24.2-622 and 24.2-956 of the Code of Virginia. For federal requirements call the Federal Election Commission, 1-800-424-9530.

Marking Booth Officer



- Stand near the tables with marking booths.
- Answer questions on how to mark the ballot.
- Guide voter back to Ballot Officer if voter makes a mistake marking their ballot.
- Direct voters with completed ballots to the FVS optical scan voting machine.

Instructions for How to Mark a Ballot

- **Unisyn Freedom Vote Scanner (FVS)**
 - With updated standards, the scanner might NOT read all **Xs** and **check marks**.

How to Mark a Ballot

Mark your selection by filling in the oval next to your choice(s) with the provided ballot marking pen.

Favorite National Park
Vote for only one

☐ Yellowstone

☒ Yosemite

For write-in selections:
Fill in the write-in oval **AND** write the name of the candidate.

☒ Write-in Shenandoah

Do Not

Do **NOT** indicate your choice:
With check marks, X's, or by circling the name.

Favorite Baseball Team
Vote for only one

☒ Washington Nationals

☒ Boston Red Sox

☒ New York Yankees

If you Make a Mistake

Notify an election officer to begin the ballot spoiling procedure.
Once the ballot has been spoiled you will be provided with a new ballot to mark.

Emphasize at all stations for voters to carefully fill in the oval as completely as possible - without going outside the line.

Marking Booth Officer



- Periodically check for and remove any extraneous materials from the marking booths.
- May take over for the Voting Machine Officer if they are busy helping a voter with an issue. Do not allow the FVS Scanner to be unattended.

Election Day Set Up

Voting Machine Officers

- Voting machine instructions will be in a zip lock bag in the clear [Supplies Box](#) on the top shelf of the cage. [Tablet headphones](#) will be with the instructions.
- For the Ballot Scanner (FVS), Open and Close instructions will be in a single **GRAY** folder which matches color of scanner case.
 - [Open Header Card](#) and [Close Card](#) will be in this folder.
- For the ADA Tablet (FVT), Open and Close instructions will be in a single **BLUE** folder which matches color of the FVT case.
- Make sure power cord is **properly inserted** into the back of each machine. [Check for “charging” icon at top right of screen.](#)



Equipment Seals

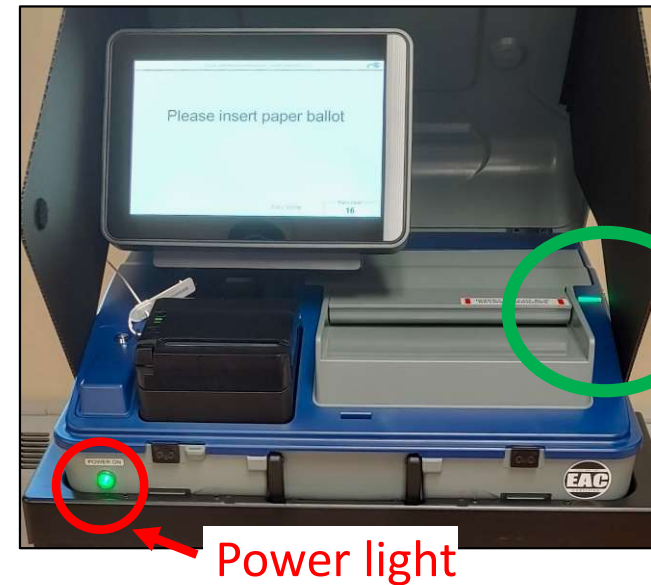
Morning Tasks - Follow Opening Instructions!

- Check that exterior seals of both voting machines are intact.
- Compare SERIAL and SEAL numbers of the scanner (FVS) and ADA Tablet (FVT) to numbers recorded on Pouch 7 Form.
- Cut seal at handle of each machine, unlock lid with key, and open. Put used seals in Pouch 7.
- Check that interior seal of each machine is intact and compare interior seal numbers to numbers recorded on Pouch 7 Form.

Voting Machine Officer

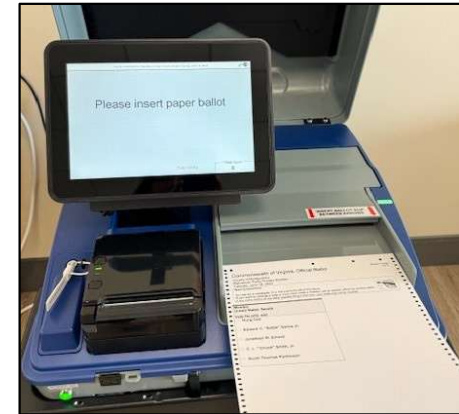
While the Polls Are Open

- Stand far enough away from the FVS Scanner to ensure privacy for the voter. Officers may apply tape to the floor as a reminder.
- Answer questions on the operation of the scanner and provide guidance if ballot is rejected.
- Voter will insert ballot into the machine. Some voters may not understand this. If folders are used, check folders given to you for un-scanned ballots.
- FVS Ballot Light will rapidly flash **red** and **green** while processing ballot and then stay **green** after ballot is accepted.
- **FVS will not count a rejected ballot.**



Voting Machine Officer

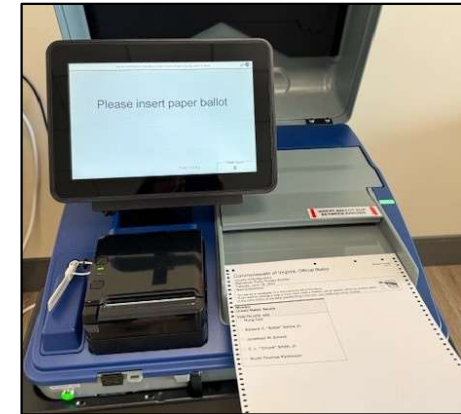
The FVS will print a guidance slip if ballot is rejected.



If the slip says “**Overvote**” –

- The voter has marked more ovals than permitted.
- The slip will indicate which race has an overvote. Do not look at the ballot itself.
- Direct the voter back to Ballot Officer for a new ballot.

Voting Machine Officer

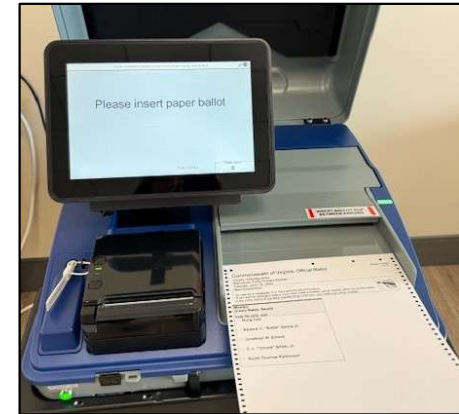


If slip says “**No Selection**” –

- Scanner cannot read any marks from the voter.
- Ask voter if they filled in the ovals according to ballot marking instructions.
- If voter answers no, point out ballot marking instruction posters, send voter back to marking booth.
- If voter says yes, direct voter back to Ballot Officer for new ballot.

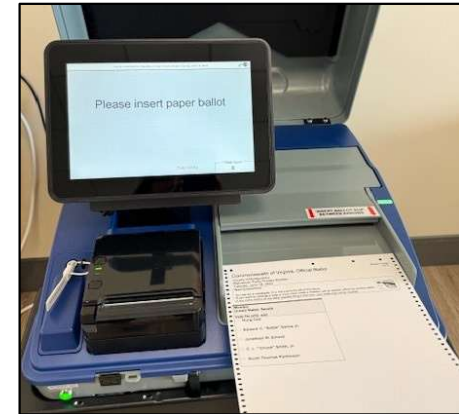
Voting Machine Officer

If the ballot is rejected and NO slip is printed –



- The screen will say “**Invalid Ballot.**”
- Suggest voter turn the ballot over, or around, and try again.
- If FVS scanner continues to reject ballot after a couple of tries, direct voter back to Ballot Officer for a new ballot.

Voting Machine Officer



- A Voter may choose to send a ballot with known errors through the scanner. (Voting a blank ballot as a “protest vote,” for example.)
- After ballot is rejected, Officer should select “Bypass Validation” button on screen. The NEXT ballot sent through will NOT be rejected.
- For an overvote error, properly marked races will count. Only the overvoted race will not.

Provisional Ballots



Every precinct will receive a supply of Provisional Ballots which cannot be scanned on Election Day.

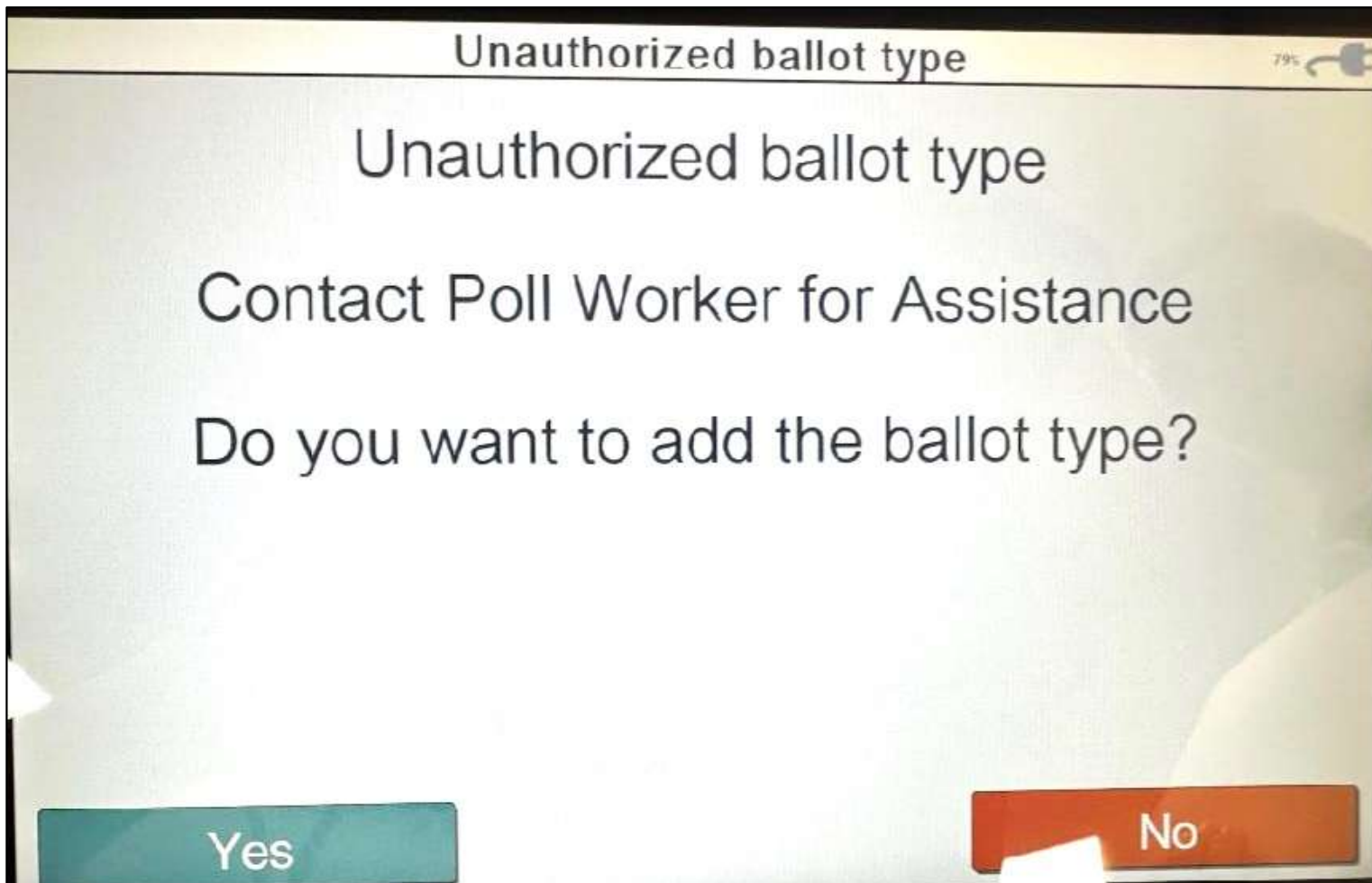
The image shows a sample of a Provisional Ballot form. At the top left, it reads: "Commonwealth of Virginia, Official Ballot", "County of Montgomery", "General and Special Elections", and "Tuesday, November 5, 2024". At the top right, the precinct information "Auburn HS Full 04021" is circled in red. In the center, the words "Provisional Ballot" are circled in red. Below this, there is a section titled "Making selections" with instructions: "To vote for a candidate, fill in the oval to the left of the name.", "To vote an issue, fill in the oval next to Yes or No.", "To write in a candidate who is not already on the ballot, fill in the oval and write the name of the person on the line.", and "If you want to change a vote or if you have made a mistake, ask an election officer for another ballot. If you make marks on the ballot besides filling in the oval, your votes may not be counted." To the right of these instructions is a small illustration of a hand filling in an oval. At the bottom, there are two boxes for marking votes: "President and Vice President" and "Member".

- “Provisional Ballot” printed at the top center. Identifying precinct information is printed in the top right corner.

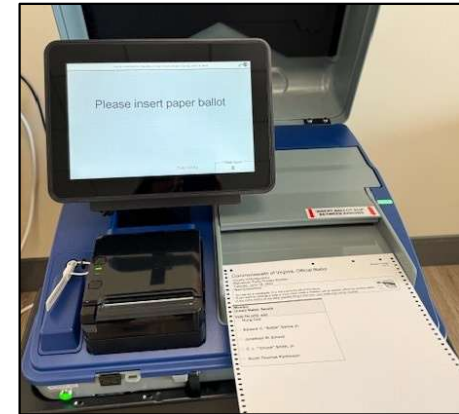
Provisional Ballots



FVS Scanner will show this screen if voter mistakenly inserts their Provisional Ballot. Officer will press “No.”



Voting Machine Officer



- Officer will collect privacy folders from voters for re-use.
- Check folders for un-scanned ballots.
- If Officer notices that voter has retained a precinct pen used for marking ballots, Officer should ask voter for the pen and return pen to ballot marking area.
- Officer may hand out “I Voted” stickers after voter’s ballot is accepted.

ADA Tablet (FVT)

for voters with disabilities

Every voter has the right to cast their ballot independently. Please tactfully offer the ADA Tablet to voters if you have reason to believe it might be useful to them.

We also issue two large magnifying lenses to each precinct. These magnifiers could be helpful for a voter who can't clearly see the ovals to mark next to each candidate's name.

- Large touch screen.
- Adjustable font size and high contrast display.
- Audio Ballot with headphones and keypad for blind voters.
- Sip-and-puff technology for paralyzed voters is available. Call Registrar's office if sip-and-puff kit is needed. Sheriff will deliver quickly.

Voting Machines

ADA Tablet

- **Can be used by ANY VOTER to create their ballot**
 - If your supply of preprinted ballots runs low, the Tablet can be used as a “Ballot on Demand” device.
 - It takes time to use the ADA Tablet. To avoid a line, alternate with preprinted ballots to extend supply before you run out.
 - **Ballots created must be accounted for on Ballot Record Report.**

When ballot is considered “cast”

A voter, voting in person on Election Day, has not voted until a “permanent record” of the voter's intent is preserved.

- A “permanent record” is preserved by the voter by:
 - Inserting an optical scan ballot into an electronic counter
 - Placing a paper ballot in an official ballot container.
- An Officer may reinsert a ballot in the optical scan voting machine if the voter walks away and the ballot is rejected by the machine due to an overvote or undervote.

Complete wording of Virginia Regulation 1VAC20-60-40 appears on
Page 6 of the Election Day Guide.



Curbside Voting

See “What If Guide” for more information

- Any disabled voter or any voter 65 or older may vote outside the polling place (within 150-feet of the entrance).
- Chief Officer will assign two Officers - representing different parties - to assist a curbside voter. Chief or Asst. Chief may go alone to assist the voter.
- Inform voter that they will be using a paper ballot at the curb. If voter needs an ADA compliant machine, they will need to enter the polling place.
- Ask voter for their identification document.
- If ID lacks an address, ask voter for address of record and write it down.



Curbside Voting

See “What If Guide” for more information

- Give voter a copy of “Curbside Voting” information sheet.
- Take identification document to Poll Book Officer for check-in.
- Remind Pollbook Officer to check the “Outside the Polls” checkbox in the pollbook.
- Take Ballot Receipt issued by Pollbook Officer to the Ballot Table and exchange the Receipt for a ballot and privacy folder.
- Take ballot, privacy folder, pen, and clip board to voter at the car.

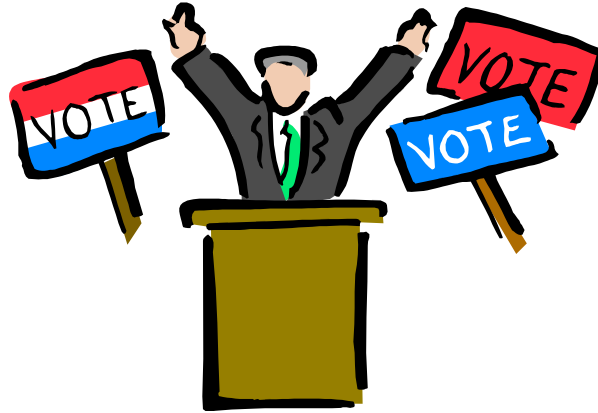


Curbside Voting

See “What If Guide” for more information

- Give curbside voters all of the options at the vehicle that they would have if they came into the polling place. Answer any questions. If a mistake is made, offer a new ballot or the option to override a rejected ballot, etc.
- Ask voter to stay parked until they are informed their ballot has been accepted by the scanner.
- Carry the ballot into the polling place in the privacy folder and insert it in the scanner.
- Let voter know the ballot has been accepted. Offer an “I Voted” sticker.

Campaign Workers & Candidates



Remember the 40-foot “campaign-free” zone!

- Campaign workers and candidates **MUST STAY** at least 40-feet away from any entrance to the precinct building. The 40-foot “campaign-free” zone has the **PROHIBITED AREA SIGN**.
- Campaign materials/sample ballots may be distributed, and campaign signs may be posted outside the Prohibited Area.

Authorized Representatives



- For a November election, each party and independent candidate on the ballot may have representation present before the polls open, during voting hours, and after the polls close.
- The number in the polling place is limited, e.g., one representative per party and independent candidate per pollbook during voting hours.
- Must have written authorization from party/candidate.
- May not offer assistance to a voter but may be asked to *provide* a translator if voter is in need.

See “Dos and Don’ts for Campaigners and Authorized Representatives” handout for more information.

Authorized Representatives

Each precinct will be issued three badges for Authorized Representatives to wear while in the polling place.

- Lanyard and badge will say “Authorized Representative.”
- Authorized Reps will receive badge when signing in and return badge when signing out.



OBSERVER SIGN-IN SHEET

Pouch 8

November 5, 2024 Primary Election

Precinct: CAP-Early Vote

ALL OBSERVERS MUST: §24.2-604.4*

- ♦ Be a (REGISTERED) qualified voter in Virginia*. If needed, call the office to verify they are registered.
- ♦ Have a letter from the political party, primary candidate, or Independent candidate*
- ♦ Have a valid I.D. (for verification)
- ♦ Wear orange “OBSERVER” lanyard while in polling place

R=Republican Party

D=Democratic Party

I=Independent

Name	Party	Date	Time In	Time Out
PRINT LEGIBLY	CIRCLE ONE:			
1.	R D I		am / pm	am / pm
2.	R D I		am / pm	am / pm
3.	R D I		am / pm	am / pm
4.	R D I		am / pm	am / pm
5.	R D I		am / pm	am / pm

Limits on Authorized Representatives



- Authorized Representatives may not hinder, intimidate, or interfere with voters. They may not insult or abuse an Officer.
- Authorized Representatives are required to respect the area around voters and secrecy of the ballot.
- May have electronics with a camera as long as camera is not used.
- Officers should report misconduct of an Authorized Representative to the Chief Officer or the Assistant Chief Officer.

Keeping Order in the Polling Place

Prohibited:

- Hindering, intimidating or interfering with a voter
- Insulting or abusing an Officer



Officer's Action:

- Inform the Chief if you observe disruptive or abusive behavior

Chief's Action:

- Talk to person about the prohibited action, ask for compliance with law.
- Call the Registrar immediately at 540-382-5741 and Registrar will notify Sheriff if appropriate.
- Complete an Incident Report.



Poll Closing Tasks



General instructions are listed in the “Election Day Guide for Officers of Election:”

- Pollbook Officers will enter closing numbers on [Voter Count Call-in/Pollbook Summary form](#), print three [closing Summary Reports](#), then disassemble and pack each Poll Pad in its assigned green case.
- Ballot Officers will complete the [Ballot Record Report](#) then pack unused ballots in Box/Envelope 6. Officers will tape up Box then apply signature seals.
- Voting Machine Officers will print [three copies](#) of Scanner (FVS) and ADA Tablet (FVT) Closing Tapes following the voting machine instructions before shutting down the equipment.
- Other Officers will remove all polling place signs and adhesive tape, leave polling place and area inside of 40’ prohibited area clean and organized.



Packing Voted Ballots



Voted Ballots will be returned to the Registrar's office in Box or Envelope 3A.

- Construct and utilize Box 3A if 500 or more ballots have been cast.
- Cut seal and unlock the rear door of the Scanner ballot box.
- Remove voted ballots and transfer to Box/Envelope 3A.
- Close Box/Envelope with packing tape.
- Apply three seals. ALL Officer must sign seals.
- Enter number of voted ballots on these #3A seals.
- The Chief will take the voted ballots (#3A) with the Chief's case. The box(es) of unused ballots (#6) should be locked in the cage.

Completed Absentee Ballot Drop Off Chain of Custody Form

Ballot Collection From Drop-Off Locations	
Drop-box unique identifier (if applicable)	_____
Drop-off location	Location Name _____
	Address _____
	City _____ State _____ Zip _____
Date and time of ballot collection	Date ____/____/____ Time ____:____ am/pm
Names of officers of election or employees who collected ballots (minimum two)	Collector 1 _____
	Collector 2 _____
	Any additional collectors (if applicable) _____
Number of ballots collected	_____
Collector affirmation	I attest that I performed my duty to safely and securely collect all ballots from this drop-off location at the time and date stated. I then immediately delivered all collected ballots to either the general registrar's office or central absentee precinct.
Collector 1 signature	Signature _____ Date ____/____/____
Collector 2 signature	Signature _____ Date ____/____/____
Any additional collectors signature (if applicable)	Signature _____ Date ____/____/____
Number of ballots received in GR Office	_____
Received by	Name _____
	Signature _____

ELECT-C1289(B6) 9/15/2020

After the polls close, at least two Officers will:

- Count absentee ballots in the Ballot Box.
- Record the day and time the ballots are counted on the *Ballot Collection From Drop-Off Locations* form.
- Enter their names, then sign and date.
- Place *Ballot Collection* form inside the box and apply new seal to clasp. Record seal number on Pouch 7 Form.
- Officer transporting Ballot Box to the Registrar's office must also sign.

Complete the form and deliver re-sealed Ballot Box **EVEN IF NO ballots** have been dropped off.



Poll Closing Tasks



See “Election Day Guide for Officers of Election” for detailed instructions

Two Officers, working separately, will complete two identical copies of the Statement of Results (SOR).

- Complete initially in pencil. *After confirming copies match, copy over pencil in black ink.*
- Attach a complete set of opening and closing tapes to each SOR per the list printed on the form.
- Make sure all Officers sign both copies.
- Place both SORs in Envelope 2B.

After completing the SORs and the Printed Return Sheet, place any additional voting machine tapes in Envelope 2B.



Poll Closing Tasks



See “Election Day Guide for Officers of Election” for detailed instructions

The Chief, or designated Officer, will complete the **Printed Return Sheet** (yellow paper).

- Attach a complete set of voting machine tapes:

FVS Scanner	Zero Tape
	Election Summary Tape (Results)
	Write-in Report (if applicable)
FVT Tablet	Open Report
	Close Report
Poll Pad	Opening Summary Report
	Closing Summary Report

- [Make sure that all Officers sign this form.](#)
- Place in Envelope 2A.



Polls Closing Tasks



- All forms have a color-coded Envelope designation in the corner.
- Envelopes or Boxes have color designation.
- Signature seals are also color-coded to match the Envelope or Box.

2B

ALL LOCALITIES ENCLOSE . . .

- ☐ OFFICER OF ELECTION OATH FORM
- ☐ POLLBOOK / ELECTRONIC MEDIA [ALL DIVISIONS]
- ☐ POLLBOOK COUNT FORM(S)
- ☐ STATEMENT OF RESULTS [TWO (2) COPIES]
- ☐ WRITE-INS CERTIFICATION [TWO (2) COPIES]
(REQUIRED WHEN WRITE-INS ARE CAST EITHER ON PAPER BALLOTS OR ON VOTING SYSTEMS THAT DO NOT INCLUDE ON THE RESULTS TAPES BOTH THE NAMES WRITTEN IN AND THE VOTES CAST FOR EACH)

June 20, 2023 - Democratic Primary
Montgomery County
EV-Early Voting (In-Person)
Voter Registrar Office
Envelope 2B

Ballot Record Report
November 8, 2022 General Election
Precinct D-4 Abundant Life Fellowship

Envelope 2B

1. Start here at the beginning of the day

How many unopened ballot **packs** are inside Envelope/Box #6? 10
How many unopened Provisional ballot **envelopes** are inside Envelope/Box #6? 5
Assume that each pack of ballots has **50 ballots**. Assume the amount in the envelope is the amount written on the envelope. How many ballots do you have total? 505 If this amount doesn't match the **Receipt for Ballots** call the office, (540) 382-5741

- ☐ With two officers, **open** and **count** the first ballot pack.
- ☐ **Record** that number in the column on the far right beside the number 1.

2. Open Packs

Ballot pack #	# of ballots in pack
1	50
2	49
3	50
4	50



Polls Closing Tasks

Seals for the Envelopes and Boxes



- A place for each Officer to sign.
- Color-coded to match the Envelopes and Forms.
- Number of seals per Box/Envelope is specified if more than one seal is required.

Envelope 4	Envelope/ Box 3A	Envelope/ Box 3A	Envelope/ Box 3A	Envelope 2A
Required Signatures 2 Officers*	Required Signatures ALL Officers	Required Signatures ALL Officers	Required Signatures ALL Officers	Required Signatures 2 Officers*
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
1*	1*	1*	1*	1*
2*	2*	2*	2*	2*
3	3*	3*	3*	3
4	4*	4*	4*	4
5	5*	5*	5*	5
6	6*	6*	6*	6
7	7*	7*	7*	7
8	8*	8*	8*	8
	# Ballots _____	# Ballots _____	# Ballots _____	
	3 Seals per Box/Envelope	3 Seals per Box/Envelope	3 Seals per Box/Envelope	

Envelope 5	Envelope/ Box 3A	Envelope/ Box 3A	Envelope/ Box 3A	Envelope 2B
Required Signatures 2 Officers*	Required Signatures ALL Officers	Required Signatures ALL Officers	Required Signatures ALL Officers	Required Signatures 2 Officers*
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
1*	1*	1*	1*	1*
2*	2*	2*	2*	2*
3	3*	3*	3*	3
4	4*	4*	4*	4
5	5*	5*	5*	5
6	6*	6*	6*	6
7	7*	7*	7*	7
8	8*	8*	8*	8
	# Ballots _____	# Ballots _____	# Ballots _____	
	3 Seals per Box/Envelope	3 Seals per Box/Envelope	3 Seals per Box/Envelope	

Please use the sticky flap of the Envelope or clear packing tape to secure.



Poll Closing Tasks



See “Election Day Guide for Officers of Election” for detailed instructions

- Chief will complete the **Results Reporting Sheet**, then report the unofficial election results IMMEDIATELY to the Registrar’s office.
- Chief will then announce the unofficial results inside and outside the polls if media representatives (or others) are waiting. Authorized representatives may leave at this time.
- Some Envelopes have gum or sticky tape to seal the Envelopes. If Envelope does not have gum or sticky tape, use clear packing tape to close the Envelope.

Repacking the Cage

Loading the scanner
(FVS) back in the cage:

- Handles “out”
- Lock wheels after bin is in cage.



**BRING ALL THREE
POLL PAD CASES
BACK TO THE
OFFICE ON
ELECTION NIGHT!**

**Yellow
Absentee
Ballot Drop
Bag** will be
returned to
the office by
the Chief on
Election Night.

Do NOT
collapse the
Bag. Do NOT
place Bag in
cage for
return.



Repacking the Cage



**Box/Envelope 6
UNUSED Ballots**

Cage inventory photos are posted on the inside of the cage doors.

- Put all LARGE rolls of tape in the Plastic Bin: Masking tape, painter's tape, and duct tape.
- Place the Scanner back in the cage with the handles facing the cage door.
- Lock wheels after cage is in place.

Repacking the Cage



If you have “stand-up marking booths,” DO NOT PUT THEM IN THE CAGE FOR RETURN TO THE OFFICE.

The Chief will bring the stand-up marking booth(s) back to the office.

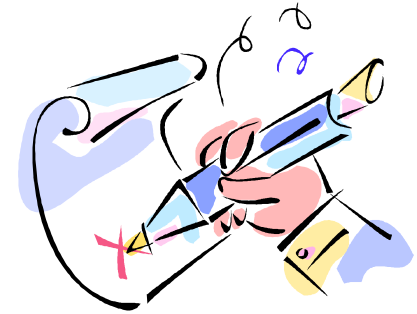
If another Officer is assisting with the return, they may wait a day or two to bring them in.

Closing and locking the Cage

- Make sure the hooks (at the top and bottom) catch properly on the frame before rotating the handle and applying the lock.
- When the hooks catch properly, there will be much less movement of the doors (in and out).



Signature Requirements



- Election Day Oath – **all Officers**
- Pay record – **all Officers**
- **SOR (both copies) – all Officers**
- Yellow Printed Sheet – **all Officers**
- Envelope/Box #3A (Voted Ballots) must be closed with tape and sealed with signatures of **ALL OFFICERS!**
- Ballot Receipts Envelope – two Officers
- Voting Machine Tapes – two Officers (Chief and Assistant Chief or designated Officers)
- Seals on numbered Election Materials Envelopes – two Officers

When only two Officers are required to sign, the two Officers should be of different parties.

Best practice: Everybody sign everything!



Election Day Emergencies

- Natural disasters (earthquakes, winter storms, etc.).
- Damaged or malfunctioning voting equipment.
- Electrical power outage.
- Officers of Election who do not show up on Election Day.
- Inability to enter the polling place.
- Bomb threat.
- Unruly or threatening behavior from a citizen.

Call your designated staff member on their cell. If you cannot reach that person, call the office number: 540-382-5741.



Election Day Emergencies

- Electrical power outage
 - All facilities have emergency lighting sufficient to exit the building.
 - An electrical generator and operational lighting will be delivered to affected polling place.
 - Poll Pads will still communicate with one another, but the printers will not function. Officers will write Voter Passes by hand.

Call your designated staff member on their cell. If you cannot reach that person, call the office number: 540-382-5741.



What to do in an Evacuation

- Voting Machine Officers should note “public counter” number on voting machine.
- *If possible*, take voting machines, paper pollbooks and Count Sheets, ballot box, paper ballots, forms, envelopes, and pens.
- If you are unable to continue the voting process outside the polling place, record the names of voters already checked in and advise them to wait until the building can be re-entered.
- If they must leave, advise them to return before 7:00 pm. Allow them to go to front of check-in line when they return.
- If voter must leave and has already been issued a ballot, voter must insert completed ballot in emergency ballot box or turn ballot in to the Chief.

Failure of Electronic Pollbooks



- Report situation to precinct's designated staff member at their cell number. If unable to reach your designated staff member, call the office at 540-382-5741.
- Use backup paper pollbooks and Pollbook Count Sheet to check in voters.
- Allow voters to continue voting on regular equipment per the normal procedures.

Failure of FVS Scanner



- Voters should continue to mark paper ballots.
- Turn FVS and ballot box bin around so scanner slot is facing away from voters.
- Apply seal to Emergency Ballot Compartment door. Record seal on Pouch 7 Form.
- Have voters insert ballots in Emergency Ballot Compartment.
- Wait until the polls close before scanning ballots from Emergency Ballot Compartment. Chief and one Officer will feed ballots into the scanner. Officers have the authority to override rejected ballots so any properly marked races can be counted.
- If Emergency Ballot Compartment gets full, ballots may be moved by Chief and one Officer to Chief's Case which can serve as an Emergency Ballot Box.

Closing Reminders



Review training documents before Election Day.
Some documents may be updated before the next election.

- *Election Day Guide for Officers of Election* (2026)
- *Basic Training presentation* (Summer 2026)
- *Highlights presentation* (August 2026)
- *Statement of Results Completed Example* (November 2025)
- *Dos and Don'ts (for Campaigners and Authorized Representatives)* (July 2026) and *What Ifs* (July 2026)

Documents are available at the Montgomery County Registrar's website:

<https://www.montgomerycountyva.gov/1/departments-services/office-of-elections/officers-of-election>

Thank you!



Elections could not be held without you!