



**August 4, 2026**  
**Dual Primary Election**  
**Highlights Training**

**Montgomery County**  
**Officer of Election Training**

# Introductions



## **Electoral Board:**

Robert V. Barbatti

Richard D. Langford

Carroll D. Williams

## **Registrar:**

Connie Viar

## **Chief Deputy Registrar:**

Trina French

# DON'T TALK POLITICS

Your work on Election Day is non-partisan.

Do NOT discuss candidates, parties, issues, etc.  
with Voters, Authorized Representatives, or  
other Officers on Election Day.

---

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

# New Laws effective July 1, 2026

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

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

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

9:00 am – 5:00 pm on July 25<sup>th</sup> and August 1<sup>st</sup>

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

# Virginia Mobile ID

## Electronic form of Virginia Driver's License



QR code in the app cannot be scanned by the Poll Pad. Officers must use Manual Entry.

# KNOWiNK Poll Pads

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



# VT Campus Precincts for August 2026

Squires Student Center is not available to us for the August Election.

- A-3, E-3, and F-3 residents will vote at Johnston Student Center (900 West Campus Dr).
- Each precinct will have its own room located on the ground floor of the facility.
- If someone who currently lives on campus comes to your off-campus precinct, send them to Johnston Student Center not Squires Student Center.

# FVS Scanner

## Ballot Rejections

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

### At the Ballot Table

- Officers should check ballots and set aside any with faint timing marks or lettering.
- Inform the Chief that you’ve found such ballots.

### At the Scanner,

- If a ballot is rejected and no guidance slip is printed, give voter two more attempts to scan. If their ballot continues to be rejected, send the voter to Ballot Table so they may exchange their ballot for a new one.
- Inform the Chief of rejection of invalid ballots.

# Dual Primary

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

# August 4th Election



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

# 2026 Dual Primary

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

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

# August 2026

## Democratic Primary Ballot

Name of  
Primary

Commonwealth of Virginia, SAMPLE BALLOT

County of Montgomery

**Democratic Party Primary Election**

Tuesday, August 4, 2026

**Making selections.**

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



|                                                             |
|-------------------------------------------------------------|
| <b>Member<br/>House of Representatives<br/>9th District</b> |
| <b>Vote for only one</b>                                    |
| <input type="radio"/> Joy A. Powers                         |
| <input type="radio"/> Adam Grayson Murphy                   |
| <input type="radio"/> Douglas E. Crockett                   |

|                                                                                         |
|-----------------------------------------------------------------------------------------|
| <b>Sheriff<br/>Special Election<br/>For unexpired term to end<br/>December 31, 2027</b> |
| <b>Vote for only one</b>                                                                |
| <input type="radio"/> E.F. "Ed" Hertling Jr.                                            |
| <input type="radio"/> Tim Andrew Brown                                                  |
| <input type="radio"/> Greg D. "Waldo" Warden                                            |

# August 2026

## Republican Primary Ballot

Name of  
Primary

Commonwealth of Virginia, SAMPLE BALLOT

County of Montgomery

Republican Party Primary Election

Tuesday, August 4, 2026

**Making selections:**

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



| Member                                  |
|-----------------------------------------|
| United States Senate                    |
| Vote for only one                       |
| <input type="radio"/> Bert Mizusawa     |
| <input type="radio"/> Kim Farington     |
| <input type="radio"/> David E. Williams |

# Poll Opening

## Dual Primary

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

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

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

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

# Ballot Table

## Dual Primary

### 2 Ballot Record Reports, one for each Primary.

- Officers will track ballots for each Primary separately.

**Ballot Record Report** **Democratic** **ENVELOPE 2B**

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

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

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

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

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

| Ballot pack # | # Of Ballots in pack | 2 Officer's Initials |
|---------------|----------------------|----------------------|
| 1             |                      |                      |
| 2             |                      |                      |

**2. EL**  
- Cross

**2a. S**  
This is

1  
11

**2b. V**  
This is

### Ballot Record Report **Republican** **ENVELOPE 2B**

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

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

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

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

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

| Ballot pack # | # Of Ballots in pack | 2 Officer's Initials |
|---------------|----------------------|----------------------|
| 1             |                      |                      |
| 2             |                      |                      |

### 2. ELECTION DAY STATISTICS

- Cross off or circle each number when used.

#### 2a. SPOILED BALLOTS

This is a ballot spoiled by the voter.

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

#### 2b. VOIDED BALLOTS

This is a ballot found abandoned

# Poll Opening Dual Primary



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

# Voter Count Call-in/Pollbook Summary Sheet

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

**ENVELOPE 2B**

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

**OPENING - WHILE POLLS ARE OPEN - CLOSING:**

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

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

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

Chief's Signature \_\_\_\_\_ Officer's Signature \_\_\_\_\_

Rev 6.20.25tcf

# Sample Ballots and Voter Check-in

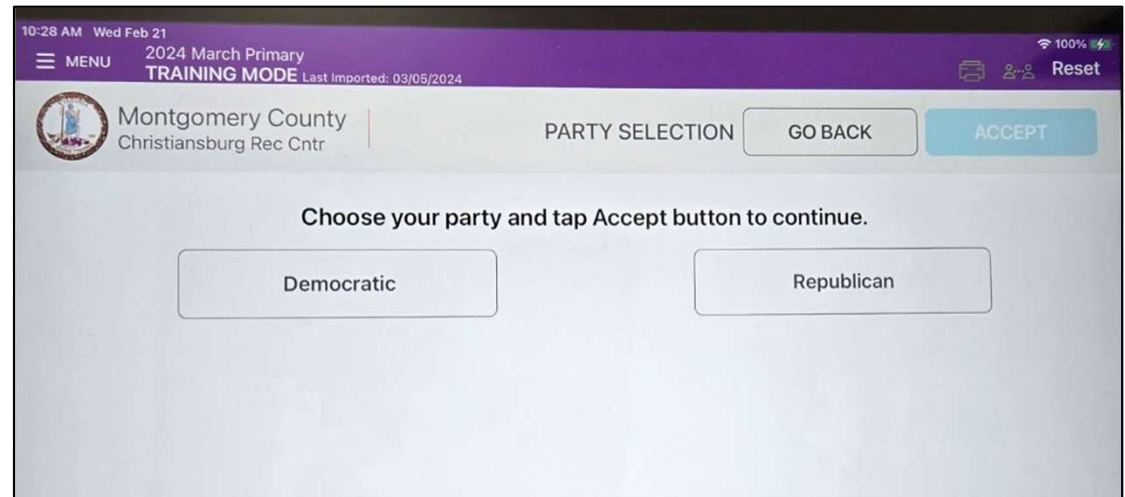


- An extra set of Sample Ballots (one for each primary) will be provided in addition to the copies on the tri-fold poster.
- They will be located in the front pocket of the Chief's binder.
- Keep them at the check-in table.
- Pollbook Officers will ask each voter, "Which primary would you like to vote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

# Dual Primary

## Selecting Voter's chosen Primary Election on the Poll Pad

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



# Dual Primary

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



# Cage - Top Shelf Contents



## Top shelf – Front Row

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



Box/Envelope 6  
Unvoted Ballots

## Top Shelf – Back Row

(2) Two Poll Pads

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



Marking Booths

## Clear Plastic Box

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

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

# Cage - Bottom Shelf Contents



**Yellow, Mailed  
Absentee Ballot  
Drop Box**

**Ballot Collection  
Form inside the bag.**

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

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

**FVT – ADA Machine**

**Marking Booths (5)**

**FVS – Ballot Scanner**  
• **Locked to top of  
Ballot Box.**

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



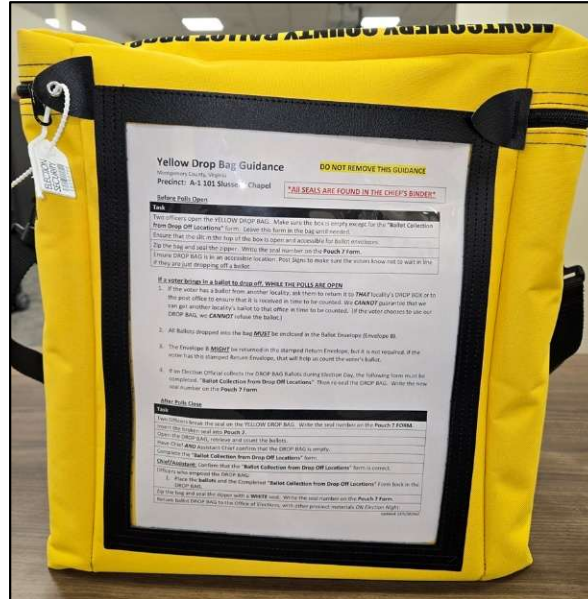
**\* Precincts sent fewer than 500 ballots for the election will NOT receive an Unassembled Box 3A. Voted Ballots will go in Envelope 3A.**

# Absentee Ballot Drop Bag



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

No need to construct into  
box shape.



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

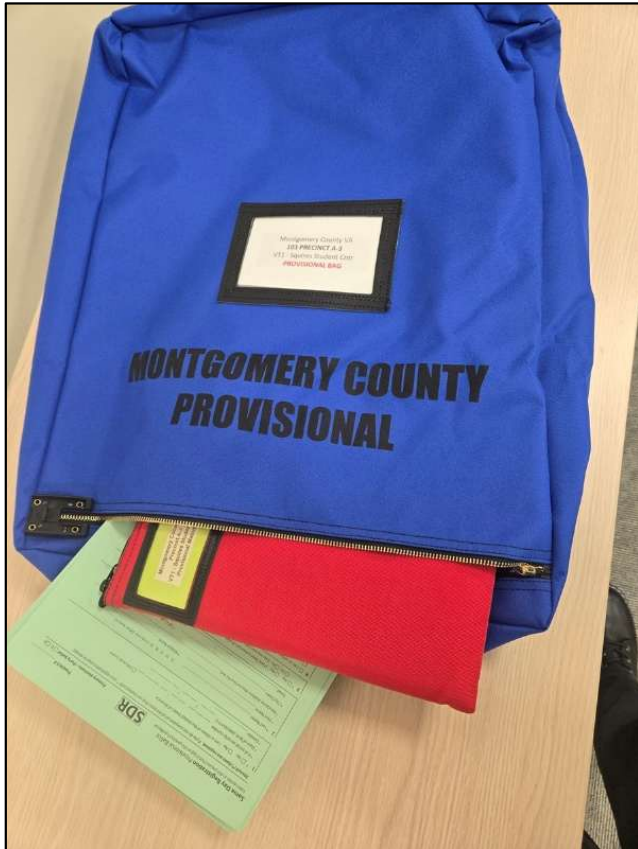
Seals are in the Chief's  
Binder



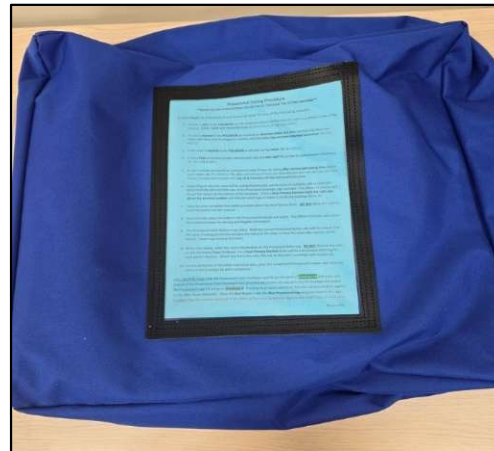
Zipper closure uses a  
white security seal placed  
through grommet and  
zipper.

# New for April

## Large, blue Provisional Supplies Bag



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



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

# Poll Opening Tasks

## Unisyn Voting machines

- Check Scanner and ADA Tablet for “plug” icon in upper right corner of the screen.
- Confirm all surge protectors are switched “on.”

## Emergency Ballot Box door

- DO NOT apply a seal to the Emergency Ballot Box in the morning.
- Apply a seal later ONLY if the Emergency Ballot Box is going to be used because the scanner is unavailable (e.g., a paper jam.)



# Setup/Shutdown Equipment Procedures

Two minds are better than one!

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

# 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.
- Check that seals are intact and compare serial numbers to information on Pouch 7 Form.
- Print one Pollbook Opening Summary Report from each of the three Poll Pads according to the Poll Pad setup instructions. Give these Opening Reports and the printer test tapes to the Chief.
- Complete morning entry on Voter Count Call-in Sheet/Pollbook Summary form.



# 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# \_\_\_\_\_

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

---

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

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

---

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

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

|                                | SEAL NUMBER<br>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 \_\_\_\_\_

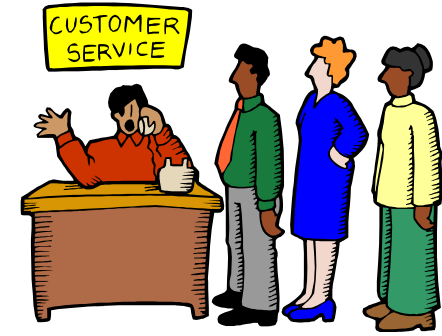
8 \_\_\_\_\_

Rev. 5.28.26tcf

# Customer Service

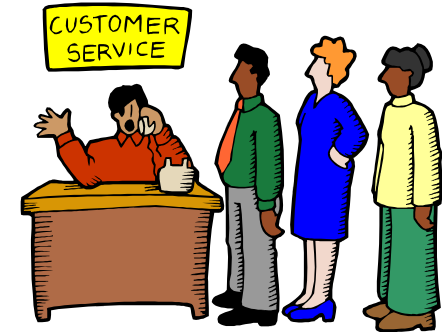
Officers of Election will provide prompt, courteous service to all voters.

- Greet the voter.
- Be friendly.
- Provide full attention to the voter.
- Send voters with check-in issues to the Chief Officer in order to keep the line moving.
- No eating/drinking in sight of the voter. Chief will assign breaks.
- No using cell phones or personal electronics at work stations.



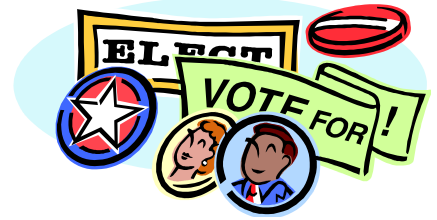
# Customer Service

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



- Be professional.
- Respect the voter's privacy.
- Treat fellow Officers with courtesy and respect.
- Involve the Chief/Asst. Chief early with voter concerns and issues.

# Polling Place “Etiquette”



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

Address any issues on a case-by-case basis.

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

# Polling Place “Etiquette”



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

# Authorized Representatives

The Department of Elections has determined that a representative from each party is permitted although there are no candidates on the April ballot.

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



## OBSERVER SIGN-IN SHEET

Pouch 8

November 5, 2024 Primary Election

Precinct: CAP-Early Vote

### ALL OBSERVERS MUST: §24.2-604.4\*

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

R=Republican Party

D=Democratic Party

I=Independent

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

# Limits on Authorized Representatives



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

# Pollbook Officer

## While the Polls are Open



### Overview of check-in process:

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

# Pollbook Officer

## While the Polls are Open



### Overview of check-in process (continued):

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

# 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.

# Voting Hours

## Poll Pads

- The blue light on the front left of the printer base may occasionally blink red.
- This means the paper tape is *starting* to get low. You may continue to print Ballot Receipts until the tape shows a pink or blue color.



# KNOWiNK Poll Pads

## For a manual search:

- Don't enter more than 3 letters of the last and first 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 last and first names.
- Then ask the Officer next to you for assistance. Call the Chief or Asst. Chief over if needed.

**Take your time finding the voter in the pollbook. Be accurate not fast!**

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

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

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

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

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

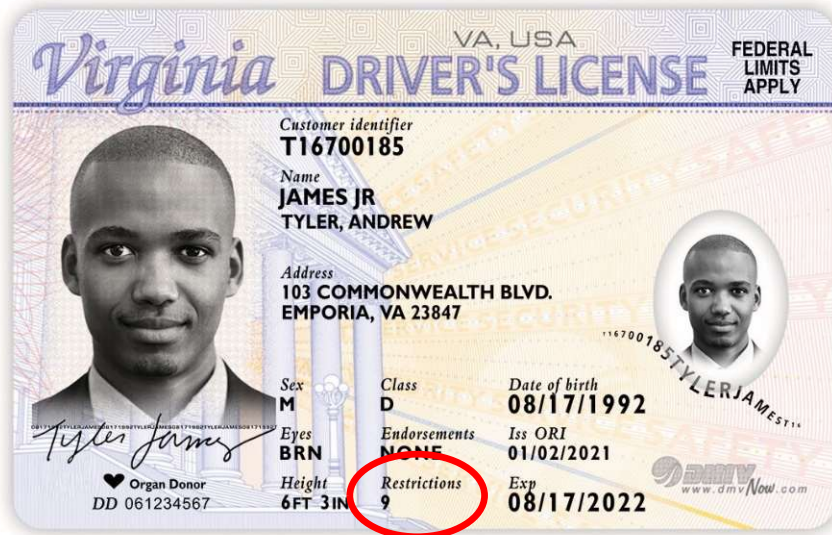
\*"Valid" means the document is genuine and is not expired for more than twelve months, EXCEPT for a Virginia driver's license and DMV-issued ID, for which the expiration date should NOT be considered when determining its validity.

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

Revised July 2025

7/9/2026

# How to recognize a Driver's Privilege Card



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

It says “9 Limited duration”  
under Restrictions on the back



If a voter presents one of these cards, send the voter to the Chief Officer. It is possible the voter is a new citizen who has not updated their driver's license.

# Approved Identification

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

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

|                                                                   |    |
|-------------------------------------------------------------------|----|
| Out-of-state driver's license                                     | No |
| Student ID from a high school located outside of Virginia         | No |
| Membership card from private organization displaying a photograph | No |
| Credit card displaying a photograph                               | No |
| Virginia Driver Privilege Card and Identification Privilege Card  | No |

\*"Valid" means the document is genuine and is not expired for more than twelve mont

# Approved Identification

Commonwealth of Virginia Place in Envelope #8

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

**A Officer of Election:**

Precinct No./Name: \_\_\_\_\_ Date: \_\_\_\_\_ O of E Initials: \_\_\_\_\_

**B Affirmation of Voter:**

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

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

Signature of voter: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of voter: \_\_\_\_\_

Birth Year (optional) \_\_\_\_ Last 4 digits of Social Security # (optional) \_\_\_\_

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

ELECT-643ID 8/2020

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

- Send the voter to the Chief.
- Voter can sign an **ID Confirmation Statement** affirming they are the registered voter they claim to be. A voter can then be checked in and allowed to vote normally on the precinct equipment.

# Voter Check-In Situations

See “What if” Guide for more detailed information



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

**Send voter to the Chief.**

# **Voter Check-In Situations**

## **Same Day Registration (SDR)**



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

- Send voter to the Chief.

**Voter is already flagged SDR in the pollbook.**

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

# Voting Hours

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.

## ADA Tablet

Large-font display

Touch-screen selection

Audio ballot with braille keypad

Sip-and-puff technology.

Each precinct is also issued two large magnifying lenses.  
These magnifiers could be helpful for a voter who can't clearly see the ovals to mark.

# Ballot Officer

## Before the Polls Open



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

# Ballot Officer

## While the Polls Are Open

### Dual Primary Election



Responsible for handing out ballots to voters

- Take the **Ballot Receipt** from the voter and place it in Ballot Receipt Box.
- Pick up ballot which corresponds to Voter's selected Primary.
- Remind voters to:
  - Use a precinct pen to mark their ballot
  - Fill in ovals completely and neatly
- Hand ballot to voter along with privacy folder.
- Ask voter to confirm that ballot matches their choice of primary.
- Direct voter to marking booth area.

# Ballot Officer

## While the Polls Are Open



- Can take a mismarked ballot from a voter and issue a new ballot.
  - With a pen, write the word “Spoiled” across the mismarked ballot.
  - Note the voter’s primary selection (Republican or Democratic), THEN place the ballot in Envelope #4.
  - Issue a new ballot for the same Primary to the voter.
  - Enter a mark under “Spoiled” on the that Primary’s ***Ballot Record Report*** form.
- Chief will accept surrendered ABs, check voter in on Pollbook, and issue voter a Ballot Receipt. Chief will bring surrendered ABs to Ballot Table to go in Envelope 4. Ballot Officer will make note on Ballot Record Report of number received.

# Ballot Record Report

Montgomery County, Virginia  
November 4, 2025 – General Election  
Precinct: **A-1 101 Slusser's Chapel**

ENVELOPE 2B

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

Envelope/Box #6: **25** (Ballot Packs) x 50 + **2** (Provisional Ballots) x 50 = **1350** 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 RYM               |
| 2             | 50                   | FJ RYM               |
| 3             | 49                   | FJ RYM               |
| 4             | 50                   | FJ RYM               |
| 5             | 51                   | FJ RYM               |
| 6             | 50                   | EDJ MLS              |
| 7             | 50                   | EDJ MLS              |
| 8             | 50                   | EDJ MLS              |
| 9             | 51                   | EDJ MLS              |
| 10            | 50                   | BMJ TK               |
| 11            | 50                   | BMJ TK               |
| 12            | 49                   | BMJ TK               |
| 13            | 50                   | TFC MS               |
| 14            | 50                   | TFC MS               |
| 15            | 50                   | TFC MS               |
| 16            | 50                   | RYM FJ               |
| 17            | 50                   | RYM FJ               |
| 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

This is a ballot spoiled by the voter.

|              |              |              |              |              |              |              |              |              |               |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| <del>1</del> | <del>2</del> | <del>3</del> | <del>4</del> | <del>5</del> | <del>6</del> | <del>7</del> | <del>8</del> | <del>9</del> | <del>10</del> |
| 11           | 12           | 13           | 14           | 15           | 16           | 17           | 18           | 19           | 20            |

### 2b. VOIDED BALLOTS

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

This is a ballot for a provisional voter.

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

Provisional Ballots **7** Total

### 2d. ABSENTEE BALLOTS - SURRENDER

This is an unused ballot returned by voter.

|              |              |              |              |              |              |              |              |              |               |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| <del>1</del> | <del>2</del> | <del>3</del> | <del>4</del> | <del>5</del> | <del>6</del> | <del>7</del> | <del>8</del> | <del>9</del> | <del>10</del> |
| 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) | 81          |
| Sealed unused ballots x 50                                                      | 450         |
| <b>3a. Total ballots NOT USED</b>                                               | <b>531</b>  |
| Record total from FVS (machine tape)                                            | 805         |
| Record SPOILED BALLOTS (2a.)                                                    | 8           |
| Record VOIDED BALLOTS (2b.)                                                     | 0           |
| Record PROVISIONAL BALLOTS (2c.)                                                | 7           |
| Record FVT (ADA) printed ballots (machine tape)                                 | 1           |
| <b>3b. Total ballots USED</b>                                                   | <b>819</b>  |
| Record 3a. + 3b. <b>TOTAL BALLOTS</b>                                           | <b>1350</b> |

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 11/4/25  
Officer Signature Date

Patricia Miller 11-4-25  
Officer Signature Date

Rev 8.26.20241c

# Ballot Record Report

- Top: Count number of ballots 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.

**Ballot Record Report**  
Montgomery County, Virginia  
November 4, 2025 – General Election  
Precinct: **A-1 101 Slusser's Chapel**

**ENVELOPE 2B**

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

**Envelope/Box #6** 25 (Ballot Packs) x 50 + 2 (Provisional Ballots) x 50 = 1350 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 RYM               |
| 2             | 50                   | FJ RYM               |
| 3             | 49                   | FJ RYM               |
| 4             | 50                   | FJ RYM               |
| 5             | 51                   | FJ RYM               |
| 6             | 50                   | EDJ MLS              |
| 7             | 50                   | EDJ MLS              |
| 8             | 50                   | EDJ MLS              |
| 9             | 51                   | EDJ MLS              |
| 10            | 50                   | BJE JTK              |
| 11            | 50                   | BJE JTK              |
| 12            | 49                   | BJE JTK              |
| 13            | 50                   | TFC MJS              |
| 14            | 50                   | TFC MJS              |
| 15            | 50                   | TFC MJS              |
| 16            | 50                   | RYM FJ               |
| 17            | 50                   | RYM FJ               |
| 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**

This is a ballot spoiled by the voter.

|              |              |              |              |              |              |              |              |              |               |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| <del>1</del> | <del>2</del> | <del>3</del> | <del>4</del> | <del>5</del> | <del>6</del> | <del>7</del> | <del>8</del> | <del>9</del> | <del>10</del> |
| 11           | 12           | 13           | 14           | 15           | 16           | 17           | 18           | 19           | 20            |

**2b. VOIDED BALLOTS**

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**

This is a ballot for a provisional voter.

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

Provisional Ballots 7 Total

**2d. ABSENTEE BALLOTS - SURRENDER**

This is an unused ballot returned by voter.

|              |              |              |              |              |              |              |              |              |               |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| <del>1</del> | <del>2</del> | <del>3</del> | <del>4</del> | <del>5</del> | <del>6</del> | <del>7</del> | <del>8</del> | <del>9</del> | <del>10</del> |
| 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) | 81          |
| Sealed unused ballots x 50                                                      | 450         |
| <b>3a. Total ballots NOT USED</b>                                               | <b>531</b>  |
| Record total from FVS (machine tape)                                            | 805         |
| Record SPOILED BALLOTS (2a.)                                                    | 8           |
| Record VOIDED BALLOTS (2b.)                                                     | 0           |
| Record PROVISIONAL BALLOTS (2c.)                                                | 7           |
| Record FVT (ADA) printed ballots (machine tape)                                 | 1           |
| <b>3b. Total ballots USED</b>                                                   | <b>819</b>  |
| Record 3a. + 3b. <b>TOTAL BALLOTS</b>                                           | <b>1350</b> |

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 11/4/25  
Officer Signature Date

# Ballot Record Report

After the poll close:

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

We recommend working on Section 3 (End of Day Final Review) in pencil first. Once it's properly completed, copy over entries in pen.

# 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 Ballot Scanner to be unattended. Take over for the Voting Machine Officer if they are busy helping a voter with an issue.

# Voting Machine Officer

## Poll Opening Tasks

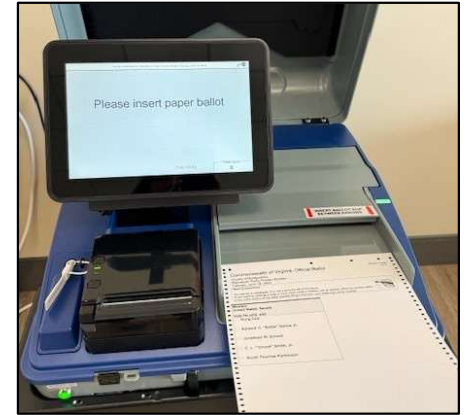
### Morning Tasks - Follow Opening Instructions!

- 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](#).  
Do not cut interior seals.

# Voting Machine Officer

## Overriding a rejected ballot

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



# Provisional Ballots



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

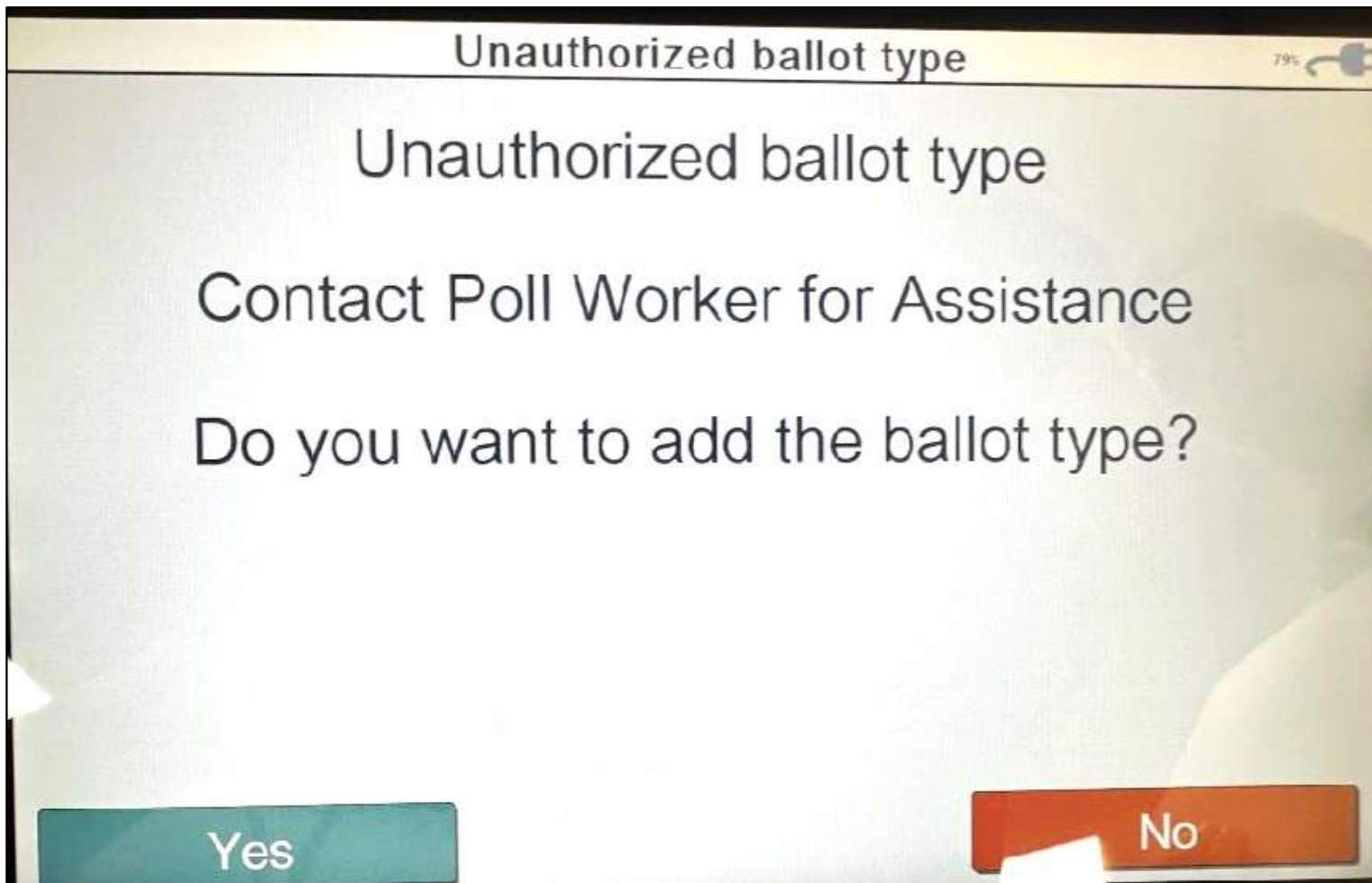
The image shows a sample of a Provisional Ballot form. At the top left, it reads: "Commonwealth of Virginia, Official Ballot", "County of Montgomery", "General and Special Elections", and "Tuesday, November 5, 2024". At the top right, the precinct information "Auburn HS Full" and "04021" is circled in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

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

# Provisional Ballots



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





# Poll Closing Tasks



Detailed Instructions: Pages 10 – 25 of “Election Day Guide for Officers of Election”

## Pollbook Officers will:

- Complete closing entries for each Primary on the Voter Count Call-in Sheet/Pollbook Summary.
- Print one copy of the Pollbook Summary Report from each device before disassembling and packing equipment in green cases. Give these Report to the Chief.
- Apply security seals to each Poll Pad case and record seal numbers on Pouch 7 Form.





# Poll Closing Tasks



Detailed Instructions: Pages 10 – 25 of “Election Day Guide for Officers of Election”

- **Ballot Officers** will complete the Ballot Record Report, then pack unused ballots in #6 Box. Tape box closed, apply signed seals.
- **Voting Machine Officers** will print three copies of Scanner (FVS) and ADA Tablet (FVT) Closing Tapes following machine instructions. Place Scanner Thumb Drive in secured, clear Pouch.
- **Officers** will complete two copies of the SOR and one Printed Return Sheet.
- **Officers** will remove all polling place signs and adhesive tape. Leave polling place and area inside of 40' prohibited area clean and organized.

# Pouch for Ballot Scanner's USB Thumb Drive

- Apply numbered seal. Record seal number on Pouch 7 Form.
- Tail of seal must go through zipper and grommet as shown to properly secure the pouch.



- Place Thumb Drive Pouch in Envelope 7 for return to the office.

# Combined Statement of Results Dual Primary

For each Primary, enter:

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

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

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

# Combined Statement of Results Dual Primary

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

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

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

Slusser's Chapel  
00101

---

|             |    |
|-------------|----|
| Pages Cast  | 16 |
| Blank Pages | 2  |

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

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

---

Member United States Senate (R)

**“Count” numbers for each  
Primary are found here.**

# Combined Statement of Results Dual Primary

## Part 4. Discrepancies

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

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

**STATEMENT OF RESULTS**  
Montgomery County, Virginia  
August 4, 2026 – Primary Election  
PCT: 101 A-1 Slusser's Chapel

**Republican Party Primary**

**Part 1a. Turnout** Obtain this information from the Electronic Pollbook Summary  
Total Number of Voters Checked In= \_\_\_\_\_  
Poll Pad Summary Page (Republican Party Primary ONLY)

**Part 2a. Count** Obtain this information from the FVS# 5076 FVS Machine Tape  
Total Number of Votes = Count on the FVS Machine(s) \_\_\_\_\_  
(Republican Party Primary ONLY)

**Part 3a. Curbside** Obtain this information from the Curbside Voters Log  
Total Number of Voters Listed on Curbside Log \_\_\_\_\_  
(Republican Party Primary ONLY)

**Democratic Party Primary**

**Part 1b. Turnout** Obtain this information from the Electronic Pollbook Summary  
Total Number of Voters Checked In= \_\_\_\_\_  
Poll Pad Summary Page (Democratic Party Primary ONLY)

**Part 2b. Count** Obtain this information from the FVS# 5076 FVS Machine Tape  
Total Number of Votes = Count on the FVS Machine(s) \_\_\_\_\_  
(Democratic Party Primary ONLY)

**Part 3b. Curbside** Obtain this information from the Curbside Voters Log  
Total Number of Voters Listed on Curbside Log \_\_\_\_\_  
(Democratic Party Primary ONLY)

**Part 4. Discrepancies.**  
Does Turnout (1a) = the Count (2a)? ☐ Yes ☐ No  
Does Turnout (1b) = the Count (2b)? ☐ Yes ☐ No  
If “Yes,” continue to Part 5. Certification on the next page. If “No,” please note any discrepancies below. If additional space is needed, please attach an additional sheet of paper.

**Part 5. Certification.**  
We hereby certify that the two copies of the Statement of Results are a complete record of this election and that all of the information entered hereon is true and correct.

Signatures of Election Officials

|                        |                     |
|------------------------|---------------------|
| 1. (Chief) _____       | 6. (Officer) _____  |
| 2. (Asst. Chief) _____ | 7. (Officer) _____  |
| 3. (Officer) _____     | 8. (Officer) _____  |
| 4. (Officer) _____     | 9. (Officer) _____  |
| 5. (Officer) _____     | 10. (Officer) _____ |

**ENVELOPE 2B**  
↑  
Staple

Order of Tapes Top to Bottom

- ☐ FVS Summary
- ☐ FVS Write-In Report (Nov. Only)
- ☐ FVS Zero Count Open
- ☐ FVT (ADA) Close Report
- ☐ FVT (ADA) Open Report
- ☐ Poll Pad Summary Report Close
- ☐ Poll Pad Summary Report Open

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



# Poll Closing Tasks



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

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

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

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



# Poll Closing Tasks



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

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

- Attach a complete set of voting machine tapes:

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

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

# Pouch 7

- Fold Pouch 7 Form and place inside Pouch 7.



Note sealable clasp. Uses small, blue seal.

Unused small, blue seals are stored in the Chief's Binder.

**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<br>MORNING | PROTECTIVE COUNT NUMBER |             | PUBLIC COUNT NUMBER |             |
|-----------------------|------------------------|-------------------------|-------------|---------------------|-------------|
|                       |                        | OPEN POLLS              | CLOSE POLLS | OPEN POLLS          | CLOSE POLLS |
| FVT (ADA) #7113       | ✓                      |                         |             |                     |             |
|                       | 17154271               | 0                       |             | 0                   |             |
|                       | 17154272               |                         |             |                     |             |
| FVS (SCANNER) #5076   |                        | 0                       |             | 0                   |             |
|                       | 17154273               |                         |             |                     |             |
|                       | 17154274               |                         |             |                     |             |
|                       | 17154275               |                         |             |                     |             |

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

|                | SEAL NUMBER<br>OPEN | SEAL NUMBER<br>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.

# 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 _____<br>Address _____<br>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 _____<br>Collector 2 _____<br>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 _____<br>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 Bag to the Registrar's office must also sign.
- Place *Ballot Collection* form inside the bag and apply new seal to clasp. 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.



# 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 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.



# 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<br>2 Officers* | Required Signatures<br>ALL Officers | Required Signatures<br>ALL Officers | Required Signatures<br>ALL Officers | Required Signatures<br>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            |                                    |

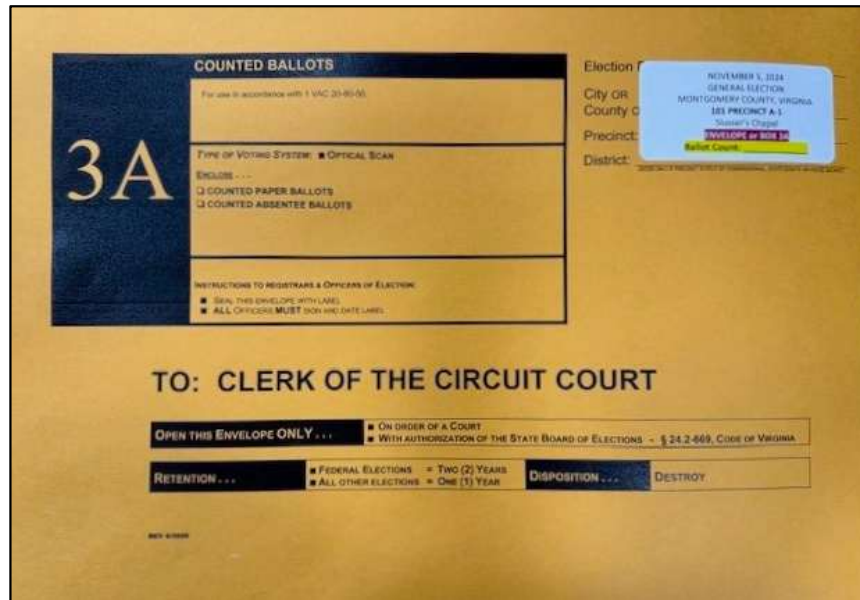
| Envelope 5                         | Envelope/ Box 3A                    | Envelope/ Box 3A                    | Envelope/ Box 3A                    | Envelope 2B                        |
|------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|------------------------------------|
| Required Signatures<br>2 Officers* | Required Signatures<br>ALL Officers | Required Signatures<br>ALL Officers | Required Signatures<br>ALL Officers | Required Signatures<br>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.

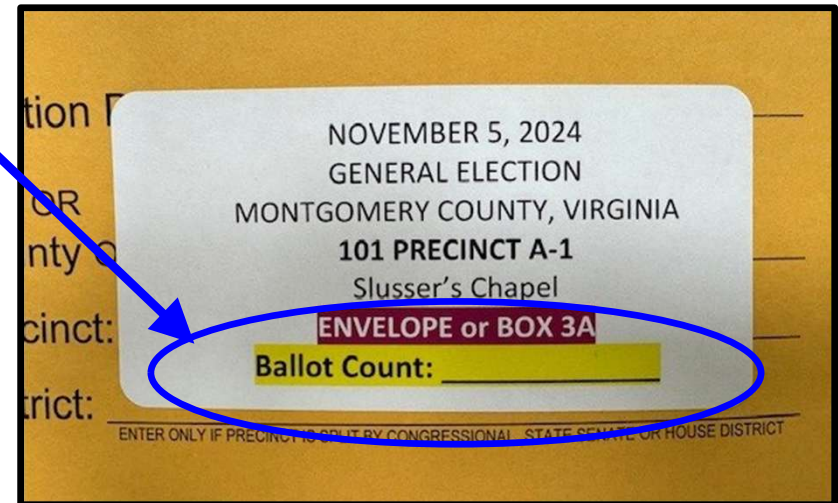
# Envelope/Box 3A

## Voted Ballots

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



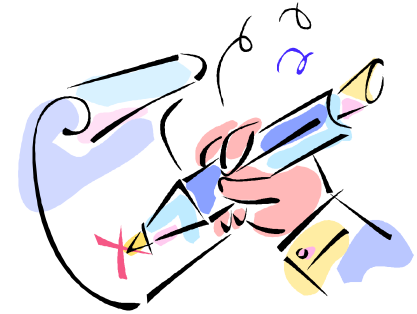
The front of the envelope/box is labeled '3A' in large blue letters. It contains a 'COUNTED BALLOTS' section with instructions for use and a table for recording the number of counted ballots. The table has columns for 'Type of Voting System', 'Type of Ballot', and 'Number of Ballots'. Below this is a section for 'INSTRUCTIONS TO REGISTRARS & OFFICERS OF ELECTION' with checkboxes for 'SEAL THIS ENVELOPE WITH LAMB' and 'ALL OFFICERS MUST SIGN AND DATE LABEL'. At the bottom, it says 'TO: CLERK OF THE CIRCUIT COURT' and includes a section for 'OPEN THIS ENVELOPE ONLY' with checkboxes for 'ON ORDER OF A COURT' and 'WITH AUTHORIZATION OF THE STATE BOARD OF ELECTIONS - § 24.2-669, CODE OF VIRGINIA'. There is also a 'RETENTION' section with checkboxes for 'FEDERAL ELECTIONS - TWO (2) YEARS' and 'ALL OTHER ELECTIONS - ONE (1) YEAR', and a 'DISPOSITION' section with a checkbox for 'DESTROY'.



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 border. A blue arrow points from the '3A' label on the front of the envelope to this 'Ballot Count' field. At the bottom of the label, it says 'ENTER ONLY IF PRECINCT IS GOVERNMENT, CONGRESSIONAL, STATE SENATE OR HOUSE DISTRICT'.

*This information is needed for Election Audit purposes.*

# 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.**

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

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

Do NOT  
collapse the  
Box. 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

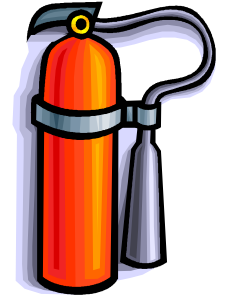


The case is 24 x 24 x 5 inches.

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.

# Before the Polls Open



The Chief Officer will review emergency procedures with all officers:

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



# 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 precinct's designated staff member on their cell. If you cannot reach them, call the office: 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 precinct's designated staff member on their cell. If you cannot reach them, call the office: 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, electronic pollbooks, 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 ballot in emergency ballot box or turn ballot in to the Chief.

# Closing Reminders



Review training documents before Election Day:

- *Basic Training presentation* (Summer 2026)
- *Election Day Guide for Officers of Election* (2026)
- *Voter Identification Chart* (July 2025)
- *Dos and Don'ts (for Campaigners and Authorized Representatives)* (July 2026)

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

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

# Mission and Role of Precinct Officer

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

**This could not be done without you!**

**Thank you!**

