

General and Special Elections

Sample Forms

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Commonwealth of Virginia

Officer of Election Oath Chief's Oath

General and Special Elections

County of Arlington
Precinct: Training

November 1, 2016

Oath of Officer

Delegated to Administer Oath to Other Officers

I do solemnly swear (or affirm) that I will perform the duties for this election according to law and the best of my ability, and that I will studiously endeavor to prevent fraud, deceit, and abuse in conducting this election.

Completed at Training

Chief Signs at Training

Signature of Delegated Officer of Election

General Registrar

Signature of Electoral Board Member or Registrar Administering Oath

Commonwealth of Virginia

Election Day - Officer of Election Oath

County of Arlington
Precinct: Training

General and Special
Elections November 6, 2016

Oath of All Other Officers of Election

I do solemnly swear (or affirm) that I will perform the duties for this election according to law and the best of my ability, and that I will studiously endeavor to prevent fraud, deceit, and abuse in conducting this election.

Signatures of Officers of Election:

| | | |
|----|-------------------------|----|
| 1 | <i>Halley Childress</i> | 11 |
| 2 | <i>Tom Markey</i> | |
| 3 | <i>Delores Palaming</i> | 13 |
| 4 | | 14 |
| 5 | | 15 |
| 6 | | 16 |
| 7 | | 17 |
| 8 | | 18 |
| 9 | | 19 |
| 10 | | 20 |

Signatures – All Regular Workers

Chief signs on Election Day

1 Signature - Chief

Reminder:
Chief Must Sign Here
on Election Day



Jennifer Turner

Signature of Person Administering Oath

Chief

Title of Person Administering Oath

November 6, 2018

Date Administered



Seal & Count Form

General and Special Elections

Arlington County
Precinct: Training

November x, 20xx

**If seal/count numbers do not match
at Opening or seal is not black,
Call 703-228-3456 immediately.**

| | | OPENING Verify with ✓ & initial before polls open | | CLOSING Complete after polls have closed | | | |
|-----------------------------|----------------------|---|---|--|--|---------------------|---|
| | | ↓ | ↓ | ↓ | ↓ | | |
| SCANNER(S) | | 1 | 2 | Verify with ✓ | Initial | 1 | 2 |
| Serial Number | 6023 | | | ✓ | | 6023 | |
| Seal Number | 4509 | | | ✓ | | 6729 | |
| Protective Counter | 364 | | | ✓ | HR7 | 416 | |
| Public Counter | 0 | | | ✓ | | 52 | |
| BALLOT MARKER | | | | | | | |
| Serial Number | 5120 | | | ✓ | | 5120 | |
| Seal Number | 3451 | | | ✓ | HR7 | 2871 | |
| Protective Counter | 2 | | | ✓ | | 10 | |
| Public Counter | 0 | | | ✓ | | 8 | |
| POLLBOOKS | | | | | | | |
| Pollbook Number(s) | 34,35 | | | ✓ | HR7 | 34, 35 | |
| Case Seal Number | 8769 | | | | | 9853 | |
| Pollbook Number(s) | 36,37 | | | ✓ | HR7 | 36,37 | |
| Case Seal Number | 2315 | | | | | 1256 | |
| Pollbook Number(s) | , | | | ✓ | HR7 | , | |
| Case Seal Number | | | | | | | |
| Chief's Pollbook | 223 | | | ✓ | HR7 | 223 | |
| Case Seal Number | 4567 | | | | | 3457 | |
| ENVELOPES/BALLOT BAG | | | | | | | |
| Envelope 7 Seal # | 7546 | | | ✓ | LMJ | 5672 | |
| Yellow Bag Seal # | 5439 | | | ✓ | LMJ | Return Empty | |
| Envelope 2 Seal # | No Seal-Empty | | | | Seal at Closing & Record Seal # → | 9987 | |

Fill
In
Rows
With
arrows





Statement of Results # 1

General Election

Arlington County
Precinct: Training

November 1, 2016

Part A: Turnout

Obtain these numbers from the **Pollbook Summary**, *not the tape*

| | |
|--|----|
| 1. Total number of voters checked in | 58 |
| 2. Of the total number above, provide the number that voted outside the polls. | 2 |

Part B: Votes Cast

Obtain this information from the **scanner tape(s)**. (use pages cast)

| | | |
|---------------------------------------|---|----|
| 1. Number of votes cast on scanner 1: | | 52 |
| 2. Number of votes cast on scanner 2: | + | 0 |
| 3. Number of hand counted votes | + | 4 |
| 4. Total number of votes cast | = | 56 |

Does the total number of voters checked in (Line 2)
= the total number of votes cast (line 4)?

Yes No

If 'No,' please provide an explanation in Part C on the next Page

Statement of Results # 1

General Election

Arlington County
Precinct: Training

November 1, 2016

Part C: Discrepancies

Please provide an explanation *if* the total number of voters checked in \neq the total number of votes cast.

For example:

1. At 9am a voter left the precinct w/o casting a ballot. The ballot was voided. Because of this, our pollbook total is one more than our scanned total.
 2. Our total number of ballots scanned does not equal the number checked in on the pollbook. We do not know why this happened but we accept the machine total.
-

1 voter chaged mind – ballot voided

Voter not on pollbook authorized to vote by office- (Eric) John Doe, ssn: xxx-xx-xxxx, 23 N New St.

Statement of Results # 1

General and Special Elections

Arlington County
Precinct: Training

November 1, 2016

Part D. Certification

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

1 *Halley Childress*

2 *Tom Markey*

3 *Delores Palwing*

4 *Jennifer Turner*

5

6

7

8

9

10

15

16

17

18

19

20

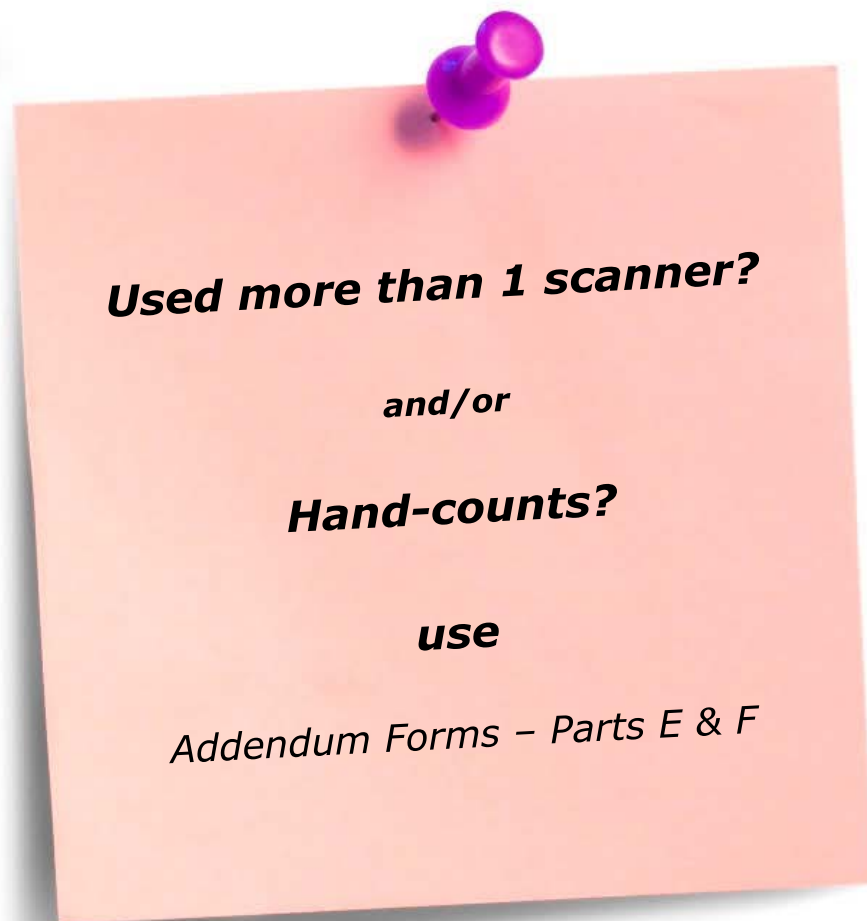
All workers must Sign, including Chief
Best Practice: Use same Line number on Each Form

Statement of Results # 1

General Election

Arlington County
Precinct: Training

November 1, 2016



Ballot Record Report

General and Special Elections

Arlington County
Precinct: Training

November 1, 2016

Complete all 5 Parts on both sides of this form

Part 1: Ballots Delivered to Precinct Before Polls Open

| | Packs | Total Ballots | EO Initials |
|--------------------------------|-------|---------------|-------------|
| Emergency Packs in Chief's Bag | 1 | 100 | JL |
| Ballots in Cart | 4 | 400 | JL |

Did you receive 5 ballot Packs? Yes No

Part 2: Ballots Delivered While Polls are Open-*if none, use zeroes (0) and initial*

| | Packs | Total Ballots | EO Initials |
|--|-------|---------------|-------------|
| Delivered by EB Representative | 0 | 0 | TM |
| Reproduced at Precinct <i>(w/ EB permission)</i> | 0 | 0 | TM |

Part 3: Ballots After Polls Close-*use numbers not n/a or -*

| | Packs | Total Ballots | EO Initials |
|---|-------|---------------|-------------|
| Unopened Packs <i>(include Emergency Ballot Pack, if not used)</i> | 4 | | TM |
| Unused Loose Ballots | | 44 | TM |

Over

Fill in all boxes Completely-including Totals (use 0, if none)



Part 4: Ballot Packs Opened

| Pack | Counted # in Pack | Pack | Counted # in Pack |
|---------------------|-------------------|------|-------------------|
| 1 | 99 | 23 | |
| 2 | | 24 | |
| 3 | | 25 | |
| 4 | | 26 | |
| 5 | | 27 | |
| 6 | | 28 | |
| 7 | | 29 | |
| 8 | | 30 | |
| 9 | | 31 | |
| 10 | | 32 | |
| 11 | | 33 | |
| 12 | | 34 | |
| 13 | | 35 | |
| 14 | | 36 | |
| 15 | | 37 | |
| 16 | | 38 | |
| 17 | | 39 | |
| 18 | | 40 | |
| 19 | | 41 | |
| 20 | | 42 | |
| 21 | | 43 | |
| 22 | | 44 | |
| For Office Use Only | | | |
| — | | + | |

Part 5: Ballot Accounting

| | |
|--------------------------------------|------------|
| Full Sized Ballots | |
| Total Ballots opened from Part 4 | |
| 99 | |
| Provisional | |
| // | |
| Place in Envelope 1A | Total 2 |
| Void | |
| // | |
| Place in Envelope 4 | Total 2 |
| Spoiled | |
| // | |
| Place in Envelope 4 | Total 2 |
| AB Ballots exchanged at Polls | |
| Place in Envelope 4 | Total 0 |

Part 6: Ballot Marker


| | |
|--|------------|
| Ballots Printed on Ballot Marking Device | |
| Total Ballots Printed (from Close Report) | |
| 8 | |
| Note: For Ballots printed on Ballot Marker Only If 0 printed, enter 0 in Totals | |
| Provisional | |
| Envelope 1A | Total 0 |
| Void | |
| Envelope 4 | Total 0 |
| Spoiled | |
| Envelope 4 | Total 0 |

November x, 20xx General and Special Elections

Line Length Data Collection

Thank you for agreeing to assist the **Bipartisan Policy Center** in collecting data to study the length of lines at polling places. The data collected on this form will be analyzed by a team of researchers who are working to improve the voting experience. The data is not intended to judge how well any precinct performs. Rather, data throughout the country will be combined to provide a comprehensive picture about Election Day at the polls. If you forget, or find it impossible to count the line length within five minutes of the designated time, put an "X" in the corresponding box and resume counting at the next time period.

- Do not count non-voters, e.g., children who are waiting with their parents. It is important not to leave any boxes empty.
- If there is no one in line at the indicated time, **enter a zero "0"**.
- If you are unable to record the line length within 5 minutes of a time, **enter an "X"**.

| Time | Checked in at Pollbooks | Ballots Cast At Scanner | Voters in Line At Scanner | Voters in Line At pollbook |
|-----------------------------|---|-------------------------|---------------------------|----------------------------|
| 06:00am | 0 | 0 | 0 | 12 |
| 07:00am | 50 | 50 | 0 | 6 |
| 08:00am | 90 | 90 | 1 | 3 |
| 09:00am | 115 | 115 | 1 | 4 |
| 10:00am | 134 | 134 | 0 | 0 |
| 11:00am | 139 | 139 | 0 | 0 |
| 12:00pm | 145 | 145 | 0 | 0 |
| 01:00pm | 155 | 155 | | |
| 02:00pm | 162 | 162 | 0 | 0 |
| 03:00pm | 169 | 169 | 0 | 0 |
| 04:00pm | 200 | 199 | 1 | 3 |
| 05:00pm | 250 | 248 | 2 | 3 |
| 06:00pm | 302 | 300 | 4 | 6 |
| 07:00 pm | 361 | 359 | 0 | 0 |
| Time Last Voter Checked in. | 6:56 pm  | | | |

Enter 0 if none in line

Machine Problem Report

General and Special Elections
November x, 20xx

Pollbooks and Machines

Chief's Name: Jennifer Turner

Arlington County

Election Official Name: Jason Turnkey

Precinct: Training

| Machine Info Include: <ul style="list-style-type: none"> All information indicated be sure to: Check machine type (SC) Scanner (BMM) Ballot Marker Machine (PB) Pollbook Do Not forget the Machine Number!! | Description of Problem Include: <ul style="list-style-type: none"> Who was using machine Machine status What happened | Resolution of Problem Include: <ul style="list-style-type: none"> Name of person authorizing you to execute a procedure or Name of technician/staff member visiting the precinct What was done & If the problem was resolved |
|---|--|--|
| Time error occurred: <u>6:30 am</u> <input checked="" type="checkbox"/> PB or <input type="checkbox"/> SC or <input type="checkbox"/> BMM Serial Number: <u>35</u> Public Counter: <u>20</u> Protective Counter: _____ Time back in service: <u>6:35 am</u> | <p><i>Card Reader Error</i></p> <div style="border: 1px solid orange; padding: 5px; transform: rotate(-10deg); display: inline-block;"> Don't forget to enter machine #s & type </div> | <p><i>Jack authorized to click OK</i></p> |
| Time error occurred: <u>8:30 am</u> <input type="checkbox"/> PB or <input checked="" type="checkbox"/> SC or <input type="checkbox"/> BMM Serial Number: <u>6023</u> Public Counter: <u>40</u> Protective Counter: <u>404</u> Time back in service: <u>9:55 am</u> | <p><i>Ballot Jam</i></p> | <p><i>Richard cleared jam</i></p> |

| | | |
|--|---|---|
| Time error occurred: _____ <input type="checkbox"/> PB or <input type="checkbox"/> SC or <input type="checkbox"/> BMM Serial Number: _____ Public Counter: _____ Protective Counter: _____ Time back in service: _____ | | |
| <p align="center">Machine Info</p> <p align="center">Include:</p> <ul style="list-style-type: none"> • All information indicated be sure to: • Check machine type • (SC) Scanner (BMM) Ballot Marker Machine • (PB) Pollbook • Do not forget the Machine Number!! | <p align="center">Description of Problem</p> <p align="center">Include:</p> <ul style="list-style-type: none"> • Who was using the machine • Machine status • What happened | <p align="center">Resolution of Problem</p> <p align="center">Include:</p> <ul style="list-style-type: none"> • Name of person authorizing you to execute a procedure or • Name of technician/staff member visiting the precinct <ul style="list-style-type: none"> • What was done & • If the problem was resolved |
| Time error occurred: _____ <input type="checkbox"/> PB or <input type="checkbox"/> SC or <input type="checkbox"/> BMM Serial Number: _____ Public Counter: _____ Protective Counter: _____ Time back in service: _____ | | |
| Time error occurred: _____ <input type="checkbox"/> PB or <input type="checkbox"/> SC or <input type="checkbox"/> BMM Serial Number: _____ Public Counter: _____ Protective Counter: _____ Time back in service: _____ | | |
| Time error occurred: _____ <input type="checkbox"/> PB or <input type="checkbox"/> SC or <input type="checkbox"/> BMM Serial Number: _____ Public Counter: _____ Protective Counter: _____ Time back in service: _____ | | |

Provisional Ballot Log

Arlington County
 General and Special Elections
 November x, 20xx

Precinct: Training

What to do at the end of the day

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

| | | | Totals |
|--|---------------------------------------|--|--------|
| Voter's name IS NOT on pollbook. Voter: | 1 | is a resident of the precinct, or has been since the November general election last year | 1 |
| | 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 | |
| | 4 | applied for an absentee ballot, but does not have the ballot | |
| | 5 | is shown in the pollbook as a voter | |
| | 6 | Other (any reason not captured in the other codes) | |
| No ID | voter did not show required ID | 1 | |

Don't forget to enter #s



Transfer Totals to Results Call-in Sheet

What to do during the day

Copy information from the Provisional Vote envelopes below

Circle the Reason Code

| | | |
|---|---|--|
| 1 | Voter name Last name <u>Doe</u> Middle <u>Claire</u> First name <u>Jane</u> Suffix _____ Address <u>Current Address</u> City/town _____, State _____ Zip code _ _ _ _ _ Birth year only <u>19XX</u> Phone number (<u>703</u>) - <u>xxx</u> - <u>xxxx</u> | SSN# last 4 <u>xxxx</u> Reason code 1 2 3 4 5 6 No ID |
| | Registrar use only Was this vote counted? YES NO Why not? | Notes |
| 2 | Voter name Last name <u>Doe</u> Middle <u>Nathan</u> First name <u>John</u> Suffix _____ Address <u>Current Address</u> City/town _____, State _____ Zip code _ _ _ _ _ Birth year only <u>19XX</u> Phone number (<u>703</u>) - <u>xxx</u> - <u>xxxx</u> | SSN# last 4 <u>xxxx</u> Reason code 1 2 3 4 5 6 No ID |
| | Registrar use only Was this vote counted? YES NO Why not? | Notes |

What to do during the day

Copy information from the Provisional Vote envelopes below

Circle the Reason Code

| | | |
|----------|--|---|
| 3 | Voter name Last name _____ Middle _____ First name _____ Suffix _____ Address _____ City/town _____, State _____ Zip code _ _ _ _ _ Birth year only _____ Phone number _____ (____) - ____ - _____ | SSN# last 4 _____ Reason code _____ 1 2 3 4 5 6 No ID Notes |
| | Registrar use only Was this vote counted? YES NO Why not? | |
| 4 | Voter name Last name _____ Middle _____ First name _____ Suffix _____ Address _____ City/town _____, State _____ Zip code _ _ _ _ _ Birth year only _____ Phone number _____ (____) - ____ - _____ | SSN# last 4 _____ Reason code _____ 1 2 3 4 5 6 No ID Notes |
| | Registrar use only Was this vote counted? YES NO Why not? | |
| 5 | Voter name Last name _____ Middle _____ First name _____ Suffix _____ Address _____ City/town _____, State _____ Zip code _ _ _ _ _ Birth year only _____ Phone number _____ (____) - ____ - _____ | SSN# last 4 _____ Reason code _____ 1 2 3 4 5 6 No ID Notes |
| | Registrar use only Was this vote counted? YES NO Why not? | |
| 6 | Voter name Last name _____ Middle _____ First name _____ Suffix _____ Address _____ City/town _____, State _____ Zip code _ _ _ _ _ Birth year only _____ Phone number _____ (____) - ____ - _____ | SSN# last 4 _____ Reason code _____ 1 2 3 4 5 6 No ID Notes |
| | Registrar use only Was this vote counted? YES NO Why not? | |
| 7 | Voter name Last name _____ Middle _____ First name _____ Suffix _____ Address _____ City/town _____, State _____ Zip code _ _ _ _ _ Birth year only _____ Phone number _____ (____) - ____ - _____ | SSN# last 4 _____ Reason code _____ 1 2 3 4 5 6 No ID Notes |
| | Registrar use only Was this vote counted? YES NO Why not? | |



Staple here
Election Summary Tape #3

Commonwealth Of Virginia

Printed Return Sheet

General and Special Elections

County of Arlington
Precinct: Training

November x, 20xx

This form must be signed by **all Officers of Election** and placed in **Envelope #2A**.

The Clerk of Circuit Court must make it available for public inspection on the day following the election and for sixty days thereafter.

Machine Numbers:

Scanner(s) 6023 _____

Ballot Marker(s) 5120 _____

Signatures of Officers of Election:

We hereby certify that the attached machine tapes are a true and correct copy of the election results printed out by the voting machines used in this precinct.

- 1 Halley Childress 11 _____
- 2 Tom Markey 12 _____
- 3 Dolores Palwing 13 _____
- 4 Jennifer Turner 14 _____
- 5 _____ 15 _____
- 6 _____ 16 _____
- 7 _____ 17 _____
- 8 _____ 18 _____
- 9 _____ 19 _____
- 10 _____ 20 _____



Statement of Results # 1

General Election

Arlington County
Precinct: Training

November 1, 2016

Addendum Forms (Parts E & F)

to be used when:

- More than one (1) scanner is used
- Hand-counts are required

Remember to use Tally Sheets if hand-counting

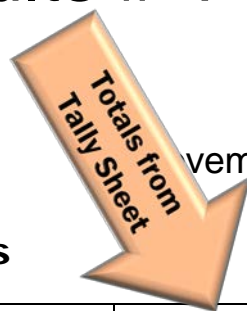
Tally Sheets are located in the Chief's Accordion File.

Statement of Results # 1




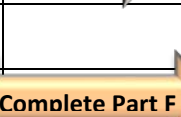




General Election

Arlington County
Precinct: Training

November 1, 2016



Part E: Votes Cast – Candidates and Issues

| Enter Totals From: | Election Summary Reports | | | Hand-counted Ballots | Total |
|---|--------------------------|-----------|--|----------------------|-----------|
| | Scanner 1 | Scanner 2 | Scanner 3 | | |
| Machine Serial Numbers: | 6023 | | | | |
| Total Number Voting (“pages cast” on tape(s)) | <i>52</i> | | | <i>4</i> | <i>56</i> |
| Total Ballots Counted | | | | | |
| President | | | | | |
| Total Votes Cast for Office | | | | <i>4</i> | <i>54</i> |
| George Washington | <i>9</i> | |  | <i>0</i> | <i>9</i> |
| Abraham Lincoln | <i>9</i> | |  | <i>0</i> | <i>9</i> |
| John F. Kennedy | <i>11</i> | |  | <i>2</i> | <i>13</i> |
| Franklin D. Roosevelt | <i>7</i> | |  | <i>0</i> | <i>7</i> |
| Theodore Roosevelt | <i>6</i> | |  | <i>0</i> | <i>6</i> |
| Thomas Jefferson | <i>2</i> | |  | <i>0</i> | <i>2</i> |
| Ronald Reagan | <i>4</i> | | | <i>0</i> | <i>4</i> |
| Write-in | <i>2</i> | |  | <i>2</i> | <i>4</i> |
| Under Votes | <i>1</i> | | | <i>0</i> | <i>1</i> |
| Over Votes | <i>1</i> | |  | <i>0</i> | <i>1</i> |

Statement of Results # 1

General Election

Arlington County
Precinct: Training

November 1, 2016



Did you have to **hand count** ballots? if no, do not fill out this form! **If yes, continue**

| Part F: Write-In Certification | | Complete This Page <i>Only If</i> ballots are hand counted | |
|--------------------------------|----------------------------|--|----------------------|
| Office | Name of Write-In Candidate | Tally Marks | Total Write-In Votes |
| <i>President</i> | <i>Barack Obama</i> | <i>//</i> | <i>2</i> |
| | | | |
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Statement of Results (SOR) # 1

County of Arlington

Hand Count Tally Worksheet



Complete this Form Only If Ballots Need to be Hand Counted

Use 1 Form per Office/Issue

Hand Count Instructions:

- i. Count the total number of ballots (pieces of paper) in the stack to be counted.
- ii. Record the number of ballots to be counted on Line 1.
- iii. Place tick marks for each candidate or issue in Column B
- iv. Add all tick marks and record the number in the corresponding "Total" boxes in column C.
- v. Add Column C to obtain sub-totals and final total
- vi. **Total on Line 12 of each contest should equal Line 1 of the contest.**

If not - Recount.

- vii. Record Column C Totals on Part E of the SOR's in the Hand Counted Ballots Column.
- viii. Complete Part F if there are Write-ins

Statement of Results (SOR) # 1

County of Arlington

Precinct: Training

Election Date: November 1, 2010



Hand Counted Ballot Worksheet



Office/Issue: President

| 1. Number of Ballots to be Hand-counted: | | Total | |
|--|---------------|----------------|----|
| | | 2 | |
| A. Candidate/Issue | B. Tick Marks | C. *Total | |
| 2. <i>John F. Kennedy</i> | // | 2 | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. Write-In (Remember to Complete Part F) | // | 2 | |
| 8. Votes Cast for Office | | Add Lines 2-7 | 4 |
| 9. Under Votes | | | 0 |
| 10. Over Votes | | | 0 |
| 11. Over Votes & Under Votes | | Add Lines 9+10 | 0 |
| 12. Total | | Add Lines 8+11 | 10 |

*Record Column C Totals on Part E

