

Election Day Guide

A manual for
the effective
operation of
polling places

November 3, 2020
General & Special Elections

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Key Contact Information

Election Officer Information

For assistance scheduling classes, finding out about being an Election Officer, and to get more details about your assignment.

Phone 703-228-3456
Website vote.arlingtonva.us/pollworker
Email pollworkers@arlingtonva.us

Election Day Support

Phone 703-228-3456
Turnout Texts 571-481-8576

Sending Turnout Info

Format:

"PCT ###: ### Check Ins"

Sent at:

- 8:30-8:45am
- 1-1:15pm
- 4:30-4:45pm

Staff Members

(Do not call individual staff numbers for Election Day support)

	Office Phone	Mobile
Gretchen Reinemeyer, Director of Elections	703-228-3455	571-319-9742
Eric Olsen, Deputy Director	703-228-3462	571-481-8676
Jackie Letizia, Election Specialist	703-228-3457	703-850-6533
Bill Sands, Outreach Coordinator	703-228-3460	
Cheryl Scannell, Absentee Coordinator		
Don Hodgen, Senior Assistant Registrar		

Electoral Board Members

Charlene Bickford, Chair
Matthew Weinstein, Vice Chair
Scott McGeary, Secretary

Other Virginia Election Offices

Alexandria	703-838-4050
Falls Church	703-248-5085
Fairfax County	703-222-0776
Fairfax City	703-385-7890
Loudoun County	703-777-0380
Prince William County	703-792-6470



Basic Information

Key information to understand the role of election officers and prepare before Election Day.

Pre-Election Checklist

Weeks Before the Election

- Complete Training**
Follow instructions in your assignment email
- Communicate with Your Chief/Election Officials**
Get details on the location, entrance, and food plan
- Know Your Work Location**
Plan out how you will get to your work location, parking plan, etc.

Day Before the Election

- Pack Necessary Food and Medication**
Bring all food and medication you will need for the entire day
- Pack Your Clothing & Shoes**
Make sure you have clean clothes, layers for changing temperatures, and comfortable shoes
- Pack Phone or Device Chargers**
- Set Your Alarm**
Set an alarm to arrive at your polling place by 5 am

----- **Election Officer Ready!**



Chief's Pre-Election Checklist

Weeks Before the Election

Complete Training

Follow instructions in your assignment email.

Communicate with Your Election Officials

Confirm they know where they will be working, where to park, and which entrance to use. Let them know what the food options are.

Visit your polling place

Determine layout, check outlets, confirm your cell phone will work inside the building, know who will open election morning.

Day Before the Election

Pick up Chief's Supplies

Between 10am and 6pm Monday before the Election, pick up your black bag and pollbooks.

Pack Your Clothing & Shoes

Make sure you have clean clothes, layers for changing temperatures, and comfortable shoes

Pack Phone or Device Chargers

Set Your Alarm

Set an alarm to arrive at your polling place by 5 am

Chief Election Officer Ready!

Election Worker Basics

ROLES

Chief & Assistant Chief

Responsible for overall management of precinct. To become a chief or assistant chief, you must have worked a few elections. If you are interested in becoming a chief or assistant chief, contact us.

Election Officers

Election Officers assist voters with the process of casting their ballot and might be asked to do a number of tasks on election day.

Pollbook Officer

Pollbook Officers are responsible for ensuring voters are qualified to vote in the precinct. They ensure voters have appropriate ID, are registered to vote at the correct address, and mark who has voted. They should be comfortable using an electronic tablet.

Ballot Officer

Ballot Officers are responsible for managing ballots. They issue ballots to voters who have been found qualified to vote by the pollbook officer, provide basic instructions on how to mark a ballot, maintain the ballot record report, account for all used, unused, void and spoiled ballots. They should be detail oriented and able to count.

Voting Booth Officer

Voting Booth Officers are responsible for traffic flow once voters have their ballots. They direct voters to empty marking stations, answer basic question on how to mark a ballot, and rescue runaway pens. This position requires long periods of standing.

Scanner Officer

Scanner Officers provide basic instructions to voters on how to feed their ballot into the scanner, assist voters if their ballot is rejected by the scanner, ensure the scanner is not tampered with, and distribute 'I Voted' stickers.

VOLUNTEERS

High School Pages & Greeters

Pages and Election Officers can serve as greeters. Greeters are the first point of contact for voters. They help identify voters who might have trouble waiting in line to offer chairs, remind voters to have IDs ready, pass out sample ballots, line management, and identify voters who might be in the wrong polling place. Pages can only perform these tasks.



CELL PHONE POLICY

Election Officers are only permitted to talk on their cell phone in the room where voting is taking place when talking to our office. You are permitted to use your mobile device and check messages during your breaks.

E-Readers are also permitted. All other electronic devices should be left at home.

Voters and Poll Watchers are not allowed to talk on their phones inside the room where voting is taking place. They may use their phones if it is done silently. They may take photos of their ballot as long as they do not violate the privacy of other voters.

EMPLOYMENT

Employment Protection

The Code of Virginia provides certain employment protections to Officers of Election. Officers shall not be discharged from employment nor have any adverse personnel action taken against them. They shall also not be required to use sick or vacation leave provided reasonable notices has been given. This provision might not apply if you work for the federal government or your employer is outside of Virginia. (§ 24.2-118.1)

Jury Duty Exemption

Election Officers are exempt from jury duty service on election day. (§8.01-341.1)

Compensation

Election Officers are paid for their service at the following rates:

- Chiefs - \$230
- Assistant Chief - \$200
- Regular Worker - \$175

Chiefs or their appointed representative are given a reimbursement of \$12 for each the dropoff and pickup of supplies the day before Election Day and after the polls close.

Election Officers are be paid via a mailed check. Payments are issued 3-4 weeks afer the election. Election Officers can also opt to waive compensation. (§24.2-116)

To expedite payment, help us by ensuring we have your current name and address prior to Election Day. W-9 is located on the website if you need to update your information.

Setting Up the Polling Place

Tasks to complete
before the polls
open on
Election Day
morning.

Opening Checklist

- Tasks to complete prior to opening the polls**
 - Chief's Tasks**
 - Setup Scanner & Ballot Marking Machine**
 - Setup Pollbook & Check In Station**
 - Prepare Ballot Table**
 - Setup Voting Booths**
 - Hang Signs**
 - Complete Opening Paperwork**
- **Election Ready!**

Polling Place Supplies

Polling Place Supplies

Election supplies are delivered in 2 places:

- **Precinct Cart** delivered before Election Day.
- **Black Bag** that is picked up by the Chief, or their representative, the night before the Election.

Precinct Cart Contents

- | | |
|--|---|
| <input type="checkbox"/> Power Cords | <input type="checkbox"/> Ballot Box |
| <input type="checkbox"/> Power Strips | <input type="checkbox"/> ADA Cardboard Station |
| <input type="checkbox"/> Extension Cords | <input type="checkbox"/> Cardboard Marking Stations |
| <input type="checkbox"/> Green Privacy Folders | <input type="checkbox"/> 2 Stand up Voting Stations |
| <input type="checkbox"/> Privacy Folders | <input type="checkbox"/> Polling Place Yard Signs |
| <input type="checkbox"/> Headset | <input type="checkbox"/> Pollbooks |
| <input type="checkbox"/> Tape Measure | |
| <input type="checkbox"/> 4 Aprons | Optional |
| <input type="checkbox"/> I Voted Stickers | Only included in some Precinct Carts |
| <input type="checkbox"/> Future Voted Stickers | as needed. |
| <input type="checkbox"/> Green Tape | <input type="checkbox"/> Tables |
| <input type="checkbox"/> Blue Tape | <input type="checkbox"/> Chairs |
| <input type="checkbox"/> Blue Sign Bag | <input type="checkbox"/> Cord Cover |
| <input type="checkbox"/> Sign Stand | <input type="checkbox"/> A-frame |
| <input type="checkbox"/> Unused Ballots | <input type="checkbox"/> Door Stops |

Black Bag Contents

Side Pocket

- Chief's Folder (red, purple, green or blue)
 - Officer of Election Oath
 - Addition(s) to Pollbook Form (Salmon)
 - Ballot Record Report
 - Statement of Results, (2 copies)
 - Problem Report (Beige)
 - Printed Return Sheet (Yellow)
 - Call-In Sheet (Gray)
 - Scanner Header & Close Cards
 - Provisional Ballot Log (Green)
 - Apartment Change Form (white)
 - Line Count Sheets (white)
 - Envelope 2B (for tapes)
 - Label for Box 3- Counted Paper Ballots
 - Label for Box 6-Unused Ballots
 - Envelope Seals
- Paper Pollbook
- Yellow Bag - Contains 1 Pack of 100 Ballots for each ballot style
- Green Ballot Bag (Used for voted Emergency and Provisional Ballots)
- Envelopes
 - 1A Provisional Ballots (Green Stripe)
 - 2 Blue Bag - Statement of Results, Ballot Record Report, Oath, Pollbook Add-on Sheet
 - 2A Printed Return Sheet (Yellow Stripe)
 - 4 Spoiled Paper Ballots/Void Paper Ballots (1) (Orange Stripe)
 - 7 Red Bag – Keys, Lanyard, Seals, Cable Ties, and Voting Permits
 - 8 Maroon Bag

Main Pocket

- Blue File Folder
 - Has Voter Moved & "Mini" What If Sheet
 - Phone Inquiry & Election Day Referral Forms
 - Affirmation of Eligibility
 - Statement of Identity
 - Request for Assistance
 - Provisional Envelopes & Receipts (mint green)
 - Voter Registration Applications
 - Election Officer Applications
 - Comment & Complaint Forms
 - Incident Report
 - Notification of Death & Request to Cancel
 - Absentee Ballot Applications
 - Scratch Pads & blank paper
 - Tally Sheets
- Signs to be Posted & Handouts
- Blue Supply Case
- Virginia Election Law Book
- Magnifier
- Clipboard

Chief's Tasks

Welcome Authorized Persons

List of Persons Permitted in Polling Place on Page 39.

Verify Authorization allows Persons to witness **polls open**.

Verify Persons are registered voters in Virginia.

Place Authorizations in Maroon Bag 8.

Administer Oath of Officer of Election

All workers including Chief sign. High School Pages DO NOT sign.

Place Oath in Envelope 2

Pink Payroll Form

All workers verify their address.

All workers being compensated must sign.

Assign Opening Duties

Setup the Scanner

Setup Pollbooks

Setup Ballot Marker

Setup Ballot Officer Table

Setup Voting Stations

Hang Signs

Scanner Setup

Each precinct is given at least 1 scanner. In larger elections, 2 scanners will be provided. You should set up every scanner that is provided.

Supplies You'll Need

Keys	Header Card
Ballot Box	Seal & Count Form
Scanner	Envelope 2A
1 Power Cord	Pen

Ballot Box

1. Remove Ballot Box from Cart.
2. Place in desired location in room.
3. Check both Main and Emergency Ballot compartments are empty using key on Chief's Lanyard

Scanner

1. Set Scanner on table while still in case.
2. Confirm that you have the correct scanner issued to your precinct by verifying the number on the Seal & Count Form.
3. Remove Scanner from case.
4. Place Scanner on Ballot Box (2 Election Officers should work together).
5. Lock Scanner onto Ballot Box.
6. Plug Scanner into Power.
7. Power On Scanner.
8. Place Screen in upright position by lifting at top and pushing back kickstand.
9. Record seal # on Seal & Count Form.
10. WAIT until Open Tape prints.
11. Insert Scanner Header Card. Verify that it has your Precinct name & #.
12. A Zero Tape will Print.
13. 2 Officers review & sign Zero Tape.
14. Record Public & Protective Counter #s on Seal & Count Form.
15. Place Tapes in Envelope 2B.

Continued on Next Page

Scanner Setup Continued

16. Return Header Card to Folder.
17. Press 'Done' on screen.
18. Screen should read "Please Insert Paper Ballot."
19. Repeat if you have a 2nd scanner.

Your scanner is now ready!

Sticker Table Set up

- Lay out stickers for easy pick up.
- Provide hand sanitizer for voters.
- Set up a box for pens & privacy folders to be returned.

Paperwork

1. Confirm and Initial the Public and Protective Count # match what is on the Seal & Count Form
2. 2 Election Officers Should sign both the opening and zero count tapes confirming that zero votes have been cast. Place Tapes in Envelope 2B

Pollbook Setup

Each precinct will get 3-10 pollbooks depending on the Election. Pollbooks will be delivered in the Precinct Cart. The Chief will have 1 Pollbook with their supplies in the Black Bag.

Supplies You'll Need

Seal & Count Form

iSync

Pen

Powerstrips

Pollbooks

Reminder!

Protect our screens.

Always

Place

screen side

up on table.

Pollbooks

1. Record Seal # on Seal & Count Form.
2. Cut and Discard Seal.
3. Open Case. Press down on Gray Button. Lift Latch.
4. Remove iPads. Place **FACE UP!**
5. Remove Base. Set on Table.
6. Remove and Straighten Arm.
7. Attach Arm to iPads. Pinch green taps on arm. Rotate until you hear a click to lock.
8. Put Arm with iPads Attached into Base. You might need to rock back and forth.
9. Attach ID Tray. Barcode faces up as tray slides into back.
10. Place Stylus.
11. Connect Power cord to the Brick and iPad. Plug into power.
12. Press the Power Button to Turn On.
13. Verify the following:
 1. Precinct is Correct
 2. # of Precinct Records Match
 3. Check in # = 0
 4. iPad's Syncing
 5. iPad's receiving Power
14. Repeat for each pollbook.

Your pollbooks are now ready!

Pollbook Setup Continued

Paperwork

1. Confirm and Initial the case and seal #s match what is on the Seal & Count Form

Check In Table Setup

Ensure the check in table has the following items:

1. Sign informing voters to state their name and address.
2. Apartment Number Change Form.
3. ID Confirmation Statements
4. Pens for Voters
5. Privacy Folders

Ballot Marking Machine Setup

The Ballot Marker (BMM) is designed for voters who cannot mark a paper ballot independently without assistance. It provides audio, large print, and sip & puff features to mark a ballot. Any voter can request to use the BMM. Election Officers can offer the BMM to any voter who might benefit from using it.

The BMM should be placed on a standard height table with the screen facing a wall, or where voters will not pass behind the BMM, with enough room for a wheelchair to use the BMM.

Supplies You'll Need

Ballot Marking Machine	Seal & Count Form
1 Power Cord	Pen
ADA Privacy Shield	Envelope 2b

Ballot Marking Machine

1. Remove BMM from case. Place in desired location.
2. Confirm that the seal number on the front of the BMM matches what is on the Seal & Count Form.
3. Plug in Power Cord from behind screen.
4. Plug in Power Cord from Precinct Cart in back of BMM.
5. Power On.
6. Lift up on Screen.
7. Lock Kickstand.
8. Remove Key Pad from back and place in front.
9. Locate Headphones from Precinct Cart.
10. Place ADA Privacy Shield Around.
11. WAIT until the BMM Powers On. It will print an Machine Info Tape.
12. Press 'Continue' to open voting. An Open Report will print.
13. 2 Officers verify & sign Open Report has zero votes issued.
14. Record Public & Protective #s on Seal & Count Form using Open Report.
15. Place Reports in Envelope 2B
16. The '**Precinct ID Entry Screen**' should show.

Your Ballot Marker is now ready!

Ballot Marking Machine Setup Continued

Paperwork

1. Confirm and Initial the Public and Protective Count # match what is on the Seal & Count Form.
2. 2 Election Officers Sign Open Report.
3. Place signed Open Reports in Envelope 2B.

Using the BMM

1. This voter should be checked in as a regular voter on the poll book.
2. Ensure the voter is seated.
3. If the voter is voting an audio ballot provide basic instructions to use the key pad or headphones such as where the volume buttons are, that you will bring up their ballot on the machine, and that they will begin to hear instructions read. Inform them that you will remain close enough to assist if they have a question, that their ballot will print out when they have completed marking it, and that it must be inserted into the scanner to be counted.
4. Enter the correct Precinct ID for this voter to bring up a ballot. This code will be in the Chief's folder with your paperwork.
5. When the voter has finished marking their ballot, it will print.
6. The voter must inserted their ballot into the scanner to be counted. Offer the voter a privacy shield to conceal their ballot.

Ballot Officer Table

Ballots are delivered in the Precinct Cart. Your Chief will have 100 ballots inside of a yellow bag of each style in case you are not able to enter your precinct on time.

Supplies You'll Need

Unused Ballots from Cart	Pens
Yellow Bag from Black Bag	Envelope 4
Ballot Record Report	Seal & Count Form
Privacy Folders	Rubber Fingers

Setting up the Table

1. Confirm and Initial the seal # for the Yellow Bag on the Seal & Count Form.
2. Combine ballots from the Precinct Cart and Yellow Bag.
3. Count the number of Packs.
4. Confirm that you received the correct number of ballot packs on Ballot Record Report Part 1.
5. Open 1-3 packs of ballots as needed for morning rush.
6. Ensure each opened pack contains 100 ballots.
7. Record the number of ballots in each pack counted on Ballot Record Report Part 4.

Dual Primary Note: You will have 2 Ballot Record Reports and 2 Ballot Styles in a Dual Primary. You will need to complete these steps for each ballot style.

Paperwork

1. Complete Part 1 on the Ballot Record Report
2. Complete Part 4 on the Ballot Record Report for the packets that you opened.

Voting Stations

Every precinct receives 2 stand alone voting stations and several cardboard stations that can be placed on tables.

Supplies You'll Need

Voting Booths	Cardboard Screens
How To Mark Your Ballot Signs	Tables
Party Affiliation Signs	Chairs
Scratch Paper	

Voting Booths

2 Election Officers should work together. Stations weigh ~50lbs.

1. Remove the station on the Right Side of the Precinct Cart.
2. Remove the station on the Left Side of the Precinct Cart.
3. Rotate station until wheels facing upward.
4. Open Buckle by pushing in the red button.
5. Uncurl Booth.
6. Raise the Blue Table using the red pull strap until it interlocks with the rail.
7. Rotate the red catch clockwise until it engages fully.
8. Repeat steps 5-7 for the remaining sections.
9. Pull each leg up until it locks.
10. Rotate station until it is upright.
11. Rotate blue visors up.
12. Adjust legs as needed to level station.
13. Test each shelf.
14. Mount signs in each station

Cardboard Stations

These can be simply placed on a table.

Each Voting Station Needs

- How To Mark Your Ballot Signs
- Party Affiliation Signs
- Scratch Paper

Chief's Table

Every Chief has a different setup. Make sure you take time to setup your table election morning.

Supplies You'll Need

Blue or Gray File Folder

Blue Supply Case

Envelopes

Table

Pens

Chairs

Cardboard booth for

Provisional Voters

Setup Table

How you organize your table is your choice. Chiefs have found an L shape works best. They can keep their envelopes and supplies on one table and let provisional voters vote on the other table.

Mail Ballot Drop Box Setup

For the 2020 November Election, all polling places are mail ballot drop locations. We are sending a cardboard box labeled 'Mail Ballot Drop Box' in the Precinct Cart.

Place this where voters can access it easily and where your Officers can keep an eye on it.

Guide to Setting Up Signs

Signs are provided in a Blue Bag in the Precinct Cart and in a Clear Envelope inside the Black Bag.

Outside Polling Place

Post Handicapped Entrance, Polling Place Here, and directional arrow signs as necessary.

Prohibited Area

Political activity is prohibited within 40 feet of the entrance to the building in which the polling place is located. Post one Prohibited Area sign as close as possible to the 40-foot boundary (40 feet from the main entrance to the polling place). The other sign can be posted at or near the entrance to the voting room.

Use the tape measure, found in the precinct cart, to measure the 40-foot boundary, if necessary. Use common sense: If the boundary falls in the middle of a roadway, designate it in a safe place, but not closer than 40 feet from the building entrance.

You can also mark the boundary with the green masking tape, if needed.

Post the Persons Allowed in Polling Place sign near the entrance to the voting room.

Inside polling place

Post Sample Ballots near the voting room entrance, in a location where the voters can easily read them.

Post all other signs and posters provided.

Opening Paperwork Checklist

- Office of Election Oath**
Signed by All Election Officers including the Chief.
High School Pages DO NOT sign.
 - Pink Payroll Form**
Signed by All Election Officers who want to be paid.
High School Pages DO NOT sign.
 - Seal & Count Form**
Opening Box for Scanners & Ballot Marking Machine
Opening Box for Pollbooks
Opening Box for Envelopes 7 & Yellow Bag
 - Ballot Record Report**
Part 1: Confirm the number of ballots delivered
Part 4: Ballot Packs Opened
- Coffee Time!**

Serving Voters on Election Day

How to assist voters
with checking in,
getting a ballot, and
voting their ballot

Election Officer Positions

Greeter

Direct traffic outside of the polling place and control the line at the point of entry into the voting room.

Pollbook Officers

Check in voters on the pollbook and distribute ballots.

Ballot Officers

Keeps a record of ballots issued. Responsible for ensuring the Ballot Record Report is completed.

Voting Booth Officer

Help direct voters to open voting booths, clean surfaces, and provide assistance to voters as requested.

Scanner Officer

Monitor the ballot scanner and provide assistance as needed.

Greeter

Direct traffic outside of the polling place and control the line at the point of entry into the voting room.

Duties

- Direct voters into the voting room.
- Remind voters to have their ID ready.
- Pass out sample ballots and information on amendments and bond information.
- Answer questions about the voting process, how to mark a ballot, etc.
- Use tape or chalk to mark standing spaces so voters in line are 6' apart.
- Identify voters who might have difficulty standing in line. Allow voters to sit and mark their place in line so they don't have to stand for a long duration.
- Direct the line to where it is safe for voters (ex - along a sidewalk, not across a parking lot).
- Make sure the path of the line is accessible (ex - watch for curbs, obstructions, trip hazards)

Pollbook Officers

Check in voters on the pollbook and distribute ballots.

Duties

- Check in voters on the Poll Pad.
- Distribute ballots to voters.
- Refer special issues to the Chief's Table.

Check In Process

1. Ask voter to show ID
2. Look up voter in pollbook using Manual Entry
3. Ask voter to state name and current address
4. Select the correct voter on the Poll Pad
5. Repeat **name only**
6. Hit the blue "Accept" button
7. Hit the blue "Submit" button
8. Give the voter a ballot and basic instructions

Never turn a voter away for lack of ID! Voters can sign the **ID Confirmation Statement**

SERVE

Ballot Distribution

Provide basic instructions about the ballot. **Example**, "The ballot is double sided. Make a clear mark in the red box using one of the pens provided. If you have any questions, ask for help."

Special Issues

Voters that show a status other than **ACTIVE** should be directed to the Chief's table. For instructions on processing voters, see **What Ifs**.

- **Inactive:** We believe these voters have moved. We need the voter to confirm their address before voting.
- **Absentee:** These voters have been issued a mail ballot.
- **Federal Only:** These voters have permanently moved out of the US. They are permitted to vote for federal offices only.
- **Overseas:** These voters are listed with an overseas address.
- **Wrong Polling Place:** This voter is in the wrong polling place. Voters must vote at their assigned polling place in Virginia.
- **Voted:** This voter has already been checked in. They will need to vote a provisional ballot.

Voting Booth Officer

Help direct voters to open voting booths, clean surfaces, and provide assistance to voters as requested.

Duties

- Periodically spray and wipe voting booth surfaces with disinfectant.
- Remind voters to discard pens and privacy folders.
- Remove pens, folders, and campaign literature left behind.
- Answer basic questions voters have.
- Maintain a safe distance from voters and do not disturb their privacy.

Scanner Officer

Monitor the ballot scanner and provide assistance as needed.

Duties

- Position yourself to be available between the voting booths and scanner.
- As voter approaches scanner, remind voter to insert in either direction and to wait for green light to assure ballot is accepted.
- Keep a safe distance for health & privacy.
- Keep “I Voted” stickers stocked. on a table near the scanner.
- Frequently spray/wipe the sticker table.
- Remind voters to discard pens and privacy folders.
- Make sure hand sanitizer is available.

What If Scanner Rejects Ballot?

The scanner will reject ballots for 3 reasons: Overvote, Blank Ballot, Invalid Ballot. The scanner will print a tape if the ballot is overvoted or blank. If the ballot is invalid, it will display this message on the screen.

Never ask to look at a voter’s ballot. Ask the voter to remove the tape, if printed, and read it to you.

Overvote is when a voter makes too many selections for an office.

Blank Ballot is when the voter failed to make a clear mark in any red box.

The voter has 2 choices. (1) They can cast their ballot as is or (2) get a new ballot. If the voter wants a new ballot, direct them to the Ballot Table.

If the voter wants to cast their ballot as is. The voter should insert ballot into scanner again. The ballot will be rejected again. At this point, the voter should select “Accept Ballot.” check box and insert their ballot again. All contests marked correctly will be tabulated.

Invalid Ballots happens if the scanner does not get a proper picture of the ballot.

The voter can simply change the direction of the ballot and try inserting it again. If the scanner still rejects it, they can get a new ballot from the Ballot Table.

Ballot Jams

Occasionally the scanner will jam. You should contact the office for technical assistance.

If a voter inserts a political party sample ballot into the scanner, you can power off & on. The jam should clear.

Ballot Officer

Keeps a record of ballots issued. Responsible for ensuring the Ballot Record Report is completed.

Duties

- Responsible for ensuring the Ballot Record Report is completed.
- Open & Count Ballot Packs.
- Distributes Provisional Ballots as needed.
- Collects Void & Spoiled Ballots in Envelope 4.

Void or Spoiled Ballot

A void ballot happens a voter is checked in on the pollbook, but does not insert their ballot into the scanner. Only the voter can insert their ballot into the scanner.

A spoiled ballot is when a voter makes a mistake marking their ballot, and would like another ballot.

In both cases, do the following:

- The voter should insert their ballot into the Orange Envelope 4 for Void & Spoiled Ballots. Do not look at the ballot.
- Make a mark in the appropriate box for Void or Spoiled.
- Give the voter a new ballot.

Provisional Ballot

Review the section on provisional ballots for more information. If the Chief determines that a voter needs to cast a provisional ballot, do the following:

- Give the Chief a ballot.
- Make a mark in the appropriate box for Provisional Ballot.
- Give the voter a new ballot.

Chief & Assistant Chief

Responsible for overall management of precinct. To become a chief or assistant chief, you must have worked a few elections. If you are interested in becoming a chief or assistant chief, contact us.

Duties

- Periodically monitor the Prohibited Area. Confirm that campaign workers are in compliance with electioneering limits.
- Assist at the check-in table and machines to resolve problems and relieve other officers. Please make sure your workers are following procedures correctly. If you notice a worker having problems that seems to be slowing down the process, move that worker to another task.
- During slow times, check your machine totals with the poll book numbers to see they have the same totals.
- Note all problems and discrepancies on the back of the first page of both copies of the SOR.
- Respond to questions and concerns from voters with tact and consideration. Give voters with concerns the opportunity to complete a comment form (inside the pleated folder) to leave with you or to take home and mail directly to the Voter Registration office.
- Process voters whose names cannot be found on the rolls or who need assistance. Call us (703.228.3456) if necessary.
- Resolve problems with political workers outside the polls, or with disruptive poll watchers inside the polling place.

Polling Place Laws

The Chief is responsible for making sure they are following all laws that govern polling places on Election Day. On the following pages, we highlight different laws and special scenarios.

Laws

Voter ID

Provisional Ballots

Assisting Voters

Persons Permitted Inside Polling Place

Media

What Ifs

Voter ID

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 he is the named registered voter who he claims to be. Any voter who does not present acceptable identification and does not sign this statement must vote a provisional ballot.

Identification	Is Accepted?
Valid* Photo ID	Yes, if issued by an employer; the U.S. or Virginia government; a high school located in Virginia; or a college or university located in in the U.S.
Government-issued ID card from a federal, VA, or local political subdivision	Yes
Valid DMV-issued ID card	Yes
Valid Tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by VA**
Valid U.S. passport or passport card	Yes
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
Nursing home resident ID	Yes, if issued by government facility
Voter ID card issued by the Department of Elections	Yes
Valid student ID issued by a public or private school of higher education located in the U.S.	Yes
Valid student ID issued by a public high school in VA	Yes
Valid student ID issued by a private high school in VA	Yes
Valid Virginia driver's license	Yes
Voter confirmation documents	Yes
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes
Any other current government document containing the name and address of the voter	Yes
Signed ID Confirmation Statement	Yes
Credit card displaying a photograph	No
Membership card from private organization displaying a photograph	No
Valid out-of-state driver's license	No

Voter ID Continued

Virginia voter identification requirements: Va. Code § 24.2-643(B)

Voter Confirmation Documents

- Valid Virginia driver's license
- Valid United States passport
- Any other identification card issued by a government agency of the Commonwealth, one of its political subdivisions, or the United States
- Valid student identification card issued by any institution of higher education located in the Commonwealth of Virginia
- Valid student identification card issued by any institution of higher education located in any other state or territory of the United States
- Valid Student identification card issues by any public or private high school located in Virginia
- Any valid employee identification card containing a photograph of the voter and issued by an employer of the voter in the ordinary course of the employer's business
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document containing the name and address of the voter
- A signed ID Confirmation Statement

Remember: Unless otherwise noted, acceptable forms of identification do NOT have to contain a photograph of the voter.

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

** See Va. Code §§ 8.01-385, 51.1-700. Eleven tribes are: Cheroenhaka (Nottoway), Chickahominy, Eastern Chickahominy, Mattaponi, Monacan, Nansemond, Nottoway of Virginia, Pamunkey, Patawomeck, Rappahannock, & Upper Mattaponi.

Provisional Ballots

A provisional ballot is a ballot cast by a voter whose eligibility cannot be determined on election day. Instead of inserting their ballot in the scanner, the voter will seal it in a green envelope and insert it into the green provisional ballot bag.

Provisional Ballot Meeting

After the election, the Electoral Board meets to determine the eligibility of provisional ballots and count those accepted.

Voters who cast a provisional ballot have the right to appear at the provisional ballot meeting. This meeting is held Wednesday after the election at noon.

Reasons a Provisional Ballot Issued

1. Name not on pollbook
2. Voter applied for a mail ballot
3. Voter is shown as already voted
4. Voter is voting after normal poll closing time due to court order
5. Voter has no ID and does not want to sign the ID Confirmation Statement
6. Any Other Reason

Process

If a Pollbook Officer encounters a problem during check in, voters are referred to the Chief's table. The Chief or Assistant Chief should use the What Ifs to determine if the voter needs to be issued a provisional ballot. Use the following steps if it is determined that a provisional ballot should be issued.

- Check Voter's ID
- Explain why they are voting a Provisional Ballot and their options.
- Give the voter the Provisional Ballot Receipt, Envelope, & Pen.
- Get a ballot from the Ballot Officer. (Ballot Officer should tick under Provisional on the Ballot Record Report.)
- Give voter ballot. DO NOT allow voter go too far when marking ballot.
- Complete the Provisional Ballot Log using completed envelope.
- Election Officer signs complete envelope.
- Voter inserts & seals ballot into Envelope.
- Voter inserts completed envelope into green bag.
- Give voter a sticker.

Assisting Voters

Section 51.5-43 of the *Code of Virginia* states that, “Discrimination against qualified persons with disabilities in exercising the right to vote is prohibited.” It is your duty to enforce this law. No qualified voter has a disability that prohibits voting; only those who have been adjudicated by the courts as mentally incapacitated lose their qualification to vote. It is your job to be aware of all legal options available, and to work with voters who have disabilities to find the most suitable method for them to cast a ballot.

Guidelines

1. Be courteous and respectful.
2. Be considerate of extra time it may take for a person who is disabled or elderly to get things done, and give unhurried attention to a person who has difficulty speaking.
3. Always speak directly to the voter, and not to a companion, aide, or sign language interpreter.
4. Ask before you help.
5. On the other hand, don't be shy about offering assistance.
6. Be sure that sufficient signs are in place to direct a person to the most accessible route to the polling location.

Voters with Mobility Impairments

1. Do not push or touch another person's wheelchair or equipment without prior consent.
2. Try to put yourself at eye level when talking to someone in a wheelchair. Sit or kneel in front of the person.
3. Ask before helping.
4. Know where the accessible restrooms and water fountains are in the building.
5. When giving directions to a person in a wheelchair, consider distance, weather conditions, and physical obstacles (curbs, stairs, steep hills, etc.).
6. Either fasten mats and throw-rugs down securely or move them out of the way. A person with mobility impairment could trip.
7. Keep floors dry as possible on rainy or snowy days.
8. Keep the ramps and wheelchair-accessible doors to the polling place unlocked and free of clutter.

Voters with Speech or Hearing Impairments

1. A voter who cannot speak can confirm his name and address in writing.
2. Follow the voter's cues to determine whether speaking, gestures, or writing are the most effective means of communication.
3. If speaking, speak calmly, slowly, and directly to the voter.
4. Do not shout.
5. Let the person take the lead in establishing the communication modes.

Assisting Voters Continued

Voters who are Blind or Low Vision

A voter who is blind may choose to either use an assistant or vote an audio ballot unassisted. Remember that a blind voter is never required to sign any form, including the Request for Assistance, but the person assisting must complete Section B of this form. Read aloud any required oaths or affirmations to the blind voter, and, if the voter so affirms, write “blind voter” on the signature line.

1. Identify yourself and state that you are an Officer of Election.
2. If guiding a blind voter, offer your arm to the voter, rather than taking the voter’s arm. Walk slightly ahead of the person.
3. As you guide the person into a room, describe the layout and the location of furniture, and note who else is nearby. Point out doors, stairs, and other barriers as you approach them. Be specific about describing the location of objects: “There’s a table two feet to your left.”
4. If a blind voter has a guide dog, walk on the opposite side of the voter from the dog. Do not pet or otherwise distract a guide dog without permission from the owner.
5. Let the blind person know if you must leave his or her presence.

Language Assistance

Officers of Election can provide translation assistance if requested

- You must ask party or candidate observers present if they are able to provide interpretation assistance in the voter’s language.
- If any such observers can provide assistance, they must be permitted to observe while the Officer of Election provides language assistance.
- Any such party or candidate observers must also sign the Section C of the Request for Assistance form (one representative from each party/candidate only).

Outside the Polls (Curbside)

Voters aged 65 and older or who are physically unable to come into the polling place are permitted to vote curbside. Confirm Voter’s Identity on Poll book. Check the Curbside box. Take a blank ballot, pen, clipboard, privacy folder, Request for Assistance Form, and sticker to voter. Immediately insert ballot into scanner upon returned to polling place.

Request for Assistance Form

Use a *Request for Assistance* form if the voter asks for assistance in casting a ballot. The voter may choose anyone in the polling place except for a poll watcher, neutral observers, voter’s employer or union representative to serve as an assistant.

Election Officers and High School Pages can serve as assistants.

If the voter is unable to sign, the Assistant can write ‘Blind Voter’ or ‘Unable to Sign’ in the signature line for the voter as appropriate.

Persons Permitted Inside Polling Places

Authorized Persons

- Any member of the Arlington County Electoral Board or office staff
- Officers of Election assigned to work the election
- Media
 - Must present press credentials
- Party or Candidate Representatives
 - Must be qualified Virginia Voter
 - Must present letter of authorization from the Party or Campaign
- Neutral observers authorized by the Electoral Board
 - Must present letter of authorization from General Registrar

Party or Candidate Representatives (Poll Watchers)

Before Polls Open (§24.2-639)

One watcher of each political party or of each independent candidate is allowed to observe opening the polling place.

While Polls are Open (§24.2-604)

For each pollbook, one watcher of each political party or of each independent candidate is allowed. If less than three pollbooks in use, you have discretion to limit reps to a maximum of three.

Watchers must respect the privacy of voters and not interfere. They are permitted some movement in the polling place. The Chief should determine a reasonable distance from which they can observe without interference.

After Polls Close (§24.2-655)

Two reps of each political party and one watcher of each independent candidate may observe you closing the polls. The watcher must remain until the precinct has reported results.

Watchers may witness the completion of the results and make notes but may not touch or handle ballots, voting equipment, or official document, nor may they interfere in any manner

Media

All media are welcome at the polls provided they follow these Guidelines.

- Their presence doesn't disrupt the election.
- Voters don't feel uncomfortable with your presence.

Media Guidelines

- Media are permitted inside the polling place when the polls are open.
- Media should contact the Chief upon entering the voting area.
- Media should be display media credentials.
- The Chief will show media were to set up equipment so as not to show the faces of those attempting to vote or hinder the flow of voting.
- The length of any visit is restricted to a reasonable and limited period of time, and all representatives should leave immediately when done filming.

Permitted and Prohibited Activities:

- Interviews or taping reporters' remarks are prohibited inside the Prohibited Area. There shall be no interviews or discussions with voters, election officials, authorized representatives, and others inside the Prohibited Area and polling place.
- Media are prohibited from filming or photographing any person who specifically asks that he/she not be filmed or photographed.
- No filming or photographing may be performed in a way that divulges how any individual is voting.
- Representatives shall not film or photograph the voter list or any other voter record or material at the precinct in such a way that it divulges the name or other information concerning any individual voter.
- Electioneering within the Prohibited Area is prohibited. This includes, but is not limited to, wearing campaign apparel, handing out campaign literature, and urging the election or defeat of any candidate or issue.

Exit Polls

- Question only those people leaving the polling place.
- Advise people that answering questions is voluntary — don't press anyone who refuses to answer or seems uncomfortable or annoyed
- Don't interfere in any way with polling place access
- Don't position yourself within 40 feet of the polling place entrance

What to do when...

A complete guide for helping
voters with exceptional situations

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Acceptable ID List

Voter Identification List:

- Voter registration confirmation documents.
- Virginia driver's license or Virginia DMV-issued ID (regardless of expiration date).
- Valid United States passport or passport card.
- Any other valid ID issued by a government agency of the Commonwealth, one of its political subdivisions, or the United States government.
- Valid student ID issued by any public or private high school or institution of higher education located in Virginia. Chief should have a list of qualified colleges and universities.
- Valid student ID issued by an institution of higher education located in any other state or territory of the United States.
- Valid employee ID containing a photograph issued in ordinary course of business.
- Copy of a current utility bill, bank statement, government paycheck, or paycheck.
- Any other government document containing the name and address of the voter.
- Tribal ID issued by one of the 11 recognized tribes in Virginia, [§8.01-385, 51.1-700]:
 - Cheroenhaka (Nottoway)
 - Chickahominy
 - Eastern Chickahominy
 - Mattaponi
 - Monacan
 - Nansemond
 - Nottoway of Virginia
 - Pamunkey
 - Patawomeck
 - Rappahannock
 - Upper Mattaponi

1

Voter does not have acceptable photo ID or you are unsure you can accept the provided ID.

If the voter does not have an acceptable form of ID, the voter may sign an ID Confirmation Statement.

If the voter does not have an acceptable form of ID and does not complete or sign the statement, the voter may vote a provisional ballot.

Is not having ID or signing an ID statement the only reason the voter must vote a provisional ballot?

- If this is the only reason the voter must vote a provisional ballot, go to problem 14 and have them vote a provisional ballot.



Never turn a voter away because of lack of ID. If you are unsure whether a voter has presented an acceptable ID, call the General Registrar.

Help America Vote Act

If the voter is required by the Help America Vote Act (52 U.S.C. § 21083(b)) to show identification the first time they vote in a federal election, the voter must present one of the following:

- A current and valid photo identification.
- A copy of a current utility bill, bank statement, government paycheck, paycheck, or other government document containing the name and address of the voter.

If the voter does not have an acceptable form of ID, go to problem 14a and have them vote a provisional ballot. An ID Confirmation Statement is not acceptable in these circumstances.

2

Name on photo ID does not match name in pollbook.

1. Allow voter to vote if the name on the voter's photo ID is:
 - similar to the name in the pollbook; and/or
 - lists a maiden name, nickname, or initials instead of the full name.



If you believe the person on the ID is not the voter, use the Affirmation of Eligibility to challenge the voter.

1. Officer fills out and initials Section A on the Affirmation of Eligibility and checks Box C.
2. Officer (or other Challenger) fills out and signs the Statement of Challenger using Reason #7.
3. Voter fills out and signs Section B – Affirmation of Voter.
4. Officer makes sure voter signs Section B.
5. Officer checks voter into the pollbook and indicates in the pollbook that a statement was signed.
6. Officer places completed documents in Maroon Bag #8.
7. Voter casts ballot as normal in precinct.



If challenged voter will not sign the Affirmation of Eligibility, they cannot vote. Go to problem 14a and follow the provisional instructions using Reason #6.

§24.2-643 (C)

3

Voter provides address (orally or in writing) that does not match address in pollbook.

1. Refer to “Moving Conditions” Chart on Page 7 and/or Problems 5-8.



The address the voter provides orally or in writing must match the address in the pollbook but it does NOT have to match the address on the photo ID.

- ➡ If an address on a photo ID does not match the address on the pollbook, it does not make the ID unacceptable for proving voter identity.
- ➡ Some acceptable forms of photo ID do not have an address.
- ➡ If you are uncertain, call the General Registrar.

Use Affirmation of Eligibility form ELECT-651
§ 24.2-428.2, §24.2-651

4

Voter is marked “Inactive”

Has voter moved?

- If yes, go to problems 5-8
 - If no, you must challenge the voter using the Affirmation of Eligibility Form.
1. Officer fills out and initials Section A on the Affirmation of Eligibility form and checks Box A. *Disregard Statement of Challenger.*
 2. Voter fills out and signs Section B –Affirmation of Voter.
 3. Officer makes sure voter signs Section B.
 4. Enter the Chief’s password.
 5. Officer places completed documents in Maroon Bag #8.
 6. Voter casts ballot as normal in precinct.

➡ Why does this happen?

Voter was sent an address confirmation notice and the Elections Office did not receive a response. The confirmation notice was sent because:

- There was a possible address change OR
- Previous mailings from the Election Office were returned as undeliverable.

Use this “Moving Conditions” chart when a voter has moved.

Ask the voter:

Question #1: Where did you move?

Question #2: When did you move?

Where did voter move? → ----- When did voter move? ↓	Within precinct	Within county/city	To a different county/city still within Virginia	Outside of Virginia
After November 5, 2019	See problem 5: Voter can vote.	See problem 6: Voter can vote in precinct where registered.	See problem 7: Voter can vote in precinct where registered.	See problem 8b for presidential elections; see problem 8a for non-presidential elections.
Between November 9, 2016 and November 5, 2019	See problem 5: Voter can vote.	See problem 6: Voter can vote in precinct where registered with Affirmation of Eligibility.	See problem 7: Voter may vote a provisional ballot in precinct where they live.	See problem 8a for presidential elections; see problem 8a for non-presidential elections.
Before November 9, 2016	See problem 5: Voter can vote.	See problem 6: Voter may vote provisionally in precinct where they live.	See problem 7: Voter may vote a provisional ballot in precinct where they live.	See problem 8a for presidential elections; see problem 8a for non-presidential elections.

5

Voter moved within the same precinct.



Voter might be marked 'inactive'

1. Officer asks voter to complete and sign a Voter Registration application.
2. Officer checks voter into the pollbook as normal.
3. Officer places completed documents in Maroon Bag #8.
4. Voter casts ballot as normal in the precinct.

6

Voter moved to a different precinct within the same county/city AND congressional district.



Voter might be marked 'inactive'

Choose which statement describes **when** the voter moved and use the instructions that follow.

? Voter moved on or after November 5, 2019.

1. Voter completes and signs a Voter Registration application.
2. Officer checks voter into the pollbook as normal.
3. Voter casts ballot as normal in precinct where still registered.
4. Officer places completed documents in Maroon Bag #8.

? Voter moved between November 8, 2016 and Nov. 5, 2019.

1. Officer fills out and initials Section A on the Affirmation of Eligibility form and checks Box C and Box 4.
2. Voter fills out and signs Section B – Affirmation of Voter using their new address.
3. Officer checks voter into the pollbook.
4. Voter casts ballot as normal in precinct where still registered.
5. Officer places completed documents in Maroon Bag #8.

? Voter moved before November 9, 2016.

1. Voter may vote a provisional ballot. See problem 14a, Reason #1 or #2.
2. Voter completes and signs a Voter Registration Application.

§24.2-401

7

Voter moved to a different county/city.



Voter might be marked 'inactive'

Choose which statement describes **when** the voter moved and use the instructions that follow.

? Voter moved on or after November 5, 2019.

1. Voter completes and signs a Voter Registration application.
2. Officer checks voter into the pollbook as normal.
3. Voter casts ballot as normal in precinct where still registered.
4. Officer places completed documents in Maroon Bag #8.

? Voter moved before November 5, 2019.

1. Voter may vote a provisional ballot. See problem 14a, Reason #1 or #2.
2. Voter completes and signs a Voter Registration Application.
3. Officer places completed documents in Maroon Bag #8.

8

Voter moved to another state.

Is this a presidential election?

? If No, go to problem 8a.

? If Yes

- Did the voter move out of state more than 30 days ago? Go to problem 8a.
- Did the voter move out of state less than 30 days ago? Go to problem 8b.

8a:

Voter is no longer eligible to vote in Virginia.

1. Ask voter to fill out a Cancellation Request form (ELECT 427(A))
2. Place Cancellation Request or note in Maroon Bag #8.

If voter insists they are registered and eligible to vote in the precinct, they may vote a provisional ballot. See problem 14a, Reason #1 or #2, or #6.

8b:

Voter may vote a “Presidential-Only” Ballot.

(This is a presidential election AND voter moved out of state less than 30 days ago.)

1. Officer fills out and initials Section A on the Affirmation of Eligibility form and checks Box C and Box 3.
2. Voter fills out and signs Section B – Affirmation of Voter using new address.
3. Officer tells voter that the General Registrar will cancel the voter’s Virginia registration after this election.
4. Officer checks voter into the pollbook.
5. Officer indicates in the pollbook that voter voted a presidential-only ballot.
6. Officer issues a presidential-only ballot.
7. Voter casts presidential-only ballot as normal in the precinct.
8. Officer places completed documents in Maroon Bag #8.

9

Voter marked “Fed Only” in pollbook.



Voter can only vote for federal offices.

1. Check voter into the pollbook.
2. Give voter a Federal Only ballot.

9a

Voter marked “Fed Only” and absentee in pollbook and they have their absentee ballot.

Go to problem 19 and follow instructions.

9b

Voter marked “Fed Only” and absentee in pollbook and they DO NOT have their absentee ballot.

Go to problem 20 and follow instructions.

§24.2-652

10

Voter’s name is not in the pollbook.

1. Check for correct spelling or a recent name change.
2. Check if voter is in the right polling place. Ask voter for their:
 - address;
 - when/where they registered to vote; and
 - when/where they last voted.

3. Collect any documentation or registration receipts provided by the voter and put them in Maroon Bag #8.
4. Call the General Registrar. The GR will either:
 - instruct you to add a voter's name to the pollbook;
 - tell you the person can vote a provisional ballot. (See problem 14a); or
 - let you know if voter is registered and eligible to vote in another precinct.



If General Registrar is unavailable or unable to confirm qualifications, voter may vote a provisional ballot. See problem 14a, using Reason #1 or #2.



Overseas and Military voters (or voters who have recently separated from the military) as well as spouses and dependents may be able to register today, § 24.2-420.1. Call the General Registrar.



Only the General Registrar can authorize adding a voter to the pollbook. The General Registrar will give you instructions if that is necessary.

§24.2-651

11

Voter is challenged.



A qualified voter can challenge another voter. An Election Officer may be required to challenge a voter.

1. Officer fills out and initials Section A of the Affirmation of Eligibility form and checks Box C.
2. Challenger fills out and signs the Statement of Challenger.
3. Challenged voter fills out and signs Section B – Affirmation of Voter.
4. Officer makes sure voter signs Section B.
5. Officer checks voter into the pollbook and indicates in the pollbook that a statement or oath was signed.
6. Voter casts ballot as normal in the precinct.
7. Officer places completed documents in Maroon Bag #8.



If challenged voter will not sign the Affirmation of Eligibility, then they cannot vote normally but can vote a provisional ballot. Go to problem 14a and follow instructions using Reason #6, Other.



If challenger will not sign the Affirmation of Eligibility, then there is no challenge and the voter, if otherwise qualified, votes in the normal way in the precinct.

§ 24.2-651.1

12

Voter's name marked in pollbook as already voted.

1. Tell voter they can vote a provisional ballot.
2. Go to problem 14a and follow instructions using Reason #5.

§24.2-653

13

Provisional Reason Codes

Voter's name is NOT on pollbook and voter:	1	is a resident of the precinct, or has been since the November general election last year.	Complete VRA
	2	has been a resident of the precinct for the last two federal elections, is now a resident of the county or city, and current residence is in the same congressional district as this precinct.	Complete VRA
Voter's name IS on pollbook and voter:	3	is voting after normal poll closing time due to court order.	
	4	applied for an absentee ballot, but does not have the ballot with them.	
	5	is shown in the pollbook as already having voted.	
	6	Other. (any reason not captured in the other codes)	Complete VRA if voter is not on the pollbook or the address needs to be updated.
	No ID	voter did not show required ID.	

14

Voter must vote a provisional ballot.

Voter is voting a provisional ballot for Reasons #1 – #6.

1. Voter who is not on the pollbook or whose address needs to be updated, fills out a Voter Registration application.
2. Voter fills out and signs the statement on the front of the green provisional vote envelope.
3. Officer signs front of envelope and marks reason for casting a provisional ballot on back of the envelope.
4. Officer asks voter for photo ID. If voter does not have ID, check box on the back of the envelope that reads, 'No ID: voter also did not show ID.'
5. Officer gets a ballot from the ballot officer.
6. Ballot Officer marks on the Ballot Record Report that a provisional ballot was used.
7. Voter votes a ballot and seals ballot in the provisional ballot envelope.
8. Officer copies the information from the green provisional envelope onto Provisional Ballot log.
9. Officer places the envelope in provisional ballot box.
10. Officer gives voter the green Provisional Voter Notice(s).
11. Officer checks voter in as a provisional voter or otherwise indicates in the pollbook that voter voted a provisional ballot.



Provisional ballots must be cast in the precinct where the voter is qualified to vote—this usually means the provisional ballot will be cast in the precinct where the voter currently lives.



Absentee voters or voters shown as already having voted who must vote a provisional ballot need not fill out a Voter Registration Application, unless required for another reason.

15

Voter asks for help voting.

1. Officer explains the purpose of the Request for Assistance form to the voter and assistant.
2. Officer helps the voter determine who the assistant will be. Use the criteria on the Request for Assistance form.
3. Voter signs Section A – Request of Voter.



If voter is unable to sign, ask the assistant to write 'voter unable to sign' and to print the voter's name.

4. Assistant fills out and signs Section B – Agreement of Assistant.
5. Officer checks in voter as normal.
6. Officer indicates in the pollbook that assistance was given.
7. Officer shows the voter and assistant to the voting booth.
8. Voter or assistant places the ballot in the scanner or ballot box.
9. Officer places completed documents in Maroon Bag #8.



If appropriate, let voters know they have the option to mark their ballot using an electronic ballot marking device with an audio ballot and/or larger text.



If the assistant chosen by the voter is age 15 or younger, neither the voter nor the assistant is required to complete the form.

16

Voter asks an Election Officer to translate the ballot.

The following can translate a ballot and instructions for a voter:

- An Election Officer. Follow the instructions below.
- A volunteer including third party volunteers. See Problem 15.
- A person designated by the voter. See Problem 15.



One representative interpreter for each party or candidate is allowed to observe.

1. Officer explains the purpose of the Request for Assistance form to the voter and assistant.
2. Voter fills out and signs Section A – Request of Voter.
3. Election Officer-Translator fills out and signs Section C – Voter Asks Officer to Translate Ballot.
4. If Election Officer-Translator will be assisting the voter in the booth, they must also complete and sign Section B – Agreement of Assistant.
5. Officer checks voter in as normal and indicates they used an assistance form.
6. Officer shows voter to the voting booth (and assistant, if requested).
7. Voter or assistant places the ballot in the scanner or ballot box.



If the assistant chosen by the voter is age 15 or younger, neither the voter nor the assistant is required to complete the form.

17

Voter is blind or low vision and asks for assistance.



Let voters know they have the option to mark their ballot independently using

an electronic ballot marking device with an audio ballot and/or larger text.



If voter chooses to use the electronic ballot marking device, an assistant may help but is not required. If an assistant is used:

1. Officer explains the purpose of the Request for Assistance form to the voter and assistant.
2. Officer helps the voter determine who the assistant will be. Use the criteria for blind voters on the Request for Assistance form.



Voters who are blind do not have to sign this form, but they must show ID.

1. Officer writes 'blind voter' on the signature line in Section A – Request of Voter and prints voter's name on the line below the signature.
2. Assistant completes and signs Section B – Agreement of Assistant.
3. Officer checks in voter as normal.
4. Officer indicates in the pollbook that assistance was given.
5. Officer shows the voter and assistant to the voting booth.
6. Voter or assistant places the ballot in the scanner or ballot box.
7. Officer places completed documents in Maroon Bag #8.

If Election Officer is explaining how the electronic ballot marking device works, but will not be assisting voter with the ballot itself, no Request for Assistance form is needed.

§ 24.2-638, § 24.2-649

18

Voter asks to vote outside of the polling place.

Voters may vote outside and within 150 feet of the entrance to the polling place if they are:

- 65 or older; OR,
- Physically disabled.

1. Check voter into the pollbook as normal (including a review of ID).
2. Indicate in the pollbook that this is an Outside the Polls (OP) voter.
3. Two Election Officers from different political parties bring the Request for Assistance form, pen, privacy envelope, and ballot to the voter.
4. Officer will place the voted ballot in the scanner or ballot box.



If this would leave too few Election Officers in the polling place to meet legal requirements, then the Election Chief or Assistant Election Chief can go alone.



If voter asks for help voting, go to problem 15.

§ 24.2-708; § 24.2-709

19

Absentee voter comes to polling place WITH their absentee ballot.

1. Officer makes sure that voter is marked as having been issued an absentee ballot. If not, go to 14a using Reason #5.
2. Voter places ballot in Orange Envelope #4.
3. Officer checks voter into pollbook and has them cast vote as normal.
Checking in this voter will require the Chief's password to override the AB symbol and complete the check-in process.
4. Ballot officer indicates on the Ballot Record Report that an **absentee** ballot has been returned and spoiled.

§ 24.2-653; § 24.2-707; § 24.2-708

20

Absentee voter comes to polling place WITHOUT their absentee ballot

1. If voter says they did not vote, go to problem 14a using Reason #5.

§ 24.2-653

21

Court orders polls to stay open past 7 p.m.

Voters who arrive at the polling place after 7 p.m. will vote a provisional ballot.



Let all voters who arrive BEFORE 7 p.m. finish voting before you begin issuing Provisional ballots to those who arrive after 7 p.m.



All provisional ballots issued using Reason #3 must be separated from other provisional ballots and placed in Envelope #1B

Use Authorization to Reproduce Ballots form ELECT-646.1.

§ 24.2-646.1

22

You run low on ballots or provisional ballot envelopes.

If you run low on ballot supplies:

1. Chief Officer will ask the Electoral Board for more ballots.
2. Follow instructions on the “Authorization to Reproduce Ballots” form.

If you run low on provisional ballot envelopes, create an envelope on plain paper:

1. Copy the front and back of an unused provisional envelope onto a single piece of paper. This paper does not need to be green.
2. Fill out fields as you would on the normal provisional ballot envelope.
3. Use problem 14a for provisional ballot instructions.
4. Wrap and secure the paper with the provisional ballot-envelope information around the voter’s completed provisional ballot.



Use available materials, such as paper clips.



Keep voter's information visible.

23

Voting equipment has malfunctioned.

23a

Electronic Pollbooks

1. Contact the General Registrar and follow their instructions.

If you do not have back-up paper pollbooks:

1. Have all voters vote a provisional ballot. Go to problem 14a using Reason #6 - Other.
2. Write 'pollbook malfunction' on the provisional ballot envelope.

23b

Tabulation Machine - Scanner

1. Contact the General Registrar and follow their instructions.
2. Continue normal check-in procedures allowing voters to vote.
3. Place the uncounted ballots in a secure container or compartment.
4. Count the ballots after the polls close.
 - a. If you have a working scanner, run each of the uncounted ballots through the scanner.
 - b. If you do not have a working scanner, count the ballots manually.

Polling Place Emergency Guide

Arlington County Office of Voter Registration

Emergency Coordinator Duties

1. Conduct Safety Assessment for the Polling Location

- Locate fire extinguishers/fire alarms.
- Identify emergency escape routes/exits.
- Designate a meeting point to be used in the case of evacuation. Meeting Point must be at least 300 feet away from the building and outside of parking areas.
- Identify potential hazard areas (icy steps/sidewalks, slick/wet floors) and notify custodial or management staff of the polling place to correct the hazards.

2. Familiarize yourself with emergency equipment, procedures, and contacts.

3. Assign tasks during an emergency

4. Complete contact information and emergency meeting point above.

4. Communicate meeting point to all polling place team members.

Emergency Contacts

Elections Office 703-228-3456

Facility Contact _____

Chief Contact _____

Meeting Point: _____

Emergency Situations

Fire

1. Call 9-1-1 to report the fire.
2. If the fire is very small and contained, attempt to extinguish with a fire extinguisher.
3. If the fire cannot be extinguished, evacuate all voters and election officers to the predetermined meeting point.
4. If evacuation is necessary, follow procedures below.
5. Call the Elections Office when safe to do so.

Weather

The Elections Office will monitor reports of extreme weather conditions. In the event of a report of dangerous pending conditions or if you are experiencing any of these conditions, follow the appropriate plans:

Earthquake. Evacuate the building as described below and assemble at the predetermined meeting point.

Tornado. Assemble voters and election officials in an interior space away from windows. Get under something sturdy like a desk or table if possible.

Ice or Snow. Contact your facility's janitors or assign an election officer to keep entrances free of ice and snow. Post signs indicating "caution" areas (wet floors, icy walkways, etc.). Keep the Elections Office apprised of present and changing conditions.

Flood. Contact your facility's janitors or assign an election officer to keep areas dry. Post signs indicating "caution" areas (wet floors). Keep the Elections Office apprised of present and changing conditions.

Medical Emergency

If you are uncertain of whether someone is need of medical assistance, err on the side of caution and contact emergency services at 9-1-1.

1. Call 9-1-1. The election officer should identify themselves, give the precinct address, and provide details on the person's condition or injury.
2. Do NOT touch the person or offer to treat or provide medications to the individual.
3. Do NOT instruct the individual on a course of treatment (unless a licensed
4. Do NOT make any statement admitting guilt or wrongdoing.
5. Complete an Incident Report Form.
6. Call the Elections Office to report the incident.

Bomb Threat

If you or the facility receive a bomb threat:

1. Evacuate all voters and election officers from the polling place using the instructions in this guide.
2. Call 9-1-1 to inform emergency services.
3. Call the Elections Office when safe to do so.

Power Outage

1. Contact the Elections Office. They will attempt to get power restored or auxiliary power provided.
2. If possible, contact the facility staff of the polling place.
3. Pollbooks: Has battery power, so checking in voters can continue.
4. Scanner: Does not run on a battery. Instruct the voter to deposit their ballots into the emergency ballot slot on the back of the ballot box.
5. Use (and suggest voters use) cell phone flash lights until power is restored.
6. The polling location may temporarily be moved to another area of the building where natural light is available or car headlights can be directed into the area.

If power cannot be restored, the electoral board may opt to move polling to another location. Should this happen, follow the directions on relocating a polling place below.

Unruly Behavior

In the event of a poll watcher or voter disrupting the polls or person(s) campaigning within the prohibited area. Unsafe behavior may include the following:

- Display of weapons.
- Shoving, pushing, unnecessary physical contact, abusive language or gestures.
- Statements that contain violent descriptions.

1. Two election officers should ask the offender(s) to leave.
2. If the person persists, call 9-1-1 and identify yourself as an Election Officer.
3. Complete an Incident Report.



Section 24.2-606 of the Code of Virginia authorizes officers of election to appoint in writing one or more persons, who will have all the powers of a law-enforcement officer in the polling place and within the prohibited area. This action should be taken as the last resort for the protection of Election Officers and the public.



Do not get personally involved if it is believed an assault is occurring. Instead, call 9-1-1 and complete the Incident Report.

Election Officer Emergencies

Chief Election Officer does not arrive

1. Any election officer present should notify the Elections Office by 5:15 a.m.
2. The Elections Office will attempt to reach the Chief at his home.
3. If the chief cannot immediately get to the polls with the supplies and pollbooks, a Rover will come unlock the precinct cart and deliver extra Chief's supplies.

Chief Election Officer has an Emergency before the election,

The Assistant Chief will now serve as Chief and will be notified to pick up the supplies.

Supplies are Destroyed or Missing

The supplies should not to be left overnight in a car. In the event of them being destroyed or missing, contact the Elections Office immediately.

Election Officers do not Show

Contact the Election Office as soon as possible. The Elections Office will attempt to replace the officers. The other election officers must proceed in opening the polls.

Polling Location Locked

1. The Chief should contact the facility staff.
2. If the Chief cannot make contact, they should contact the Elections Office.
3. The Chief has 1 pollbook, 100 ballots, and a Green Ballot Bag.
4. Begin voting at 6am (even if not yet in the facility).
5. The Chief should contact the Elections Office once they gain entry the polling place.
6. If the location cannot be opened, the Elections Office may authorize relocation.



Section 24.2-603 of the Code of Virginia states that polls MUST be open and allow voters to cast their vote at 6:00 a.m.

Technical Difficulties at Elections Office

Elections Office phones are not working

Cell phones may be used until service is restored. All precincts must be notified of the new temporary number at which the staff may be reached.

Power failure at the Elections Office

The Director shall determine if the office will be relocated. All election officers will be notified of the new location and contact information.

Relocation of Polling Place

If an Election Day emergency requires the polling place be moved to an alternate location:

1. The Chief should contact the Elections Office.
2. *If the polling site must be evacuated, election officials should follow the emergency procedures on page 6 provided in this document.*
3. The Elections Office will contact local emergency services.
4. After contact with local emergency services, the Elections Office should contact the Commissioner of the Virginia Department of Elections with an alternate location and proposed method of handling the continuation of the election.
5. If safety permits, an alternate location must be established within 1,000 feet of the prior polling site. If it is unsafe to do so, an alternate location may be chosen outside of this limit, but not to exceed 1,500 feet outside the precinct boundary. Arrangements should be made to transport the necessary equipment and supplies to the new location. Resume voting as soon as possible after the VDOE Commissioner approves the new location.
6. If the Electoral Board opts to move polling to another location, the election officers must leave directions to the new location posted on the doors (post on both regular and handicapped accessible entryways) and the time you vacated this polling place.

Evacuation from the Polling Location

1. Alert all present individuals of the emergency and the Meeting Point.
2. Scanner Officer should take note of the “Public Counter” number on machine(s).
3. IF TIME PERMITS, polling place officials should take with them the following:
 - Green Ballot Bag
 - Pollbook (s)
 - Public Count number recorded from each machine
 - Ballots
 - Pens
 - Paper
 - Necessary forms and materials to allow voting to continue, such as Affirmation of Eligibility and provisional ballot envelopes
 - Voting equipment (if feasible)
 - Personal belongings
4. Evacuate all election officials and voters to the Meeting Point.
5. Designated officer should notify the Elections Office ASAP.
6. Designated officer should ensure that all election officers and evacuated voters are accounted for.
7. Designated Officer should list the names of those who checked in before the evacuation but were unable to vote.
8. Officers should advise voters they may do one of the following:
 - Wait until the building can be re-entered.
 - Leave and return before 7 p.m.
 - Vote & cast in the Green Ballot Bag (if officers have the materials to allow it).
9. Attempt to resume the election at the Meeting Point only if circumstances permit.

Any voter who leaves and later returns to vote MUST be allowed to go to the head of any line of persons waiting to vote.

Updated 2/7/2020

Closing the Polls

Tasks to complete
after the polls
close on
Election Day.

Closing Checklist

- 6:45 PM**
Announce "Polls Close In 15 Minutes"
Go outside and announce polls close in 15 minutes so that anyone standing around can get in line.
- 7:00 PM**
Announce Polls are "Officially Closed"
Only voters in line at 7:00pm are permitted to vote. If you have a long line, place an Election Officer at the end of the line to notify voters arriving late.
- Wait until all voters have left the polling place before proceeding.**
- Closing Down Polling Place**
- Call In Results**
Results should be called in as soon as they are available. You do NOT need to complete your entire SOR before calling in results.
- Pack Up Scanner, Pollbooks, Ballot Marking Machine, & Voting Booths**
Use the provided check lists to pack up all equipment.
- Complete all Paperwork**
- Pack Envelopes**
- Ensure Equipment Sealed**
Scanner, BMM, Pollbook, Envelope 2 & 7 should have numbered seals.
- Return supplies to Election Central**

Call In Results

Results should be called in as soon as they are available. You do NOT need to complete your entire SOR before calling in results.

Supplies Needed

1. Provisional Ballot Log
2. SOR Part A: Turnout Completed
3. Election Summary Tapes from Scanner
NOTE: SOR Part E: Votes Cast will need to be completed if you have more than 1 scanner or had to hand count ballots.
4. Completed Call In Sheet

How to Call In Results

- Complete your Call in Sheet.
- Call 703-228-3456
OR
- Email a picture to voters@arlingtonva.us. Make sure that the email clears your outbox. Do not consider your results submitted until you receive confirmation that we received and could read the picture.

NOTES

You do not need to post the precinct results outside of the location.

If an observer is present, they can take a picture of the call in sheet.

Scanner Shutdown

Supplies You'll Need

Keys	Close Card
Ballot Box	Seal & Count Form
Scanner	Envelope 2A
1 Power Cord	Pen

Emergency Ballot Bin

1. Ensure that all voters have left the polling place.
2. Using your key, remove any ballots from the emergency ballot bin and insert into scanner.

Shutdown the Scanner

1. Insert Close Card.
2. Follow screen prompts.
3. Print 3 copies of the Election Summary tapes.
4. Print 1 Write-In report if the election allows write ins. The Compress Images should be checked.
5. Export Ballot Images. This can take 15-20 minutes.
6. Shutdown scanner.
7. Lift screen.
8. Break seal.
9. Using the barrel key, open the compartment.
10. Remove the thumb drive. Place thumb drive in the Red Envelope.
11. Return door.
12. Seal the compartment. Record # on Seal & Count Form
13. Turn off scanner by flipping switch in the back.
14. Unplug.
15. Unlock the scanner from the Ballot Box in the front.
16. Set up scanner's case on table.
17. 2 Officers should place scanner in case.
18. Return scanner to the Precinct Cart

After Step 3, Give Tapes to Officers to complete Call In Sheet.

Scanner Shutdown Continued

Pack up Ballots

1. Remove the door for the Main Ballot compartment.
2. Remove ballots & stack neatly.
3. Place in assembled cardboard box.
4. Place marked ballots in box.
5. Seal with Envelope 3 Label.
6. All Election Officers should sign.

Sticker Table

- Pack up stickers.
- Pack up hand sanitizer.
- Pack up pens & Privacy Folders.
- **Return all item to the precinct cart.**

Paperwork

1. Write the Public & Protective Count # in the closing section on the Seal & Count Form
2. Record the Seal # in the closing section on the Seal & Count Form
3. Record the # of votes cast in SOR 1 & 2: Part B: Votes Cast

Pollbook Shutdown

Supplies You'll Need

Seal & Count Form

SOR Part A

Pollbooks

iSync

Power strips

After Step 2, Give SOR to Officers to complete Call In Sheet.

Pollbooks

1. Navigate to the Summary Report.
2. Enter the total Check Ins from all pollbooks on SOR Part A Line 1.
3. Enter the number of Curbside voters on SOR Part A Line 2.
4. Remove the lightening power cable.
5. Insert the iSync
6. Choose Export Voter Check-ins from Menu
7. Enter Password
8. Repeat this for EACH Poll Pad
9. Return iSync to Chief's Poll Pad Case
10. Pack up Poll Pad. Return Supplies in the following order:

Do Not Turn Off.

1. Stylus
 2. ID Holder
 3. Arm (Bent)
 4. Screen Cleaner
 5. Lightning Cord (Detached from brick)
 6. Power Brikc
 7. Bases
 8. iPads FACE UP
11. Close and Seal Case
 12. Record Seal #s on the Seal & Count Form

Reminder!

Protect our screens.
Always Place screen side up on table.

Paperwork

1. SOR Part A. Both Lines
2. Seal & Count Form: Pollbooks. Record the Seal Numbers on the closing line.

CLOSE

Ballot Marking Machine Shutdown

Supplies You'll Need

Ballot Marking Machine
Seal & Count Form
Envelope 2B

Ballot Marking Machine Shutdown

1. Press the button left of the screen. There is a hidden button.
2. Enter the Election Password. This is on a card in with your Chief paperwork.
3. Follow prompts to close voting.
4. Print 1 copy of the Close Report.
5. Give this tape to the Ballot Officer.
6. Record this information on the Ballot Record Report Part 6.
7. Press the Back button.
8. Shutdown.
9. Confirm Shutdown
10. Record Seal number on Seal & Count Form.
11. Return Keypad to slot on back. Wrap cord around handles
12. Collapse Screen
13. Turn Power switch to off position.
14. Unplug both cords from wall.
15. Tuck one power cord under screen.
16. Remove the power cord plugged in next to switch. Return to Precinct Cart.
17. Place black case on table.
18. 2 Officers should return to case.
19. Return to Precinct Cart.

Paperwork

1. Write the Public and Protective Count # on the appropriate line on the Seal & Count Form.
2. Complete Ballot Record Report Part 6 using the Close Report.

Ballot Officer Table

Supplies You'll Need

Unused Ballots

Ballot Record Report

Envelope 4

Steps

1. Count the number of unopened ballot packs.
2. Record in Part 3 & Initial.
3. Count the number of unused loose ballot from opened back.
4. Record in Part 3 & Initial.
5. Place all unused ballots in box or envelope 6.
6. 2 Election Officer must sign label.
7. Total the used ballots from Part 4. Record in Part 5.
8. Count the number of tick marks in each box. Record a number in the Total Box.
9. Obtain the Close Report when the Ballot Marking Machine is closed.
10. Complete Part 6 using this tape.

Mail Ballot Drop Box

1. Open Mail Ballot Drop Box.
2. Count the number of ballots.
3. Record number on label.
4. Seal Mail Ballot Drop Box with label.
5. Return to Office.

CLOSE

Voting Stations

Voting Booths

1. Removed signs, pens and scratch paper.
2. Lower Blue Flaps at the top of each station.
3. 2 Officers work together to flip the station upside down.
4. Lower each blue tray by unlocking the red flap and using the strap to lower the tray.
5. Lower legs. Lift up a little. Press the button in. The leg should drop.
6. Curl up.
7. Lock the safety belt.
8. Flip back over onto the wheels.
9. Return to cart carefully following the yellow labels showing you how the booths should be placed in the cart.

Cardboard Stations

Fold and Return to Precinct Cart.

CLOSE

Closing Paperwork Checklist

- Seal & Count Form**
 - Closing Box for Scanners & Ballot Marking Machine
 - Closing Box for Pollbooks
 - Closing Box for Envelopes 7 & 2
- Statement Of Results**
 - Part A: Turnout is complete
 - Part B: Votes Cast is complete
 - Part C: Discrepancies is complete if Part A & B do not equal
 - Part D: ALL Election Officers have signed
 - Part E: Completed if 2 Scanners used or had to Hand Count
- Ballot Record Report**
 - Part 3: Ballots After Polls Close is completed
 - Part 5: All Totals Boxes have numbers
 - Part 6: #s from Ballot Marking Machine close tape recorded
- Provisional Ballot Log**
 - Added up the Reason Code
 - Confirm Each Provisional Ballot is recorded on Log. This includes:
 - Name
 - Address
 - Reason Code
 - Complete & Sign Statement on Envelope 1A
- Yellow Printed Return Sheet**
 - Record the Machine Numbers
 - ALL Election Officers Signed

Envelope Checklist



Envelope 1A

- Provisional Ballots Cast during normal voting hours.
- Provisional ballot Log

Sealing & Signing

- Enter # of Envelopes
- 2 Officers Sign Certification
- Seal with Label
- 2 Officers Sign & Date Seal



Blue Bag 2

- SOR 1 w/ Election Summary Tape
- SOR 2 w/ Election Summary Tape
- Ballot Record Report
- Machine Problem Report
- Oath
- Envelope 2B
 - Machine Info & Open Tapes
 - Close Tape
 - Write In Report

Sealing & Signing

- Seal with # cable tie & tag
- 2 Officers Sign & Date Tag (In Chief's Folder)
- Place Tag in Slot
- Seal with # cable tie (In Red Bag 7)
- Record # on Seal & Count Form



Envelope 2A

- Yellow Printed Return Sheet w/ Election Summary Tape Attached

Sealing & Signing

- Seal with Label
- 2 Officers Sign & Date Seal



Box 3

- Counted Ballots

Sealing & Signing

- Seal with Label
- ALL** Officers Sign & Date Seal



Envelope 4

- Spoiled Ballots
- Voided Ballots
- Mail Ballots exchanged

Sealing & Signing

- Seal with Label
- 2 Officers Sign & Date Seal



Box 6

- Unused Ballots

Sealing & Signing

- Seal with Label
- 2 Officers Sign & Date Seal



Red Bag 7

- TM from Scanner**
- Machine Keys**
- Extra Seals**

Sealing & Signing

- Seal with # cable tie & tag
- 2 Officers Sign & Date Tag
- Follow steps for Blue Bag 2



Maroon Bag 8

- All other forms completed by voters

No Seal Required

CLOSE



Appendix

Additional
Information to help
you on Election Day

Forms Guides

Several forms are used over the course of the election. On the following pages are sample copies of the forms.

Telephone Form

Complete this form before calling the office with a question about a voter.

Election Day Referral

Complete this form when referring a voter to another polling place.

Affirmation of Eligibility

Used when a voter's eligibility is being challenged or a voter marked Inactive who has not moved.

Request for Assistance

Used when a voter requires assistance marking their ballot.

Voter Registration Application

Used to update a voter's name or address on Election Day. These are processed after the election.

Provisional Envelope & Receipt

Used when a voter's eligibility cannot be determined on election day.

ID Confirmation Statement

Used when a voter does not bring proper ID.

Election Officer Application

Comment Form

Used when a voter would like to file a complaint or comment.

Incident Report

Used when there is an incident that needs to be reported such as an injury.

Death Notification

Used to allow voters to report the death individuals.

Request to Cancel Registration

Absentee Ballot Application

CLOSE

Caller & Pct. No.#: _____

Voter's Full Name: _____
Last First Middle (include any name change)

Voter's SSN#: _____ Date of Birth: _____ Date Moved: _____

Results & Actions:

- Not Registered
- Wrong Polling Place. Send to: _____
- Moved, eligible to vote in old precinct. Have Voter fill out Change of Address, use Voter Application Form.

Send to: _____

- Moved, **Not Eligible** to vote today. Have Voter fill out Change of Address, use Voter Application Form.

Authorization to Permit Voter Not on Pollbook to Vote

- Incorrect on our rolls. Allow to vote with white Affirmation of Eligibility Form.
Record on Statement of Results, Part C - the Voter's Name, Address, SSN.
Record the Name of the Office Staff Member Authorizing this action: _____

Other, explain: _____

Election Day Referral Form

This form is to be used to direct voters to their correct Arlington polling places when they show up at an incorrect polling place, and the correct location is verified by the Office of Voter Registration.

Chief at originating polling place: Please complete this information for voters are incorrectly in your polling place and give to the voter to take to his correct polling place.

Voter: Please present this form to the Officers of Election at the correct polling place listed below.

Chief at correct polling place: Place this form in Envelop #8. If voter is required to complete a voter registration or affirmation form, clip it to this form.

Voter Name		Date
Residence Address on Voter Rolls		
Precinct	Precinct Address	
Authorized by:	Chief at Originating Precinct	

SECTION A – OFFICER OF ELECTION MUST COMPLETE

- ENTER PRECINCT NUMBER, NAME AND DATE.
- CHECK BOX THAT APPLIES.
- HAVE VOTER READ *AFFIRMATION OF VOTER* BELOW [OR READ *AFFIRMATION TO VOTER*].
- HAVE VOTER SIGN AND PRINT HIS/HER FULL NAME – BEFORE VOTING.
- PLACE FORM IN ENVELOPE #8.

OFFICER OF ELECTION’S INITIALS: _____

PRECINCT NO./NAME : _____ CONG. DIST.: _____ DATE: _____

IF VOTER HAS NO I.D., VOTER MUST COMPLETE A PROVISIONAL BALLOT.

- A. VOTER’S NAME MARKED WITH “?” ON **POLLBOOK** . . . AND VOTER’S NAME OR ADDRESS HAS NOT CHANGED.
- B. VOTER’S NAME OMITTED FROM **POLLBOOK** IN ERROR; REGISTRAR AUTHORIZES OFFICER TO ADD NAME.
- C. VOTER’S NAME ON **POLLBOOK** . . . BUT VOTER IS **CHALLENGED BY ANOTHER VOTER OR AN OFFICER WHO COMPLETES AND SIGNS STATEMENT BELOW**

Statement of Challenger

"I do hereby state, subject to penalties for hindering, intimidating, or interfering with a qualified voter pursuant to § 24.2-607, that I am a qualified voter of this Commonwealth or an officer of election and that, to the best of my knowledge, information, and belief, _____ is not a qualified voter of this precinct by reason of (please check each of the following reasons that is applicable):

- 1. The named person is not a citizen of the United States;
- 2. The named person is not now 18 years of age or, in the case of a primary election or a special election held on a date other than a general election date, will not reach the age of 18 before the next general election;
- 3. The named person is not a resident of the Commonwealth (or, if he has not been a resident of the Commonwealth within the preceding 30 days, he is attempting to vote for an office or issue other than electors of President and Vice President of the United States);
- 4. The named person is not a resident of this precinct (or he has not been a resident of this precinct since the second preceding general federal election and has not continued to be a resident of this county or city and this congressional district);
- 5. The named person is not a resident of the town in the case of a town election;
- 6. The named person has been disqualified from voting by the Constitution and laws of the Commonwealth and this disqualification has not been removed by proper authority;
- 7. The named person is not the identical person he represents himself to be; or
- 8. The named person has voted in this election at this or another voting place (state when and where the named person previously voted in this election: _____)."
 ❖ *must cast a provisional ballot if pollbook indicates person already voted*

Signature of Challenger: _____

Printed Name of Challenger: _____ Daytime Telephone Number: _____

Residence Address: _____

PRIVACY NOTICE: Section 24.2-651 of the Code of Virginia requires the person making a challenge to sign a statutory statement. Therefore, if you refuse to sign this statement, no challenge will be made. Your completed form may be provided to government officials and third parties for election-related purposes.



AFFIRMATION OF ELIGIBILITY
§§ 24.2-428.2, 24.2-643, 24.2-651, and 24.2-652 of the Code of Virginia

SECTION B – AFFIRMATION OF VOTER IS REQUIRED

- **VOTER MUST PROVIDE ALL THE INFORMATION BELOW AND SIGN.**
- VOTER WHO REFUSES TO COMPLETE FORM AS REQUIRED, MAY NOT VOTE.**

AFFIRMATION OF VOTER

“I DO HEREBY STATE, SUBJECT TO FELONY PENALTIES FOR MAKING FALSE STATEMENTS PURSUANT TO § 24.2-1016,

- THAT I AM A CITIZEN OF THE UNITED STATES,
 - THAT I AM AT LEAST 18 YEARS OF AGE (OR WILL BE ON THE ___ DAY OF _____, _____),
 - THAT I AM A RESIDENT OF THE COMMONWEALTH OF VIRGINIA
 - (OR THAT I HAVE BEEN A RESIDENT OF THIS COMMONWEALTH WITHIN THE PRECEDING 30 DAYS AND AM VOTING ONLY FOR ELECTORS OF PRESIDENT AND VICE PRESIDENT OF THE UNITED STATES),
 - AND THAT ACCORDING TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, I AM NOT DISQUALIFIED FROM VOTING BY THE CONSTITUTION AND LAWS OF THIS COMMONWEALTH;
 - THAT MY FULL NAME IS _____;
 - THAT IN SUCH NAME I WAS DULY REGISTERED AS A VOTER OF THIS PRECINCT;
 - THAT I AM NOW OR AT SOME TIME SINCE THE LAST NOVEMBER GENERAL ELECTION HAVE BEEN AN ACTUAL RESIDENT OF THIS PRECINCT;
 - OR THAT I HAVE BEEN AN ACTUAL RESIDENT OF THIS PRECINCT AT SOME TIME SINCE THE SECOND PRECEDING GENERAL FEDERAL ELECTION AND HAVE BEEN AND CONTINUE TO BE A RESIDENT OF THIS COUNTY OR CITY AND THIS CONGRESSIONAL DISTRICT;
 - IF I AM VOTING IN A TOWN ELECTION TODAY, THAT I AM CURRENTLY A RESIDENT OF THAT TOWN;
 - THAT I AM THE IDENTICAL PERSON I REPRESENT MYSELF TO BE;
 - AND THAT I HAVE NOT VOTED IN THIS ELECTION AT THIS OR ANY VOTING PLACE AND WILL NOT VOTE IN THIS ELECTION AT ANY OTHER VOTING PLACE.”
- ❖ *must cast a provisional ballot if pollbook indicates person already voted*

VOTER SIGNATURE: _____

PRINTED VOTER NAME: _____

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

CURRENT RESIDENCE ADDRESS: _____

CITY/TOWN/STATE/ZIP: _____

MAILING ADDRESS IF DIFFERENT: _____

MONTH/YEAR MOVED: _____

DAYTIME TELEPHONE NUMBER: _____

PRIVACY NOTICE: Section 24.2-651 of the Code of Virginia requires the person whose eligibility to vote is challenged to sign a statutory statement. If you do not complete this statement, you will not be allowed to vote in this election. Your completed form may be provided to government officials and third parties for election related purposes.

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

Warning: Intentionally making a materially false statement or entry on this form shall constitute the crime of election fraud, which is punishable under Virginia law as a Class 5 felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2500.

OFFICER OF ELECTION Precinct #/name: _____ Date: _____

A. REQUEST OF VOTER

I hereby affirm, subject to penalty of law, that I require assistance to vote my ballot by reason of either blindness, physical disability, or inability to read or write, or I need the ballot translated into another language.

I request that the person signing the agreement below in *Section B* enter the voting booth or voting machine enclosure to assist me or to vote my ballot in accordance with my instructions.

Signature of voter: _____ Printed name: _____
Required

B. AGREEMENT OF ASSISTANT

- I hereby affirm, subject to penalty of law, that:
- I will vote this voter’s ballot as the voter instructs.
 - I will not solicit or attempt to influence how the voter votes.
 - I will not disclose or indicate how the voter votes on any office or question.
 - I am not serving in this polling place today as an authorized representative of a political party or candidate or as a neutral observer authorized by the electoral board. (See § 24.2-604 for additional information)
 - I am not the voter’s employer or agent of that employer, or an officer or agent of the voter’s union. (This provision does NOT apply if the voter is blind.)

Signature of assistant: _____ Printed name: _____
Required Required

Residence address: _____ City/state: _____ zip: _____
Required Required Required

C. IF VOTER ASKS OFFICER TO TRANSLATE BALLOT (AS ASSISTANT)

See § 24.2-649(C) for additional information. Any party or candidate interpreter must sign below before observing. (Attach additional forms if necessary.)

- I hereby affirm, subject to penalty of law, that:
- I will not solicit or attempt to influence how the voter votes.
 - I will not disclose or indicate how the voter votes on any office or question.

Signature: _____ Printed name: _____ Representing: _____
Signature: _____ Printed name: _____ Representing: _____

INSTRUCTIONS IF VOTER IS UNABLE TO SIGN OR MAKE THEIR MARK:

- For a voter who is blind, the Officer of Election must:**
- Write on the *Signature of Voter* line (Section A), “**blind voter**” (A blind voter is NOT required to sign or make their mark);
 - Print the voter’s name on the line below the signature line (Section A); and
 - Have the assistant sign and complete Section B.

- For a voter who is otherwise unable to sign, the assistant must:**
- Write on the *Signature of Voter* line (Section A): “**voter unable to sign**”;
 - Print the voter’s name on the line below the signature line (Section A); and
 - Sign and complete Section B.

Virginia Voter Registration Application

Use blue or black ink

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

1. YES NO
* I am a citizen of the United States of America.

* Full social security number No SSN was ever issued.

* Date of birth

* Gender

2. * Last name _____ Jr. Sr. II III IV (Circle if applicable)
* First name _____ * Middle name _____ None
* Residence address (May not be a P.O. Box) _____ Apt # _____
* City/Town _____ * ZIP _____
E-mail _____ Phone _____

3. * Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote? YES NO If YES, has your right to vote been restored? YES NO

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

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

5. I am currently registered to vote in another state: _____. (Indicate state of previous registration)

6. I am interested in being an Officer of Election (poll worker) on Election Day. Please send me information.

7. **AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true. I authorize the cancellation of my current registration and I have read the Privacy Act Notice.**

* Signature _____ Today's date: _____

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

* Virginia Voter Registration Application Receipt

The application collector must submit your completed application within 10 days or by the deadline to register for the next election, whichever comes first. You can check your voter registration status online at www.elections.virginia.gov/registration. If you do not receive confirmation of your voter registration status within 30 days, contact your local voter registrar or the Virginia Department of Elections.

Name, phone and e-mail of office, group or individual receiving application

_____/_____/_____
Date application received

Thank you for applying to vote in Virginia!

Provisional Vote

Precinct _____

Voter: fill in your information on this side.

Voter name

1 Last name _____ Middle _____
First name _____ Suffix _____

2 Birthdate / /

Address

3 Address _____ Apt. number _____
City/Town _____ State _____ Zip Code _____

4 Phone - -

5 Social Security number (last 4 digits required) - -

Statement of voter

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

Your address information will be used to update your voter registration record.

Voter: sign here

6

Election officer: sign here

Today's date / /

Place voted ballot in this envelope.

Privacy Act Notice: This form requires personal information, including the last four (4) digits of your Social Security number, for identification purposes and to prevent fraud. Providing your full Social Security number, though not required, may prove helpful in the determination of your eligibility to vote. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted.

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



Provisional Vote

Election Officer: use this envelope when the voter is NOT in the pollbook or there is some other issue.

1. Have the voter fill in the other side.
2. Ask the voter to check all information, and sign the front.
3. You sign the front too, below the voter's signature.
 - a. **DO NOT** mark the pollbook for this voter.
 - b. In the Provisional Ballot Log, enter the voter's information.
4. Issue a paper ballot to the voter.
5. Tell the voter to put the voted ballot into this envelope, seal the envelope, and hand to you.
6. Provide a voter registration application.

Electoral Board:

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

Electoral Official: sign here

2. Attach a copy of the identification document.

Voter's name IS NOT on pollbook. Voter:

- 1 is resident of the precinct, or has been since the November general election last year

OR

- 2 has been a resident of the precinct for the last 2 federal elections, is now a resident of the county or city, and current residence is in the same congressional district as this precinct

Voter's name IS on the pollbook, and voter:

- 3 is voting after normal poll closing time due to court order

OR

- 4 applied for an absentee ballot but does not have the ballot

OR

- 5 is shown in the pollbook as already having voted

OR

- 6 other (any reason not captured in the other codes) _____

OR

- No ID: voter also did not show required ID

Dear voter,

You voted a **provisional ballot** today.

Your local electoral board decides which provisional ballots will be counted. They will meet on Wednesday After Election at noon at 2100 Clarendon Blvd, Ste 320.

Your provisional ballot will not be counted if the board cannot confirm that you are qualified and registered to vote in this precinct.

You can provide proof that you are qualified to vote in this precinct in person before the deadline, or you can attend the electoral board meeting to provide proof. (Most people do not need legal counsel, but you may bring a lawyer with you.) If you have questions, call your General Registrar’s office at **703-228-3456**.

Election officer:

Give this notice to voters when:

- Their name is not on the poll book
- They voted after poll closing
- We do not have their absentee ballot
- The poll book shows they have already voted

After vote counting is completed, you can find out if your ballot was counted by calling the Department of Elections at 866-839-2556.

Reasons you received a provisional ballot

_____ **Your name was not on the poll book**

_____ **You applied for an absentee ballot, but you do not have the ballot**

_____ **You voted after the polls closed because of a court order**

_____ **Our records show that you have already voted**

_____ **Other:** _____

If you registered at DMV or other government agency:

- Provide the name of the agency, its location, and date you registered.
- Show a receipt, if you have one, either to the precinct election officer or General Registrar.

If you learned that your registration was cancelled,

but you think it should not have been, call your General Registrar.

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



OFFICE OF VOTER REGISTRATION AND ELECTORAL BOARD

2100 Clarendon Boulevard, Suite 320, Arlington, VA 22201
TEL 703-228-3456 FAX 703-228-3659 TTY 703-228-4611

www.arlingtonva.us/vote
voters@arlingtonva.us

COMMENT FORM

Thank you for sharing your thoughts with us. Please leave this form with the election chief or mail it back to us at the address above.

PRECINCT _____ DATE _____ ELECTION OFFICER _____

MY NAME _____ PHONE _____ E-MAIL _____

ADDRESS _____

COMMENT AND/OR SUGGESTION



Chief Officer: _____

Date of Election: _____

Precinct Name: _____

On this form, report any incidents, problems or complaints that you or the officers encounter during the day. Use the back of the form, if necessary. Enclose this report in ENVELOPE #2 – after the polls close.

Time	Incident, Problem or Complaint	Resolution

REPORT OF DEATH OF REGISTERED VOTER		<i>Pct.</i>	
<i>Deceased Voter's Name (print):</i>			
<i>Last 4 digits of Social Security Number (if known):</i>			
<i>Date of Birth</i>			
<i>Residence Address of Deceased:</i>			
<i>Name of Person Providing Information (print):</i>	<i>Number and Street Name</i>	<i>Zip Code</i>	
<i>Signature of Person Providing Information:</i>			
<i>Relationship To Deceased:</i>			
<i>Signature of Election Officer:</i>	<i>Date:</i>		

WARNING: INTENTIONALLY MAKING A MATERIALLY FALSE STATEMENT ON THIS FORM CONSTITUTES THE CRIME OF ELECTION FRAUD, PUNISHABLE UNDER VIRGINIA LAW AS A FELONY. VIOLATORS MAY BE SENTENCED TO UP TO 10 YEARS IN PRISON, OR UP TO 12 MONTHS IN JAIL AND/OR FINED UP TO \$2,500.

Form number (ELECT-427)

Rev. 08/2016

Request to Cancel Voter Registration

(§ 24.2-427, Code of Virginia)

Instructions: Please fill in the information below and for faster response times submit the form to your local registrar. You may look up your general registrar's office by going to: elections.virginia.gov/localGR. You may also submit your form to: Virginia Department of Elections, 1100 Bank Street, Richmond VA 23219

For questions, visit elections.virginia.gov or call (800) 552-9745. **All information on this form is required unless otherwise indicated.**

Please remove me from the voter registration records. I understand that I will no longer be eligible to vote in the Commonwealth of Virginia unless I reapply for registration.

Last Name First Name Middle or Maiden Name NONE Suffix NONE

Current Virginia Registration Address (OR VIRGINIA PO BOX PROVIDED FOR VOTER REGISTRATION)

City State ZIP

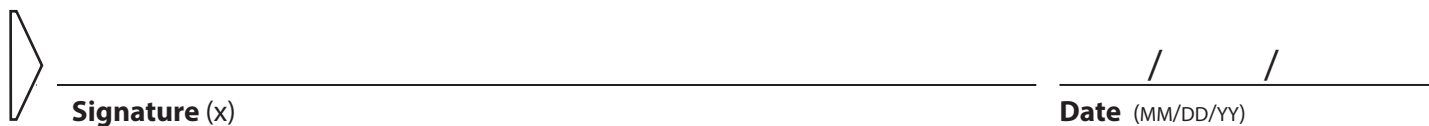
Locality Voter ID (OPTIONAL)

[- -] / /

SSN Date of Birth (MM/DD/YY)

Current Phone (OPTIONAL) Email (OPTIONAL)

PLEASE SUPPLY CURRENT PHONE OR EMAIL SO THAT WE MAY CONTACT YOU WITH ANY QUESTIONS REGARDING THIS REQUEST.

 _____
Signature (x) **Date (MM/DD/YY)**

FRAUD WARNING

INTENTIONALLY VOTING MORE THAN ONCE IN AN ELECTION OR MAKING A MATERIALLY FALSE STATEMENT ON THIS FORM CONSTITUTES THE CRIME OF ELECTION FRAUD, WHICH IS PUNISHABLE UNDER VIRGINIA LAW AS A FELONY. VIOLATORS MAY BE SENTENCED TO UP TO 10 YEARS IN PRISON, OR UP TO 12 MONTHS IN JAIL AND/OR FINED UP TO \$2,500.

PRIVACY NOTICE

This form collects personal information, including part of your social security number, for identification and to prevent fraud. Your request may be denied if you fail to provide the last four digits of your social security number or any other information required to determine your identity as the voter requesting cancellation. Federal law (the Privacy Act) and state law (the Government Data Collection and Dissemination Practices Act, § 2.2-3803) authorize collecting this information and restrict its use to official purposes only.

Your completed form will be available for inspection and copying on request with redaction of social security number and residence address of voters eligible to list a Virginia PO box address under Va. Code 24.2-418.

Print your Personal Information	1	Last Name: _____ First Name: _____ Middle Name: _____ Suffix: _____ Birth Year (optional): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Social Security # (last 4 digits required): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Type + Date of Election	2	I am applying to vote by mail in the: <input type="checkbox"/> General or Special Election <input type="checkbox"/> Democratic Primary or <input type="checkbox"/> Republican Primary Date of Election: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> in the city/county of: _____
Annual Vote by Mail Optional	3	Do you want to vote by mail for all elections this calendar year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which party primary ballots would you like to receive? <i>If none selected, we won't send primary ballots.</i> <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> I do not wish to receive ballots for Primary Elections.
Address Where You Live	4	Address: _____ Apt/Suite #: _____ City: _____ VA Zip Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <i>If rural address or homeless, describe residence.</i>
Ballot Mailing Address if different from above	5	Address: _____ Apt/Suite #: _____ City: _____ State: _____ Zip Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Country: _____
Contact info. Optional	6	Telephone: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Email/Fax: _____

Section 7 only applies to some voters. Leave blank and skip to Section 8 if none of these apply to you.

Change of Name/ Address	7a	Former Full Name: _____ Former Address: _____ Date Moved: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> City: _____ State: _____ Zip code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
First Time Voter in this City/County Does not apply to Federal Elections	7b	If you mailed in your voter registration application and this is your first time voting in this city/county, you have to vote in person unless you have a qualifying exemption. <i>If you plan to vote in an election for U.S. President, U.S. Senate, or U.S. House of Representatives, you can vote by mail no matter what.</i> Turn the form over to find your reason for voting by mail in your first election. → I need to vote by mail because (turn page over for qualifying exemption): _____
Military or Overseas Voters	7c	If you are a military/overseas voter OR a spouse/dependent, we need to know more: 1. Turn the form over to find your category under the Military and Overseas Section. 2. Print category letter code here: _____. If applicable, last date of residency: _____. 3. Deliver my ballot to: <input type="checkbox"/> Residence address from Section 4 <input type="checkbox"/> Email address from Section 6 <input type="checkbox"/> Ballot mailing address from Section 5 <input type="checkbox"/> Fax number from Section 6
Assistance with Ballot	7d	<input type="checkbox"/> I need assistance completing my ballot due to a disability, blindness, or inability to read or write. <i>If checked, an assistance form will be sent with the ballot.</i>
Assistance with this Form	7e	Assistant, fill in your information below and sign if applicant is unable to sign due to disability: Assistant's Full Name: _____ Phone: _____ Assistant's Address: _____ Apt/Suite: _____ City: _____ State: _____ Zip code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <i>I swear/affirm, subject to felony penalties for making false statements pursuant to VA Code § 24.2-1016, that (1) the information provided in this form is true, and (2) I have written "Applicant unable to sign" on the applicant's signature line in Section 8.</i> Assistant, sign here: _____ Date: _____
Voter's Statement + Signature	8	<i>I swear/affirm, subject to felony penalties for making false statements pursuant to VA Code § 24.2-1016, that (1) the information provided in this form is true, (2) I am not requesting a ballot or voting in any other jurisdictions in the US, (3) I am registered to vote in the city/county where I am applying to vote, and (4) if I checked the box (in Section 3) to vote by mail for the calendar year, I will likely remain eligible to vote throughout the calendar year.</i> Voter, sign here (or mark if unable): X _____ Date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>

Office use only	Precinct: _____ District/Senate/House: _____ Application # _____	App accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date received: _____	Received by: _____	Reason not accepted
Method received: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> In person <input type="checkbox"/> Other		
Ballot sent by: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail		

Virginia Vote by Mail Application Form

Privacy Act Notice: This form requires personal information. The last four (4) digits of your Social Security Number are required. Your application will be denied if you fail to provide the last four digits of your Social Security Number or if you fail to provide any other information required to determine your qualification to vote by mail. Federal law (the Privacy Act of 1974; the Help America Vote Act of 2002) and state law (Virginia Constitution, article II, § 2; § 24.2- 701, Code of Virginia; the Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only.

Warning: Intentionally voting more than once in an election or making a materially false statement on this form constitutes the crime of election fraud. Intentionally voting more than once in an election is punishable under Virginia law as a Class 6 felony and is punishable by a term of imprisonment of up to five years, or confinement in jail for not more than 12 months, and/or a fine of not more than \$2,500. Making a materially false statement on this form is punishable under Virginia law as a Class 5 felony and is punishable by a term of imprisonment of up to ten years, confinement in jail for not more than 12 months, and/or a fine of not more than \$2,500.

Instructions

How to Vote by Mail

To vote by mail, complete this form and **submit it to your local voter registration office**. You can find the contact information for your local voter registration office through the Department of Elections website, <https://vote.elections.virginia.gov/VoterInformation/PublicContactLookup>.

If you prefer to vote in person, this form is not needed.

If you mailed in your voter registration application and this is the first time you are voting in your current city/county, please see the **First Time Voting in This City/County** section below for additional instructions.

If you are a military or overseas voter or the spouse or dependent of a military or overseas voter, please see the **Military and Overseas Voters** section below for additional instructions.

When to Vote by Mail

You can apply to vote by mail for an election as early as one year before that election.

A separate form is required for each voter and each election. To apply to vote by mail in multiple elections, please see the instructions for “Annual Vote by Mail Selection (Section 3).”

The deadline for receipt of your request by mail, email, or fax is **5:00 pm on the eleventh (11th) day before the election**.

Ballots are available 45 days before an election. *(If you register to vote in person, you must wait five days before you can have your ballot mailed to you.)*

First Time Voting in This City/County (Section 7b)

If you registered to vote by mail and have not previously voted in your current city/county, **you may only apply to vote by mail if you meet one of the qualifying exemptions**; otherwise, **you must vote in person**. If you meet one or more of the exemptions listed below, enter the code(s) in section **7b** on the front of this form.

Exemption Codes:

1. I am a student attending college/university outside of my city/county of residence in Virginia.
2. I have a disability or illness that prevents me from voting in person.
3. I am pregnant.
4. I am confined either awaiting trial or convicted of a misdemeanor.
5. I am active duty merchant marine or in the armed forces, or a spouse or dependent of an active duty member.
6. I am temporarily residing outside of the U.S. for a non-employment related reason. (Voter Registration Office: review [VA Code § 24.2-453](https://www.fvap.gov/))
7. I am temporarily residing outside of the U.S. for employment or a spouse or dependent living with a person temporarily residing outside of the U.S. for employment.
8. I have moved to another state less than 30 days before a presidential election **and** am requesting a ballot for the presidential and vice-presidential electors only (ballots for other offices/issues will **not** be sent).
9. I am 65 years of age or older.

Annual Vote by Mail Selection (Section 3)

If you checked the box in Section 3, you are indicating that you wish to receive your ballot in the mail for every election this calendar year. In doing so, you swear/affirm that you will likely remain eligible to vote in Virginia during that calendar year.

If you move during the calendar year, complete a new form and submit it to your new General Registrar to continue receiving ballots.

If your ballot is returned undeliverable, you will be removed from the Annual Vote by Mail list.

If you want to receive a primary ballot, you must indicate a political party preference in Section 3. If you do not want a ballot for primary elections, please mark the last box or leave the answer to this question blank.

Military and Overseas Voters (Section 7c)

The Uniformed and Overseas Citizen Absentee Voting Act (UOCAVA) entitles certain individuals to receive their vote by mail ballots by email or fax. If you meet one or more of the following UOCAVA voter categories, please enter the code(s) for that category in section **7c** of this form.

- A. I am an active duty merchant marine or in the armed forces.
- B. I am a spouse or dependent living with an active duty merchant marine or armed forces member.
- C. I am temporarily residing outside of the U.S. for a non-employment related reason. (Voter Registration Office: review [VA Code § 24.2-453](https://www.fvap.gov/))

If you have given up your address permanently or have no intent to return, enter your last date of residency in section 7c, line 2.

- D. I am temporarily residing outside of the U.S. for employment or a spouse or dependent living with a person temporarily residing outside of the U.S. for employment.

While UOCAVA voters may use this form, they are encouraged to use the **Federal Post Card Application (FPCA)** (which also serves as a voter registration application/update). If you do submit this Virginia Vote by Mail form (ELECT-701), it will be interpreted as a request by you to discontinue any FPCA you have previously submitted. For more information on or to obtain the FPCA, visit <https://www.fvap.gov/>.

If your ballot is being **emailed** to you, ensure you monitor your junk/spam email folders. If your ballot is being **faxed** to you, ensure you monitor your fax machine. The Department of Elections and your local voter registration office are **not** responsible for emailed or faxed ballots that end up in a junk/spam folder or are not received by you.

Delivery of Ballot (Section 4 and 5)

Ballots may not be forwarded or sent “in care of”/“to the attention of” another person. Your ballot can only be mailed to one of the following:

1. Your residence address
2. Your location while outside your city/county of residence
3. Your place of temporary confinement for illness, disability, misdemeanor conviction, or awaiting trial

