



**Chief Officer Training
Montgomery County
November 3, 2026
General and Special Elections**

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, November 2nd.

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.

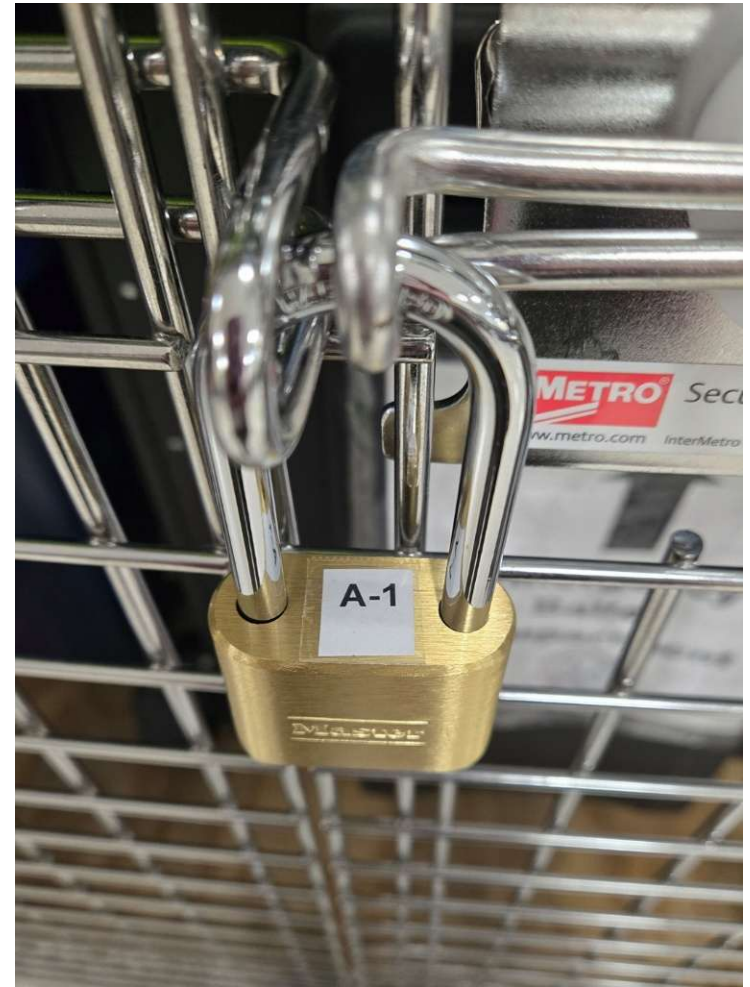
**DON'T TALK POLITICS
with Voters,
other Officers, or
Authorized Representatives.**

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

What's New?

Equipment cages will now have combination locks.

- The combination will be printed on your Chief's key ring.
- The precinct number is on each lock.
 - When the lock is placed back onto the cage, make sure the precinct number is facing outward, or the combination lock will be upside down.



Chief's Materials

The Mandatory *Forms* Binder is now the Mandatory *Election* Binder.

- Some items have been moved from the Chief's Binder to the Mandatory Election Binder:
 - Election Day Procedures Checklist
 - Clear Plastic Pouch with Chief's Keys/passwords, Scanner Thumb Drive Pouch, and security seals
 - Signature Seal Labels

The Mandatory Election Binder will still hold all the usual required forms (Oath, Payroll Record, SORs, etc.), but please note: the Curbside Tally Sheet will not be at the front of this binder but will instead be located behind the Signature Seals.

Reminder:

New Laws Effective July 1, 2026

- **Early Voting now on the 2nd and 3rd Sundays prior to each Election Day.** Hours are: 11:00 am – 4:00 pm. Early Voting will continue to take place the two Saturdays immediately prior to Election Day.
- **No firearms allowed within 100 feet of the polling place entry door.** Prohibited Activities Poster has been 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 locality's Circuit Court Clerk's Office. *Affirmation of Eligibility* has been updated.

Brochures on the Proposed Amendments

- Delivered in the Chief's case. Some may also be delivered in the cage.

The Amendment questions will slow down voters at the marking booths.

- Get brochures into voter's hands before they check in! Assign an Officer to hand out brochures inside the building near the entrance. If no one is available, place brochures on a table or chair near the entrance. (A sign pointing out the brochures will be provided.)

All precincts will also receive a **large poster** about the proposed Constitutional Amendments. Place in entryway. (Delivered in the accordion file with precinct map and other signs.)

At Closing

Write the number of voted ballots contained in the 3A Box/Envelope on the label!

- DO NOT forget to do this! The 9th Congressional District race may be selected for the risk limiting audit.

tion F
OR
nty O
cinct:
istrict:

NOVEMBER 5, 2024
GENERAL ELECTION
MONTGOMERY COUNTY, VIRGINIA
101 PRECINCT A-1
Slusser's Chapel

ENVELOPE or BOX 3A

Ballot Count: _____

ENTER ONLY IF PRECINCT IS SELECTED FOR RISK LIMITING AUDIT OR HOUSE DISTRICT

Calling the Registrar's Office on Election Day

- Each Chief/Precinct will have a designated staff member to call on their county-issued cell phone when needed.
- A list of all cell phones used by the Registrar's office will be located at the front of the Chief's Binder.
- **Please create contacts in your own phones for all office cell phones, so you can recognize when anyone at the office calls you.**
- Call the office number (540-382-5741) if you can't reach your designated staff member.

Ballot Styles

(all precincts)



The FVS Scanner will print Zero Tapes for the “Federal Only” ballot style.

- “Federal Only” ballots will NOT be issued to the precincts.
- This kind of ballot is used by some overseas voters, and the CAP will process any of these ballots which are received.
- At most precincts, 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 has a correct set of Zero Tapes:
 - one “Full”
 - one “Federal Only”

Ballot Styles

(Blacksburg Town Precincts)



Blacksburg town precincts will receive:

- “Full” style ballots
- “W/O Town” style ballots (5 only, in a clear envelope)
- The “Full” Ballot at Blacksburg town precincts will include the Town Council race.
- The “W/O Town” ballots will not include the Town Council race. They are for voters who’ve moved from the town to the county and not updated their address before the election. “W/O Town” wording will be included in the ballots style info in the top right corner.
- Chiefs will determine if a voter needs the “W/O Town” ballot. Keep them at your Chief’s table.

Ballot Styles

(Blacksburg Town Precincts)



- At Blacksburg town precincts, the scanner will print nine Zero Tapes: 3 copies of the “Full” ballot tape, 3 copies of the “W/O Town” ballot tape, and 3 copies of the “Federal Only” tape.
- At closing, please ensure that each SOR and the Yellow Printed Return Sheet has a correct set of Zero Tapes:
 - one “Full”
 - one “W/O Town”
 - one “Federal Only”

Split Precincts



Two precincts now include both county and Blacksburg town voters:

- F-1 Luther Memorial Lutheran Church (~200 county voters)
- E-1 Prices Fork Elementary (*Potentially* a few town voters by Election Day. Homes are being completed.)
- These precincts will receive the appropriate number of “Full” and “W/O Town” ballots to meet the needs of their voters.

They will also receive Provisional Ballots for both “Full” and “W/O Town” voters.

Poll Opening Tasks



Some precincts will receive more than one Box #6 containing unmarked ballots.

- The *Receipt for Ballots* will be in “Box 1.”
- The *Receipt* will list all styles of ballots delivered to the precinct and the number of each type enclosed.

Please remember that ALL precincts will receive **PROVISIONAL BALLOTS**. Don't forget about them when your first Provisional Voter comes in!

Officers: Open **all boxes** to verify you have received the ballots specified on the Receipt.

Ballots, Ballots, Ballots



The ADA Tablet (FVT) is a ballot-on-demand device.

- If the precinct begins to run low on ANY type of ballot, the Tablet can be used by voters to create their ballots.
- This includes PROVISIONAL Ballots.
 - Call the office to confirm procedure. It's as simple as checking a box on-screen when the ballots is initiated by the Officer of Election.

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 phone list in your Chief's Binder for your precinct's designated staff member and cell number.

Authorized Representatives

General Elections



- [*Dos and Don'ts for Campaigners and Authorized Representatives*](#) specifies the permitted number of Representatives and what they may observe.
- In a general election, each party and independent candidate on the ballot may have representation present before the polls open, during voting hours, and after the polls close. (§ 24.2-639, 24.2-604, 24.2-655)
- Authorized Representatives must give to the Chief Officer a written “letter of authorization” signed by the candidate. This letter is retained and returned to the office in Envelope 8.
- 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

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 Election Day Oath.
- Review emergency procedures: location of fire extinguishers and fire alarms, emergency exits. Designate person to call 911 and designate a safe location to meet outside of building.
- Assign Officers to arrange furniture and post notices and signs.
- Assign Officers to set up electronic poll books, print tapes, complete forms.
- Assign Officers to count packs of ballots and complete forms.
- Assign Officers to set up voting machines and print tapes.

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

Election Day Set Up

Completed Absentee Ballot Drop Bag and Sign

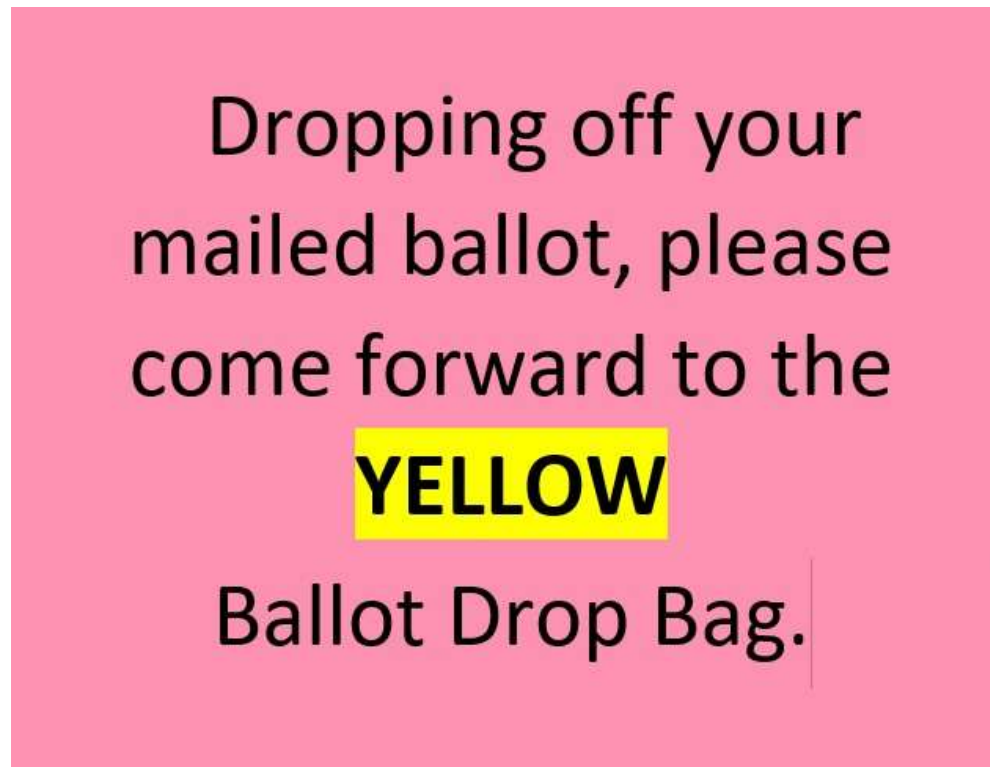
On Election Day, each polling place serves as a drop-off location for completed absentee ballots.

- 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 **Mandatory Election 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.

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!

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) #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)	_____	_____

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.

Security Seals

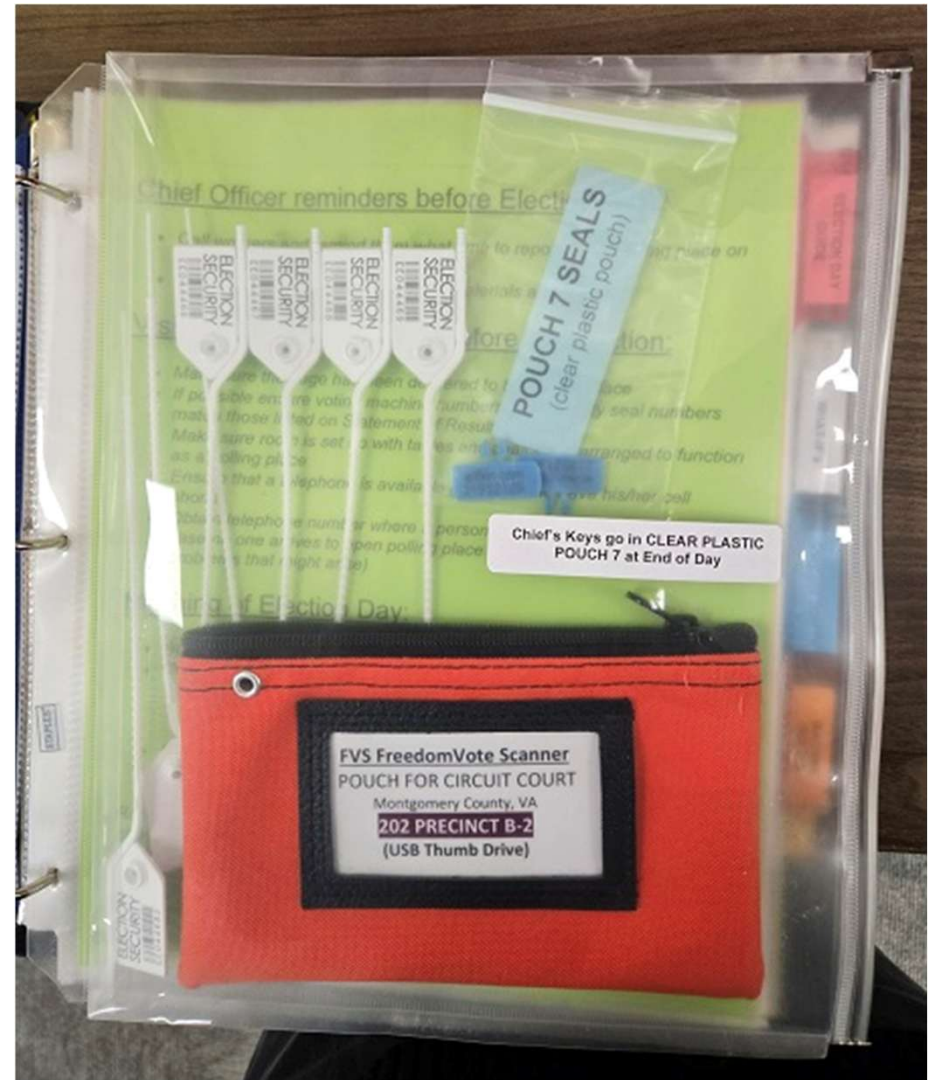
This clear pouch is now located near the front of the Mandatory Election Binder, right after the Election Day Procedures Checklist:

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



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.

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.



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.

Poll Opening



- Print one Pollbook Opening Summary Report from each of the three Poll Pads according to the Poll Pad setup instructions.
- Only three Opening Summary Report tapes are needed, but you may print more if you have a 4th Poll Pad. Place extra tapes in Envelope 2B.
- Officers must also record Poll Pad opening and closing entries on the **Voter Count Call-in Sheet/Pollbook Summary Sheet**.

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/Pollbook Summary
Montgomery County, Virginia
April 21, 2026 – Special 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.
- * Call the Office with the Voter Count at 8-10-2-4
- * Post the Voter Count 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.

Designated Cell Number: Call Cyndi 540-250-1718

Office Number: 540-382-5741

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

Chief's Signature _____ Officer's Signature _____

Monitor Voting Progress During Voting Hours

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.

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. Voters are being asked to carry out SDR when they are already registered. (Office can find voter with SSN.)

KNOWiNK Poll Pads

- May try to read the small barcode on a license.
 - Turn license upside down so large barcode is at the bottom.
 - Cover most of the small barcode with your thumb.
- Can scan some recently issued 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.
- Will warn Officers if the scanned license is not from Virginia. Out of state licenses cannot be used to check-in.



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 may use the official Virginia mID App or Apple Wallet.
- Screen must display all of these items together on one screen:

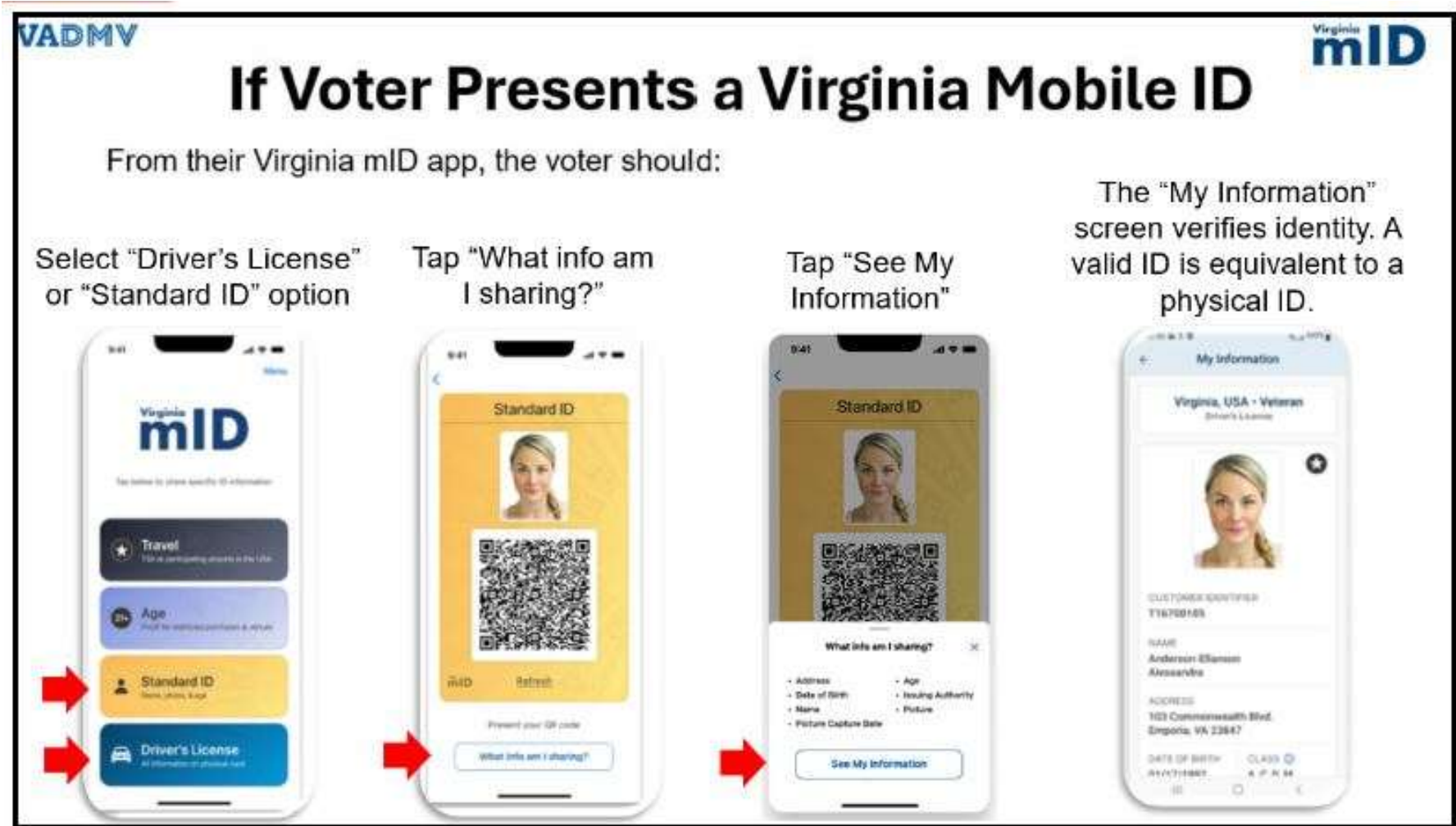
Voter's

- 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

Virginia Mobile ID

Electronic form of Virginia Driver's License



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

Virginia ID in Apple Wallet

Electronic form of Virginia Driver's License

How is the ID in Apple Wallet presented?



The user selects their Virginia ID in Apple Wallet and then selects the “i” in the top right corner



The user selects “Card information”



The “Card information” screen displays all information needed to verify voter registration eligibility

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

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

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

Bridgewater College, Liberty University
Old Dominion University, and Roanoke College.

If a voter provides an electronic ID from any other college or university, call the office for guidance.

- 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.

Revised July 2025

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. <i>Acceptable in electronic form only if it is through official DMV "Virginia mID" app.</i>
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. <i>Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.</i>
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. <i>Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.</i>
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. <i>Acceptable in physical or electronic form.</i>
Any other current government document containing the name and address of the voter	Yes. <i>Acceptable in physical or electronic form.</i>
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

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.

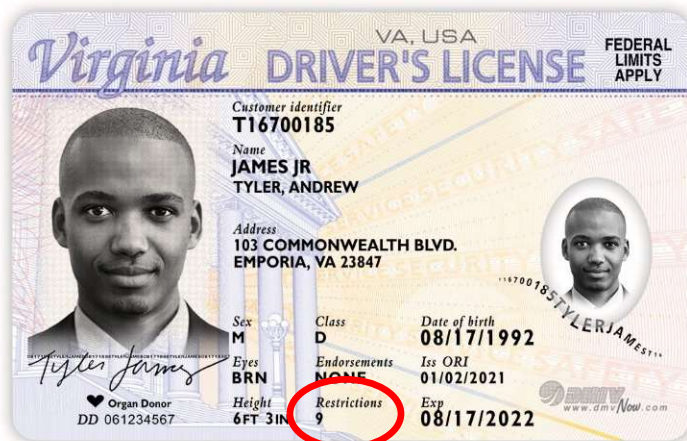
*"Valid" means the document is genuine and is not expired for more than twelve months, EXCEPT for a Virginia driver's license and DMV-issued ID, for which the expiration date should NOT be considered when determining its validity.

Revised July 2025

Driver Privilege Card

Should now be treated the same way as a regular Driver's License.

- There is no way for us to distinguish a card issued to a non-citizen from a card issued to a citizen.
- Do NOT turn away a voter based on the wording “limited duration” on the back.



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) ____|____|____|____

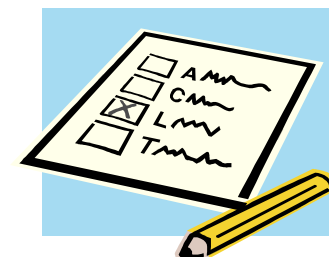
WARNING: Making a materially false statement on this form constitutes the crime of election fraud, which is punishable under Virginia law as a felony. Violators may be sentenced to up to 10 years in prison and/or fined up to \$2,500. §24.2-1016

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 7).
- 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 form titled "Statement of Voter" from the Virginia Department of Elections. It includes fields for name (First, Middle, Last, Suffix), address (House number, street name or rural route address, City, Zip code), and signature. There are checkboxes for "I applied for but did not receive or" and "I applied for and received but lost" my absentee ballot. A "Privacy Act Notice" and a "WARNING" about false statements are at the bottom. The form is labeled "SBE-708 REV 09/2021".

Statement of Voter

I, _____
do hereby state, subject to felony penalties for making false statements pursuant to § 24.2-1016, Code of Virginia, that

Check one:
☐ I applied for but did not receive or
☐ I applied for and received but lost
my absentee ballot; that I am a citizen of the United States duly registered in the city or county of **Montgomery County, Virginia**, that I am now, or have been at some time since the November general election last year, an actual Virginia resident of the following address where I am registered to vote:

House number, street name or rural route address City Zip code

OR that I have resided in this precinct since the second preceding federal general election and have been and continue to reside in this county or city and this congressional district;
OR that the Virginia address listed above was my last domicile immediately before leaving the United States;
OR that I have resided in Virginia in the last 30 days and am voting only in the presidential election;
that I am at least eighteen years of age or will be by November 2, 2021 and that I have not voted in this election and will not vote in this election at any other place in Virginia or in any other state.

Signature of voter _____

Last 4 digits of SSN required _____

Date (MM/DD/YYYY) _____

Privacy Act Notice: This form requires your social security number for identification and to prevent fraud. Your application will be denied if you fail to provide your social security number or any other information necessary to determine your qualification to vote. 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 Government Data Collection and Dissemination Support Act) authorize collecting this information and restrict its use to official purposes only.

WARNING: INTENTIONALLY 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, OR UP TO 12 MONTHS IN JAIL AND/OR FINED UP TO \$2,500.

SBE-708 REV 09/2021

See *What Ifs...* Page 20, Situation 16.

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 27.**

Voter Flags

“Must show ID”



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

- Voter may show any ID on the Approved ID list.
- If Voter has no ID, send Voter to the Chief.
- Chief: Voter CANNOT sign the ID Confirmation statement. Provisional Ballot cast for lack of ID is an option. Voter has until Friday at noon to provide the office with a copy of their ID.
- 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.

Ballot Officer

Before the Polls Open



- Open ALL #6 Boxes.
- Find ***Receipt for Ballots*** in Box 1 and set it aside.
- Find clear, labeled envelope or shrink-wrapped pack(s) with Provisional Ballots.
- Count the shrink-wrapped packs of regular ballots, envelope with unlikely to be used ballots, and envelope or pack(s) of Provisional Ballots.
- Compare number of each type of ballot received to information on the ***Receipt for Ballots***. If numbers match, 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.

Ballot Officer

Before the Polls Open



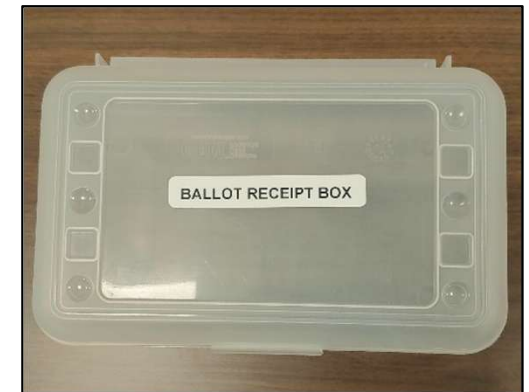
- Record the number of ballots received at the top of the ***Ballot Record Report*** form.
- Give Receipt for Ballots, Provisional Ballots, and any unlikely-to-be-used ballots to the Chief.
- Chiefs at E-1 and F-1 will determine whether they or the Ballot Officers will issue their second ballot style.
- 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***.

Ballot Officer

While the Polls Are Open



- Responsible for handing out ballots to voters
 - Take the **Ballot Receipt** from the voter and place it in Ballot Receipt Box.
 - Remind voters to:
 - Use a precinct pen to mark their ballot
 - Fill in ovals completely and neatly
 - Show the voter that there are races on the back of the ballot.
 - Print neatly - if voter chooses to write-in a name
 - Insert a ballot in privacy folder and hand folder with ballot to the voter.
 - Direct voter to marking booth area.



November 3, 2026

Full Ballot (Blacksburg)

Ballot Style

Commonwealth of Virginia, **SAMPLE BALLOT**
 County of Montgomery
 General and Special Elections
 Tuesday, November 3, 2026

Making selections:

To vote for a candidate, fill in the oval next to 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 vote(s) may not be counted.



Member United States Senate
 Vote for only one

☐ Mark R. Warner - D

☐ Bert Mizusawa - R

☐ Write-in _____

Member House of Representatives 9th District
 Vote for only one

☐ Joy A. Powers - D

☐ H. Morgan Griffith - R

☐ Write-in _____

Commonwealth's Attorney - Special Election
 For unexpired term to end December 31, 2027

Vote for only one

☐ Patrick R. Jensen

☐ Write-in _____

Sheriff - Special Election
 For unexpired term to end December 31, 2027

Vote for only one

☐ Tim Andrew Brown

☐ Robert G. Page

☐ Write-in _____

Member Town Council - Special Election
 Town of Blacksburg
 For unexpired term to end December 31, 2027

Vote for not more than two

☐ Leslie C. Harwood

☐ Joel L. Goodhart

☐ Write-in _____

☐ Write-in _____

Turn the ballot over

A-2 Christ Episcopal Full Ballot 01021

Proposed Constitutional Amendment Question 1

Question: Should the Constitution of Virginia be amended to (i) protect the freedom to make personal decisions about prenatal care, childbirth, postpartum care, birth control, abortion, miscarriage management, and fertility care; (ii) protect doctors, nurses, and patients from being punished for these decisions; and (iii) allow for restrictions on access to abortion during the third trimester of pregnancy except when the patient's health is at risk or the pregnancy cannot survive?

☐ YES

☐ NO

Proposed Constitutional Amendment Question 2

Question: Should the Constitution of Virginia be amended to (i) remove the ban on same-sex marriage; (ii) affirm that two adults may marry regardless of sex, gender, or race; and (iii) require all legally valid marriages to be treated equally under the law?

☐ YES

☐ NO

Proposed Constitutional Amendment Question 3

Question: Should the Constitution of Virginia be amended (i) to provide for the fundamental right to vote in the Commonwealth, (ii) to revise the qualifications of voters so that a person convicted of a felony is not entitled to vote during his period of incarceration but is automatically invested with the right to vote upon release from incarceration, and (iii) to update the existing prohibition on voting by persons found to be mentally incompetent to instead apply to persons who have been found to lack the capacity to understand the act of voting?

☐ YES

☐ NO

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

Notice: The authority statement on this sample ballot must be removed and replaced with the appropriate authority statement for the candidate, committee, individual or group using this ballot for their own purposes. Any reproduction of this MAY NOT be printed on white paper. The authority statement used for this ballot must comply with the requirements of either federal or state law, as appropriate. For state requirements, see 24.2-822 and 24.2-956 of the Code of Virginia. For federal requirements call the Federal Election Commission, 1-800-424-9530.

Front of Ballot

Back of Ballot

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.

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**.



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.

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**.



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 just 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.

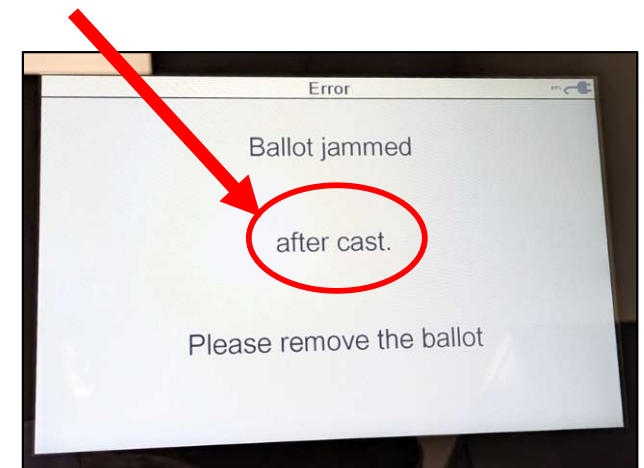
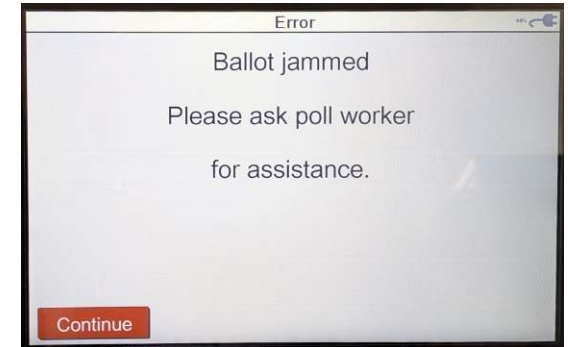
- A “permanent record” is preserved by the voter by:
 - Inserting an optical scan ballot into an electronic counter
 - Placing a paper ballot in an official ballot container.
- If the ballot is rejected by the scanner due to an overvote or undervote and the voter has walked away, an Officer may reinsert 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.

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.

ADA Tablet (FVT)

for voters with disabilities

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

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

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

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 the Ballot Record Report.**

To initiate a ballot on the FVT (ADA Tablet)

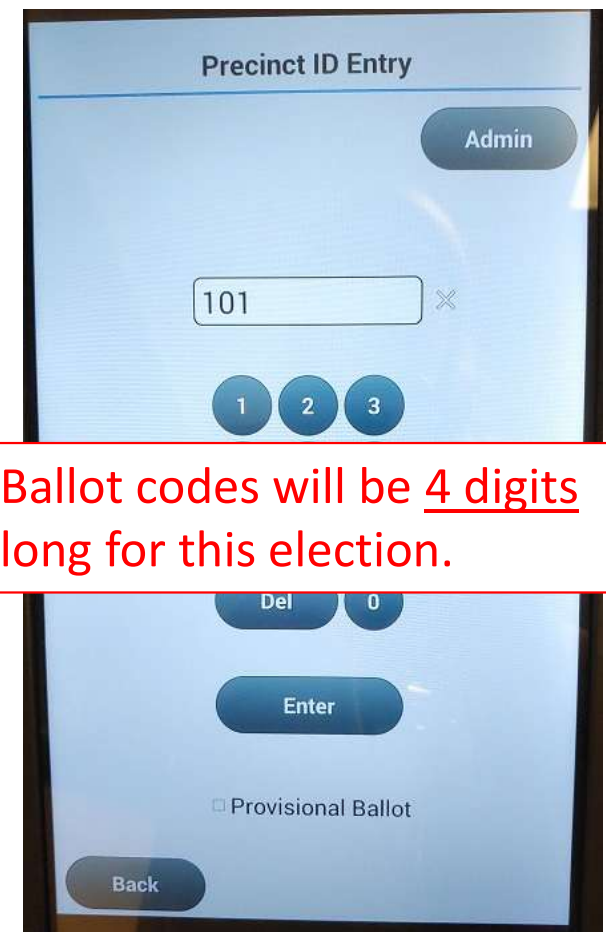
Press “Manual Entry”



Enter Election Day password from Chief's key ring.

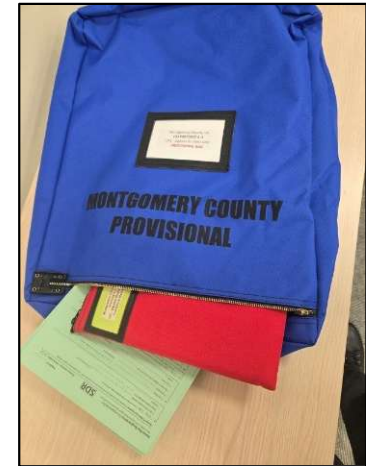


Enter ballot code from Chief's key ring.

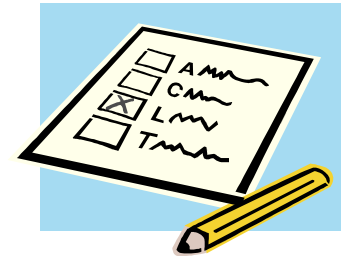


Provisional Supplies

- For medium and smaller precincts – Blue bag will be delivered in the cage if there's room.
- For larger precincts - Chief will receive it when they pick up the Chief's case on the Monday.
- During the day, place completed Provisional Envelopes in the **red zipper-pouch** to protect Voter privacy.
- If the red zipper-pouch is too small, use the 1A Box.
- At closing, transfer completed Provisional Ballots 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.



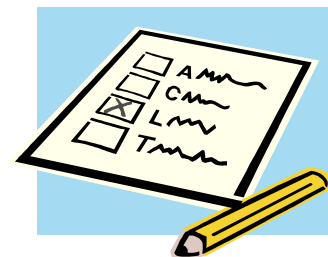
Reasons to Cast a Provisional Ballot



- 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.

Voter “Not on Pollbook”



Each election, we discover some voters have carried out SDR when they did not need to.

If the voter says they are registered, or that they carried out SDR recently, take these additional steps before going to SDR.

- If a surname has two parts, is hyphenated, or has an apostrophe, try variations. Double names are sometimes run together. Hyphens and apostrophes are sometimes removed.
- Use the advanced search feature on the Poll Pad which lets you look for voters at a particular address.
- If you still cannot find the voter in the pollbook, CALL your designated staff member.
- Voter can share their Social Security Number with the Registrar who can determine if and where the voter is registered.

See “*What Ifs*” for detailed guidance.

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.

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

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.”

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.

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.

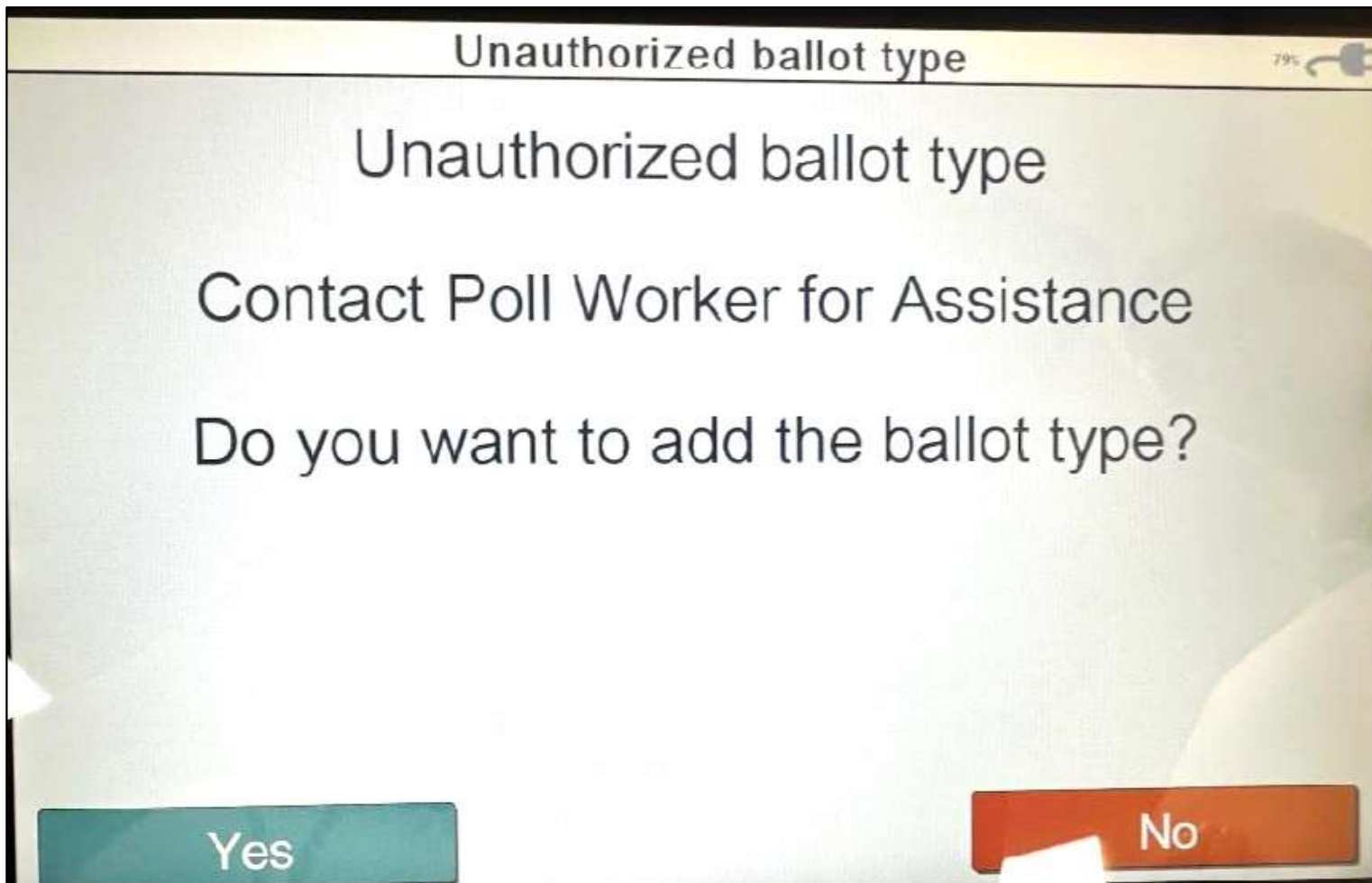
President and Vice President Member

- “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.”



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. (Use Poll Pad's Precinct Finder tool.)
 - DO NOT ASSUME THE VOTER KNOWS THE CORRECT PRECINCT FOR THEIR CURRENT ADDRESS.
 - Officers MUST verify voter's address is within their precinct.
 - 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 they are not already registered locally, off-campus. If they are, send them to where they are registered.
- If not registered locally, confirm the precinct for their local address is A-3, E-3, or F-3 using the Poll Pad's Precinct Finder tool. Send that voter to Squires Student Center (290 College Ave, Blacksburg).

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  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 	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	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 <u>X</u>	Voter ID # _____ Adjudication ☐ Count ☐ Do not count Voter Identification 1. If the voter returns with the proper identification, check this box and sign ☐ <u>X</u> 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.

☐ by checking this box, I affirm both that I am an individual with physical disabilities and that I am eligible to vote under Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities

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

The image shows the back of a Provisional Ballot Envelope form. A red rounded rectangle highlights the top section, and a blue callout box points to it. A red arrow points from the list of reasons to the 'Election Officer Use' section at the bottom.

Provisional Ballot - All other provisional reasons
 Voter is on this precinct's pollbook
 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 vote may not count.

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) prohibit the collection, use, and dissemination of this information for purposes other than those specified 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 ☒ X _____
 2. Attach a copy of the identification document.

ELECT-653-English-07/2024

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 ([November 6th](#)) 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 **complete 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.
 - Apartment/room number is required
 - Except for on-campus addresses, where it is highly recommended.
 - 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, 13, 14, 15, 16, 17, and 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 Registrar use only (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 circle to the entry number 15.

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.
- Place Log in Envelope 8 at the end of the night.

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 (form itself is not color-coded):

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 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 form.**

Place the Affirmation of Eligibility form in **Envelope 8**.

Request for Assistance

See “What if Guide” for more detailed information



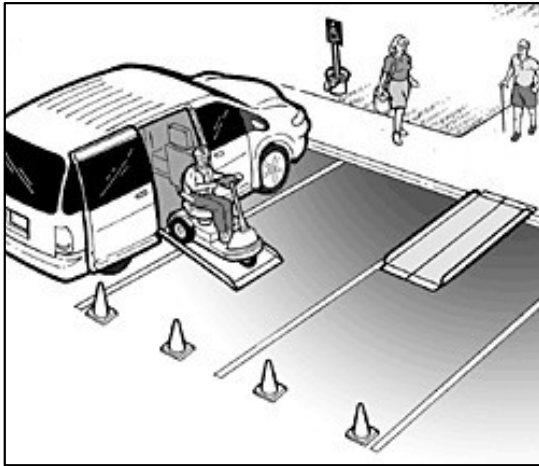
The Chief will use the **Request for Assistance** form if the voter asks for help completing the ballot. A voter might be blind, have a physical disability, need to have the ballot translated, or be unable to read or write.

- 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

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 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 repacking of the pollbooks after printing three copies of Poll Pad Summary Report tape.
- Supervise completion of the *Ballot Record Report* and SORs.
- Supervise closing of the voting machines after printing three copies of Election Summary Tape and Write-in Report from the FVS (Scanner) and three copies of the Close Report from the FVT (ADA machine) following the voting machine instructions.
- Supervise counting of ballots in the yellow Absentee Ballot Drop Box 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”



Poll Closing Tasks



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

- Print three copies of Poll Pad Summary Report tape.
- Apply a security seal to each Poll Pad Case for return to the office.
- Record seal numbers on the [Pouch 7 form](#).



**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?

$$\text{Envelope\#s } 46: \underline{25} \text{ (Ballot Packs)} \times 50 + \underline{70} \text{ (Provisional, Federal \& Presidential Only Ballots)} = \underline{1320} \text{ Total Ballots}$$

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	TFC MLS
8	50	TFC 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	TFC MLS
16	50	TFC SNQ
17	50	TFC 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 1112131415161718	910 1920
2b. VOIDED BALLOTS Envelope 4	
This is a ballot found abandoned.	
12345678 1112131415161718	910 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 ➡	2 Total
2d. ABSENTEE BALLOTS - SURRENDER Envelope 4	
This is an unused ballot returned by voter.	
XXXXX 1112131415	678910 1617181920
3. END OF DAY FINAL REVIEW	
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.)	+ 2
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

Rev. 9-26-2028/1C

Ballot Record Report

- Top: Count number of ballots (all styles) sent in Box/Envelope 6. (*morning task*)
- Section 1: Count ballots in each pack after opening. Enter number on form and counting Officers' initials. (*morning and voting hours task*)
- Section 2: Record disposition of Spoiled and Voided Ballots. (*voting hours task*)

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.

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 LID
5	50	LID JRK
6	51	LID JRK
7	50	TFC MLS
8	50	TFC MLS
9	50	RSM SNQ
10	49	SNQ FJ
11	50	SNQ FJ
12	50	FJ JRK
13	50	LID JRK
14	50	RSM JRK
15	51	TFC MLS
16	50	TFC SNQ
17	50	TFC 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 A
This is a ballot spoiled by the voter.

11	12	13	14	15	16	17	18	9	10
---------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------	---	----

26. 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/1

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 Total2d. ABSENTEE BALLOTS - SURRENDER **Envelope**

This is an unused ballot returned by voter.

X	X	X	X	X	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)	+ 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	- 1	
----------------------------------	-----	--

3b.	Total ballots USED	= 809
-----	--------------------	-------

Record 3a + 3b	TOTAL BALLOTS	= 132c
----------------	---------------	--------

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 Frank Jones Date 11/5/2024

Thomas F. Cole 11/11/2024
Officer Signature Date

Rev. 9-26-2020/15

Ballot Record Report

- Section 3a: Count all loose and still-packaged unused ballots. Include unused Provisionals.

- Section 3b: Enter number of ballots used by category (Scanned, Spoiled, Voided, and Provisional).

Enter number of ballots printed by the FVT (ADA Tablet).

Add/Subtract entries as indicated.

- Does sum of USED and NOT USED ballots equal the total number of ballots delivered to the precinct?

Explain the discrepancy if you have one.



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 Tablet (FVT)
 - Close machine according to instructions.
 - Replace lid and lock with key.



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.

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 the Mandatory Election 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



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

 ★ VIRGINIA ★ DEPARTMENT of ELECTIONS	
Printed Return Sheet Montgomery County, Virginia November 3, 2026 – General & Special Election Precinct: <u>A-1 101 Slusser's Chapel</u>	
THIS FORM MUST BE SIGNED BY ALL OFFICERS OF ELECTION AND PLACED IN ENVELOPE 2A.	
THE CLERK OF CIRCUIT COURT MUST MAKE IT AVAILABLE FOR PUBLIC INSPECTION ON THE DAY FOLLOWING THE ELECTION AND FOR SIXTY DAYS THEREAFTER.	
We hereby certify that the attached totals tape is a true and correct copy of the election results printed out by the electronic voting machines used in this precinct.	
Machine or Serial number(s):	
FVS# UVS03 5076	
Officer of Election	Officer of Election
Officer of Election	Officer of Election
Officer of Election	Officer of Election
Officer of Election	Officer of Election
Officer of Election	Officer of Election
Officer of Election	Officer of Election
SBE-658	
Rev. 8/2016	

ENVELOPE 2A
ATTACH PRECINCT RESULTS TAPES HERE

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

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

- Attach a complete set of opening and closing tapes per the list printed on the form.
- 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

STATEMENT OF RESULTS	ENVELOPE 2B
Montgomery County, Virginia November 4, 2025 – General Election PCT: 101 A-1 Slusser's Chapel	↑ Staple
Part 1. Turnout Obtain this information from the Electronic Pollbook Summary Report Total Number of Voters Checked In= Poll Pad Summary Report	<u>Order of Tapes Top to Bottom</u> ☐ 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 2. Pages Cast Obtain this information from the FVS# 5076 FVS Machine Tape Total Number of Votes=Pages Cast on the FVS Machine	
Part 3. Curbside Obtain this information from the Curbside Voter Tally Sheet Total Number of Voters on Curbside Tally Sheet	
Part 4. Discrepancies. Does the TURNOUT (1) = the PAGES CAST (2)? ☐ Yes ☐ No If Yes, continue to Part 5. Certification. If "No," please provide an explanation below. If more space needed continue on the back.	
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. Signature of Election Official 1. _____ (Chief) 2. _____ (Assistant Chief) 3. _____ (Officer) 4. _____ (Officer) 5. _____ (Officer) 6. _____ (Officer) 7. _____ (Officer) 8. _____ (Officer) 9. _____ (Officer) 10. _____ (Officer)	

Rev. 8.18.2025 tcf

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



- At top, enter:
 - Time you are calling the office, your name, and the name of person at the office taking your call.
- From the FVS scanner “Election Summary” tape, enter:
 - Pages Cast
 - Votes for each candidate
- From Curbside Voter Tally Sheet, enter:
 - Number of Curbside Voters

RESULTS REPORT SHEET		ENVELOPE 2B
MONTGOMERY COUNTY, VIRGINIA NOVEMBER 3, 2026 - GENERAL & SPECIAL ELECTION PRECINCT: Report To: _____		
TIME: _____		
Called In By: _____		
Taken By: _____		
TOTAL PAGES CAST: _____		
U.S. SENATE		
Mark R. Warner - D		
Bert Mizusawa - R		
Write-In		
Undervotes		
Overvotes		
U.S. HOUSE DISTRICT 9		
Joy A. Powers - D		
H. Morgan Griffith - R		
Write-In		
Undervotes		
Overvotes		
Commonwealth Attorney		
Patrick R. Jensen		
Write-In		
Undervotes		
Overvotes		
Sheriff		
Tim Andrew Brown		
Robert G. Page		
Write-In		
Undervotes		
Overvotes		
AMENDMENT QUESTION 1		
YES		
NO		
Undervotes		
Overvotes		
AMENDMENT QUESTION 2		
YES		
NO		
Undervotes		
Overvotes		
AMENDMENT QUESTION 3		
YES		
NO		
Undervotes		
Overvotes		
CURBSIDE VOTER LOG		
Voted Outside the Polls		
PROVISIONAL BALLOT LOG NUMBERS		
REASON CODES		
#1 SDR - Same Day Registration		
#3 through #6 After hours, No AB, Already Voted & Others		
#7 NO - ID Declined ID Statement		
Total must match the total on the back of ENVELOPE 1A/1B		

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
Voter's name IS on the pollbook, and voter:	3	After hours, due to court order	3
	4	No AB to Surrender	
	5	Shows Already Voted on Poll Pad	
	6	Other	3
	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			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

Transfer entries on the Log cover page to the Results Reporting Sheet.

- 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 Log cover page and Results Reporting Sheet must match.
- Total on each document must match total Provisional cast on back of Envelope 1A/1B.



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

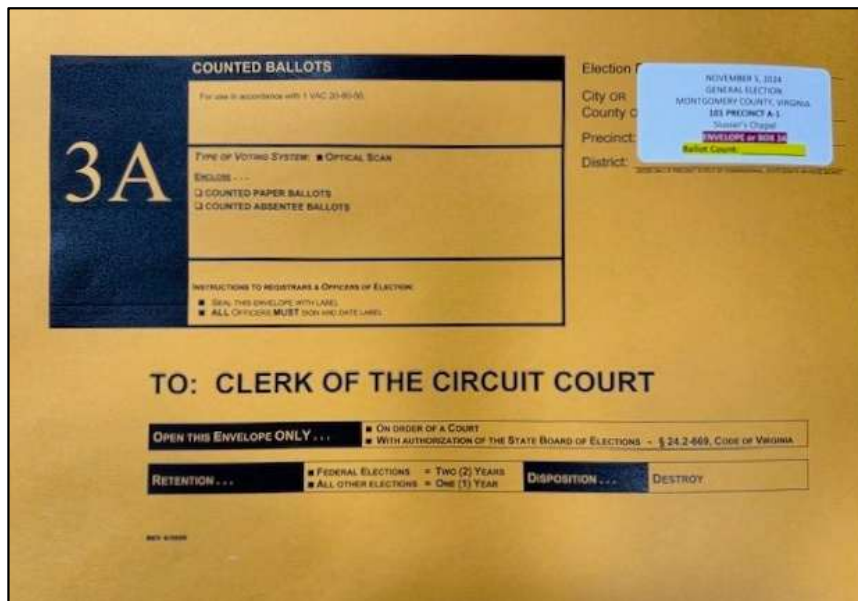
- Enter number of voted ballots contained in Envelope/Box 3A. This is the same as the number as “Pages Cast” on the Results Summary Tape.
- Seal lists the total number of Seals to apply to Box/Envelope if greater than one.

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

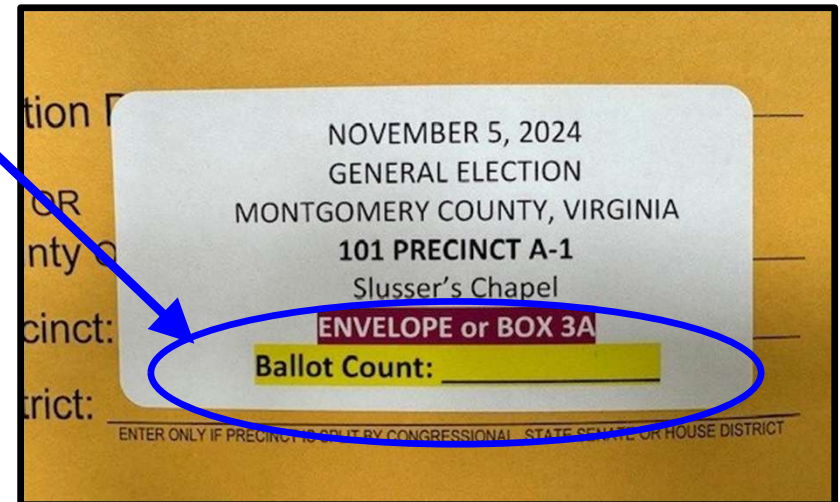
Envelope/Box 3A

Voted Ballots

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



The front of the envelope/box is labeled "3A" in large blue letters. It contains a "COUNTED BALLOTS" section with instructions for use and a table for recording the number of counted ballots. The table has columns for "Type of Voting System", "Type of Ballot", and "Number of Ballots". Below the table are instructions to registrars and officers of election, including a requirement to seal the envelope with a date stamp. At the bottom, it says "TO: CLERK OF THE CIRCUIT COURT" and includes a section for "OPEN THIS ENVELOPE ONLY" with instructions for court orders and state board authorization. It also includes a "RETENTION" section with instructions for federal and other elections, and a "DISPOSITION" section with a "DESTROY" button.



The back of the envelope/box features a 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 "Ballot Count:" field with a yellow background and a blue arrow pointing to it. At the bottom, it says "ENTER ONLY IF PRECINCT IS GOVERNMENT, CONGRESSIONAL, STATE SENATE OR HOUSE DISTRICT".

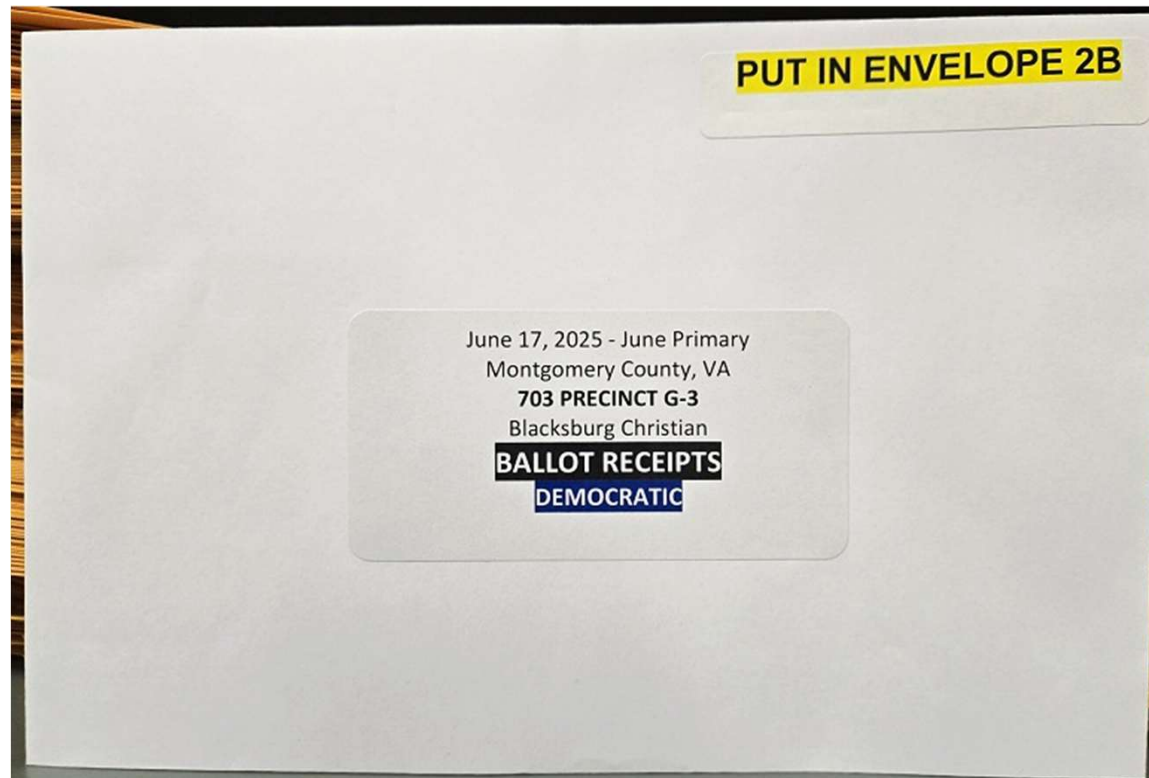
Scanner Voting Machine Memory (USB Drive)

- 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.

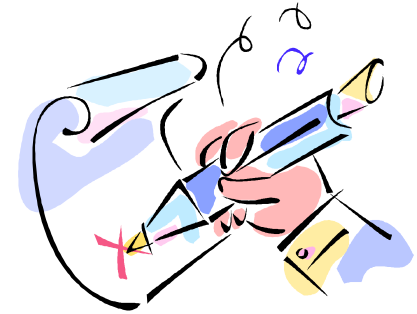


Ballot Receipt Envelope

- 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.



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 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 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 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 at 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 for Officers of Election (2026)*
- *Basic Training presentation (Fall 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 centered over the white stripes.

Thank you!