



**Chief Officer Training
Montgomery County
August 4, 2026
Dual Primary**

Introductions



Electoral Board:

Robert V. Barbatti

Richard D. Langford

Carroll D. Williams

Registrar:

Connie Viar

Chief Deputy Registrar:

Trina French

The Day Before the Election



Chief Officers will come to the Registrar's Office the day before the election to:

- Pick up the Chief's case
- Take and sign the Officer's Oath
- Receive final instructions and reminders

Sign up today for your pickup time on Monday, August 3rd.

The Day Before the Election



Chiefs can provide mileage information on Monday when picking up the Chief's case.

Mileage reimbursement is linked to the transport of the Chief's case and should include only the following travel:

- To the Office of Elections to pick up Chief's case on Monday.
- From Office to home after picking up Chief's case.
- From polling place to Office of Elections on Tuesday night.
- To home from Office after dropping Case on Tuesday night.

New Laws effective July 1, 2026

- **Early Voting now on the 2nd and 3rd Sundays prior to each Election Day.**

➤ 11:00 am - 4:00 pm on July 19th and 26th for the August 4th primary

Early Voting will continue to take place the two Saturdays prior to Election Day

9:00 am – 5:00 pm on July 25th and August 1st

- **No firearms allowed within 100 feet of the polling place entry door.** Prohibited Activities Poster will be updated.
- **Challenge of a voter in the polling place on Election Day has been eliminated.** A challenge may be made by filing a petition with the circuit court of the locality.

**DON'T TALK POLITICS
with Voters,
other Officers, or
Authorized Representatives.**

**Do not use the Poll Pads to look up
anyone other than the person
you're checking in.**

DON'T TURN AWAY ANY VOTER

Always offer a Provisional Ballot if there's a question about the voter's qualifications and you cannot reach the Registrar's office.

“When in doubt, hand it out.”

Calling the Registrar's Office on Election Day

In the recent past, we've had trouble with phone service at the regular office number.

- Each Chief/Precinct will have a designated staff member to call when needed.
- Each staff member will have a cell phone provided by the county for Election Day.
- This contact information will be at the front of the Chief's binder and on the Voter Count Call-in and Results Reporting sheets.
- Call the office number (540-382-5741) if you can't reach your designated staff member.

KNOWiNK Poll Pads

- Can now scan Voter Registration Card in addition to Virginia Driver's Licenses.
 - The Poll Pad will bring the voter's record up on screen without needing to do a manual search.
- Poll Pads may try to read the small barcode on licenses.
 - Turn license upside down so large barcode is at the bottom.
 - Cover most of the small barcode with your thumb.
- Poll Pads will now warn Officers if the scanned license is not from Virginia.



Dual Primary

- Two elections held in the same polling place on the same day.
- Voters may vote in either Primary, but not both (§ 24.2-530). Officers will ask voter to choose one.
- Voters may come up to any pollbook for check-in.
- Voters can change their minds any time up until they cast their ballot.
- The Scanner will recognize both primary ballots.
- Statement of Results (SOR) is combined.
- Write-in votes are not permitted in a Primary.
 - The FVS Scanner will not print Write-In Report tapes at closing.

August 4th Election



- For this election, there are “Federal Only” style ballots to be used by some overseas voters. No “Federal Only” ballots will be issued to the precincts, but the scanners will print a Zero Tape for them.
- In the morning, the scanner will print six Zero Tapes: three copies of the “Full Ballot” tape and three copies of the “Federal Only” tape.
- At closing, please ensure that each SOR and the Yellow Printed Return Sheet have a correct pair of Zero Tapes: one “Federal Only” and one “Full Ballot.”

2026 Dual Primary

The Montgomery County Republican Party held a Firehouse Primary for Sheriff on June 20th.

- Can voters who participated in that party-run contest also participate in this Republican Primary ?
– YES.
- If a voter participated in the Firehouse Primary for Sheriff, can they also vote in the Democratic Primary which includes a race for Sheriff?
– YES.

Poll Opening

Dual Primary



Ballots for each primary will come in separate #6 Boxes.

- Each Box #6 will contain:
 - Shrink-wrapped packs of 50 ballots for each Primary
 - An envelope with 20 Provisional Ballots for that Primary
(Precincts E-3, F-1, F-2, F-3, G-1, and G-2 will receive a shrink-wrapped pack of 50 Provisional Ballots.)

There will be one ***Receipt for Ballots*** with ballot totals for both primaries.

- Delivered in Box 1. This box will have an identifying sticker on the top.

Ballot Table

Dual Primary



2 Ballot Record Reports, one for each Primary.

- Officers will track ballots for each Primary separately.

Ballot Record Report **Democratic**

Montgomery County, Virginia
June 17, 2025 – June Primary
Precinct: G-3 703 Blacksburg Christian

Assume each ballot pack has 50 ballots. How many unopened ballot packs are inside Envelope/Box #6?

Envelope/Box #6: _____ (Ballot Packs) x 50 + _____ (Provisional Ballots) = _____ Total Ballots

If the amount doesn't match the Receipt for Ballots call the office. (540) 382-5741

1. OPEN PACKS		
- Assume each pack is 50 until opened.		
- Open as needed, 2 Officers count and record actual count in column.		
Ballot pack #	# Of Ballots in pack	2 Officer's Initials
1		
2		

Ballot Record Report **Republican**

Montgomery County, Virginia
June 17, 2025 – June Primary
Precinct: D-3 403 Victory Restoration

Assume each ballot pack has 50 ballots. How many unopened ballot packs are inside Envelope/Box #6?

Envelope/Box #6: _____ (Ballot Packs) x 50 + _____ (Provisional Ballots) = _____ Total Ballots

If the amount doesn't match the Receipt for Ballots call the office. (540) 382-5741

1. OPEN PACKS		
- Assume each pack is 50 until opened.		
- Open as needed, 2 Officers count and record actual count in column.		
Ballot pack #	# Of Ballots in pack	2 Officer's Initials
1		
2		

2. ELECTION DAY STATISTICS																			
- Cross off or circle each number when used.																			
2a. SPOILED BALLOTS Envelope 4																			
This is a ballot spoiled by the voter.																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2b. VOIDED BALLOTS Envelope 4																			
This is a ballot found abandoned																			

Poll Opening Dual Primary



- Print one Pollbook Opening Summary Report from each of the three Poll Pads according to the Poll Pad setup instructions.
- Officers must also record Poll Pad opening and closing entries on the **Voter Count Call-in Sheet/Pollbook Summary Sheet**.
 - The Poll Pads display check-in counts for the two primaries, but the information is not printed on the Summary Report tapes from the Poll Pad.

Voter Count Call-in Sheet/Pollbook Summary

- For reporting check-in numbers to the office at 8, 10, 2, and 4.
- Your precinct's designated staff person and their Election Day cell number are listed for convenience.
- Form includes entries for Opening and Closing check-in numbers, but you need not call the office with these numbers.

ENVELOPE 2B

VOTER COUNT CALL-IN SHEET/POLLBOOK SUMMARY
Montgomery County, Virginia
August 4, 2026 – Primary Election
Precinct: **A-1 101 Slusser's Chapel**

OPENING - WHILE POLLS ARE OPEN - CLOSING:

- * The Poll Pad information is found on the Poll Pad Summary Screen.
- * Post the Call-In Numbers 8-10-2-4 on the door outside the Precinct.
- * At Closing write the final numbers from the Poll Pad Summary Screen and sign to certify.

Office of Election Staff Cell Number: Call Cyndi 540-250-1718

Time	REPUBLICAN	DEMOCRATIC
	POLL PAD SUMMARY REPORT TOTALS	POLL PAD SUMMARY REPORT TOTALS
OPENING		
8:00AM		
10:00AM		
2:00PM		
4:00PM		
CLOSING		

Chief's Signature _____ Officer's Signature _____

Rev 6.20.25tcf

Sample Ballots and Voter Check-in

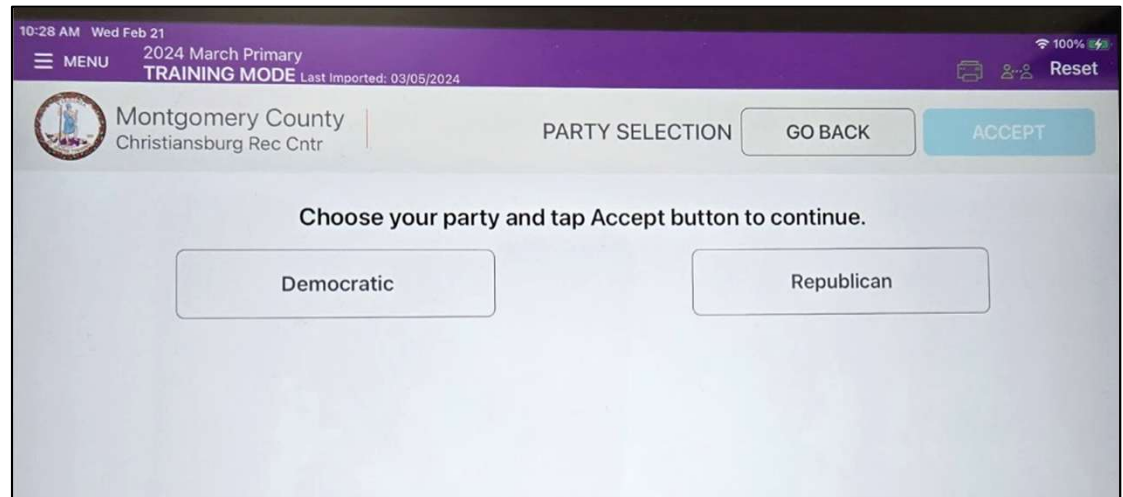


- An extra set of Sample Ballots (one for each primary) will be provided in addition to the copies on the tri-fold poster.
- They will be located in the front pocket of the Chief's binder.
- Keep them at the check-in table.
- Pollbook Officers will ask each voter, "Which primary would you like to vote in today?" Do not ask the voter's party. Voters do not register by party in Virginia.
- If a voter will not state their choice, ask them to point at one of the two Sample Ballots to indicate their selection.

Dual Primary

Selecting Voter's chosen Primary Election on the Poll Pad

- This screen will prompt the Officer to ask the Voter which Primary they want to vote in.
- Click on box of voter's choice.
- Then click "Accept" button at top right.
- The printed Ballot Receipt will show the voter's chosen primary.



Dual Primary

- During the day, keep the two types of Receipts separated as much as possible in the one box.
- Use rubber bands to organize Receipts before placing them in the Ballot Receipt Envelope at closing.



Voter Changes Mind

Dual Primary



A voter can change their mind about which primary to vote in – if they have not already sent their ballot through the scanner.

The Chief Officer will:

- Spoil ballot of undesired primary by writing the word, “Spoiled” across it and then place it in Envelope 4.
- **Update that Primary’s Ballot Record Report.**
- Cancel Voter’s check-in for that election on the Poll Pad using their Chief’s password.
- Check the Voter in for the desired primary. A new Ballot Receipt will print. The Voter will exchange this Ballot Receipt for the ballot desired.

Voter Changes Mind

Dual Primary

Canceling a Voter's Check-In on the Poll Pad

- Look up the voter (Manual Search or Scan).
- Tap on Voter's name.

7:20 PM Sun Jan 7

MENU 2024 March Primary L&A - 03/05/2024
Last Imported: 12/22/2023, 11:42:38

Montgomery County Office of Elections

Precinct Records: 62344
Checkins: 1 (SB: 3)

START OVER

DOE J Search ADVANCED OPTIONS

SHOWING TOP RESULTS. PLEASE NARROW YOUR SEARCH CRITERIA.

DOE, JANE Trinity Lane, Nowhere, VA 00000	Inactive	Trinity Community Precinct: 1210205
DOE, JON Episcopal Lane, Nowhere VA 00000	Voted	Christ Episcopal Precinct: 1210102 Ballot Style: Christ Episcopal - 00102 CHK: 01/07/2024, 19:20:00

A red arrow points to the 'DOE, JON' entry in the search results.

Dual Primary

Canceling a Voter's Check-In on the Poll Pad

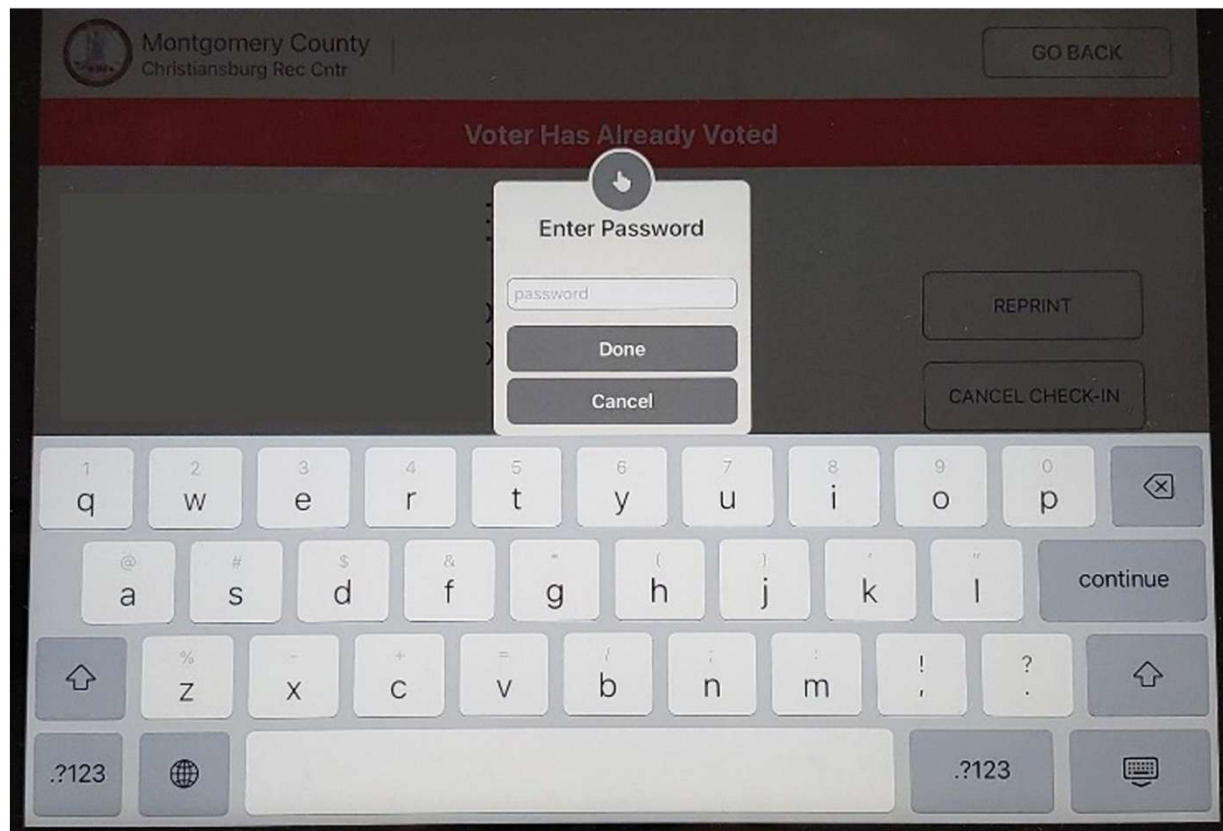
- Click on “Cancel Check-In” on the right side of the screen.

The screenshot displays the Poll Pad interface for the Montgomery County Office of Elections. At the top, the status bar shows the time as 7:16 PM on Sunday, January 7, and the battery level at 8%. The header includes a menu icon, the text "2024 March Primary L&A - 03/05/2024", and "Last Imported: 12/22/2023, 11:42:38". Below the header, the Montgomery County Office of Elections logo is on the left, and a "GO BACK" button is on the right. A prominent red banner across the middle reads "Voter Has Already Voted". Below this banner, the voter's information is listed: "DOE, JON", "DOB 1976", "Episcopal Lane, Nowhere VA 00000", and "Precinct 121012". A horizontal line separates this information from a message that says "This Voter has already voted." On the right side of the screen, there is a vertical column of four buttons: "REPRINT", "CANCEL CHECK-IN", "SPOIL BALLOT", and "CLOSE". A red arrow points from the bottom left towards the "CANCEL CHECK-IN" button, highlighting it as the correct action to take.

Dual Primary

Canceling a Voter's Check-In on the Poll Pad

- The Enter Password screen will appear.
- Enter the Chief's Password and click "Done" to proceed.



Dual Primary

Canceling a Voter's Check-In on the Poll Pad

- Enter Officer's Initials on "Poll Worker Name" line.

Step 1: Poll Worker Name and Reason

Cancel Voter Check-In

Poll Worker Name: tcf

Type Details

SELECT REASON

- Wrong Voter Processed
- Voter Left Without Voting
- Voter Voted Provisionally
- Voter Selected Wrong Party
- Other

NEXT

- Click "Select Reason" on the right side of the screen.
- Choose "Voter Selected Wrong Party" from options.
- Click "Next" (top right) when it becomes available.

Dual Primary

Canceling a Voter's Check-In on the Poll Pad

- Officer must sign. Then click “Submit” button at top right.

The screenshot shows a tablet screen with the following elements:

- Top Bar:** A dark header with a left arrow and the text "BACK", the title "Step 2: Review, Sign and Submit", and a close "X" icon on the right.
- Title:** "Cancel Voter Check-In" is displayed in the upper left area.
- Buttons:** A blue "SUBMIT" button is in the top right, and a dark "CLEAR SIGNATURE" button is on the right side.
- Voter Information:** A light gray box contains the text: "Voter Information:", "DOE, JON", "Episcopal Lane, Nowhere VA 00000", and "Voter Selected Wrong Party".
- Signature:** A large, stylized handwritten signature is written across the bottom of the screen.
- Signature Line:** A horizontal line with a small "x" at the left end is positioned below the signature.
- Label:** The text "Election Judge Signature" is centered below the signature line.

Dual Primary

Canceling a Voter's Check-In on the Poll Pad

- The Poll Pad will return to the Voted Voter screen.
- Chief should then click “Close” to complete the process and return to the voter search screen.

The screenshot shows the Montgomery County Office of Elections Poll Pad interface. At the top, the status bar displays '7:16 PM Sun Jan 7' and '2024 March Primary L&A - 03/05/2024'. Below this, the 'MENU' button and 'Last Imported: 12/22/2023, 11:42:38' are visible. The main header features the Montgomery County Office of Elections logo and a 'GO BACK' button. A prominent red banner across the screen reads 'Voter Has Already Voted'. Below this, the voter's information is displayed: 'DOE, JON', 'DOB 1976', 'Episcopal Lane, Nowhere VA 00000', and 'Precinct 121012'. A note states 'This Voter has already voted.' On the right side, there are four buttons: 'REPRINT', 'CANCEL CHECK-IN', 'SPOIL BALLOT', and 'CLOSE'. A red arrow points to the 'CLOSE' button.

Dual Primary

Canceling a Voter's Check-In on the Poll Pad

- After completing the check-in cancelation, it will now be possible to check the voter in for the desired primary election.
- Voter will receive a new Ballot Receipt which they will then exchange for the desired ballot.
- Do not remove Voter's original Ballot Receipt from the Ballot Receipt Box.

Dual Primary

Curbside Voter Tally Sheet will be combined

Curbside Voter Tally Sheet											Envelope 2B
Montgomery County, VA											
August 4, 2026 – Primary Election											
Precinct: A-1 101 Slusser's Chapel											
REPUBLICAN											
Mark an X on the next number each time you have a curbside voter.	1	2	3	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	28	29	30	
	31	32	33	34	35	36	37	38	39	40	
	41	42	43	44	45	46	47	48	49	50	
DEMOCRATIC											
Mark an X on the next number each time you have a curbside voter.	1	2	3	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	28	29	30	
	31	32	33	34	35	36	37	38	39	40	
	41	42	43	44	45	46	47	48	49	50	

Do not cancel/redo a voter's check-in on the Poll Pad so you can check the curbside box. Doing so will create an extra Ballot Receipt.

Dual Primary

Provisional Ballot supplies are duplicated for the two primaries.

PROVISIONAL BALLOT LOG - 1A
MONTGOMERY COUNTY, VIRGINIA
MARCH 5, 2024 - PRESIDENTIAL PRIMARY
PRECINCT: A-1 101 Slusser's Chapel

ENVELOPE 8
101-DEMOCRATIC

What to do at the end of the day:
Enter the total number of Provisional Vote envelopes for each reason code.

Voter's name IS NOT on pollbook, Voter:	1	Same Day Registration	Totals
1			
2			
3			
4			
5			
6			
7			

What to do during the day:
Copy information from the Provisional Vote envelopes below.

1

Voter name	SSN last 4	Reason code
Last name		1 2 3 4 5 6 7
First name		Notes
Address		Registrar use only
City/Town		Was this vote counted? YES NO
Birth year only		Why not? Date:

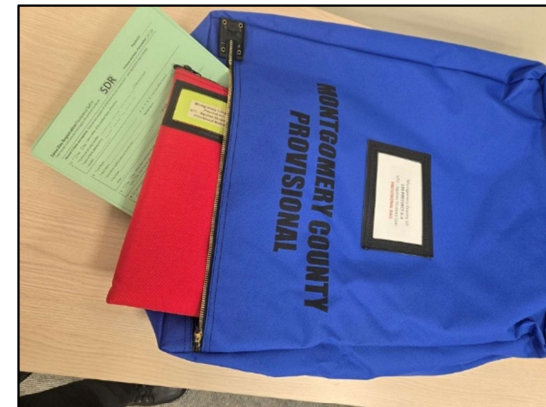
2

Voter name	SSN last 4	Reason code
Last name		1 2 3 4 5 6 7
First name		Notes
Address		Registrar use only
City/Town		Was this vote counted? YES NO
Birth year only		Why not? Date:

3

Voter name	SSN last 4	Reason code
Last name		1 2 3 4 5 6 7
First name		Notes
Address		Registrar use only
City/Town		Was this vote counted? YES NO
Birth year only		Why not? Date:

One red, zipper-pouch will hold the Provisional Ballot Logs for both primaries.



Combined Statement of Results Dual Primary

For each Primary, enter:

- **Part 1. “Turnout”** = Closing number for voters checked in from the Voter Count Call-in Sheet/Pollbook Summary form.
- **Part 2. “Count”** = votes cast from the Scanner Results Summary Tape.
- **Part 3. “Curbside”** = number of Curbside Voters from Curbside Tally Sheet.

STATEMENT OF RESULTS Montgomery County, Virginia August 4, 2026 – Primary Election PCT: 101 A-1 Slusser's Chapel		ENVELOPE 2B ↑ Staple
Republican Party Primary Part 1a. Turnout Obtain this information from the Electronic Pollbook Summary Total Number of Voters Checked In= Poll Pad Summary Page (Republican Party Primary ONLY)		Order of Tapes Top to Bottom ☐ FVS Summary ☐ FVS Write-In Report (Nov. Only) ☐ FVS Zero Count Open ☐ FVT (ADA) Close Report ☐ FVT (ADA) Open Report ☐ Poll Pad Summary Report Close ☐ Poll Pad Summary Report Open
Part 2a. Count Obtain this information from the FVS# 5076 FVS Machine Tape Total Number of Votes = Count on the FVS Machine(s) (Republican Party Primary ONLY)		
Part 3a. Curbside Obtain this information from the Curbside Voters Log Total Number of Voters Listed on Curbside Log (Republican Party Primary ONLY)		
Democratic Party Primary Part 1b. Turnout Obtain this information from the Electronic Pollbook Summary Total Number of Voters Checked In= Poll Pad Summary Page (Democratic Party Primary ONLY)		
Part 2b. Count Obtain this information from the FVS# 5076 FVS Machine Tape Total Number of Votes = Count on the FVS Machine(s) (Democratic Party Primary ONLY)		
Part 3b. Curbside Obtain this information from the Curbside Voters Log Total Number of Voters Listed on Curbside Log (Democratic Party Primary ONLY)		
Part 4. Discrepancies. Does Turnout (1a) = the Count (2a)? ☐ Yes ☐ No Does Turnout (1b) = the Count (2b)? ☐ Yes ☐ No <i>If "Yes," continue to Part 5. Certification on the next page. If "No," please note any discrepancies below. If additional space is needed, please attach an additional sheet of paper.</i>		
Part 5. Certification. We hereby certify that the two copies of the Statement of Results are a complete record of this election and that all of the information entered hereon is true and correct. Signatures of Election Officials 1. (Chief) _____ 6. (Officer) _____ 2. (Asst. Chief) _____ 7. (Officer) _____ 3. (Officer) _____ 8. (Officer) _____ 4. (Officer) _____ 9. (Officer) _____ 5. (Officer) _____ 10. (Officer) _____		

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

Combined Statement of Results Dual Primary

Part 4. Discrepancies

- Does “Turnout” entry = “Count” entry for each election?
 - Check Boxes Yes or No.
 - If Answer is “No,” there is a discrepancy between number of Voters checked in and Ballots Scanned. Explain in area below Part 4.

Part 5. All Officers sign BOTH copies of the SOR.

STATEMENT OF RESULTS		ENVELOPE 2B	
Montgomery County, Virginia August 4, 2026 – Primary Election PCT: 101 A-1 Slusser's Chapel		 Staple Order of Tapes Top to Bottom ☐ FVS Summary ☐ FVS Write-In Report (Nov. Only) ☐ FVS Zero Count Open ☐ FVT (ADA) Close Report ☐ FVT (ADA) Open Report ☐ Poll Pad Summary Report Close ☐ Poll Pad Summary Report Open	
Republican Party Primary Part 1a. Turnout Obtain this information from the Electronic Pollbook Summary Total Number of Voters Checked In= _____ Poll Pad Summary Page _____ (Republican Party Primary ONLY)			
Part 2a. Count Obtain this information from the FVS# 5076 FVS Machine Tape Total Number of Votes = Count on the FVS Machine(s) _____ (Republican Party Primary ONLY)			
Part 3a. Curbside Obtain this information from the Curbside Voters Log Total Number of Voters Listed on Curbside Log _____ (Republican Party Primary ONLY)			
Democratic Party Primary Part 1b. Turnout Obtain this information from the Electronic Pollbook Summary Total Number of Voters Checked In= _____ Poll Pad Summary Page _____ (Democratic Party Primary ONLY)			
Part 2b. Count Obtain this information from the FVS# 5076 FVS Machine Tape Total Number of Votes = Count on the FVS Machine(s) _____ (Democratic Party Primary ONLY)			
Part 3b. Curbside Obtain this information from the Curbside Voters Log Total Number of Voters Listed on Curbside Log _____ (Democratic Party Primary ONLY)			
Part 4. Discrepancies. Does Turnout (1a) = the Count (2a)? ☐ Yes ☐ No Does Turnout (1b) = the Count (2b)? ☐ Yes ☐ No If "Yes," continue to Part 5. Certification on the next page. If "No," please note any discrepancies below. If additional space is needed, please attach an additional sheet of paper.			
Part 5. Certification. We hereby certify that the two copies of the Statement of Results are a complete record of this election and that all of the information entered hereon is true and correct.			
Signatures of Election Officials 1. (Chief) _____ 6. (Officer) _____ 2. (Asst. Chief) _____ 7. (Officer) _____ 3. (Officer) _____ 8. (Officer) _____ 4. (Officer) _____ 9. (Officer) _____ 5. (Officer) _____ 10. (Officer) _____			

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

Combined Statement of Results Dual Primary

Election Summary
ED-LAT
County of Montgomery
Dual Party Primary Elections
Tuesday, August 4, 2026

Election Date: Tue Aug 04, 2026
Report Printed: Wed Jun 10, 2026 11:37:59 AM EDT
Software Version: 2.2
OS Version: 1.0.00
Machine Name: UVS035076

Election ID: 407
Election Version: 26.5.2
Public Count: 16
Protective Count: 5297
Open Poll: Wed Jun 10, 2026 11:07:48 AM EDT
Close Poll: Wed Jun 10, 2026 11:37:47 AM EDT

Slusser's Chapel
00101

Pages Cast	16
Blank Pages	2

Slusser's Chapel Fed
Republican
Blank 0 Count 0
Democratic
Blank 0 Count 0

Slusser's Chapel Full
Republican
Blank 1 Count 8
Democratic
Blank 1 Count 8

Member United States Senate (R)

For the Results Reporting Sheet, "Pages Cast" is found here.

For the SORs, "Count" numbers for each Primary are found here.



Polls Closing Tasks

Complete the Results Reporting Sheet



NOTE: Registrar name and phone number to call is listed.

At top, enter:

- Time you are calling the office, your name and the name of person at the office taking your call.
- From FVS scanner “Election Summary” tape, enter Pages Cast. This is a total of ballots scanned for both Primaries.

Results Report Sheet		ENVELOPE 2B
Montgomery County, Virginia August 4, 2026 - Primary Election PRECINCT: A-1 101 Slusser's Chapel		
Report to: Call Cyndi 540-250-1718		
TIME: _____		
Called In By: _____ Taken By: _____		
PAGES CAST: _____		
REPUBLICAN PRIMARY		Count: _____
US SENATE		Curbside Voters
BERT MIZUSAWA		Voted Outside the Polls
KIM FARINGTON		
DAVID E. WILLIAMS		
Undervotes		
Overvotes		
		PROVISIONAL BALLOT LOG NUMBERS
		REASON CODES
		#1 SDR - SAME DAY REGISTRATION
		#3 THROUGH #6 After hours, No AB, Already Voted & Other
		#7 NO ID & Declined ID Statement
		Total must match the totals on the back of Envelope 1A/1B
DEMOCRATIC PRIMARY		Count: _____
US HOUSE DISTRICT 9		Curbside Voters
JOY A. POWERS		Voted Outside the Polls
ADAM GRAYSON MURPHY		
DOUGLAS E. CROCKETT		
Undervotes		
Overvotes		
		PROVISIONAL BALLOT LOG NUMBERS
		REASON CODES
		#1 SDR - SAME DAY REGISTRATION
		#3 THROUGH #6 After hours, No AB, Already Voted & Other
		#7 NO ID & Declined ID Statement
		Total must match the totals on the back of Envelope 1A/1B
SHERIFF		
E.F. "ED" HERTLING, JR.		
TIM ANDREW BROWN		
GREG D. "WALDO" WARDEN		
Undervotes		
Overvotes		



Polls Closing Tasks

Complete the Results Reporting Sheet



From the Election Summary tape, enter separately for each primary:

- “Count”
- Votes for each candidate

From Curbside Tally Sheet, enter separately for each primary:

- Number of Curbside Voters

Results Report Sheet		ENVELOPE 2B
Montgomery County, Virginia August 4, 2026 - Primary Election PRECINCT: A-1 101 Slusser's Chapel Report to: Call Cyndi 540-250-1718		
TIME: _____		
Called In By: _____ Taken By: _____		
PAGES CAST: _____		
REPUBLICAN PRIMARY		
US SENATE		Count: _____
BERT MIZUSAWA		Curbside Voters Voted Outside the Polls _____
KIM FARINGTON		
DAVID E. WILLIAMS		PROVISIONAL BALLOT LOG NUMBERS REASON CODES #1 SDR - SAME DAY REGISTRATION _____ #3 THROUGH #6 After hours, No AB, Already Voted & Other _____ #7 NO ID & Declined ID Statement _____ Total must match the totals on the back of Envelope 1A/1B _____
Undervotes		
Overvotes		
DEMOCRATIC PRIMARY		
US HOUSE DISTRICT 9		Count: _____
JOY A. POWERS		Curbside Voters Voted Outside the Polls _____
ADAM GRAYSON MURPHY		
DOUGLAS E. CROCKETT		PROVISIONAL BALLOT LOG NUMBERS REASON CODES #1 SDR - SAME DAY REGISTRATION _____ #3 THROUGH #6 After hours, No AB, Already Voted & Other _____ #7 NO ID & Declined ID Statement _____ Total must match the totals on the back of Envelope 1A/1B _____
Undervotes		
Overvotes		
SHERIFF		
E.F. "ED" HERTLING, JR.		
TIM ANDREW BROWN		
GREG D. "WALDO" WARDEN		
Undervotes		
Overvotes		

New Format for Provisional Ballot Summary And Results Reporting Sheet

Provisional Ballot Log - 1A

Montgomery County, VA

August 4, 2026 – Primary Election

Precinct: **A-1 101 Slusser's Chapel**

What to do at the end of the day

Enter the total number of Provisional Vote envelopes for each reason code.

			Totals
Voter's name IS NOT on pollbook. Voter:	1	Same Day Registration	5
	3	After hours, due to court order	
Voter's name IS on the pollbook, and voter:	4	No AB to Surrender	3
	5	Shows Already Voted on Poll Pad	
	6	Other	
	7	Voter did not show required ID and declined to complete ID confirmation statement	3
Add Lines 1 through 7: Write total here and on the back of Envelope 1A			11

What to do during the day

Copy information from the Provisional Vote envelopes below

Voter name	SSN# last 4	Reason code
------------	-------------	-------------

Results Reporting Sheet

US SENATE

BERT MIZUSAWA	
KIM FARINGTON	
DAVID E. WILLIAMS	
Undervotes	
Overvotes	

Curbside Voters

Voted Outside the Polls	
-------------------------	--

PROVISIONAL BALLOT LOG NUMBERS

REASON CODES	
#1 SDR - SAME DAY REGISTRATION	5
#3 THROUGH #6 After hours, No AB, Already Voted & Other	3
#7 NO ID & Declined ID Statement	3
Total must match the totals on the back of Envelope 1A/1B	11

- Enter Provisionals cast for Reason Code #1 (Same Day Registration).
- Enter sum of Provisionals cast for Reason Codes #3 through #6.
- Enter Provisionals cast for Reason Code #7 (No ID and voter declined the ID Confirmation Statement).
- Entries on Results Reporting Sheet must match.
- Total on each document must match total Provisional cast on back of Envelope 1A/1B.

Assisting Voters with Check-in Issues

There were two precincts at the April election with a discrepancy between voters checked-in and ballots cast.

Each Chief realized that a voter had been given a ballot after completing a required form – not after being checked in on the Poll Pad.

Please ensure your precinct process for assisting voters requires the voter to hand in a **Ballot Receipt** before being given a ballot.

Election Day Situations

- If you find an item is missing, first check the List of Contents in the Chief's binder. **Then** call your designated staff member on their cell phone.
 - Signs, forms, other supplies
 - Fewer or more than expected packs of ballots
- If an item of equipment is not starting up properly or if a seal is damaged or missing, **call your designated staff member.**
- If an Authorized Representative or an outside Campaigner won't heed your instructions, **call your designated staff member.**

See info in your Chief's Binder for your precinct's designated staff member and cell number.

End of Night “Packing List”

Now includes a checklist for:

- Poll opening steps
- Voting hours tasks
- Poll closing steps



Multipage form is located near the front of the Chief’s Binder.

- Can be used as an actual checklist. Feel free to mark it up!

Monitor Voting Progress

A best practice is to monitor voting progress throughout the day. Regularly make a comparison between:

- Voters checked in on the pollbooks and
 - Ballots scanned + Ballots with voters in marking booth area.
- If there is a discrepancy, identify the reason for the discrepancy and describe it on the Incident Report form and the SOR after closing.
- Suggestion is to perform this check hourly.

Setup/Shutdown Equipment Procedures

Two minds are better than one!

Assign two Officers to set up pollbooks and two Officers to set up voting machines.

- One Officer should read instructions as the other carries out each step.
- Follow instructions as written!

FVS Scanner

Ballot Rejections

In April, two precincts received some poorly printed ballots which were rejected by the scanner as “invalid.”

- Feedback has been given to the vendor who prints our ballots.
- Officers should check ballots and set aside any with faint timing marks or lettering. If you find a recurring problem with a pack of ballots, open a new pack.
- If a voter’s ballot is rejected as “invalid” on three attempts, have the voter exchange their ballot for a new one.
- Report any issues to the office and record on Incident Report form.

Poll Opening Tasks

KNOWiNK Poll Pads

TAKE CARE when removing the Poll Pad from the case and when putting it back.

- The instructions remind Officers to remove the green (or white braided) cord and the power cord from the foam first and lay them loosely to the side.
- If the cords are not removed from the foam first, they can become detached from the printer as the Poll Pad device is lifted from the green case.

Troubleshooting steps for Pollbooks and Voting Machines

The Chief's Binder contains copies of voting machine and pollbook startup/shutdown instructions with trouble shooting steps at the end.

No table of contents. Each section has bold headers and a description of what each page or section contains.

Problems addressed include changing paper rolls, what to do if you lose power. For Poll Pads, connectivity among the units and communication with the printer are addressed. For the Scanner, there is information on ballot issues.

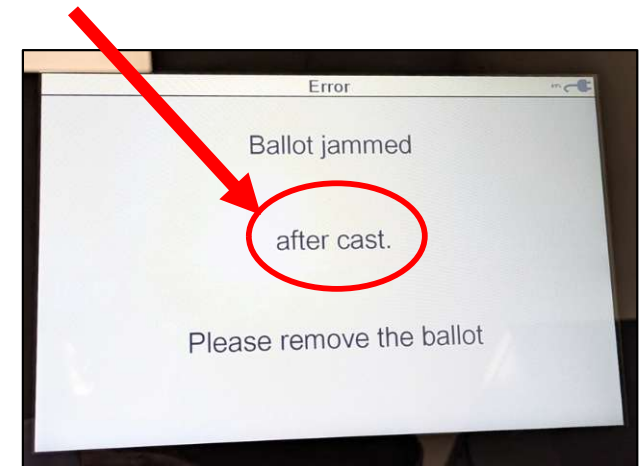
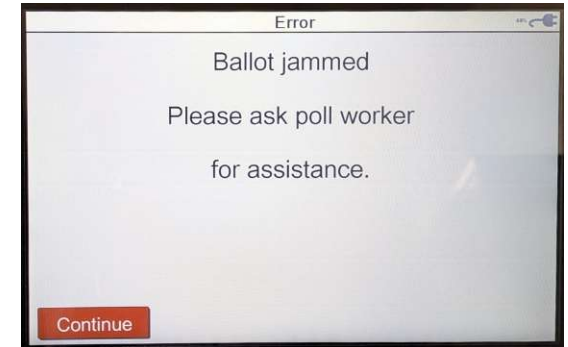
If the suggested steps do not work, call the office and someone will come to assist. Do NOT attempt further steps with the equipment.

Record information about equipment issues and solutions on the Incident Report.

FVS Ballot Scanner

If you should have a jammed ballot:

- Display screen will tell you about the situation.
- Officer will press “Continue.”
- If you see the Password screen, enter the Election Day Password.
- You will then see this screen: “Ballot jammed after cast.”
 - The ballot was **counted** and then the jam occurred.
 - **CALL YOUR DESIGNATED STAFF MEMBER.** There is no easy way to access this ballot.
 - Do NOT scan the ballot. Drop it into ballot bin.
- **If you do not see the Password Screen, the ballot jam occurred “before cast.” The ballot was NOT counted before the jam occurred.**
 - Scan the ballot again.



If you have questions, call your designated staff person on their cell.

Pouch 7 Form

Machine, Seal, and Counter Numbers

Officers will:

- Check off on voting equipment machine, seal, and counter numbers in the morning.
- Enter closing counter numbers in the evening.
- Enter seal numbers applied to yellow AB Drop Bag in the morning and evening.
- Enter seal number for Scanner USB Thumb Drive Pouch (new) after close.

POUCH 7 FORM
 Montgomery County, Virginia
 August 4, 2026 – Primary Election
 Precinct: A-1 101 Slusser's Chapel

POUCH 7 Blue Plastic Seal# _____

1. Election Morning check the ALL-Seal Numbers against the machines and place a checkmark beside the seal number below. The only broken seals you will have in the morning are from opening the cases. Put the broken seals from the FVT Case, FVS Case and Poll Pad Cases in Pouch 7.

2. Election Night complete the machine close numbers, seal numbers and sign the bottom of the form. Write the Blue Plastic Seal Number you use to lock Pouch 7 above. Place this sheet, Sealed FVS Thumb Drive Pouch & Chief's Keys in Pouch 7 making sure the Thumb Drive & Chief's Keys are visible through the pouch. Then Zip & Seal Pouch 7.

NO SEALS will be applied to the FVT or FVS at the end of the night!

VOTING MACHINE NUMBER	SEAL NUMBER MORNING	PROTECTIVE		PUBLIC	
		OPEN POLLS	COUNT NUMBER CLOSE POLLS	OPEN POLLS	COUNT NUMBER CLOSE POLLS
FVT (ADA) # <u>7113</u>	✓ 17154271	0	_____	0	_____
	17154272				
FVS (SCANNER) # <u>5076</u>	17154273	0	_____	0	_____
	17154274				
	17154275				

WHITE PLASTIC SEALS must be applied to the **Poll Pads** at the end of the night!

	✓	SEAL NUMBER	
		OPEN	CLOSE
POLL PAD # <u>001</u>	✓	17154439	_____
POLL PAD # <u>002</u>	_____	17154440	_____
POLL PAD # <u>003</u>	_____	17154441	_____

WHITE PLASTIC SEAL must be applied to the **Ballot Drop Bag & FVS Thumb Drive Pouch** at the end of the night!

NO SEAL will be applied to the Emergency Ballot Bin at the end of the night!

	SEAL NUMBER MORNING	CLOSING
YELLOW BALLOT DROP BAG	_____	_____
FVS THUMB DRIVE POUCH	_____	_____
EMERGENCY BALLOT BIN (IF USED)	_____	_____

POUCH 7 FORM

REQUIRED SIGNATURES
2 OFFICERS*
DATE: _____

1* _____

2* _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

Rev. 5.28.26tcf

POUCH 7 FORM
 Montgomery County, Virginia
 August 4, 2026 – Primary Election
 Precinct: A-1 101 Slusser's Chapel

POUCH 7 Blue Plastic Seal# _____

- Election Morning check the ALL-Seal Numbers against the machines and place a checkmark beside the seal number below. The only broken seals you will have in the morning are from opening the cases. Put the broken seals from the FVT Case, FVS Case and Poll Pad Cases in Pouch 7.
- Election Night complete the machine close numbers, seal numbers and sign the bottom of the form. Write the Blue Plastic Seal Number you use to lock Pouch 7 above. Place this sheet, Sealed FVS Thumb Drive Pouch & Chief's Keys in Pouch 7 making sure the Thumb Drive & Chief's Keys are visible through the pouch. Then Zip & Seal Pouch 7.

NO SEALS will be applied to the FVT or FVS at the end of the night!

VOTING MACHINE NUMBER	SEAL NUMBER MORNING	PROTECTIVE		PUBLIC	
		OPEN POLLS	CLOSE POLLS	OPEN POLLS	CLOSE POLLS
FVT (ADA) #7113	✓ 17154271	0		0	
	17154272				
FVS (SCANNER) #5076	17154273	0		0	
	17154274				
	17154275				

WHITE PLASTIC SEALS must be applied to the **Poll Pads** at the end of the night!

	SEAL NUMBER	
	OPEN	CLOSE
POLL PAD # 001	✓ 17154439	
POLL PAD # 002	17154440	
POLL PAD # 003	17154441	

WHITE PLASTIC SEAL must be applied to the **Ballot Drop Bag & FVS Thumb Drive Pouch** at the end of the night!

NO SEAL will be applied to the Emergency Ballot Bin at the end of the night!

	SEAL NUMBER	
	MORNING	CLOSING
YELLOW BALLOT DROP BAG		
FVS THUMB DRIVE POUCH		
EMERGENCY BALLOT BIN (IF USED)		

Rev. 5.28.26tcf

POUCH 7 FORM

REQUIRED SIGNATURES
 2 OFFICERS*
 DATE: _____

1* _____

2* _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

Pouch 7 Form Machine, Seal, and Counter Numbers

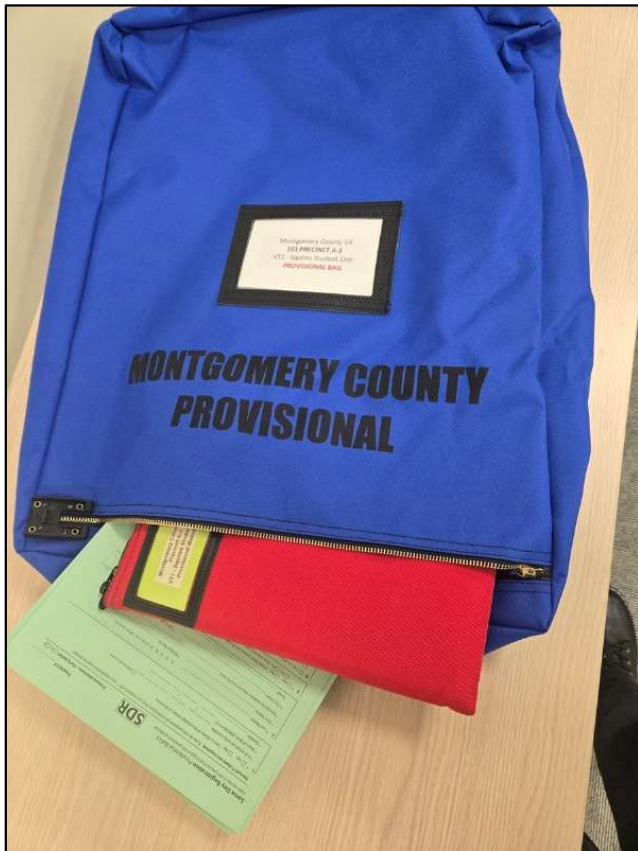
At the Close of Polls,
Officers will also:

- Record Pouch 7 closing seal number in top right corner.

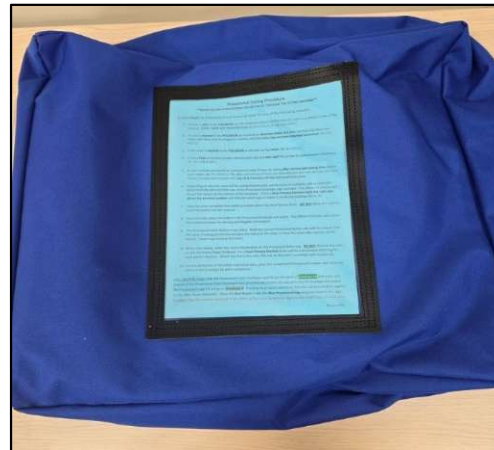
NEW PROCEDURE

- At least two Officers sign in the designated "seal" area of the form.
- There is no longer a sticky signature seal to apply here.

Provisional Supplies Bag

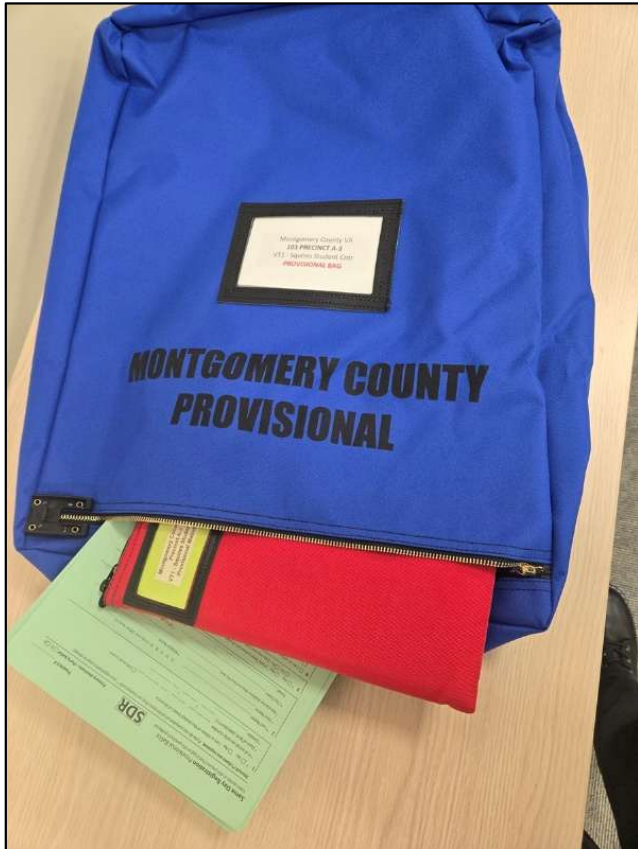


Holds Provisional Envelopes and the original red, zipper-pouch. The red pouch will have the 1A Envelope, Voter Notices, Goldenrod Form, Log(s), etc.



Basic guidance for use of Provisional Ballots is on the back of the bag.

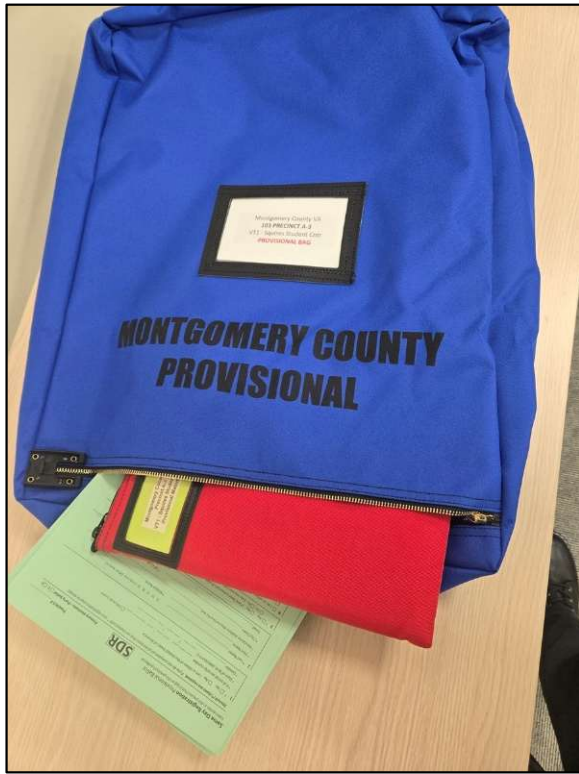
Provisional Supplies Bag



For medium and smaller precincts -
the Provisional Supplies Bag will be delivered in the cage.

For larger precincts - if the Bag does not fit in the cage, the Chief will receive it when they pick up the Chief's case on the Monday.

Provisional Supplies Bag



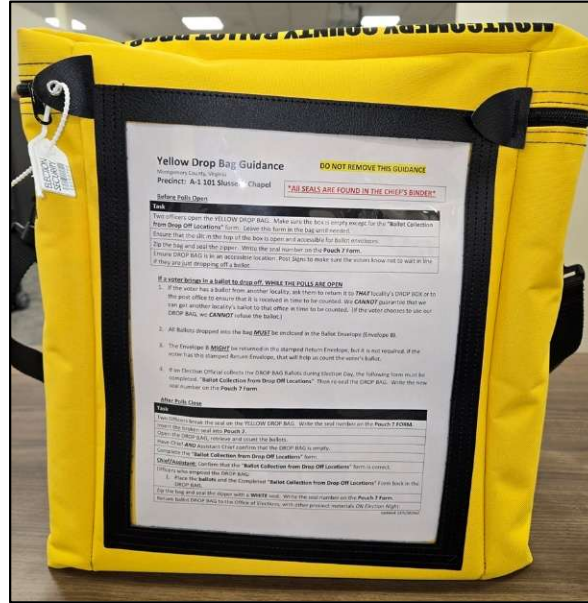
- During the day, completed Provisional Envelopes should be placed in the **red zipper-pouch** to protect voter privacy.
- If the red zipper-pouch is too small to hold your Provisionals during the day, the 1A Box may be used instead.
- At closing, completed Provisional Ballots will be transferred to the 1A Envelope/1A Box for return to the office by the Chief.
- All unused supplies go back in the blue Provisional Supplies Bag.
- If there is room, the blue Supplies Bag should go in the cage for return to the office.

Yellow Absentee Ballot Drop Bag



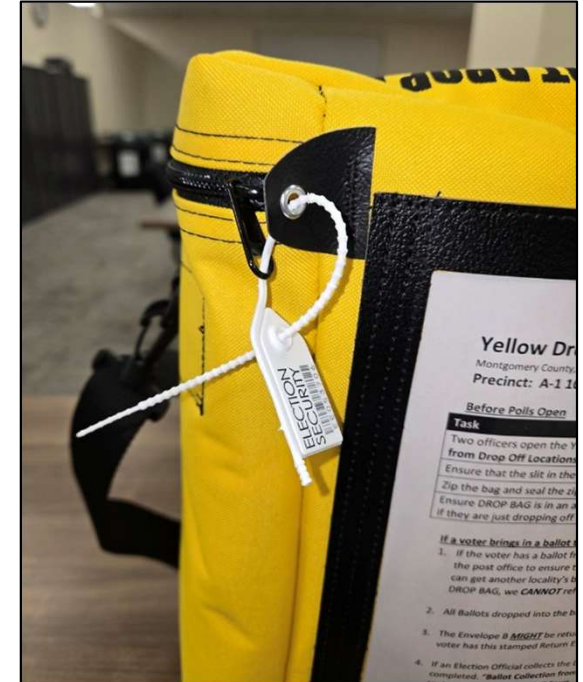
Smaller size:
16"H x 15"W x 6"D

No need to construct
into box shape.



Guidance Sheet for Poll
Opening, Voting Hours,
and Poll Closing on
outside.

Ballot Collection Form is
inside.



Zipper closure uses a
white security seal placed
through grommet and
zipper.

Seals are in the Chief's
Binder

Chief's Binder

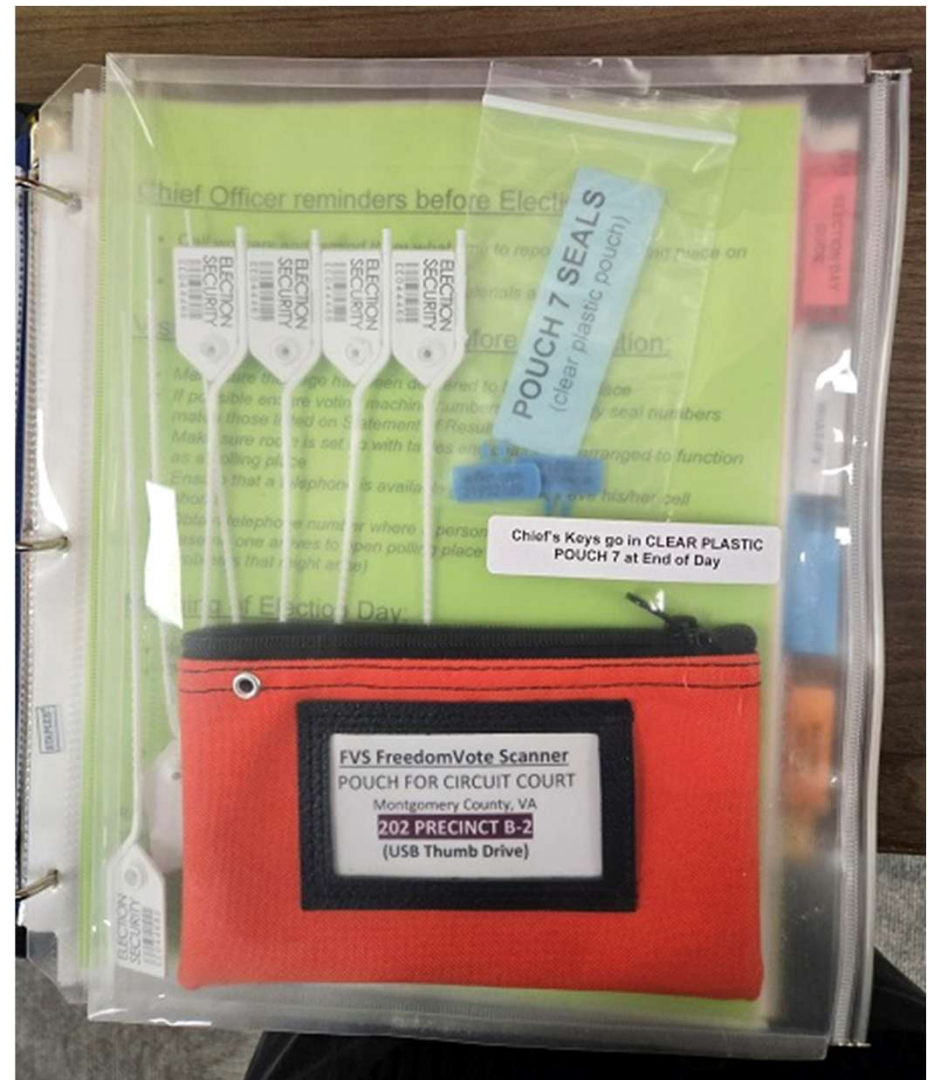
All seals are located in the clear pouch at the front of the Chief's Binder:

White seals for:

- Poll Pad cases at end of night
- Scanner USB Pouch
- Emergency Ballot Box (if used).
- **Yellow, AB Drop Bag**

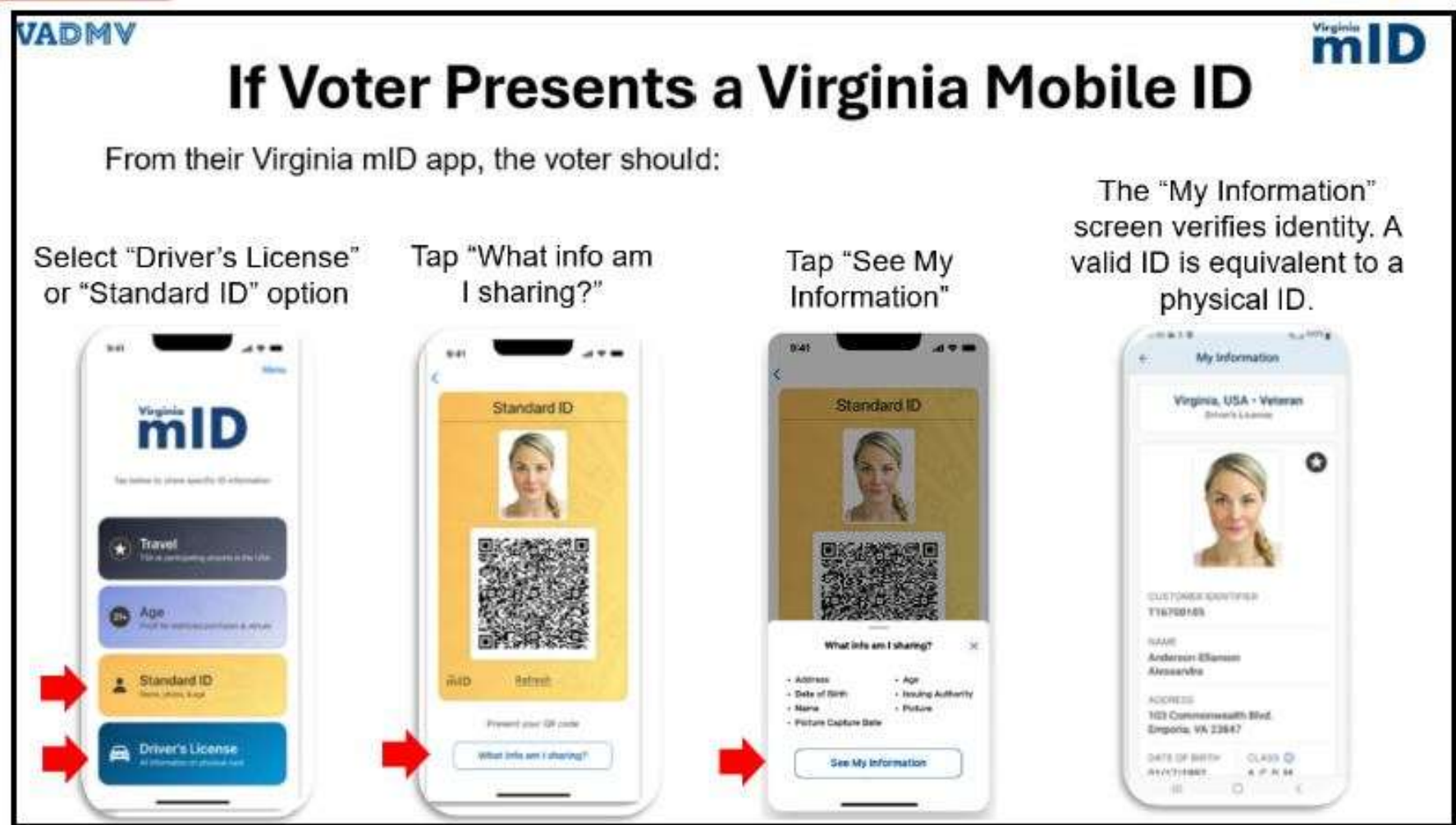
Blue seals for:

- Pouch 7



Virginia Mobile ID

Electronic form of Virginia Driver's License



If you have questions, call your designated staff member on their cell phone.

Authorized Representatives

Primary Elections



- In a primary election, each candidate on the ballot may have representation present before the polls open, during voting hours, and after the polls close. (§ 24.2-639, 24.2-604, 24.2-655)
- *Dos and Don'ts for Campaigners and Authorized Representatives* specifies the permitted number of Representatives and what they may observe.
 - One Authorized Rep per candidate before polls open
 - One Authorized Rep per candidate per pollbook division during voting hours
 - One Authorized Rep per candidate after polls close
- Authorized Representatives must give to the Chief Officer a written “letter of authorization” signed by the candidate.
- Officers have the authority to remove anyone interfering with the voting process. § 24.2-607.

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

Provisional Ballots



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

Commonwealth of Virginia, Official Ballot
County of Montgomery
General and Special Elections
Tuesday, November 5, 2024

Auburn HS Full
04021

Provisional Ballot

Making selections

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.

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.

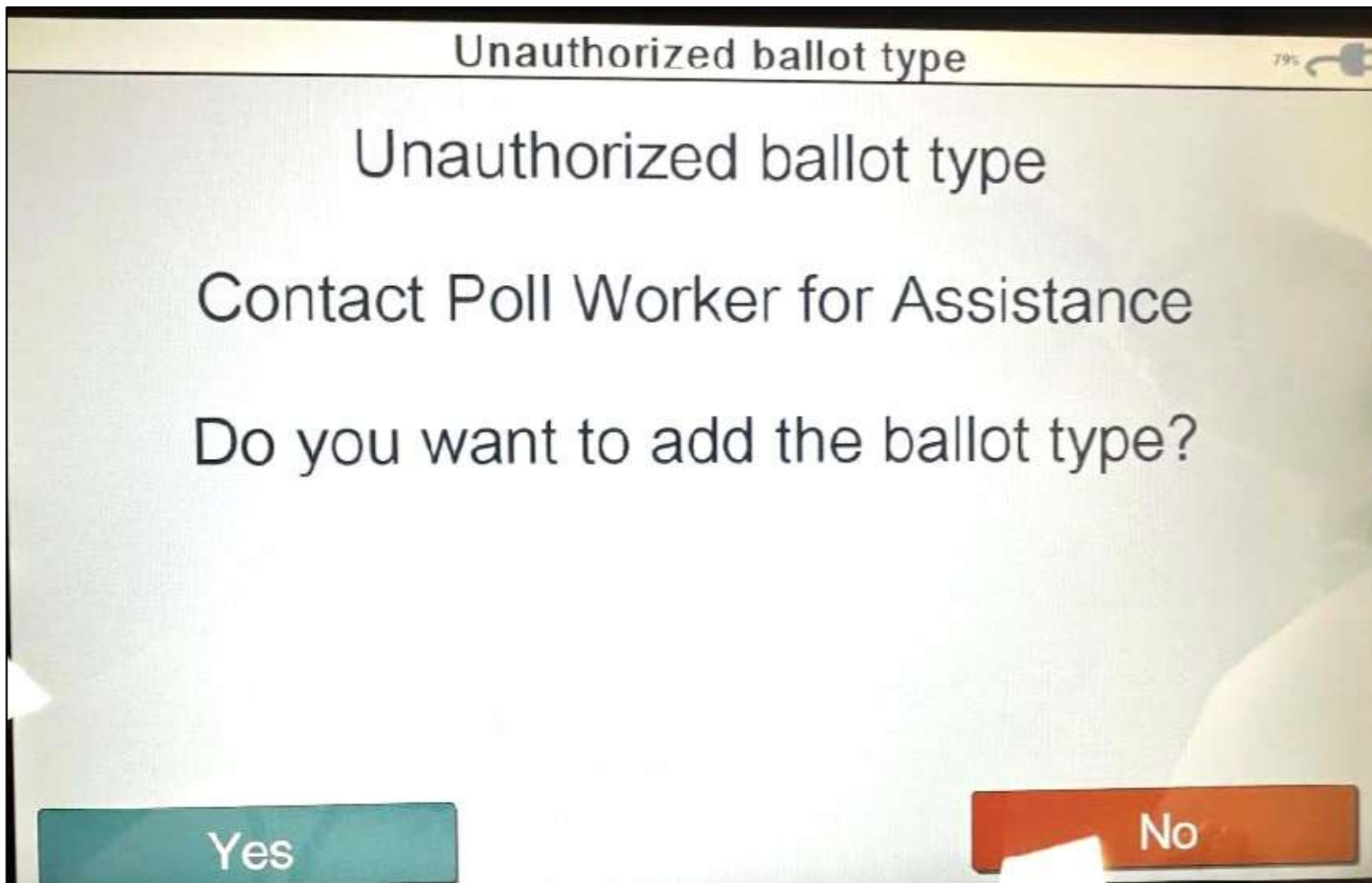
President and Vice President Member

- “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.”



Processing a Provisional Ballot

Officers assisting Provisional Voters will:

- Hold onto each Voter's ID and NOT return it until all steps are complete.
 - Officer issues the Provisional Ballot and privacy folder to the Voter but retains the Voter's Provisional Ballot Envelope
 - Explain to the Voter that their ID will be returned after they bring their ballot back and seal it in their Provisional Ballot Envelope.
- Have Voter seal their Provisional Ballot Envelope.

Every precinct has been issued at least one roll on or “dab and seal” moisturizer with adhesive for sealing Provisional Envelopes. They will be delivered in the red Provisional zipper pouch.

Cage - Top Shelf Contents



Top shelf – Front Row

1 Poll Pad Case



Box/Envelope 6

Unvoted Ballots

Marking Booths (5)

Top Shelf – Back Row

(2) Two Poll Pads

Plastic Bin needs to be placed lengthwise in the cage.



Clear Plastic Box

- Machine Instructions w/Headphones
- Power Cords
- Surge Protectors
- Clipboards
- Privacy Folders
- Ballot Receipt Box
- “I Voted” stickers

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 Bag**

**Blue Provisional
Ballot Supplies Bag -
if it fits.**

- **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.**

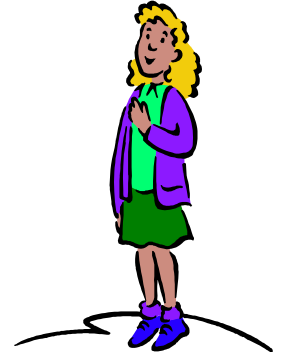
Power Cord

- **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.**

Election Day Set Up



The Chief Officer will:

- Welcome Authorized Representatives.
- Administer the Oath
- Assign Officers to arrange furniture and post notices and signs.
- Assign Officers to set up electronic poll books. **Confirm serial and seal numbers on Pouch 7 Form. Print three Poll Pad Summary Reports, one from each Pad.**
- Assign Officers to count packs of ballots. Confirm that number of ballots received matches **Receipt for Ballots** inside Box/Envelope 6.

List of Chief's Election Day Set-Up tasks: Pages 3 – 6 of "Election Day Guide for Officers of Election"

Election Day Set Up

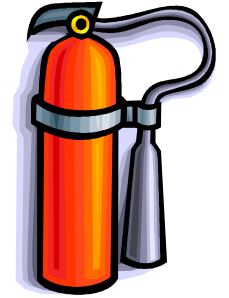


The Chief Officer will:

- Assign Officers to set up the voting machines. Confirm serial and seal numbers and machine protective and public counter numbers on Pouch 7 Form.
- The FVS Scanner will print three sets of Zero Tapes showing no ballots have been scanned before the polls open. The Scanner should print three sets automatically. If three sets do not print, press “print” for additional sets.
- The Print/sign 3 copies of the Zero Tape for the ADA tablet (FVT).

List of Chief’s Election Day Set-Up tasks: 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.

Electronic Pollbooks



- Open and Close instructions for the Poll Pads will be in the Ziploc bag (with the voting machine instructions) in the clear plastic bin on the top shelf of the cage.
- Chief's Binder has a copy of the instructions, so you can review before Election Day.



Election Day Set Up

Completed Absentee Ballot Drop Bag and Sign

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

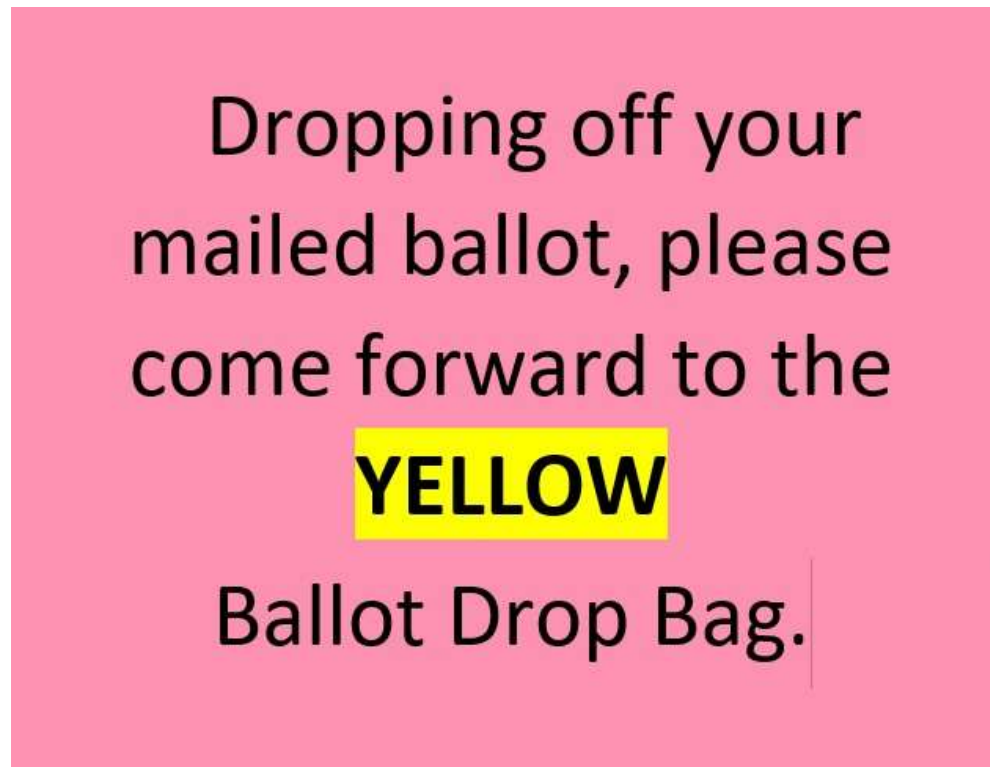
- An official YELLOW Ballot Drop Bag is delivered in the cage.
 - Comes “assembled” in its boxy shape.
 - Seal must be looped through the bag’s grommet and zipper.
 - Record Seal No. on Pouch 7 Form.
 - Unused seals are stored in the Chief’s Binder.
 - Chain of custody “Ballot Collection” form will be delivered in the yellow bag.

The Absentee Ballot Drop Bag location is the Chief’s decision.

Should be in view of the Officers. **Place in a secure location - away from entry door.** Location may be in the lobby/entrance area if 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.

KNOWiNK Poll Pads

When you scan a driver's license:

- The Poll Pad does exactly what you do when you carry out a manual search. It looks at:
 - First 3 letters of the last name
 - First 3 letters of the first name
 - (Plus the birth year)
- It can bring up more than one voter, because more than one voter in the county matches that criteria.
- Some Virginia Driver's licenses don't scan! If the Poll Pad does not bring up the correct voter, try a manual search.

KNOWiNK Poll Pads

For a manual search:

- Don't enter more than 3 letters of the first and last names. You could make a typo.
- If the Poll Pad does not bring up a voter, do NOT tell the voter they're not registered.
- First try re-entering the 3 letters of the first and last names.
- Call the Chief or Asst. Chief over if needed.
- If voter cannot be found, the Chief/Asst. Chief should call their designated staff person for assistance. Registrar can talk to voter and search by SSN.

Approved Identification

ELECTRONIC FORMS OF ID (highlighted in yellow)



★ 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

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.

Revised July 2025

Approved Identification

ELECTRONIC FORMS OF ID (highlighted in yellow)



★ VIRGINIA ★

DEPARTMENT of ELECTIONS

Voter Identification

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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

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



★ 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 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

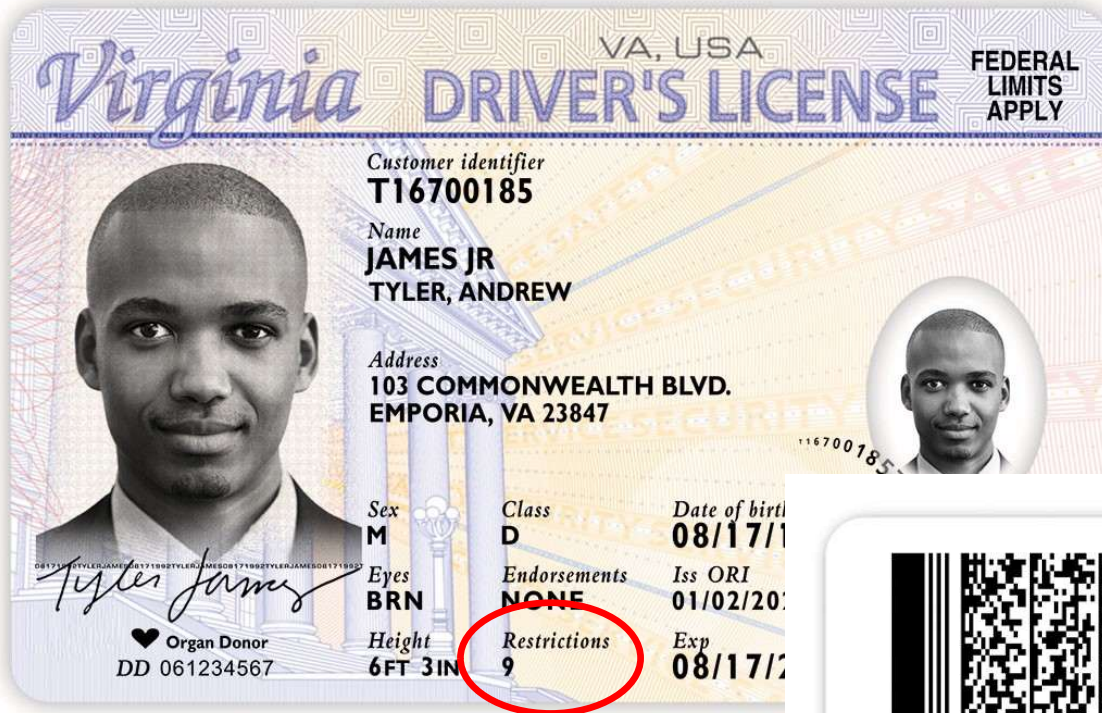
Unless otherwise noted, acceptable forms of identification do NOT have to contain a photograph of the voter. Some acceptable forms of ID do not have an address.

*"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."

Revised July 2025

How to recognize a Driver's Privilege Card



Restriction listed on back says “9 Limited duration.”

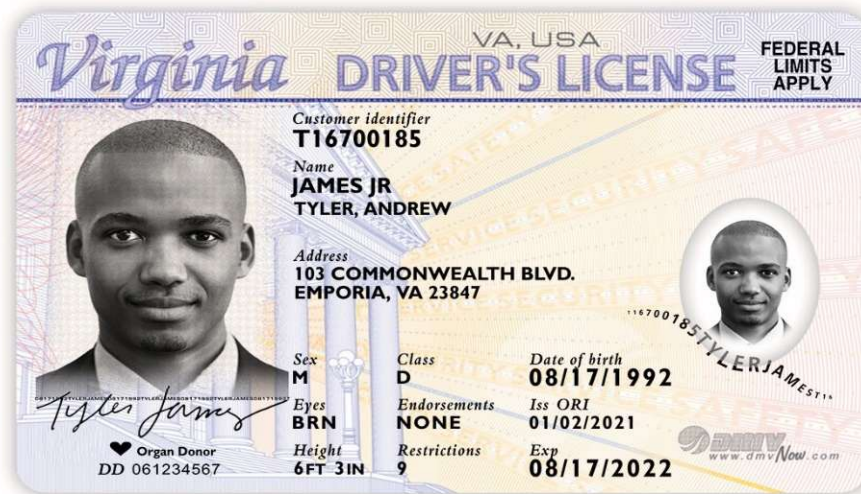
It has a “9” under “Restrictions” on the front.



Driver's Privilege Card

If a voter presents one of these cards, send the voter to the Chief Officer.

It is possible the voter is a new citizen who has not updated their driver's license.



Approved Identification

The **ONLY** state driver's license acceptable for voting in Virginia is the **VIRGINIA DRIVER'S LICENSE.**

Licenses from other states are **NOT** allowed for checking in or for Same Day Registration.

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 mont

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) ____

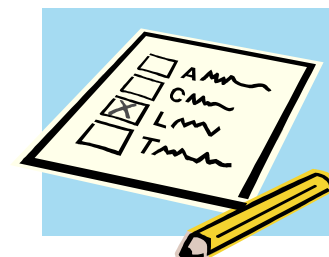
WARNING: Making a materially false statement on this form constitutes the crime of election fraud, which is punishable under Virginia law as a felony. Violators may be sentenced to up to 10 years in prison and/or fined up to \$2,500. §24.2-1016

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. A voter can then be checked in and allowed to vote normally on the precinct equipment.

Voters without ID



- Any voter who does not present acceptable identification AND does not sign the statement must vote a Provisional Ballot (Reason Code 4).
- Voters casting a Provisional Ballot are given until noon on the third business day after the election (Friday) to provide approved ID or a signed ID Confirmation Statement to the Registrar's Office by: Fax, electronic mail, in-person delivery or timely mail delivery.
- *Provide the voter with a Provisional Voter Notice – ID ONLY* with information on dates and times of the Electoral Board's Provisional Ballot Meetings.

See ... Page 27, Problem 19.

Absentee Voters at Check-In



- A person who returns an unused or spoiled Absentee Ballot **ON** Election Day may vote normally on equipment at their **regular polling place** after surrendering the ballot.
- Chief should spoil surrendered absentee ballot, reinsert ballot in its envelope(s), and place in Envelope 4. Record number of surrendered absentee ballots enclosed on the *Ballot Record Report*.
- Chief may then override voter's absentee status in the pollbook, check the voter in, and issue a ballot from the precinct's supply.

See *What Ifs...* Page 27, Problem 19.

Status of Absentee Voter's Ballot



The Poll Pads will list information about each Absentee Voter's ballot.

- “Pre-processed” if ballot has been checked-in and scanned ahead of Election Day.
- “Marked” if ballot has been received but not pre-processed.
- “Issued” if sent out by mail, but not received back at the office by the time pollbook is downloaded into the Poll Pad.
- “Unmarked” if ballot has been returned unused. (Voter has not yet voted.)
- “Unmarked” may also indicate the ballot has been received but is waiting for voter to cure an error.
- “On Machine” if ballot cast in person during “early voting.”
- “SDR Provisional” if voter registered and voted after close of books.

Voter Check-In Situations

Absentee Voters without a ballot to surrender

- An Absentee Voter without their ballot to surrender should complete a statement attesting that they lost or never received their ballot.
- After completing and signing the form, the Chief will have the voter complete a Provisional Ballot.
- **Paperclip the form to the voter's Provisional Envelope.**

The image shows a yellow 'Statement of Voter' form from the Virginia Department of Elections. At the top left is the state seal and the department name. The form contains several sections: a name line with fields for First, Middle, Last, and Suffix; a statement of intent to vote; a section for the voter's address with fields for house number, street name, city, and zip code; and a section for the voter's signature, last 4 digits of their SSN, and the date. At the bottom, there is a 'Privacy Act Notice' and a 'WARNING' about the penalties for providing false information. The form is dated 09/2021.

See *What Ifs...* Page 28, Problem 20.

Voter Flags

“Inactive” or “Marked for Confirmation”



The Registrar has reason to believe the Voter may no longer live at the address of record.

- Voter may be flagged “Inactive” or “Marked for Address Confirmation.”
- Detailed information can be found in the *What Ifs - A complete guide for helping voters with exceptional situations*.
- Follow guidance in the *What Ifs*. If Voter is qualified, have voter complete the appropriate form. THEN check the voter in on the pollbook and issue a ballot. (Place the form in Envelope 8.)
- If Voter is no longer qualified, SDR is an appropriate next step. If you have questions, call your designated staff member at their cell number. If you cannot reach them, call the office number 540-382-5741.

**See *What Ifs...* Situations 4 - 8, Pages 8-12.
Mover’s Chart is now Appendix A, Page 28.**

Voter Flags

“Must show ID”



Voter registered through the mail or a third-party registration drive and has not yet shown identification.

- Voter must show any ID on the Approved ID list.
- Send Voter to the Chief.
- Chief: Voter CANNOT sign the ID Confirmation statement.
- Call your assigned staff member on their cell if you have questions. If you cannot reach your assigned staff member, call the office phone number at 540-382-5741.

See *What Ifs...* Page 5, Situation 1.

Check-in Table Voting Hours



- Check in is NOT complete until the Poll Pad prints the voter's Ballot Receipt.
- Pollbook Officers: Do not hand back ID until you have a Ballot Receipt to give the voter.
- The voter's chosen primary is printed on the Receipt itself.

Chief Officers: If there is not enough physical space for a separate Ballot Table or if you are short on staffing, Pollbook Officers may retain Ballot Receipt and issue the ballot directly to the voter.

Ballot Officer

Before the Polls Open



- Open Box/Envelope #6.
- Find **Receipt for Ballots** on top and set aside.
- Find envelope or shrink-wrapped package with Provisional Ballots.
- Count the shrink-wrapped packs of regular ballots and package or envelope of Provisional Ballots.
- Compare number of ballots received to information on the **Receipt for Ballots**. If number matches, sign the **Receipt** and give it to the Chief. If numbers do not match, inform the Chief. Chief will keep this form for return in Envelope 2B.
- Record the number of packs and other ballots (in envelopes) on the **Ballot Record Report** form.
- As each shrink-wrapped pack of ballots is opened, two Officers must count the number of ballots contained. Record that number on the **Ballot Record Report**.

Poll Opening Tasks



Ballot Record Report Democratic ENVELOPE 2B

Montgomery County, Virginia
June 17, 2025 - June Primary
Precinct: G-3 703 Blacksburg Christian

Assume each ballot pack has 50 ballots. How many unopened ballot packs are inside Envelope/Box #6?

Envelope/Box #: _____ (Ballot Packs) x 50 + _____ (Provisional Ballots) = _____ Total Ballots
If the amount doesn't match the Receipt for Ballots call the office: (540) 382-5741

Ballot pack #	# Of Ballots in pack	2 Officer's Initials
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
Total =		

1. OPEN PACKS
- Assume each pack is 50 until opened.
- Open as needed, 2 Officers count and record actual count in column.

2. ELECTION DAY STATISTICS
- Cross off or circle each number when used.

2a. SPOILED BALLOTS Envelope 4
This is a ballot spoiled by the voter.

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

2b. VOIDED BALLOTS Envelope 4
This is a ballot found abandoned.

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

2c. PROVISIONAL BALLOTS Envelope 1A/1B
This is a ballot for a provisional voter.

Obtain Provisional Ballot Total from the Provisional Ballot Log or the Back of Envelope 1A/1B. Both these totals should match.

Provisional Ballots ➡ _____ Total

2d. ABSENTEE BALLOTS - SURRENDER Envelope 4
This is an unused ballot returned by voter.

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

3. END OF DAY FINAL REVIEW

	Total
Loose unused ballots (Include unused Provisional, Federal & Pres. Only Ballots)	+
Sealed unused ballots x 50	+
3a. Total ballots NOT USED	=
Record total from F/V/S (machine tape)	+
Record SPOILED BALLOTS (2a.)	+
Record VOIDED BALLOTS (2b.)	+
Record PROVISIONAL BALLOTS (2c.)	+
Record F/V/T (ADA) printed ballots (machine tape)	-
3b. Total ballots USED	=
Record 3a. + 3b. TOTAL BALLOTS	=

Does 3a. + 3b. TOTAL BALLOTS match the number of ballots you began with this morning? Yes No
If no, explain below. Example: There were more or less than 50 ballots in one or more packs.

Officer Signature _____ Date _____ Officer Signature _____ Date _____

Rev 8.26.2024td

Ballot Record Reports One for each Primary

- No changes to format used previously.
- Enter information on total ballots delivered for that Primary in the top section.
- Track packs opened and disposition of ballots separately for each Primary.

Ballot Officer

While the Polls Are Open

Dual Primary



Do NOT issue a ballot without receiving a Ballot Receipt from the voter.

- Voter's chosen Primary is printed on the receipt. Read Receipt carefully before providing voter with their ballot.
- Remind voters to:
 - Use a precinct pent to mark their ballot
 - Fill in the ovals completely
 - Check the back for additional races (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

Dual Primary



- Can take a mismarked ballot from a voter and issue a new ballot.
 - Note which Primary the ballot is for.
 - With a pen, write the word “Spoiled” across the mismarked ballot.
 - Place the ballot in Envelope #4.
 - Enter a mark under “Spoiled” on the appropriate **Ballot Record Report** form.
 - Hand a new ballot from the same Primary to the voter.
- Chief will accept surrendered ABs, check voter in on Pollbook, and issue voter a Ballot Receipt. Chief will bring surrendered ABs to Ballot Table to go in Envelope 4. Ballot Officer will make note on *Ballot Record Report* of number received.

August 2026

Democratic Primary Ballot

Name of
Primary

Commonwealth of Virginia, SAMPLE BALLOT

County of Montgomery

Democratic Party Primary Election

Tuesday, August 4, 2026

Making selections.

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



Member House of Representatives 9th District
Vote for only one
☐ Joy A. Powers
☐ Adam Grayson Murphy
☐ Douglas E. Crockett

Sheriff Special Election For unexpired term to end December 31, 2027
Vote for only one
☐ E.F. "Ed" Hertling Jr.
☐ Tim Andrew Brown
☐ Greg D. "Waldo" Warden

August 2026

Republican Primary Ballot

Name of
Primary

Commonwealth of Virginia, SAMPLE BALLOT

County of Montgomery

Republican Party Primary Election

Tuesday, August 4, 2026

Making selections:

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



Member
United States Senate
Vote for only one
☐ Bert Mizusawa
☐ Kim Farington
☐ David E. Williams

Marking Booth Officer



- Answer voter questions.
- Remind voters to use our precinct pens.
- Periodically check for and remove any extraneous materials from the marking booths.
- Do not allow the Optical Scanner (FVS) to be unattended. Take over for the Voting Machine Officer if they are busy helping a voter with an issue.

Equipment Seals

Consult equipment opening and closing instructions!

Scanner (FVS)

Exterior handle:
Cut to open case in the morning.

USB thumb drive compartment:
Cut to remove thumb drive after
machine is shut down at closing.



Equipment Seals

Scanner (FVS) continued



Emergency Ballot Box door
(Officer will apply seal if the
Emergency Ballot Box is used.)

Ballot Box door:
Delivered with seal in
place. Cut seal after
polls are closed to
transfer ballots to
Box/Envelope #3A.

Equipment Seals

FVT (ADA Tablet)

Exterior handle:
Cut to open case
in the morning.



Electronics Compartment:
Cut seal only if paper needs to
be changed. Replace seal when
done and record new seal
number on **Pouch 7 Form**.



Scanner and ADA Tablet Equipment Seals

Morning Tasks - Follow Opening Instructions!

- Check that exterior seals of both 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.

Election Day Set Up

Voting Machine Officers

- Voting machine instructions will be in a zip lock bag in the Clear Plastic Bin on the cage top shelf. FVT headphones will be with instructions.
 - For the FVS Scanner, Open and Close instructions will be in a single **GRAY** folder. 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.
- The Chief will have copies of the instructions in their **Chief's Election Day binder**.



Voting Machine Officer

- Stand far enough away from the FVS 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.



"Ballot Light"

Power light

Rejected Ballots

- The Scanner will reject a ballot if a race is overvoted OR if no marks can be read. Guidance slips are printed for each of these types of errors.
- A Voter can choose to send an unmarked (blank) ballot through the scanner as a “protest vote.” A Voter can also choose to cast a ballot with an overvote. Only correctly marked races will be counted.
 - Officer will press “Bypass Validation” button on screen. The next ballot scanned will be accepted regardless of the error.
- The Scanner will also reject a ballot if it does not recognize the ballot as valid. The screen will say “Invalid Ballot. See pollworker for assistance.” No slip will be printed.
 - Allow voter to try the ballot two more times. If the ballot is rejected a third time as “Invalid,” direct voter to Ballot Table to exchange it for a new ballot.



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.
- If the ballot is rejected by the scanner due to an overvote or undervote and the voter has walked away, an Officer may reinsert the ballot in the voting machine and override the rejection, so the ballot can be cast for the absent voter.

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

Freedom Vote Tablet (FVT) for voters with disabilities

- Large touch screen
- Can increase font and change to high contrast display.
- Audio Ballot with headphones and keypad for blind voters. Keypad has brail.
- Sip-and-puff technology for paralyzed voters. Call Registrar's office if sip-and-puff kit is needed. Sheriff will deliver quickly.
- Prints narrow ballot with print-out of voter's choices and coding for the scanner.
- Edge of the scanner bed is now used to guide ballot into the scanner. No "insert ballot between arrows."

ADA Tablet (FVT)

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

To initiate a ballot on the FVT (ADA Tablet)

Press “Manual Entry”



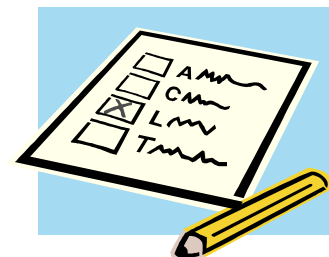
Enter Election Day password from Chief's key ring.



Enter ballot code from Chief's key ring.



Reasons to Cast a Provisional Ballot



- Voter is **not registered** (or “not on pollbook”) and will use **Same Day Registration** process.
- Voter wants to update existing registration to your precinct and vote using **Same Day Registration** process.
- Voting hours are extended by **court order**.
- Voter is marked as **Absentee** but does not have their mailed ballot to surrender to the Chief.
- Voter is marked as having **already voted**.
- Voter has **no acceptable ID** and declines to sign ID Confirmation Statement.

See “*What Ifs*” for detailed guidance.

Provisional Voting for Extended Hours

Clear folder for Extended Hours Provisional Ballot supplies

**DO NOT OPEN
UNLESS VOTING
HOURS ARE EXTENDED**
Montgomery County VA
101 PRECINCT A-1
Slusser's Chapel

Democratic
Provisional Ballot Log-1B (AFTER HOURS)
Montgomery County, VA
June 17, 2025 – June Primary
Precinct: A-1 101 Slusser's Chapel

ENVELOPE 8

What to do at the end of the day
Enter the total number of Provisional Vote envelopes for each reason code.

Voter's name IS NOT on pollbook. Voter:	1	Same Day Registration	Totals
Voter's name IS on the pollbook, and voter:	3	is voting after normal poll closing time due to court order	
	4	applied for an absentee ballot, but does not have the ballot	
	5	is shown in the pollbook as already having voted	
	6	Other (any reason not captured in the other codes)	
	7	Voter did not show required ID and declined to complete ID confirmation statement	

What to do during the day
Copy information from the Provisional Vote envelopes below

Voter name	SSN# last 4	Reason code
Last name _____ Suffix _____	_____	1 3 4 5 6 7
First name _____ Middle _____	Notes _____	
1 Address _____	Registrar use only	
City/town _____, State _____ Zip code _____	Was this vote counted? YES NO	
Birth year only _____ Phone number _____	Why not? _____	
	Date: _____	

DEMOCRATIC
June 17, 2025 - June Primary
Montgomery County, VA
101 PRECINCT A-1
Slusser's Chapel
ENVELOPE 1B

What Ifs

A complete guide for helping voters with exceptional situations

Updated February 2026 and July 2026

- The ordering of “Situations” has been changed.
- List of acceptable IDs within the *What Ifs* has been removed. Consult ELECT’s Voter ID Chart when needed.
- Mover’s Chart has been moved to Appendix A and has been updated with clarifying text and color.
- Steps for assisting a Provisional Voter have been moved to Appendix B.
- Flow Chart for assisting SDR Voters has been added to Appendix B.
- “Accessibility” section has been retitled to “Assisting Voters” to emphasize this section is regarding voters with disabilities and is not about the physical environment of the building.

Processing a Provisional Ballot

**Do NOT check in ANY
Provisional Voters
on the pollbook!**

Processing a Provisional Ballot



- Retain Voter's ID until they have inserted their marked ballot in the Provisional Envelope. (Explain this to the voter.)
- Provide voter with a *Provisional Ballot* from your stock.
- Keep Provisional Voters in view. Set aside space at or close to the Chief's table for a Provisional Voter to mark their ballot.
- Don't forget to give the voter their *Provisional Voter Notice* with the date and location of the Electoral Board's Provisional Ballot meeting.
- During the day, collect Provisional Ballot Envelopes in the **red 1A/1B zipper-pouch** to protect voters' personal info.

Same Day Voter Registration (SDR)

- Voters may register or update their registration on Election Day.
 - All ballots cast as part of SDR are PROVISIONAL BALLOTS
 - The SDR process **MUST** be carried out in the precinct of the voter's current address.
 - DO NOT ASSUME THE VOTER KNOWS THE CORRECT PRECINCT FOR THEIR CURRENT ADDRESS.
 - Officers MUST verify voter's address is within their precinct. (See Slide 71).
 - If you have questions about a particular voter's situation, call your designated staff person.

Same Day Voter Registration (SDR)

- Follow *What Ifs* FIRST (Problems 4 – 8)
 - When possible, send voter to precinct where they are currently registered (even if in another locality). Voter may choose instead to cast SDR Provisional Ballot, but there is **no guarantee** the Provisional Ballot will be counted.
 - If voter is unsure where they are registered or even IF they are registered, use ELECT's Citizen Portal site to confirm.
 - If voter is not registered in Virginia or is ineligible according to the *What Ifs* ("Mover's Rules"), then Same Day Registration is the appropriate option.

Same Day Voter Registration (SDR)

For the SDR Provisional Ballot to be counted:

- The voter must carry out the SDR process in the **correct precinct** (based on their current local residence address).
 - To verify the correct precinct, the Officer will use:
 - **The Precinct Finder Icon** in the Poll Pad menu.
 - If voter lives on campus, refer to list of dorms and corresponding precincts.
 - Call your designated staff member if you have questions about a particular voter.
- Officers must review the information on the application! Verify address entered is LOCAL! Verify application is complete, legible, and signed by the voter.

Virginia Tech Students Living on Campus

At the campus precincts (A-3, E-3, and F-3):

- Verify the correct precinct for a campus resident by consulting the list of dorms served by each precinct.
- Copies of this information will be provided to the campus precincts.

If a VT student currently living on campus comes to an off-campus precinct and wants to register:

- Confirm their precinct is A-3, E-3, or F-3 using the street file.
- Send that voter to Johnston Student Center (920 W Campus Dr, Blacksburg). Squires Student Center is unavailable for August's election.

Provisional Ballot Envelope

FLAP ↑

Same Day Registration Provisional Ballot
Voter resides in this precinct but is not on this precinct's pollbook.

SDR

Precinct # _____

Primary elections—Party ballot ☐ D ☐ R

Starred () Items are required. If you do not complete all of the items that are marked with *, your application may be denied.*

1 * ☐ Yes ☐ No I am a citizen of the United States of America.
* Full social security number _____ ☐ SSN never issued
* Date of Birth (MM/DD/YYYY) ____/____/____
* Gender _____

2 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____
* First Name _____ * Middle Name _____ ☐ None
* Residence Address (May not be a P.O. Box) _____ Apt. _____
* City/Town _____ * ZIP Code _____
Email _____ Phone _____

3 * ☐ Yes ☐ No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.
☐ Yes ☐ No If yes, has your right to vote been restored?

4 ☐ I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.
☐ I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.
☐ I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:
☐ An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
☐ Been granted a court issued protective order.
☐ In fear for personal safety from being threatened or stalked by another person.
☐ A participant in the Virginia Attorney General's Address Confidentiality Program.
☐ Been approved to be a foster parent.
☐ A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President.

My mailing address
(Complete only if you have checked a box in this section)

5 ☐ I am currently registered to vote in another state. Name of state _____

6 ☐ I am interested in being an officer of election (poll worker) on Election Day. Send me information.

7 * **AFFIRMATION:** I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election. I authorize the cancellation of my current registration and I hereby affirm that I have read the Privacy Act Notice and Warning. (See other side of envelope for Privacy Act Notice and Warning.)

* Signature  X Today's date (MM/DD/YYYY) ____/____/____

☐ By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

Election Officer Use	Office/Electoral Board Use
☐ #1 Same Day Registration (not on pollbook) Time: _____ a.m. p.m. (circle one) ☐ Yes ☐ No Did voter show ID or complete ID Confirmation Statement? Comments Election Officer Signature  X	Voter ID # _____ Adjudication ☐ Count ☐ Do not count Voter Identification 1. If the voter returns with the proper identification, check this box and sign ☒ X 2. Attach a copy of the identification document.

ELECT-653-English-07/2024

Precinct # _____

Primary elections—Party ballot ☐ D ☐ R

**, your application may be denied.*

Don't forget to complete the entries in the top right corner.

Assisting Officer should:

- Enter Precinct # (e.g. A-1)
- If election is a Primary, check box for Voter's choice of Primary (D or R).

Provisional Ballot Envelope

- Front side for Same Day Registration (or “not on pollbook”)
- Back side for ALL OTHER reasons

SDR side

- Registration Form is ON the Provisional Envelope.
- Voter completes this portion and signs the form.
- Chief (or designated Officer) will VERIFY the application is complete and then fill out the “Election Officer Use” box and sign.

FLAP ↑

Same Day Registration Provisional Ballot
Voter resides in this precinct but is not on this precinct's pollbook

SDR Precinct # _____

Primary elections—Party ballot ☐ D ☐ R

Starred (*) Items are required. If you do not complete all of the items that are marked with *, your application may be denied.

1 * ☐ Yes ☐ No I am a citizen of the United States of America
 * Full social security number _____ ☐ SSN never issued
 * Date of Birth (MM/DD/YYYY) ____/____/_____
 * Gender _____

2 * Last Name _____ Jr. Sc. II III IV
 * First Name _____ * Middle Name _____
 * Residence Address (May not be a P.O. Box) _____
 * City/Town _____ * ZIP Code _____
 Email _____ Phone _____

3 * ☐ Yes ☐ No I have been convicted of a felony or judged mentally incapacitated.
☐ Yes ☐ No If yes, has your right to vote been restored?

4 ☐ I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.
☐ I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.
☐ I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:
☐ An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
☐ Been granted a court issued protective order.
☐ In fear for personal safety from being threatened or stalked by another person.
☐ A participant in the Virginia Attorney General's Address Confidentiality Program.
☐ Been approved to be a foster parent.
☐ A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

My mailing address
 (Complete only if you have checked a box in this section) _____

5 ☐ I am currently registered to vote in another state. Name of state _____

6 ☐ I am interested in being an officer of election (poll worker) on Election Day. Send me information.

7 * **AFFIRMATION:** I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election. I authorize the cancellation of my current registration and I hereby affirm that I have read the Privacy Act Notice and Warning. (See other side of envelope for Privacy Act Notice and Warning.)

* Signature X Today's date (MM/DD/YYYY) ____/____/____

☐ By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

Election Officer Use
☐ #1 Same Day Registration (not on pollbook)
 Time: _____ a.m. p.m. (circle one)
☐ Yes ☐ No Did voter show ID or complete ID Confirmation Statement?
 Comments _____
 Election Officer Signature X

Office/Electoral Board Use
 Voter ID # _____
 Adjudication ☐ Count ☐ Do not count
Voter Identification
 1. If the voter returns with the proper identification, check this box and sign ☐ X
 2. Attach a copy of the identification document.

ELECT-653-English-07/2024

If Voter is SDR, cross through form on other side of envelope.

Provisional Ballot Envelope

Completing the “Election Officer Use” box

- Check first box for “#1 Same Day Registration (not on pollbook)”
- Enter approximate time envelope was completed.

The image shows a portion of a provisional ballot envelope form. At the top, there is a checkbox and text: "By checking this box, I affirm that I am an individual with physical or mental disabilities as defined in Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities". Below this is a section titled "Election Officer Use" in a black header. Inside this section, there is a checkbox for "#1 Same Day Registration (not on pollbook)". Below this checkbox is a line for "Time: _____ a.m. p.m. (circle one)". There are also checkboxes for "Yes" and "No" followed by the text "Did voter show ID or complete ID Confirmation Statement?". Below this is a yellow highlighted area labeled "Comments". At the bottom of the "Election Officer Use" section is a line for "Election Officer Signature" with an "X" written on it. To the right of the "Election Officer Use" section, there is a vertical column with the heading "Off" and labels "Vote", "Adj", "Vote", and numbers "1." and "2."

- In Comments area, enter the type of Identification Document the voter provided.

For example: VA Driver’s License, ID Confirmation Statement, College ID, Military ID, Passport, etc.

NO OUT-OF-STATE LICENSES CAN BE ACCEPTED

- Assisting Officer will then SIGN at the bottom AFTER REVIEWING the voter’s entries on the application.

Provisional Ballot Envelope

Back of envelope is for all other reasons:

- Voter completes **and signs** top of form.
- Chief (or designated Officer) will **VERIFY** required information is provided, check box to indicate reason, and then **sign**.
 - # 3: Voting after hours
 - # 4: Marked AB without ballot to surrender
 - # 5: Shown as having already voted
 - # 6: Other
 - # 7: No ID and declined to complete ID Confirmation Statement

Primary selection

Provisional Ballot - All other provisional reasons
 Voter is on this precinct's pollbook
 Starred (*) items are required. If you do not complete all of the items that are marked with *, your ballot may not count.

Precinct # _____
 Primary elections—Party ballot ☐ D ☐ R

1 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____
 * First Name _____ * Middle Name _____ ☐ None

2 * Date of Birth (MM/DD/YYYY) _____ / _____ / _____

3 * Social Security Number _____
 Last 4 digits required
 Providing your full Social Security number may help determine your eligibility to vote.

4 * Residence Address (May not be a P.O. Box) _____
 * City/Town _____
 If address is different than voter registration record, provide the date you moved (MM/DD/YYYY) _____

5 Email _____ Phone _____

6 **Statement of Voter**
 To the best of my knowledge, I am a registered voter of this locality, and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning.

* Signature ☒ _____ Today's date (MM/DD/YYYY) _____

Privacy Act Notice: This form requires personal information, including information related to your Social Security number, for identification purposes and to prevent fraud. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia, and the Virginia Government Data Collection and Dissemination Practices Act) authorize the collection, use, and disclosure of this information for official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted.

Warning: Intentionally making a materially false statement on this form constitutes the crime of election fraud, punishable as a felony in Virginia. Violators may be sentenced up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.

Election Officer Use

Select a Reason

☐ #3 Voting after hours due to court order
☐ #4 Vote by mail - no ballot to surrender
☐ #5 Shown on pollbook as already voted
☐ #6 Other _____
☐ #7 Voter does not have required ID and declined to complete the ID Confirmation Statement

Comments _____

Election Officer Signature ☒ _____

Staff/Electoral Board Use

Voter ID # _____

Adjudication ☐ Count ☐ Do not count

Voter Identification

1. If the voter returns with the proper identification, check this box and sign ☒ _____

2. Attach a copy of the identification document.

ELECT-653-English-07/2024

If Voter is to complete this side, cross through SDR side of envelope.

Approved Identification

- If SDR voter does not have an approved ID with them, they may complete the ID Confirmation Statement.
- If SDR voter refuses to sign the ID Confirmation Statement, Officer will check the “NO” box at the bottom left of the application near where the Officer signs the application.
- SDR Voter will have until noon on the third business day after the election ([August 7th](#)) to provide approved ID or a signed ID Confirmation Statement to the Registrar’s Office.

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

☐ by checking this box, I affirm both that I am an individual with physical
Article II, § 2 of the Constitution of Virginia, individuals with physical disab

Election Officer Use

☐ #1 Same Day Registration (not on pollbook)
Time: _____ a.m. p.m. (circle one)

☐ **No** Did voter show ID or
complete ID Confirmation Statement?

Comments _____

Election Officer Signature X

Processing a Provisional Ballot



- Make sure all required information (marked with *) is **completed and legible** on the Provisional Ballot Envelope.
 - SDR (front of envelope) requires full Social Security # be entered.
 - Many addresses have apartment or room numbers. Ask to confirm if you don't see one.
 - A room number is highly recommended for on-campus addresses.
 - Chief and/or designee completes Election Officer area on bottom left of the Provisional Ballot Application/Envelope and signs their name.
 - Seal each envelope with the flap!
 - Chief and/or designee completes the Provisional Ballot LOG.

Processing a Provisional Ballot

Copy information from each Provisional Envelope to the Provisional Ballot Log. This task may be delegated to another Officer.

To help you keep track of which Envelopes have been entered on the Provisional Ballot Log:

- Write the Log Entry number on the front of the Provisional Envelope in the top, right corner – above or near the precinct number.

The image shows a sample of a Provisional Ballot Log form. It is a table with multiple rows, each representing a voter. The rows are numbered 12 through 18. Each row contains fields for Voter name (Last name, First name, Middle, Suffix), Address (City/town, State, Zip code), Birth year only, and Phone number. To the right of these fields are sections for SSN# last 4, Reason code, Notes, and a Registrar use only section (Was this vote counted? YES NO, Why not?, Date:). A red circle is drawn around the entry number 15 in the left margin, and a red arrow points from the text in the list to this circle.

Log Entry Number	Voter name	Address	Birth year only	Phone number	SSN# last 4	Reason code	Notes	Registrar use only
12	Last name: _____ Suffix: _____ First name: _____ Middle: _____	City/town: _____, State: _____ Zip code: _____	_____	_____	_____	1 3 4 5 6 7	Notes: _____	Was this vote counted? YES NO Why not? _____ Date: _____
13	Last name: _____ Suffix: _____ First name: _____ Middle: _____	City/town: _____, State: _____ Zip code: _____	_____	_____	_____	1 3 4 5 6 7	Notes: _____	Was this vote counted? YES NO Why not? _____ Date: _____
14	Last name: _____ Suffix: _____ First name: _____ Middle: _____	City/town: _____, State: _____ Zip code: _____	_____	_____	_____	1 3 4 5 6 7	Notes: _____	Was this vote counted? YES NO Why not? _____ Date: _____
15	Last name: _____ Suffix: _____ First name: _____ Middle: _____	City/town: _____, State: _____ Zip code: _____	_____	_____	_____	1 3 4 5 6 7	Notes: _____	Was this vote counted? YES NO Why not? _____ Date: _____
16	Last name: _____ Suffix: _____ First name: _____ Middle: _____	City/town: _____, State: _____ Zip code: _____	_____	_____	_____	1 3 4 5 6 7	Notes: _____	Was this vote counted? YES NO Why not? _____ Date: _____
17	Last name: _____ Suffix: _____ First name: _____ Middle: _____	City/town: _____, State: _____ Zip code: _____	_____	_____	_____	1 3 4 5 6 7	Notes: _____	Was this vote counted? YES NO Why not? _____ Date: _____
18	Last name: _____ Suffix: _____ First name: _____ Middle: _____	City/town: _____, State: _____ Zip code: _____	_____	_____	_____	1 3 4 5 6 7	Notes: _____	Was this vote counted? YES NO Why not? _____ Date: _____

Processing a Provisional Ballot

- You may separate pages as needed to accommodate the number of Officers working to transfer information from Provisional Ballot Envelopes to the Log.
- Log pages are numbered at the bottom, so the Log can be reassembled when all voter information has been transferred.

12	Voter name Last name _____ Suffix _____ First name _____ Middle _____ Address City/town _____ State _____ Zip code _____ Birth year only _____ Phone number _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____
13	Voter name Last name _____ Suffix _____ First name _____ Middle _____ Address City/town _____ State _____ Zip code _____ Birth year only _____ Phone number _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____
14	Voter name Last name _____ Suffix _____ First name _____ Middle _____ Address City/town _____ State _____ Zip code _____ Birth year only _____ Phone number _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____
15	Voter name Last name _____ Suffix _____ First name _____ Middle _____ Address City/town _____ State _____ Zip code _____ Birth year only _____ Phone number _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____
16	Voter name Last name _____ Suffix _____ First name _____ Middle _____ Address City/town _____ State _____ Zip code _____ Birth year only _____ Phone number _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____
17	Voter name Last name _____ Suffix _____ First name _____ Middle _____ Address City/town _____ State _____ Zip code _____ Birth year only _____ Phone number _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____
18	Voter name Last name _____ Suffix _____ First name _____ Middle _____ Address City/town _____ State _____ Zip code _____ Birth year only _____ Phone number _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____

3

Processing a Provisional Ballot

- After the polls are closed, count Provisional Ballots and enter totals on the Log's cover page.
- Do not leave anything blank. Enter zeros if needed.

Note new summary categories:

Reason Code 1, Same Day Registration

SUM of Reason Codes 3 through 6

Reason Code 7, No ID and voter declined ID Confirmation Statement.

Provisional Ballot Log - 1A			
Montgomery County, VA			
August 4, 2026 – Primary Election			
Precinct: A-1 101 Slusser's Chapel			
What to do at the end of the day			
Enter the total number of Provisional Vote envelopes for each reason code.			
			Totals
Voter's name IS NOT on pollbook. Voter:	1	Same Day Registration	
Voter's name IS on the pollbook, and voter:	3	After hours, due to court order	
	4	No AB to Surrender	
	5	Shows Already Voted on Poll Pad	
	6	Other	
	7	Voter did not show required ID and declined to complete ID confirmation statement	
Add Lines 1 through 7: Write total here and on the back of Envelope 1A			
What to do during the day			
Copy information from the Provisional Vote envelopes below			
Voter name		SSN# last 4	Reason code
Last name _____ Suffix _____		_____	1 3 4 5 6 7
First name _____ Middle _____		Notes	
1	Address _____	Registrar use only	
	City/town _____, State _____ Zip code _____	Was this vote counted? YES NO	
	Birth year only _____ Phone number (____) - ____ - _____	Why not?	
		Date:	

Provisional Ballot Log

12	Voter name Last name _____ Suffix _____ First name _____ Middle _____ Address City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____
13	Voter name Last name _____ Suffix _____ First name _____ Middle _____ Address City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____
14	Voter name Last name _____ Suffix _____ First name _____ Middle _____ Address City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____
15	Voter name Last name _____ Suffix _____ First name _____ Middle _____ Address City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____
16	Voter name Last name _____ Suffix _____ First name _____ Middle _____ Address City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____
17	Voter name Last name _____ Suffix _____ First name _____ Middle _____ Address City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____
18	Voter name Last name _____ Suffix _____ First name _____ Middle _____ Address City/town _____, State _____ Zip code _____ Birth year only _____ Phone number _____	SSN# last 4 _____ Reason code _____ 1 3 4 5 6 7 Notes _____ Registrar use only Was this vote counted? YES NO Why not? _____ Date: _____

- Authorized Representatives may ask to inspect or copy your Provisional Ballot Log **when the polls close.**
- Some information is considered confidential. You may provide Authorized Reps with the information on the left (voter's name, address, phone number, and Year of Birth), but not the information on the right (last four digits of the SSN or the Reason Code).
- At end of night, the LOG will go in Envelope 8.**

Provisional Ballots are returned to the Registrar's office on Election Night.

- Place sealed Envelope 1A in the Chief's case for delivery to Registrar.
- If you have over 100 Provisional Ballots, construct and use the 1A Box. Treat it with the same care you would Box 3A, containing voted ballots, when returning it to the office.
- Transfer Provisional Ballot information to the *Ballot Record Report* and to the *Results Reporting Sheet*.
- Place the Log in Envelope 8 for delivery to the Registrar.

Poll Closing Task



- DO NOT forget to complete Certification on back on Envelope 1A.
 - Enter total number of Provisional Ballots enclosed. Enter “None” if no Provisional Ballots were cast.
 - Two Officers sign Certification.

AFTER THE POLLS CLOSE AND BEFORE SEALING THIS ENVELOPE . . .

TWO OFFICERS OF ELECTION [REPRESENTING DIFFERENT PARTIES]

- COUNT THE NUMBER OF SEALED PROVISIONAL VOTES (GREEN ENVELOPES) CAST DURING NORMAL VOTING HOURS THAT WERE REMOVED FROM THE EMERGENCY BALLOT BOX
- ENCLOSE INSIDE THIS ENVELOPE, THE SEALED GREEN PROVISIONAL VOTE ENVELOPES CAST DURING NORMAL VOTING HOURS;
- ENTER ON **LINE 1** THE NUMBER OF SUCH GREEN ENVELOPES ENCLOSED, OR WRITE “NONE” IF APPLICABLE
- SIGN THE **CERTIFICATION** [TWO OFFICERS]
- SEAL THIS ENVELOPE WITH LABEL; SIGN AND DATE THE LABEL [TWO OFFICERS]

CERTIFICATION OF OFFICERS	
1. GREEN ENVELOPES CONTAINING <i>PROVISIONAL</i> BALLOTS [CAST DURING NORMAL VOTING HOURS]	NUMBER ENCLOSED:
SIGNATURE OF OFFICER OF ELECTION _____	
SIGNATURE OF OFFICER OF ELECTION _____	

Affirmation of Eligibility



The *What Ifs* will confirm when this form is needed.

The Chief Officer will use the Affirmation of Eligibility form if:

- Voter is listed as “**Inactive**” or flagged with “**Confirmation Mailing**” on the pollbook, and the name/address has not changed.
- Voter has **moved within the county/city AND congressional district during a specific timeframe**. Timeframe changes each year – *What Ifs* will give specific dates.
- Voter has **moved out of state within 30 days of a Presidential Election**.
- Chief completes Section A.
- Voter must complete all the information in Section B and sign.
- Do NOT forget to check in the voter after they complete needed forms.

Place the Affirmation of Eligibility form in Envelope 8.

Request for Assistance

See “What if Guide” for more detailed information



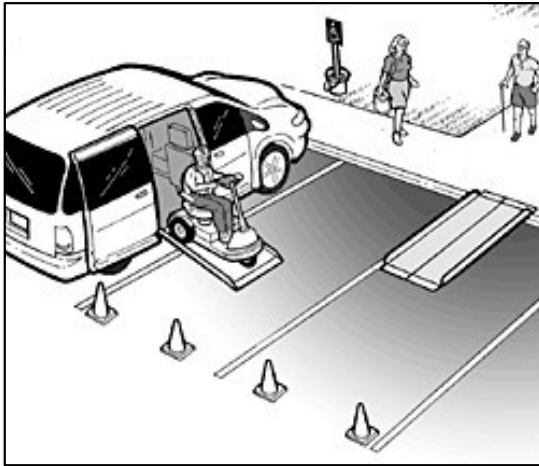
The Chief will use the **Request for Assistance** form if the voter asks for help completing the ballot. A voter might be blind, have a physical disability, need to have the ballot translated, or be unable to read or write.

- Authorized Representatives of a candidate or party, the voter's employer, or an agent of the voter's union are not allowed to assist a voter.
- Any assistant will SIGN, PRINT NAME and ADDRESS on Section B.
- If an Officer is asked to translate ballot, the authorized representatives from each party must SIGN and PRINT NAME on Section C.
- Place the Request for Assistance form in **Envelope 8**.

ADA signage, parking additions



At some polling places:



- County Buildings and Grounds personnel will place signs and cones to designate van-accessible parking places (ADA requirement).
- Buildings and Grounds may place a sign to designate a Curbside Voting spot or area.
- Some polling places may receive additional instruction for propping door, etc. to meet accessibility requirements.
- If you believe the cones and/or signs are not well-placed, please move them and document your changes on the “ADA Sign Map” in the Chief’s binder.



Curbside Voting

See “What If Guide” for more information

- The Department of Elections says checking periodically for a voter is a best practice.
- The primary method for learning of a curbside voter is from the driver or a campaign worker. Talk with campaigners early in the day and ask for their help in notifying an Officer of a curbside voter.
- The Registrar’s phone number has been added to curbside voting signs. **PLEASE make sure your phone is on and that you can hear/feel a call from the office.**
- If Officers are busy with their other duties, the Chief Officer or Assistant Chief Officer **may go alone** to help a curbside voter.



Curbside Voting

See “What If Guide” for more information

- Prepare a clipboard for curbside voting with the following items:
 - Curbside Tally Sheet
 - Copy of “Curbside Voting” information sheet (found in Accordion File)
 - Pen
 - Paper (if needed to record voter’s address for Poll Book Officer for check-in.)
 - Request for Assistance Form (in case voter requires assistance from companion or Officer)
 - Privacy folder



Curbside Voting Dual Primary

See “What If Guide” for more information

- Any voter 65-or older or anyone with a permanent or temporary disability may vote outside the polling place (within 150-feet of the entrance).
- Greet the voter and inform them 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 which of the two Primaries they’d like to vote in. Mark through the next available number in the chosen Primary’s tally area of the Curbside Tally Sheet.
- 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 “Curbside” box 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: Explain any ballot issues, offer new ballot if needed, offer opportunity to override rejected ballot, etc.
- Ask voter to stay parked until they are informed their ballot has been accepted by the scanner.
- Let voter know ballot has been accepted, provide “I Voted” sticker.

Provisional Voting for Extended Hours



- Polling hours may be extended ONLY by court order.
- If hours are extended, all voters who arrive after 7:00 PM must vote a PROVISIONAL BALLOT.
- Log all provisional ballots voted during extended hours on a separate Precinct Provisional Ballot Log.
- Place all extended hours provisional ballots in Envelope 1B.
- Insert Precinct Provisional Ballot Log in Envelope 8.

CLOSING THE POLLS



- At 6:45 PM, the Chief Officer will go outside and announce loudly and clearly, “The polls will close in 15 minutes”.
- At exactly 7:00 PM, the Chief Officer will go outside and announce loudly and clearly, “The polls are officially closed”.
- Close the door and lock the precinct.



Poll Closing Tasks



Detailed Instructions are listed in the “Election Day Guide for Officers of Election:”

The Chief Officer will:

- Welcome any authorized representatives.
- Supervise closing of the Scanner and ADA Tablet after printing three copies of the closing tapes following the voting machine instructions.
- Supervise repacking of the Poll Pads after printing three copies of the Summary Report tape. **Officers must also complete the Voter Count Call-in Sheet/Pollbook Summary with final number for each primary.**
- Supervise completion of the *Ballot Record Reports* and SORs.
- Supervise counting of ballots in the yellow Absentee Ballot Drop Bag and completion of the Chain of Custody form.

List of Chief's closing tasks: pages 7- 10 of the “Election Day Guide for Officers of Election”

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(86) 9/15/2020

After the polls close, at least two Officers will:

- Count absentee ballots in the Ballot Bag.
- 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.
- Officer transporting Ballot Drop Bag to the Registrar's office must also sign.
- Place *Ballot Collection* form inside the Box and apply new white seal from Chief's Binder. Record seal number on Pouch 7 Form.
- Do not collapse the Bag before return.

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



Poll Closing Tasks



- Scanner (FVS):
 - Open Emergency Ballot Box compartment to confirm the compartment is empty before closing down the scanner.
 - After scanner is powered down, cut seal to TM memory compartment, remove memory stick and place in USB Pouch.
 - Cut seal on Ballot Box door, unlock door, and transfer ballots to Box/Envelope 3A.
 - Put all used seals in Pouch 7.
- ADA Table (FVT)
 - Close machine according to instructions.
 - Replace lid and lock with key.

**MONTGOMERY COUNTY, VIRGINIA
NOVEMBER 5, 2024 – GENERAL ELECTION
PRECINCT: 0304 Blue Ridge Church**

Assume each ballot pack has 50 ballots. How many unopened ballot packs are inside Envelope/Box #6?

$$\text{Envelope\#s } 40, \underline{25} \text{ (Ballot Packs)} \times 50 + \underline{70} \text{ (Provisional, Federal \& Presidential Only Ballots)} = \underline{1320} \text{ Total Ballots}$$

If the amount doesn't match the Receipt for Ballots call the office. (540) 382-5741

1. OPEN PACKS		
- Assume each pack is 50 until opened. - Open as needed, 2 Officers count and record actual count in column.		
Ballot pack #	# Of Ballots in pack	2 Officer's Initials
1	50	FJ RSM
2	50	FJ RSM
3	49	FJ RSM
4	50	JRK LJD
5	50	LJD JRK
6	51	LJD JRK
7	50	TFG MLS
8	50	TFG MLS
9	50	RSM SNQ
10	49	SNQ FJ
11	50	SNQ FJ
12	50	FJ JRK
13	50	LJD JRK
14	50	RSM JRK
15	51	TFG MLS
16	50	TFG SNQ
17	50	TFG SNQ
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
Total =		850

2. ELECTION DAY STATISTICS	
- Cross off or circle each number when used.	
2a. SPOILED BALLOTS Envelope 4	
This is a ballot spoiled by the voter.	
XXXXXXXX 910 1112131415161718 1920	
2b. VOIDED BALLOTS Envelope 4	
This is a ballot found abandoned.	
12345678 910 1112131415161718 1920	
2c. PROVISIONAL BALLOTS Envelope 1A/1B	
This is a ballot for a provisional voter.	
Obtain Provisional Ballot Total from the Provisional Ballot Log or the Back of Envelope 1A/1B . Both these totals should match.	
Provisional Ballots ➡	7 Total
2d. ABSENTEE BALLOTS - SURRENDER Envelope 4	
This is an unused ballot returned by voter.	
XXXXX 678910 1112131415 1617181920	
3. END OF DAY FINAL REVIEW	
	Total
Loose unused ballots (Include unused Provisional, Federal & Pres. Only Ballots)	+ 111
Sealed unused ballots x 50	+ 400
3a. Total ballots NOT USED = 511	
Record total from FVS (machine tape) + 795	
Record SPOILED BALLOTS (2a.)	+ 8
Record VOIDED BALLOTS (2b.)	+ 0
Record PROVISIONAL BALLOTS (2c.)	+ 7
Record FVT (ADA) printed ballots (machine tape)	- 1
3b. Total ballots USED = 809	
Record 3a. + 3b.	TOTAL BALLOTS = 1320

Does 3a. + 3b. **TOTAL BALLOTS** match the number of ballots you began with this morning? **Yes** No

If no, explain below. Example: There were more or less than 50 ballots in one or more packs.

Frank Jones 11/5/2024 Thomas F. Cole 11/5/2024
 Officer Signature Date Officer Signature Date

Ballot Record Report

There is a separate Report form for each primary.

- Top: Count number of ballots (regular and Provisional) sent in that Primary's Box/Envelope 6.
- Section 1: Count ballots in each pack after opening. Enter number on form and counting Officers' initials.
- Section 2: Record disposition of Spoiled and Voided Ballots.
Entry for Provisional Ballots in Section 2c will come from the Provisional Ballot Log after close of polls.
- Record number of surrendered Absentee Ballots in Section 2d.



Poll Closing Tasks



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

- Apply a security seal to each Poll Pad Case for return to the office.
- Record seal numbers on the [Pouch 7 form](#).





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.



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.



Polls Closing Tasks



Complete the Results Reporting Sheet

See Slides 32 - 35 of this presentation for details.

Results Report Sheet		ENVELOPE 2B
Montgomery County, Virginia August 4, 2026 - Primary Election PRECINCT: A-1 101 Slusser's Chapel Report to: Call Cyndi 540-250-1718		
TIME: _____		
Called In By: _____ Taken By: _____		
PAGES CAST: _____		
REPUBLICAN PRIMARY		
Count: _____		
US SENATE		
BERT MIZUSAWA		
KIM FARINGTON		
DAVID E. WILLIAMS		
Undervotes		
Overvotes		
Curbside Voters		
Voted Outside the Polls		
PROVISIONAL BALLOT LOG NUMBERS		
REASON CODES		
#1 SDR - SAME DAY REGISTRATION		
#3 THROUGH #6 After hours, No AB, Already Voted & Other		
#7 NO ID & Declined ID Statement		
Total must match the totals on the back of Envelope 1A/1B		
DEMOCRATIC PRIMARY		
Count: _____		
US HOUSE DISTRICT 9		
JOY A. POWERS		
ADAM GRAYSON MURPHY		
DOUGLAS E. CROCKETT		
Undervotes		
Overvotes		
Curbside Voters		
Voted Outside the Polls		
PROVISIONAL BALLOT LOG NUMBERS		
REASON CODES		
#1 SDR - SAME DAY REGISTRATION		
#3 THROUGH #6 After hours, No AB, Already Voted & Other		
#7 NO ID & Declined ID Statement		
Total must match the totals on the back of Envelope 1A/1B		
SHERIFF		
E.F. "ED" HERTUNG, JR.		
TIM ANDREW BROWN		
GREG D. "WALDO" WARDEN		
Undervotes		
Overvotes		



Polls Closing Tasks

Seals for the Envelopes and Boxes



- A place for each Officer to sign.
- Color-coded to match the Envelopes and Forms.

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 actual sticky flap of the envelope.



Polls Closing Tasks



Seals for the Envelopes and Boxes

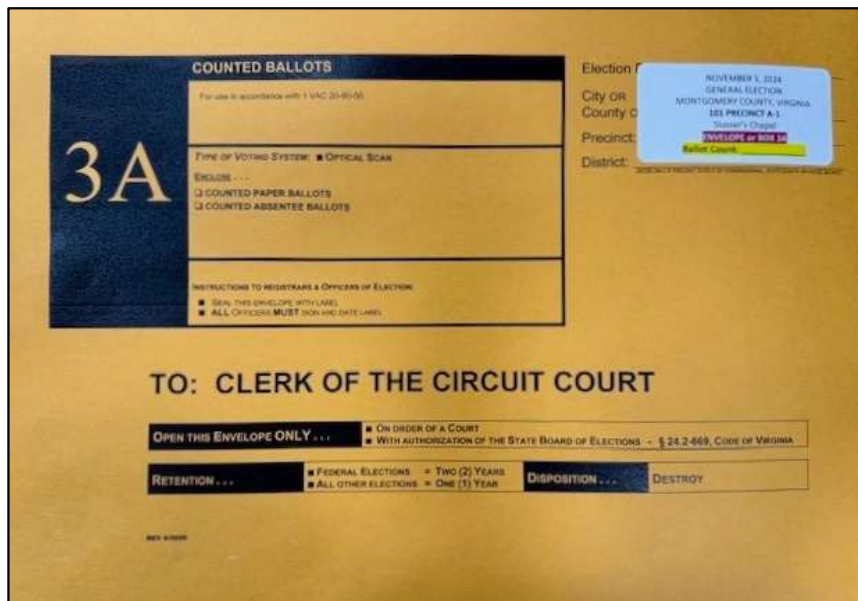
- Enter number of voted ballots contained in Envelope/Box 3A. This is the same as the number as “Pages Cast” on the Results Summary Tape.
- Seal lists the total number of Seals to apply to Box/Envelope if greater than one.

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

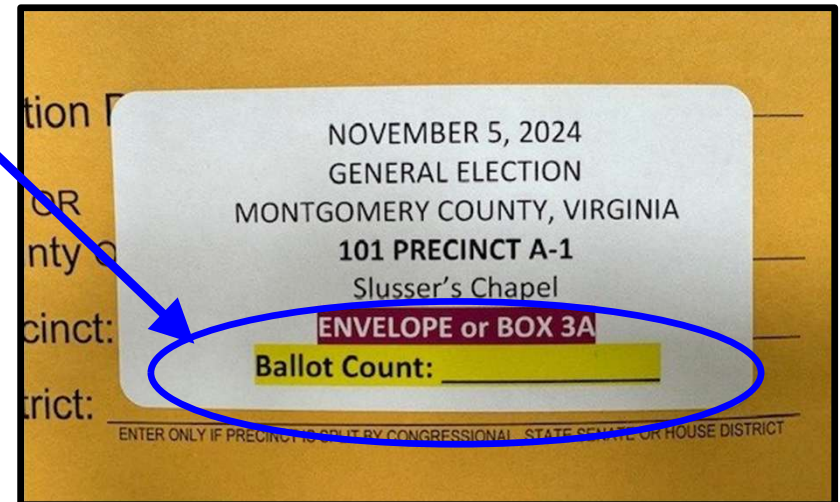
Envelope/Box 3A

Voted Ballots

Also enter the total number of voted ballots enclosed in the Box/Envelope on the label.



The back of the envelope/box is yellow with a large blue '3A' on the left. It contains a 'COUNTED BALLOTS' section with checkboxes for 'Optical Scan', 'Counted Paper Ballots', and 'Counted Absentee Ballots'. Below this are instructions for registrars and officials. At the bottom, it says 'TO: CLERK OF THE CIRCUIT COURT' and includes a section for 'OPEN THIS ENVELOPE ONLY' with checkboxes for 'On Order of a Court' and 'With Authorization of the State Board of Elections'. There is also a 'RETENTION' section with checkboxes for 'Federal Elections' and 'All Other Elections', and a 'DISPOSITION' section with a 'DESTROY' checkbox.



The front of the envelope/box is yellow. It features a white label with the following text: 'NOVEMBER 5, 2024', 'GENERAL ELECTION', 'MONTGOMERY COUNTY, VIRGINIA', '101 PRECINCT A-1', 'Slusser's Chapel', and 'ENVELOPE or BOX 3A'. Below this is a yellow box labeled 'Ballot Count:' followed by a blank line. A blue arrow points from the 'Ballot Count' label to the '3A' on the back of the envelope. At the bottom of the label, it says 'ENTER ONLY IF PRECINCT IS GOVERNMENT, CONGRESSIONAL, STATE SENATE OR HOUSE DISTRICT'.

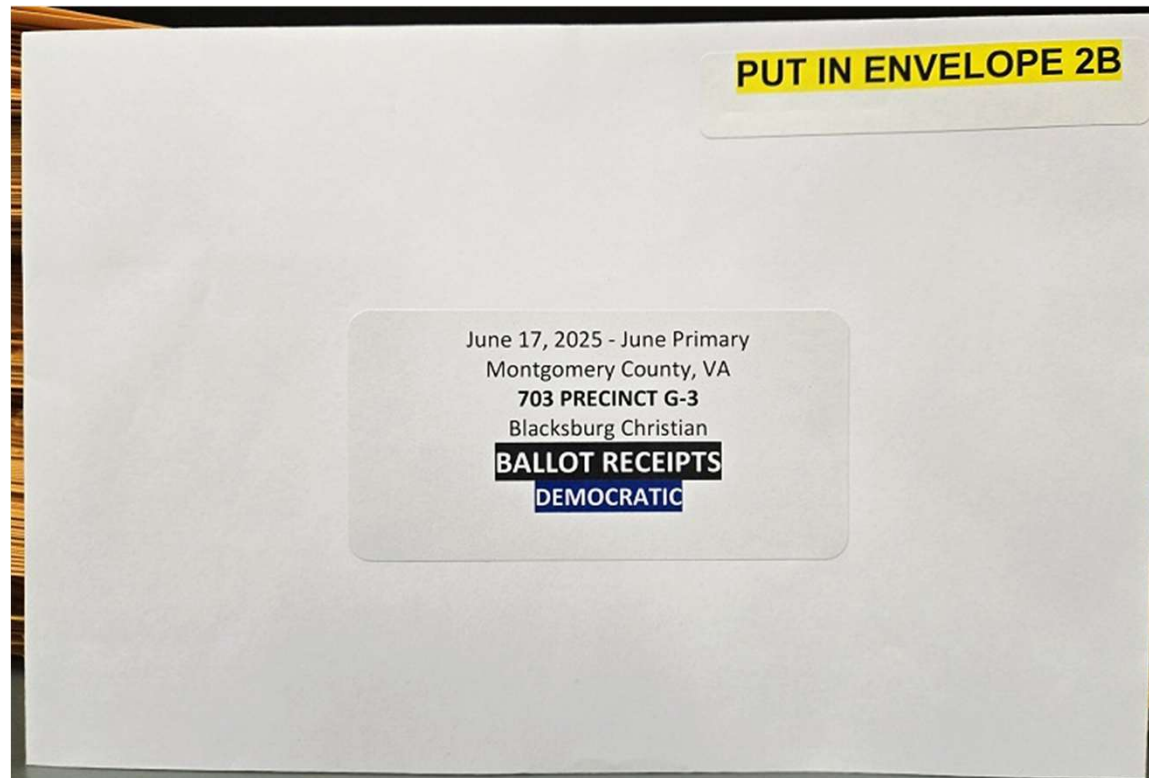
Scanner Voting Machine Memory (USB Drive)

- Officers will remove voting machine memory (USB Drive) from the FVS ***after the voting machines are powered down***. Follow the “Closing the Polls” instructions.
- Place USB Drive in the reusable, orange pouch titled “FVS FreedomVote Scan, Pouch for Circuit Court.”
- Close this Pouch with white seal, record seal number on Pouch 7 Form, and place in Pouch 7.



Ballot Receipt Envelope

- The Ballot Receipts printed by the Poll Pads are a vital record of the election.
- Place this envelope in Envelope 2B for return to the office on Election Night.





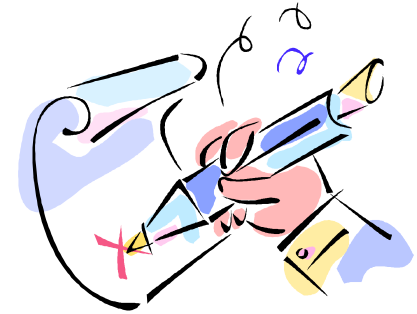
Packing Voted Ballots



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

- **If fewer than 500 ballots have been scanned, use Envelope 3A.** (If more than 500 ballots have been scanned, use Box 3A. The box is delivered flat, so Officers will need to construct it.)
- Cut seal and unlock the rear door of the Scanner ballot box.
- Remove voted ballots and transfer to Box/Envelope 3A.
- Close Box/Envelope #3A 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.

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

Best practice: Everybody sign everything!

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



Polls Closing Tasks



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

- Remove all polling place signs and adhesive tape. Place signs in the cage. Leave polling place and inside of 40' prohibited area clean and organized.
- Lock room and/or building.
- Return to the Registrar's Office on ELECTION NIGHT:
 - Chief's case
 - Envelope/Box #3A (Voted Ballots)
 - **Yellow** Absentee Ballot Drop Bag (not collapsed)
 - AND all three Poll Pads!

A member of the Registrar's staff will open the Drop Box and count the dropped absentee ballots - or confirm there are no ballots - and then complete the final portion of the chain of custody form.

**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.

Stand-Up Ballot Marking Booths



The case is 24 x 24 x 5 inches.

DO NOT PUT THESE BOOTHS IN THE CAGE. They must be transported to and from the polling place by the Chief or volunteer Officer.

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



Delivery of Materials to the Office on Election Night



Drop off procedure:

- In the parking lot, office volunteers can assist with removal of items from vehicle and transport them into the building, including Chief's case, Box 3A, Poll Pads, and stand-up marking booths, but NOT the yellow AB Drop Bag.
- Station 1 (outer lobby)
 - Chief will hand off AB Drop Bag to the Deputy Registrar and be present while she confirms # contained and signs chain of custody "Ballot Collection" form.
 - If you did not provide mileage info on Monday, mileage clipboard will be available on a table in the outer lobby.



Delivery of Materials to the Office on Election Night



Drop off procedure (continued):

- Station 2 (inner lobby)
 - Chief will meet with an EB member who will:
 - Confirm all Envelopes/Boxes are present
 - Confirm that Pouch 7 contains the FVS Scanner memory stick and Chief's keys
 - Open 1A Envelope and pass it to a Deputy Registrar or assisting Officer of Election
 - Open 2B Envelope to verify that the Oath and SORs are signed, that there is at least one complete set of machine tapes, and that the following forms are present:
 - Ballot Record Report, Incident Report, Receipt for Ballots, Curbside Tally Sheet, Results Reporting Sheet



Delivery of Materials to the Office on Election Night



Drop off procedure (continued):

- Station 3 (inner lobby, behind/beyond Station 2)
 - Chief will meet with an Officer of Election who will aid in the removal of Envelopes/Boxes and sort them into plastic bins.



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

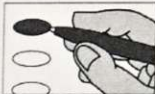
- Voting Machine Officers should note “public counter” number on voting machine.
- *If possible*, take voting machines, Poll Pads, ballot box, paper ballots, forms, envelopes, and pens.
- If you are unable to continue the voting process outside the polling place, record the names of voters already checked 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.

If you should run out of Provisional Ballots



Report situation to your designated staff member on their cell number. If you cannot reach them, call the office number: 540-382-5741

- Have voter use the ADA Tablet to create their Provisional Ballot,
- OR use a regular ballot and print “Provisional Ballot” by hand at the top of the ballot. Fold it in half before handing it the voter to mark.

Commonwealth of Virginia, Official Ballot		Auburn HS Full 04021
County of Montgomery General and Special Elections Tuesday, November 5, 2024		
Making selections	Provisional Ballot	
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.		
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.		
President and Vice President	Member	

Failure of Electronic Pollbooks



- Report situation to your designated staff member on their cell. If you cannot reach them, call the office number: 540-382-5741.
- Use backup paper pollbooks and Pollbook Count Sheet to check in voters.
- Instructions for use of paper pollbooks are with the paper pollbooks in the zipped cover of the Chief's case.
- 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



- *Election Day Guide (2026)*
- *Basic Training presentation (Summer 2026)*
- *Statement of Results - (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.montgomerycountymva.gov/1/departments-services/office-of-elections/officers-of-election>

A close-up, slightly angled view of the American flag, showing the blue field with white stars and the red and white stripes. The flag is waving, creating a sense of movement. The text "Thank you!" is superimposed in the center.

Thank you!