



**Chief Officer Training
Montgomery County
June 17, 2025
District D Dual Primary**

Introductions



Electoral Board:

Richard D. Langford

Kenneth L. Stiles

Carroll D. Williams

Registrar:

Connie Viar

Chief Deputy Registrar:

Trina French

The Day Before the Election



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

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

Sign up today for your pickup time on Monday, June 16th.

DON'T TALK POLITICS with Voters or other Officers

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

Dual Primary

- Two elections held in the same polling place on the same day.
- Voters may vote in either Primary, but not both (§ 24.2-530).
- Voters may come up to either pollbook for check-in.
- Voters can change their minds any time up until they cast their ballot.
- The FVS optical scan voting machine will recognize both primary ballots. The FVS will print a combined zero tape.
- Statement of Results (SOR) is combined.



Primary Elections



- Write-in votes are not permitted in a Primary.
- The FVS Scanner will not print a Write-In Report tape at closing.

NEW: Envelope 7 is now Pouch 7

- Clear, sturdy, reuseable.
- Information previously on the “Back of Envelope 7” is now on Pouch 7 Form.



Note sealable clasp – same kind of clasp and (tiny blue) seal as used on Blue Absentee Ballot Drop Box.

NEW: Envelope 7 is now Pouch 7

- Required contents can be confirmed visually.



NEW: Pouch 7 Form

Machine, Seal, and Counter Numbers

Form will be delivered in the Required Forms Binder.

Officers will:

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

POUCH 7 FORM
Montgomery County, Virginia
June 17, 2025 – June Primary

Precinct: **Precinct Number & Name**

1. Election Morning check the Seal Numbers against the machines and place a checkmark beside the seal number below. Then put the used seals in Pouch 7.

2. Election Night complete the machine close numbers, seal numbers and place the Signatures Seal Label below. Write the Plastic Seal Number you use to lock Pouch 7 above. Place this sheet, Sealed FVS Thumb Drive Pouch and Chief's Keys into Pouch 7 making sure the Thumb Drive and Chief's Keys are visible through the pouch. Then Zip & Seal Pouch 7.

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

VOTING MACHINE NUMBER	CHECKMARK	SEAL NUMBER OPEN	PROTECTIVE COUNTER NUMBER OPEN	CLOSE	PUBLIC COUNTER NUMBER OPEN	CLOSE
FVT (ADA) # <u>7113</u>	<input type="checkbox"/>	XX333201	<u>4</u>		<u>0</u>	
FVS (SCANNER) # <u>5076</u>	<input type="checkbox"/>	XX352002	<u>8384</u>		<u>0</u>	
		XX352003				
		XX352004				
		XX352005				

PLASTIC SEAL must be applied to the Poll Pads at the end of the night!

	CHECKMARK	SEAL NUMBER OPEN	CLOSE
POLL PAD # 001	<input type="checkbox"/>	XX453271	
POLL PAD # 002	<input type="checkbox"/>	XX453272	
POLL PAD # 003	<input type="checkbox"/>	XX453273	

PLASTIC SEAL must be applied to the Ballot Dropbox & FVS Thumb Drive Pouch at the end of the night!
NO SEAL will be applied to the Emergency Ballot Bin at the end of the night!

	SEAL NUMBER OPEN	CLOSE
BLUE BALLOT DROPBOX		
FVS THUMB DRIVE POUCH		
EMERGENCY BALLOT BIN (IF USED)		

Place
Signed
Seal Label
Here
Election
Night

Rev. 1.27.2025tcf

NEW: Pouch 7 Form

Machine, Seal, and Counter Numbers

POUCH 7 FORM
Montgomery County, Virginia
June 17, 2025 – June Primary

Precinct: **Precinct Number & Name**

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- Election Night complete the machine close numbers, seal numbers and place the Signatures Seal Label below. Write the Plastic Seal Number you use to lock Pouch 7 above. Place this sheet, Sealed FVS Thumb Drive Pouch and Chief's Keys into Pouch 7 making sure the Thumb Drive and Chief's Keys are visible through the pouch. Then Zip & Seal Pouch 7.

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

VOTING MACHINE NUMBER	CHECKMARK	SEAL NUMBER OPEN	PROTECTIVE COUNTER NUMBER OPEN	CLOSE	PUBLIC COUNTER NUMBER OPEN	CLOSE
FVT (ADA) #7113	<input type="checkbox"/>	XX333201	4		0	
FVS (SCANNER) #5076	<input type="checkbox"/>	XX352002	8384		0	
	<input type="checkbox"/>	XX352003				
	<input type="checkbox"/>	XX352004				
	<input type="checkbox"/>	XX352005				

PLASTIC SEAL must be applied to the Poll Pads at the end of the night!

	CHECKMARK	SEAL NUMBER OPEN	CLOSE
POLL PAD # 001	<input type="checkbox"/>	XX453271	
POLL PAD # 002	<input type="checkbox"/>	XX453272	
POLL PAD # 003	<input type="checkbox"/>	XX453273	

PLASTIC SEAL must be applied to the Ballot Dropbox & FVS Thumb Drive Pouch at the end of the night!
NO SEAL will be applied to the Emergency Ballot Bin at the end of the night!

	SEAL NUMBER OPEN	CLOSE
BLUE BALLOT DROPBOX		
FVS THUMB DRIVE POUCH		
EMERGENCY BALLOT BIN (IF USED)		

Place
Signed
Seal Label
Here
Election
Night

Rev. 1.27.2025tcf

At the Close of Polls,
Officers will also:

- Record Pouch 7 closing seal number in top right corner,
- Place a signed Seal Label in indicated area on Election Night.

NEW: Pouch for Ballot Scanner's USB Thumb Drive

- Sturdy, sealable, re-usable Pouch.
- Apply numbered seal. Record seal number on Pouch 7 Form.
- Clear back allows Officers to confirm presence of thumb drive.



Chief's Binder

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

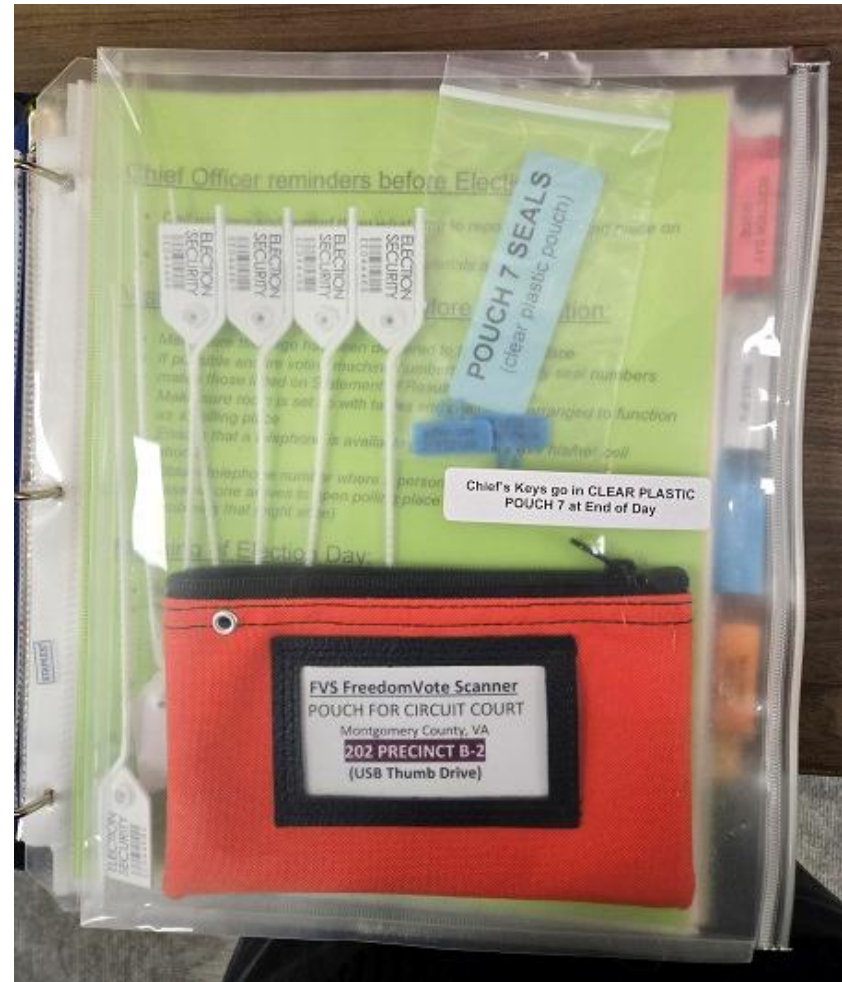
White seals for:

- Poll Pad cases at end of night
- Scanner USB Pouch
- Emergency Ballot Box (if used).

Blue seals for:

- Pouch 7

(Small, blue seals for AB Drop Box are located in the AB Drop Box.)



Provisional Voting for Extended Hours

New clear folder for Extended Hours Provisional Ballot supplies

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

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

ENVELOPE 8

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

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

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

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

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

Election Day Set Up

Pollbook Officers



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

New format for the Voter Count Call-in Sheet

- Form is used to track check-in numbers through the day.
- Form now includes Opening and Closing check-in numbers.

ENVELOPE 2B

VOTER COUNT CALL-IN SHEET/POLLBOOK SUMMARY
 MONTGOMERY COUNTY, VIRGINIA
 JUNE 17, 2025 – JUNE PRIMARY
 PRECINCT: D-1 Victory Restoration Church

OPENING - WHILE POLLS ARE OPEN - CLOSING:

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

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

Chief's Signature _____ Officer's Signature _____

Rev 4.16.25tcf

Sample Ballots



- Two Sample Ballots for each Primary (Republican and Democratic) are being provided in addition to the one on the tri-fold poster.
- They are located in front pocket of Chief's binder.
- Keep one of each type at each Poll Pad, so voters can indicate which primary they're choosing by pointing at one of the sample ballots.

Poll Opening Tasks

Ballot Table



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

- Each Box #6 will contain:
 - Shrink-wrapped packs of 50 ballots for the designated Primary
 - An envelope with 14 Provisional Ballots for the designated Primary
- The *Receipt for Ballots*:
 - Will be delivered in the Democratic Primary Box #6.
 - Will include ballot totals for both Primaries.

Ballot Table



2 Ballot Record Reports, one for each Primary.

Officers will track ballots for each Primary separately.

Ballot Record Report Democratic ENVELOPE 2B

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

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

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

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

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

Ballot Record Report Republican ENVELOPE 2B

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

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

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

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

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

2. ELECTION DAY STATISTICS																					
- Cross off or circle each number when used.																					
2a. SPOILED BALLOTS Envelope 4																					
This is a ballot spoiled by the voter.																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td> </tr> </table>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
1	2	3	4	5	6	7	8	9	10												
11	12	13	14	15	16	17	18	19	20												
2b. VOIDED BALLOTS Envelope 4																					
This is a ballot found abandoned.																					

Authorized Representatives

Primary Elections



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

Authorized Representatives

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

- Lanyard and badge will say “Authorized Representative.”
- Authorized Reps will receive badge when signing in and return badge when signing out.



OBSERVER SIGN-IN SHEET

Pouch 8

November 5, 2024 Primary Election

Precinct: CAP-Early Vote

ALL OBSERVERS MUST: §24.2-604.4*

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

R=Republican Party

D=Democratic Party

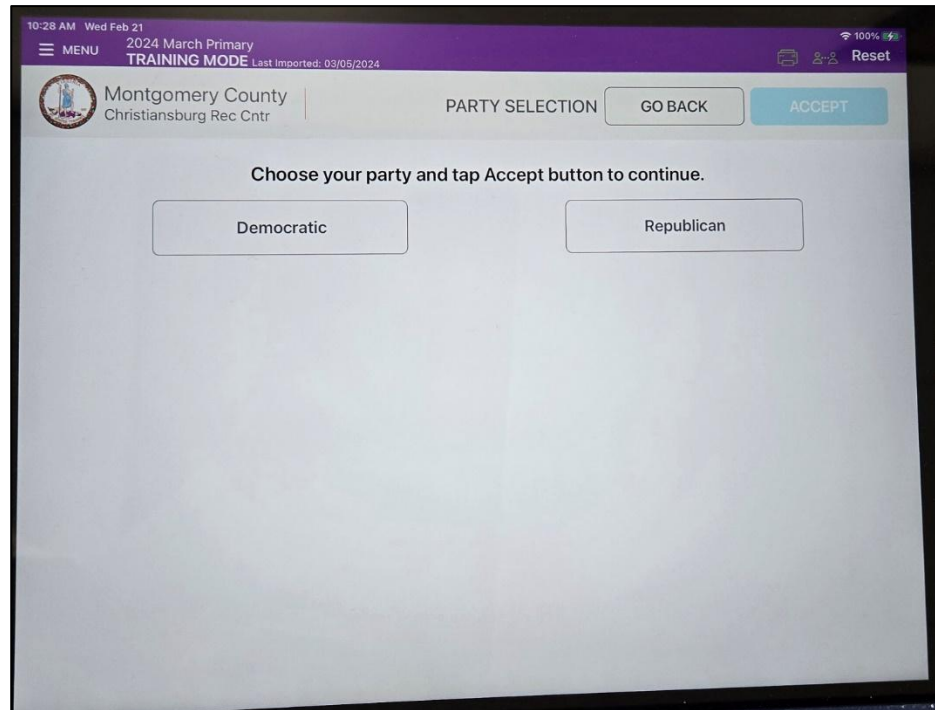
I=Independent

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

Dual Primary

Selecting Voter's chosen Primary Election

- This screen will prompt you to ask the Voter which Primary they want to vote in.
- Click on box of voter's choice.
- Then click "Accept" button at top right.



Voter Changes Mind

Dual Primary



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

The Chief Officer will:

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

Voter Changes Mind

Dual Primary

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

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

The screenshot shows the Montgomery County Office of Elections Poll Pad interface. At the top, it displays the date and time (7:20 PM, Sun Jan 7) and the election name (2024 March Primary L&A - 03/05/2024). Below this, the Montgomery County Office of Elections logo is shown, along with precinct records (62344) and checkins (1 (SB: 3)). A 'START OVER' button is visible. The search bar contains 'DOE' and 'J'. The search results show two voters: DOE, JANE (Inactive) and DOE, JON (Voted). A red arrow points to the 'DOE, JON' entry.

7:20 PM Sun Jan 7
MENU 2024 March Primary L&A - 03/05/2024
Last Imported: 12/22/2023, 11:42:38

Montgomery County
Office of Elections

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

START OVER

DOE J Search ADVANCED OPTIONS

SHOWING TOP RESULTS. PLEASE NARROW YOUR SEARCH CRITERIA.

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

Dual Primary

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

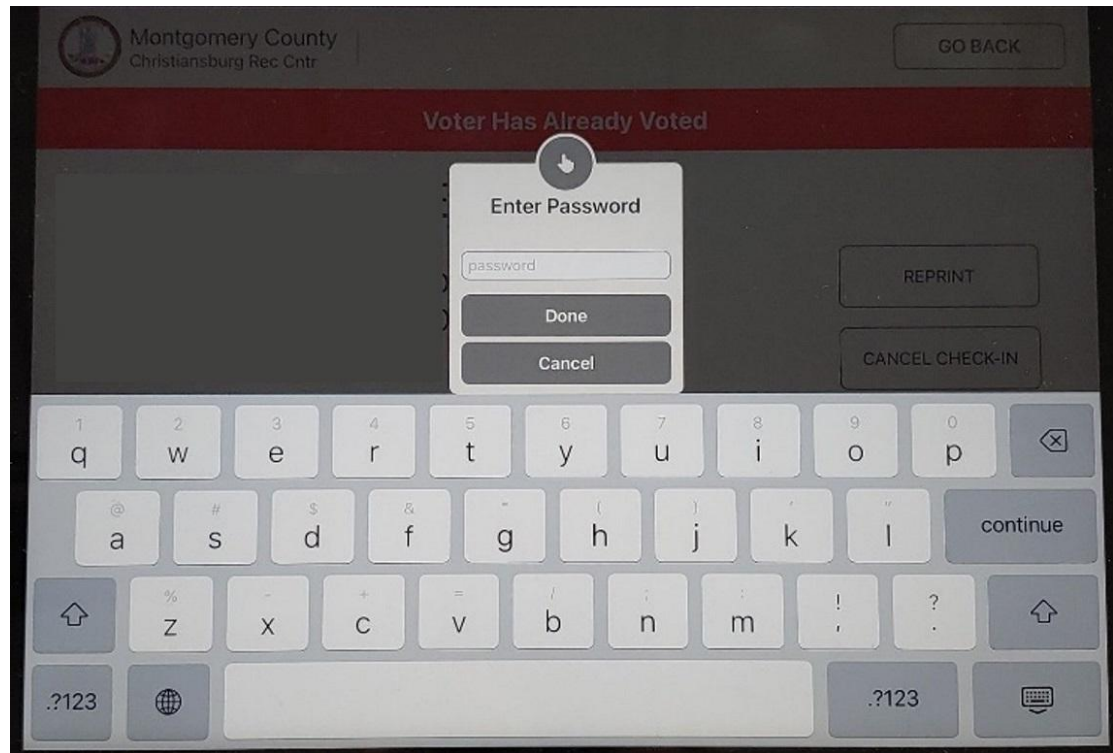
- Click on “Cancel Check-In” on the right side of the screen.

The screenshot shows the Montgomery County Office of Elections Poll Pad interface. At the top, the status bar displays '7:16 PM Sun Jan 7' and '2024 March Primary L&A - 03/05/2024'. Below this, the 'MENU' button is on the left, and the 'GO BACK' button is on the right. The main header area features the Montgomery County Office of Elections logo and name. A prominent red banner across the middle reads 'Voter Has Already Voted'. Below this banner, the voter's information is displayed: 'DOE, JON', 'DOB 1976', 'Episcopal Lane, Nowhere VA 00000', and 'Precinct 121012'. A horizontal line separates this information from a message that says 'This Voter has already voted.' On the right side of the screen, there is a vertical stack of four buttons: 'REPRINT', 'CANCEL CHECK-IN', 'SPOIL BALLOT', and 'CLOSE'. A red arrow points from the bottom left towards the 'CANCEL CHECK-IN' button, highlighting it as the correct action to take.

Dual Primary

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

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



Dual Primary

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

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

Step 1: Poll Worker Name and Reason

Cancel Voter Check-In

Poll Worker Name: tcf

Type Details

SELECT REASON

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

NEXT

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

Dual Primary

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

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

The screenshot shows a tablet screen with the following elements:

- Top Bar:** A dark blue header with a left arrow and the text "BACK", the title "Step 2: Review, Sign and Submit", and a close icon (X) on the right.
- Title:** "Cancel Voter Check-In" is displayed in the top left of the main content area.
- Buttons:** A blue "SUBMIT" button is in the top right, and a dark grey "CLEAR SIGNATURE" button is on the right side.
- Voter Information:** A light grey box contains the text: "Voter Information:", "DOE, JON", "Episcopal Lane, Nowhere VA 00000", and "Voter Selected Wrong Party".
- Signature Area:** A large white space for a signature. At the bottom, there is a horizontal line with a small "x" on the left and the text "Election Judge Signature" centered below it. A handwritten signature is written across this line.

Dual Primary

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

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

The screenshot shows the Poll Pad interface for Montgomery County Office of Elections. At the top, the status bar indicates 7:16 PM on Sun Jan 7, with a battery level of 8%. The app header includes a menu icon, the text "2024 March Primary L&A - 03/05/2024", and "Last Imported: 12/22/2023, 11:42:38". Below the header is the Montgomery County Office of Elections logo and a "GO BACK" button. A red banner across the screen reads "Voter Has Already Voted". The main content area displays the voter's information: "DOE, JON", "DOB 1976", "Episcopal Lane, Nowhere VA 00000", and "Precinct 121012". Below this information, it states "This Voter has already voted." On the right side of the screen, there are four buttons: "REPRINT", "CANCEL CHECK-IN", "SPOIL BALLOT", and "CLOSE". A red arrow points to the "CLOSE" button.

Dual Primary

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

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

Dual Primary

The Ballot Receipt printed by the Poll Pad will indicate which election the voter has been checked in for.

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



Dual Primary

- Election supplies are often duplicated for the two primaries.



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

ENVELOPE 8
101-DEMOCRATIC

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

What to do at the end of the day	Enter the total number of Provisional Vote envelopes for each reason code.	Totals
1. Voter's name IS NOT on pollbook and voter.	1. Same Day Registration	
2. Voter's name IS on the pollbook, but voter.	2. is voting after normal poll closing time due to court order	
3. Voter's name IS on the pollbook, but voter.	3. applied for an absentee ballot, but does not have the ballot	
4. Voter's name IS on the pollbook, but voter.	4. is shown in the pollbook as already having voted	
5. Voter's name IS on the pollbook, but voter.	5. Other (any reason not captured in the other codes)	
6. Voter's name IS on the pollbook, but voter.	6. Voter did not show required ID and declined to complete ID confirmation statement	

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

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

CURBSIDE VOTER LOG
MONTGOMERY COUNTY, VIRGINIA
MARCH 5, 2024 - PRESIDENTIAL PRIMARY
Precinct: EV1 EV - Office of Elections

ENVELOPE 2B
DEMOCRATIC PRIMARY

	Voter Name	Time Out	Officer Name	Officer Name	Time In	Flag in EPB	Entered by
1							
2							
3							
4							
5							
6							
7							
8							

CURBSIDE VOTER LOG
MONTGOMERY COUNTY, VIRGINIA
MARCH 5, 2024 - PRESIDENTIAL PRIMARY
Precinct: EV1 EV - OFFICE OF ELECTIONS

ENVELOPE 2B
REPUBLICAN PRIMARY

	Voter Name	Time Out	Officer Name	Officer Name	Time In	Flag in EPB	Entered by
1							
2							
3							
4							
5							
6							
7							
8							

Combined Statement of Results Dual Primary

For each Primary, enter:

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

STATEMENT OF RESULTS		ENVELOPE 2B	
Montgomery County, Virginia June 17, 2025 – June Primary PCT: 101 A-1 Slusser's Chapel Republican Party Primary Part 1a. Turnout Obtain this information from the Electronic Pollbook Summary Total Number of Voters Checked In= _____ Poll Pad Summary Page _____ (Republican Party Primary ONLY)		↑ Staple <input type="checkbox"/> FVS Summary <input type="checkbox"/> FVS Write-In Report (Nov. Only) <input type="checkbox"/> FVS Zero Count Open <input type="checkbox"/> FVT (ADA) Close Report <input type="checkbox"/> FVT (ADA) Open Report <input type="checkbox"/> Poll Pad Summary Report Close <input type="checkbox"/> Poll Pad Summary Report Open <input type="checkbox"/> FVS Machine Info Tape (1 only)	
Part 2a. Count Obtain this information from the FVS# 5076 FVS Machine Tape Total Number of Votes = Count on the FVS Machine(s) _____ (Republican Party Primary ONLY)			
Part 3a. Curbside Obtain this information from the Curbside Voters Log Total Number of Voters Listed on Curbside Log _____ (Republican Party Primary ONLY)			
Democratic Party Primary Part 1b. Turnout Obtain this information from the Electronic Pollbook Summary Total Number of Voters Checked In= _____ Poll Pad Summary Page _____ (Democratic Party Primary ONLY)			
Part 2b. Count Obtain this information from the FVS# 5076 FVS Machine Tape Total Number of Votes = Count on the FVS Machine(s) _____ (Democratic Party Primary ONLY)			
Part 3b. Curbside Obtain this information from the Curbside Voters Log Total Number of Voters Listed on Curbside Log _____ (Democratic Party Primary ONLY)			
Part 4. Discrepancies. Does Turnout (1a) = the Count (2a)? <input type="checkbox"/> Yes <input type="checkbox"/> No Does Turnout (1b) = the Count (2b)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If "Yes," continue to Part 5. Certification on the next page. If "No," please note any discrepancies below. If additional space is needed, please attach an additional sheet of paper.</i>			
Part 5. Certification. We hereby certify that the two copies of the Statement of Results are a complete record of this election and that all of the information entered hereon is true and correct. Signatures of Election Officials 1. (Chief) _____ 6. (Officer) _____ 2. (Asst. Chief) _____ 7. (Officer) _____ 3. (Officer) _____ 8. (Officer) _____ 4. (Officer) _____ 9. (Officer) _____ 5. (Officer) _____ 10. (Officer) _____			
Page 1 of 1		Rev. 4.18.25 tot	

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

Combined Statement of Results Dual Primary

Part 4. Discrepancies

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

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

STATEMENT OF RESULTS
 Montgomery County, Virginia
 June 17, 2025 – June Primary
 PCT: 101 A-1 Slusser's Chapel

Republican Party Primary

Part 1a. Turnout Obtain this information from the Electronic Pollbook Summary

Total Number of Voters Checked In=	
Poll Pad Summary Page	
(Republican Party Primary ONLY)	

Part 2a. Count Obtain this information from the FVS# 5076 FVS Machine Tape

Total Number of Votes = Count on the FVS Machine(s)	
(Republican Party Primary ONLY)	

Part 3a. Curbside Obtain this information from the Curbside Voters Log

Total Number of Voters Listed on Curbside Log	
(Republican Party Primary ONLY)	

Democratic Party Primary

Part 1b. Turnout Obtain this information from the Electronic Pollbook Summary

Total Number of Voters Checked In=	
Poll Pad Summary Page	
(Democratic Party Primary ONLY)	

Part 2b. Count Obtain this information from the FVS# 5076 FVS Machine Tape

Total Number of Votes = Count on the FVS Machine(s)	
(Democratic Party Primary ONLY)	

Part 3b. Curbside Obtain this information from the Curbside Voters Log

Total Number of Voters Listed on Curbside Log	
(Democratic Party Primary ONLY)	

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

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

Signatures of Election Officials

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

Page 1 of 1

ENVELOPE 2B

↑

Staple

☐ FVS Summary
☐ FVS Write-In Report (Nov. Only)
☐ FVS Zero Count Open
☐ FVT (ADA) Close Report
☐ FVT (ADA) Open Report
☐ Poll Pad Summary Report Close
☐ Poll Pad Summary Report Open
☐ FVS Machine Info Tape (1 only)

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

Chief and Asst. Chief June 2025 Dual
Primary

Provisional Ballots



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

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

**Auburn HS Full
04021**

Provisional Ballot

Making selections

To vote for a candidate, fill in the oval to the left of the name.
To vote an issue, fill in the oval next to Yes or No.
To write in a candidate who is not already on the ballot, fill in the oval and write the name of the person on the line.
If you want to change a vote or if you have made a mistake, ask an election officer for another ballot.
If you make marks on the ballot besides filling in the oval, your votes may not be counted.

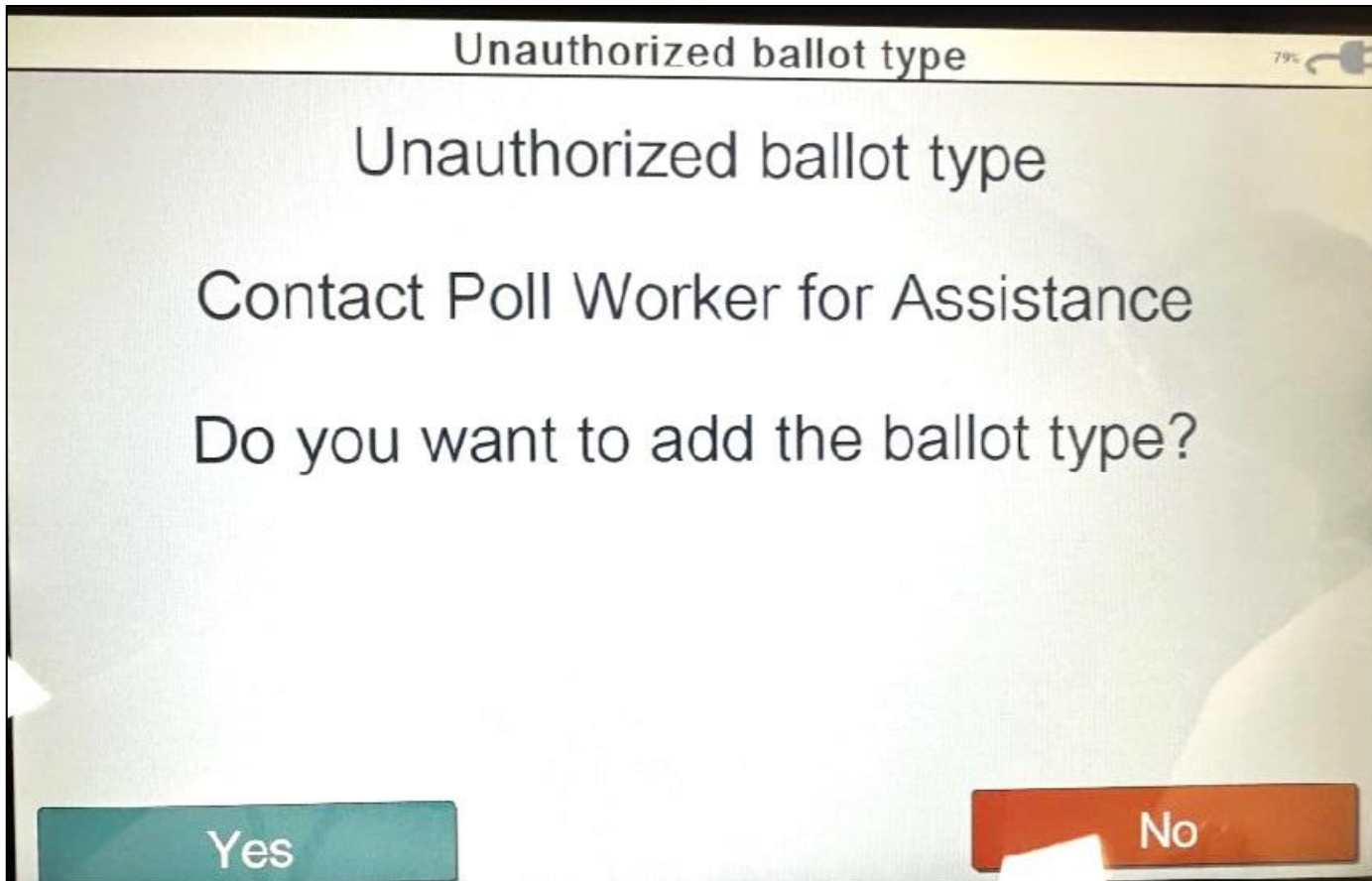
President and Vice President Member

- “Provisional Ballot” printed at the top center. Identifying precinct information is printed in the top right corner.
- These ballots are not pre-folded. The Provisional Ballot Envelope is now larger, and ballots will fit without folding.

Provisional Ballots



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



Processing a Provisional Ballot

Officers assisting Provisional Voters will:

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



Delivery of Materials to the Office on Election Night



Drop off procedure:

- In the parking lot, Officers can assist with removal of items from the vehicle and transport into the building, including Chief's case, Box 3A, Poll Pads, and stand-up marking booths.
- Station 1 (outer lobby)
 - Chief will hand off AB Drop Bag to Deputy Registrar and be present while she confirms # contained and signs Chain of Custody Form.
- Station 2 (inner lobby)
 - Chief will meet with an Officer of Election who will aid in removal of Envelopes/Boxes and sort them into plastic bins.
 - Chief will retain Envelopes 1A (Provisional Ballots), 2A, and 2B.
 - Officers will move Box/Envelope 3A and Chief's case into office.



Delivery of Materials to the Office on Election Night



Drop off procedure (continued):

- Station 3 (inner lobby, behind/beyond Station 2)
 - Chief will meet with EB member who will:
 - Open 1A Envelope and pass it to a Deputy Registrar or assisting Officer of Election
 - Open 2B Envelope to make sure the Oath and SORs are signed, needed forms are present, and there is at least one complete set of machine tapes.
 - Ballot Record Report, Curbside Voter Log, Incident Report, Receipt for Ballots, Results Reporting Sheet

Ballots will be delivered to the polling place in the cage



- On Election Morning, Ballot Officers will count packs of ballots and confirm the precinct has received the expected number of ballots according to the *Receipt for Ballots*.
- *Receipt for Ballots* will be delivered in Democratic Box #6.
- Ballot Officer will sign the *Receipt for Ballots* form and give it to the Chief.

Cage - Bottom Shelf Contents



Blue Absentee Mail Ballot Drop Box

Delivered
Unassembled.

Information, Log, &
Seals inside

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

FVT – ADA Machine



Marking Booths (5)

FVS – Ballot Scanner

- Locked to top of
Ballot Box.

Power Cord

- Plug already
inserted in back of
scanner.
- Cord is wound up
and held to handle
with Velcro.

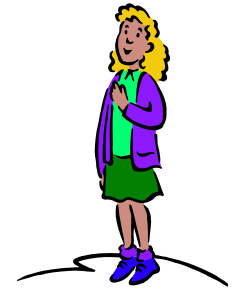
Precincts sent fewer than 500 ballots for the election will NOT receive an Unassembled Box 3A . Voted Ballots will go in Envelope 3A.

Election Day Situations

- If you find an item is missing, **call the Registrar.**
 - Signs, forms, other supplies
 - Fewer or more than expected packs of ballots
- If an item of equipment is not starting up properly or if a seal is damaged or missing, **call the Registrar immediately.**
- If an Authorized Representative or an outside Campaigner won't heed your instructions, **call the Registrar.**

Registrar's Office: 540-382-5741

Election Day Set Up



The Chief Officer will:

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

List of Chief’s Election Day Set-Up tasks: Pages 3 – 6 of “Election Day Guide for Officers of Election”

KNOWiNK Poll Pads

When you scan a driver's license:

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

Approved Identification

Effective July 1, 2020, Revised September 2024

★ VIRGINIA ★ DEPARTMENT of ELECTIONS	
Voter Identification	
All voters casting a ballot in-person will be asked to show one form of identification. Any voter who does not present acceptable identification may instead sign a statement, subject to felony penalties, that they are the named registered voter who they claim to be. Any voter who does not present acceptable identification or sign this statement must vote a provisional ballot.	
Identification	Is Accepted?
Virginia driver's license	Yes, may be current or expired.
Virginia DMV-issued ID card	Yes, may be current or expired.
Valid employee ID card, containing a photograph, issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID	Yes
Valid student ID issued by a public or private high school or institution of higher education located in Virginia	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid U.S. passport or passport card	Yes
Government-issued ID card from a federal, Virginia, or local political subdivision	Yes
Voter ID card issued by the Department of Elections	Yes
Voter confirmation documents	Yes
Valid tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by Virginia.**
Nursing home resident ID	Yes, if issued by a government facility.
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes. The document cannot be more than 12 months old. Acceptable in physical or electronic form.
Any other current government document containing the name and address of the voter	Yes. Acceptable in physical or electronic form.
Signed ID Confirmation Statement	Yes
Out-of-state driver's license	No
Student ID from a high school located outside of Virginia	No
Membership card from private organization displaying a photograph	No
Credit card displaying a photograph	No
Virginia Driver Privilege Card and Identification Privilege Card	No

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

**The 11 recognized tribes are: Cherokee (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patowomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)

Virginia Code § 24.2-643(B) Rev. 09/2024

ELECTRONIC FORMS OF ID

Student IDs from some institutions of higher learning located in Virginia are acceptable in electronic form.

Currently, only the following Virginia student IDs are acceptable in electronic form:

George Mason University
Liberty University
Roanoke College

Please note that student IDs from high schools located outside Virginia are NOT approved in any form.

An electronic form of these documents is acceptable: current utility bill, bank statement, government check, paycheck, or other government document containing name and address of the voter.


Approved Identification

Effective July 1, 2020, Revised September 2024

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

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

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



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Voter Identification

All voters casting a ballot in-person will be asked to show one form of identification. Any voter who does not present acceptable identification may instead sign a statement, subject to felony penalties, that they are the named registered voter who they claim to be. Any voter who does not present acceptable identification or sign this statement must vote a provisional ballot.

Identification	Is Accepted?
Virginia driver's license	Yes, may be current or expired.
Virginia DMV-issued ID card	Yes, may be current or expired.
Valid employee ID card, containing a photograph, issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID	Yes
Valid student ID issued by a public or private high school or institution of higher education located in Virginia	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid U.S. passport or passport card	Yes
Government-issued ID card from a federal, Virginia, or local political subdivision	Yes
Voter ID card issued by the Department of Elections	Yes
Voter confirmation documents	Yes
Valid tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by Virginia.**
Nursing home resident ID	Yes, if issued by a government facility.
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes. The document cannot be more than 12 months old. Acceptable in physical or electronic form.
Any other current government document containing the name and address of the voter	Yes. Acceptable in physical or electronic form.
Signed ID Confirmation Statement	Yes
Out-of-state driver's license	No
Student ID from a high school located outside of Virginia	No
Membership card from private organization displaying a photograph	No
Credit card displaying a photograph	No
Virginia Driver Privilege Card and Identification Privilege Card	No

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

**The 11 tribes recognized by Virginia are: Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patowomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)

Virginia Code § 24.2-643(B) Rev. 09/2024

Approved Identification

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

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

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

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

Approved Identification

Commonwealth of Virginia Place in Envelope #8

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

A Officer of Election:

Precinct No./Name: _____ Date: _____ O of E Initials: _____

B Affirmation of Voter:

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

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

Signature of voter: _____ Date: _____

Printed name of voter: _____

Birth Year (optional) ____|____|____|____ Last 4 digits of Social Security # (optional) ____|____|____|____

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

ELECT-643ID 8/2020

Do NOT
turn a voter away
for lack of
identification!

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

Check-in Table Voting Hours



- Poll Pad prints a Ballot Receipt for each voter when check-in is complete.
- Hand Ballot Receipt to voter when returning ID.
- Direct Voter to Ballot Table.

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

Ballot Officer

Before the Polls Open



Officers will track ballots for the two Primaries separately on two ***Ballot Record Report*** forms.

- Open #6 Boxes for both Primaries.
- Find ***Receipt for Ballots*** (in box for Democratic Primary) and set aside.

For each #6 Box,

- Find envelope with Provisional Ballots on top of shrink-wrapped packs of ballots.
- Count the shrink-wrapped packs of ballots.

Ballot Officer Before the Polls Open



- Complete the top portion of each party's ***Ballot Record Report*** with entries for shrink-wrapped packs and Provisionals.
- Compare number of ballots received to information on the ***Receipt for Ballots***. If number matches, sign the ***Receipt*** and give it to the Chief. If numbers do not match, inform the Chief. **Chief will keep this form for return in Envelope 2B.**
- For each Primary, as each shrink-wrapped pack of ballots is opened, two Officers must count the number of ballots contained. Record that number on that party's ***Ballot Record Report***.

June 2024

Democratic Primary Ballot

Name of
Primary

Commonwealth of Virginia, SAMPLE BALLOT


County of Montgomery

Democratic Party Primary Election

Tuesday, June 17, 2025

Making Selections

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



Lieutenant Governor

Vote for only one

☐ Levar Marcus Stoney

☐ Babur B. Lateef

☐ Aaron R. Rouse

☐ Victor R. Salgado

☐ Ghazala F. Hashmi

☐ Alexander J. Bastani

Attorney General

Vote for only one

☐ Shannon L. Taylor

☐ Jay C. Jones

June 2024


Republican Primary Ballot for D District Precincts

Name of Primary →

Commonwealth of Virginia, **SAMPLE BALLOT**
County of Montgomery
Republican Party Primary Election
Tuesday, June 17, 2025

Making selections

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



**Member
Board of Supervisors
District D**

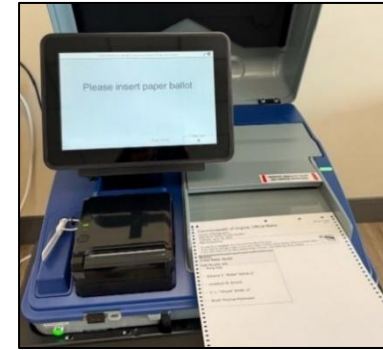
Vote for only one

☐ Michel T. "Todd" King

☐ Dale K. Buckner

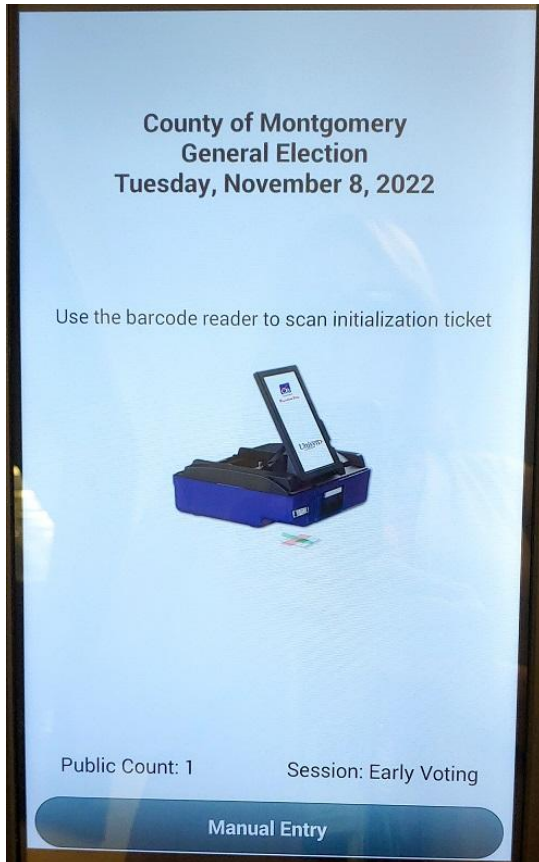
Rejected Ballots

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



To initiate a ballot on the FVT (ADA Tablet)

Press “Manual Entry” Enter Election Day password from Chief’s key ring.



Enter ballot code from Chief’s key ring.



Reasons to Cast a Provisional Ballot



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

See “*What Ifs*” for detailed guidance.

Processing a Provisional Ballot

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

Processing a Provisional Ballot



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

Same Day Voter Registration (SDR)

- Voters may register or update their registration on Election Day.
 - All ballots cast as part of SDR are PROVISIONAL BALLOTS
 - The SDR process **MUST** be carried out in the precinct of the current address.
 - If you have questions about a particular voter's situation, call the office (540-382-5741).

ELECT has an online training presentation about SDR.
<https://www.elections.virginia.gov/formswarehouse/training/>
Look for “Same Day Registration.”

Provisional Ballot Envelope

FLAP ↑

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

SDR

Precinct # _____

Primary elections—Party ballot ☐ D ☐ R

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

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

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

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

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

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

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

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

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

* Signature X _____ Today's date (MM/DD/YYYY) ____/____/_____
☐ By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

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

ELECT-653-English-07/2024

Precinct # _____

Primary elections—Party ballot ☐ D ☐ R

**, your application may be denied.*

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

Assisting Officer should:

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

Provisional Ballot Envelope

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

SDR side

- Registration Form is ON the Provisional Envelope.
- Voter completes this portion and **signs** the form.
- At the bottom, the Chief (or designated Officer) will complete the “**Election Officer Use**” box.

FLAP ↑

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

SDR Precinct # _____

Primary elections—Party ballot ☐ D ☐ R

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

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

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

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

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

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

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

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

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

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

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

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

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

ELECT-653-English-07/2024

Provisional Ballot Envelope

Completing the “Election Officer Use” box

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

☐ By checking this box, I affirm both that I am an individual with physical or mental disabilities and that I am an individual with physical or mental disabilities as defined in Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities

Election Officer Use		Off
<input type="checkbox"/> #1 Same Day Registration (not on pollbook)	Time: _____ a.m. p.m. (circle one)	Vote
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did voter show ID or complete ID Confirmation Statement?	Adj
Comments _____		Vot
Election Officer Signature _____ X		1.
		2.

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

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

NO OUT-OF-STATE LICENSES CAN BE ACCEPTED

- Assisting Officer will then SIGN at the bottom.

Back of envelope is for all other reasons:

- | Provisional Ballot - All other provisional reasons | | Precinct # _____ |
|--|--|--|
| Voter is on this precinct's pollbook | | Primary elections—Party ballot <input type="checkbox"/> D <input type="checkbox"/> R |
| Starred (*) items are required. If you do not complete all of the items that are marked with *, your vote may not count. | | |
| 1 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write in) _____
* First Name _____ * Middle Name _____ <input type="checkbox"/> None | | |
| 2 * Date of Birth (MM/DD/YYYY) ____ / ____ / ____ | | |
| 3 * Social Security Number _____
Last 4 digits required.
<small>Providing your full Social Security number may help determine your eligibility to vote.</small> | | |
| 4 * Residence Address (May not be a P.O. Box) _____ Apt. _____
* City/Town _____ * ZIP Code _____
<small>If address is different than voter registration record, provide the date you moved (MM/DD/YYYY) ____ / ____ / ____</small> | | |
| 5 Email _____ Phone _____ | | |
| 6 Statement of Voter
<small>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.</small> | | |
| * Signature <u>X</u> | Today's date
(MM/DD/YYYY) ____ / ____ / ____ | |
| Privacy Act Notice: This form requires personal information, including information related to your Social Security number, for identification purposes and to prevent fraud. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia, and the Virginia Government Data Collection and Dissemination Practices Act) authorize 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 a felony in Virginia. Violators may be sentenced up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500. | | |

Seal the flap!

Election Officer Use	Staff/Electoral Board Use
Select a Reason <input type="checkbox"/> #3 Voting after hours due to court order <input type="checkbox"/> #4 Vote by mail - no ballot to surrender <input type="checkbox"/> #5 Shown on pollbook as already voted <input type="checkbox"/> #6 Other _____ <input type="checkbox"/> #7 Voter does not have required ID and declined to complete the ID Confirmation Statement Comments <div style="background-color: #ffff00; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Election Officer Signature <u>X</u> </div>	Voter ID # _____ Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count Voter Identification 1. If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> X _____ 2. Attach a copy of the identification document.

Approved Identification

- If SDR voter does not have an approved ID with them, they may complete the ID Confirmation Statement.
- If SDR voter refuses to sign the ID Confirmation Statement, Officer will check the “NO” box at the bottom left of the application near where the Officer signs the application.
- SDR Voter will have until noon on the third business day after the election (Friday, June 20th) to provide approved ID or a signed ID Confirmation Statement to the Registrar’s Office.

Commonwealth of Virginia Place in Envelope #8

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

A Officer of Election:

Precinct No./Name: _____ Date: _____ O of E Initials: _____

B Affirmation of Voter:

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

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

Signature of voter: _____ Date: _____

Printed name of voter: _____

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

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

ELECT-643ID 8/2020

☐ By checking this box, I affirm both that I am an individual with physical disability and that I am an individual with physical disability as defined in Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities.

Election Officer Use

☐ #1 Same Day Registration (not on pollbook)

Time: _____ a.m. p.m. (circle one)

☐ Yes ☒ No Did voter show ID or complete ID Confirmation Statement?

Comments

Election Officer Signature X

Processing a Provisional Ballot

- After the polls are closed, count Provisional Ballots and enter totals by Reason Code on the Log's cover page.

Provisional Ballot Log			Place in Envelope 8	
GR/Satellite Office:				
Election Date:		Log Date(s):		
Election Type:				
Locality:				
What to do at the end of the day				
Enter the total number of Provisional Vote envelopes for each reason code.				
Voter's name IS NOT on pollbook, Voter:	1	Same Day Registration (or not on pollbook)	Totals	
Voter's name IS on the pollbook, and voter:	3	is voting after normal poll closing time due to court order		
	4	applied for an absentee ballot, but does not have the ballot		
	5	is shown in the pollbook as already having voted		
	6	Other (any reason not captured in the other codes)		
	7	Voter did not show required ID and declined to complete ID confirmation statement		
What to do during the day				
Copy information from the Provisional Vote envelopes below				

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

Page _____ of _____

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

- Place sealed Envelope 1A in the large, red 1A/1B zipper-pouch for delivery to Registrar.
- If you have over 100 Provisional Ballots, construct and use the 1A Box. Treat it with the same care you would Box 3A, containing voted ballots, when returning it to the office. (Detailed instructions on construction are provide with the box.)
- Transfer Provisional Ballot information to the *Ballot Record Report* and to the *Results Reporting Sheet*.
- Place the Log in Envelope 8 for delivery to the Registrar.

Poll Closing Task



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

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

TWO OFFICERS OF ELECTION [REPRESENTING DIFFERENT PARTIES]

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

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

Affirmation of Eligibility



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

- Voter is listed as “**Inactive**” or been flagged with “**Confirmation Mailing**” on the pollbook, and the name/address has not changed.
- Voter’s name is on pollbook but is marked as having already voted (Voter casts a Provisional Ballot).
- Chief completes Section A.
- The *What Ifs* will tell you when this form is needed and which boxes should be checked.
- Voter must complete all the information in Section B and sign. If voter refuses to complete form, they must cast a Provisional Ballot.

Place the Affirmation of Eligibility form in Envelope 8.

Affirmation of Eligibility



The Affirmation is also used if a voter is challenged about their qualifications to vote.

- A Voter may be challenged by:
 - An Authorized Representative
 - A Qualified Voter, or
 - An Officer of Election.
- Chief completes Section A, enters their initials, and checks Box C. (See [Problem 11 in *What Ifs*](#) for detailed guidance.)
- Challenger completes Statement of Challenger (below Section A) and signs.
- Voter completes Section B and signs.
- [If both Voter and Challenger sign the form, Voter casts ballot normally.](#)
- If Challenger refuses to complete form/sign, then there is no challenge and Voter casts ballot normally.
- If Voter refuses to complete form/sign, they may NOT vote normally but may cast a Provisional Ballot (Reason #6 – Other).



Curbside Voting

See “What If Guide” for more information

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



Curbside Voting Dual Primary

See “What If Guide” for more information

- Any voter 65-or older or anyone with a permanent or temporary disability may vote outside the polling place (within 150-feet of the entrance).
- Record assisting Officers names and “Time Out” on the [Curbside Voting Log](#).
- Remember – there is a Curbside Log for each Primary.
- Greet the voter and inform them that they will be using a paper ballot at the curb. If voter needs an ADA compliant machine, they will need to enter the polling place.
- Ask voter for their identification document.
- If ID lacks an address, ask voter for address of record and write it down.



Curbside Voting Log

The Curbside Voter Log is an acceptable record of a voter's choice to use this option.

It is not necessary to cancel/redo voter's check-in so that the Curbside box can be checked. Doing so will create an extra Ballot Receipt slip for the voter.

CURBSIDE VOTER LOG						ENVELOPE 2B	
MONTGOMERY COUNTY, VIRGINIA JUNE 20, 2023 – PRIMARY ELECTION							
Polling Place: <u>A-1 101 SLUSSER'S CHAPEL CHURCH OF GOD</u>							
	Voter Name	Time Out	Officer Name	Officer Name	Time In	Flag in EPB	Entered by
1						<input type="checkbox"/>	
2						<input type="checkbox"/>	
3						<input type="checkbox"/>	
4						<input type="checkbox"/>	
5						<input type="checkbox"/>	
6						<input type="checkbox"/>	
7						<input type="checkbox"/>	
8						<input type="checkbox"/>	
9						<input type="checkbox"/>	
10						<input type="checkbox"/>	
11						<input type="checkbox"/>	
12						<input type="checkbox"/>	

* Two Officers representing each political party must accompany ballot taken to curbside voter. Three Officers must remain inside polling place at all times. If only four officers are assigned to the polling place, the Chief Officer or the Assistant Chief Officer must perform this task.

Completed Absentee Ballot Drop Off Chain of Custody Form

Ballot Collection From Drop-Off Locations	
Drop-box unique identifier (if applicable)	_____
Drop-off location	Location Name _____ Address _____ City _____ State _____ Zip _____
Date and time of ballot collection	Date ____/____/____ Time ____:____ am/pm
Names of officers of election or employees who collected ballots (minimum two)	Collector 1 _____
	Collector 2 _____
	Any additional collectors (if applicable) _____
Number of ballots collected	_____
Collector affirmation	I attest that I performed my duty to safely and securely collect all ballots from this drop-off location at the time and date stated. I then immediately delivered all collected ballots to either the general registrar's office or central absentee precinct.
Collector 1 signature	Signature _____ Date ____/____/____
Collector 2 signature	Signature _____ Date ____/____/____
Any additional collectors signature (if applicable)	Signature _____ Date ____/____/____
Number of ballots received in GR Office	_____
Received by	Name _____ Signature _____

ELECT-C1289(B6) 9/15/2020

After the polls close, at least two Officers will:

- Count absentee ballots in the Ballot Bag.
- Record the day and time the ballots are counted on the *Ballot Collection From Drop-Off Locations* form.
- Enter their names, then sign and date.
- Officer transporting Ballot Bag to the Registrar's office must also sign.
- Place *Ballot Collection* form inside the bag and apply new seal to clasp. Record seal number on Pouch 7 Form.
- Do not collapse the bag before return.



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

BALLOT RECORD REPORT**ENVELOPE 2B**

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

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

Envelope/Box #6: 25 (Ballot Packs) x 50 + 70 (Provisional, Federal & Presidential Only Ballots) = 1320 Total Ballots

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

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

Ballot pack #	# Of Ballots in pack	2 Officer's Initials
1	50	FJ RGM
2	50	FJ RGM
3	49	FJ RGM
4	50	JRK LJD
5	50	LJD JRK
6	51	LJD JRK
7	50	TFC MLC
8	50	TFC MLC
9	50	RGM JRG
10	49	JRG FJ
11	50	JRG FJ
12	50	FJ JRK
13	50	LJD JRK
14	50	RGM JRK
15	51	TFC MLC
16	50	TFC JRG
17	50	TFC JRG
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
Total =		850

2. ELECTION DAY STATISTICS

- Cross off or circle each number when used.

2a. SPOILED BALLOTS

This is a ballot spoiled by the voter.

11	12	13	14	15	16	17	18	19	20
X	X	X	X	X	X	X	X	X	X

Envelope 4

2b. VOIDED BALLOTS

This is a ballot found abandoned.

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

Envelope 4

2c. PROVISIONAL BALLOTS

This is a ballot for a provisional voter.

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

Provisional Ballots ➡ 7 Total

Envelope 1A/1B

2d. ABSENTEE BALLOTS - SURRENDER

This is an unused ballot returned by voter.

11	12	13	14	15	16	17	18	19	20
X	X	X	X	X	X	X	X	X	X

Envelope 4

3. END OF DAY FINAL REVIEW

Loose unused ballots (Include unused Provisional, Federal & Pres. Only Ballots)

Sealed unused ballots x 50

3a. Total ballots NOT USED = 511

Record total from FVS (machine tape) = 795

Record SPOILED BALLOTS (2a.) = 8

Record VOIDED BALLOTS (2b.) = 0

Record PROVISIONAL BALLOTS (2c.) = 7

Record FVT (ADA) printed ballots (machine tape) = 1

3b. Total ballots USED = 809

Record 3a. + 3b. TOTAL BALLOTS = 1320

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

Frank Jones 11/5/2024
 Officer Signature Date

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

Rev 8.28.2023/11/1

Ballot Record Report

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

ENVELOPE 2B

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

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

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

2a. SPOILED BALLOTS This is a ballot spoiled by the voter.		Envelope 4					
X	X	X	X	X	X	9	10
11	12	13	14	15	16	17	18
19	20						
2b. VOIDED BALLOTS This is a ballot found abandoned.		Envelope 4					
1	2	3	4	5	6	7	8
11	12	13	14	15	16	17	18
19	20						
2c. PROVISIONAL BALLOTS This is a ballot for a provisional voter.		Envelope 1A/B					
Obtain Provisional Ballot Total from the Provisional Ballot Log or the Back of Envelope 1A/B. Both these totals should match.							
Provisional Ballots ➡				7	Total		
2d. ABSENTEE BALLOTS - SURRENDER This is an unused ballot returned by voter.		Envelope 4					
X	X	X	X	X	6	7	8
11	12	13	14	15	16	17	18
19	20						
3. END OF DAY FINAL REVIEW							
						Total	
Loose unused ballots (Include unused Provisional, Federal & Pres. Only Ballots)						+	111
Sealed unused ballots x 50						+	400
3a. Total ballots NOT USED						=	511
Record total from FVS (machine tape)						+	795
Record SPOILED BALLOTS (2a.)						+	8
Record VOIDED BALLOTS (2b.)						+	0
Record PROVISIONAL BALLOTS (2c.)						+	7
Record FVT (ADA) printed ballots (machine tape)						-	1
3b. Total ballots USED						=	809
Record 3a. + 3b.						TOTAL BALLOTS	= 1320

Thomas F. Cole 11/15/2024
Officer Signature Date

Rev 8-26-2028(1)

- Section 3a: Count all loose and still-packaged unused ballots. Include unused Provisionals, Federal-only, and Presidential-only ballots.
- Section 3b: Enter number of ballots used by category (Scanned, Spoiled, Voided, and Provisional).

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

Add/Subtract entries as indicated.

- Does sum of USED and NOT USED ballots equal the total number of ballots delivered to the precinct?
- Explain the discrepancy if you have one.



Poll Closing Tasks



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

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





Poll Closing Tasks



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

- Two Officers, working separately, will complete two identical copies of the Statement of Results. *Complete initially in pencil. After confirming copies match, copy over pencil in black ink. Make sure all Officers sign both copies.*

- Attach a complete set of opening and closing tapes to each SOR:

FVS Scanner	Zero Tape (combined tape – shows zeros for both ballot styles accepted in precinct)
	Election Summary Tape (results tape)
	Write-in Report
FVT Tablet	Open Report
	Close Report
Poll Pad	Opening Summary Report
	Closing Summary Report



Poll Closing Tasks



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

- Complete the Printed Return Sheet (yellow paper)
- Attach a complete set of voting machine tapes:
 - FVS Scanner Zero Tape (combined tape – shows zeros for both ballot styles accepted in precinct)
 - Election Summary Tape (Results)
 - ~~Write-in Report~~
 - FVT Tablet Open Report
 - Close Report
 - Poll Pad Opening Summary Report
 - Closing Summary Report
- Make sure that all Officers sign this form. Place in Envelope 2A.
- After completing the SORs and the Printed Return Sheet, place any additional voting machine tapes in Envelope 2B.




Polls Closing Tasks

Complete the Results Reporting Sheet



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

Results Report Sheet		ENVELOPE 2B	
Montgomery County, Virginia June 17, 2025 - June Primary Precinct: D-1 401 Christiansburg Middle			
TIME: _____		Taken By: _____	
Called In By: _____			
PAGES CAST: _____			
REPUBLICAN PRIMARY		Count: _____	
BOS - District B		Curbside Voters	
Michel T. "Todd" King		Voted Outside the Polls	
Dale K. Buckner			
Undervotes		Provisional Log Info (LOG = NUMBERS BELOW)	
Overvotes		1. SAME DAY REGISTRATION	
		3. AFTER HOURS-COURT ORDER	
		4. NO BALLOT SURRENDERED	
		5. POLLBOOK SHOWS VOTED	
		6. OTHER	
		7. NO-ID DECLINED ID STATEMENT	
		Total must match the totals on the back of Envelope 1A/1B	
DEMOCRATIC PRIMARY		Count: _____	
Lt. Governor		Curbside Voters	
Levar Marcus Stoney		Voted Outside the Polls	
Babur B. Lateef			
Aaron R. Rouse		Provisional Log Info (LOG = NUMBERS BELOW)	
Victor R. Salgado		1. SAME DAY REGISTRATION	
Ghazala F. Hashmi		3. AFTER HOURS-COURT ORDER	
Alexander J. Bastani		4. NO BALLOT SURRENDERED	
Undervotes		5. POLLBOOK SHOWS VOTED	
Overvotes		6. OTHER	
		7. NO-ID DECLINED ID STATEMENT	
		Total must match the totals on the back of Envelope 1A/1B	
Attorney General			
Shannon L. Taylor			
Jay C. Jones			
Undervotes			
Overvotes			




Polls Closing Tasks

Complete the Results Reporting Sheet



- From the cover page of each primary's separate Provisional Ballot Log, enter number of provisional ballots by type:
 - Each Reason for casting has its own entry
 - Total on the Reporting Sheet must match the total specified on back of each primary's 1A Envelope

Results Report Sheet		ENVELOPE 2B	
Montgomery County, Virginia June 17, 2025 - June Primary Precinct: D-1 401 Christiansburg Middle			
TIME: _____		Taken By: _____	
Called In By: _____			
PAGES CAST: _____			
REPUBLICAN PRIMARY			
Count: _____			
BOS - District D		Curbside Voters	
Michel T. "Todd" King		Voted Outside the Polls	
Dale K. Buckner			
Undervotes		Provisional Log Info (LOG = NUMBERS BELOW)	
Overvotes		1. SAME DAY REGISTRATION	
		3. AFTER HOURS-COURT ORDER	
		4. NO BALLOT SURRENDERED	
		5. POLLBOOK SHOWS VOTED	
		6. OTHER	
		7. NO-ID DECLINED ID STATEMENT	
		Total must match the totals on the back of Envelope 1A/1B	
DEMOCRATIC PRIMARY			
Count: _____			
Lt. Governor		Curbside Voters	
Levar Marcus Stoney		Voted Outside the Polls	
Babur B. Lateef			
Aaron R. Rouse			
Victor R. Salgado			
Ghazala F. Hashmi			
Alexander J. Bastani			
Undervotes		Provisional Log Info (LOG = NUMBERS BELOW)	
Overvotes		1. SAME DAY REGISTRATION	
		3. AFTER HOURS-COURT ORDER	
		4. NO BALLOT SURRENDERED	
		5. POLLBOOK SHOWS VOTED	
		6. OTHER	
		7. NO-ID DECLINED ID STATEMENT	
		Total must match the totals on the back of Envelope 1A/1B	
Attorney General			
Shannon L. Taylor			
Jay C. Jones			
Undervotes			
Overvotes			



Polls Closing Tasks

Seals for the Envelopes and Boxes



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

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

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

Please use the actual sticky flap of the envelope.



Polls Closing Tasks



Seals for the Envelopes and Boxes

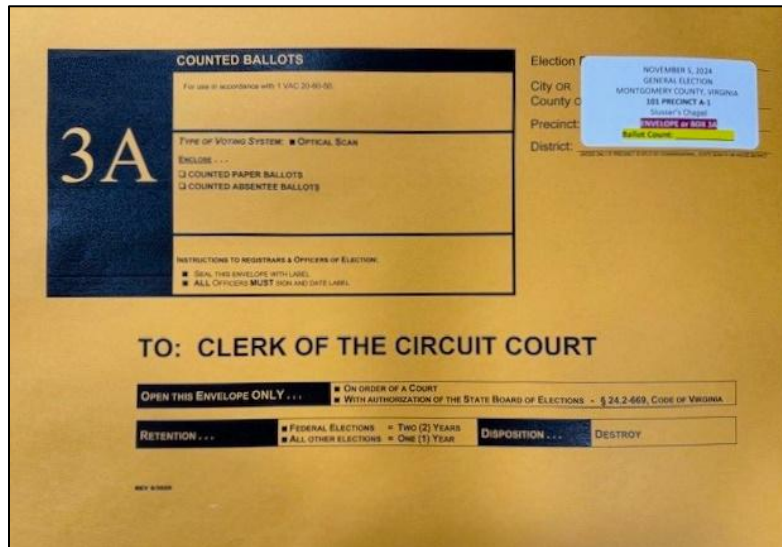
- Enter number of voted ballots contained in Envelope/Box 3A. This is the same as the number as “Pages Cast” on the Results Summary Tape.
- Seal lists the total number of Seals to apply to Box/Envelope if greater than one.

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

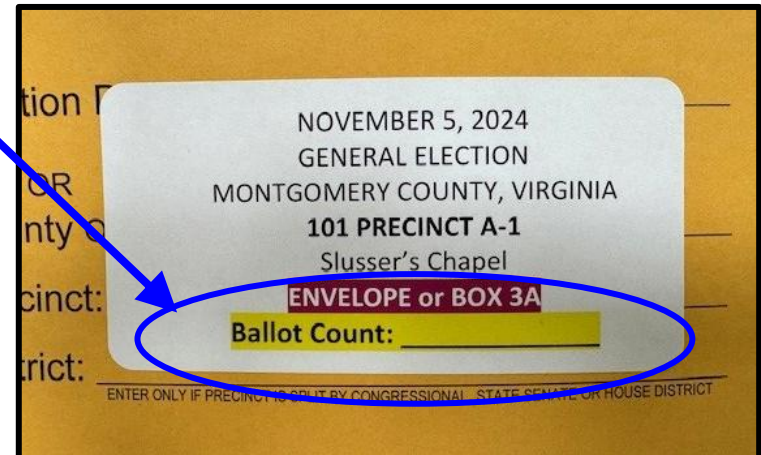
Envelope/Box 3A

Voted Ballots

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



The back of the envelope/box is labeled '3A' in large blue letters. It contains a 'COUNTED BALLOTS' section with instructions for use and a table for recording the number of ballots counted by type (Optical Scan, Enclosed, Counted Paper Ballots, Counted Absentee Ballots). Below this is a section for 'INSTRUCTIONS TO REGISTRARS & OFFICERS OF ELECTION' with checkboxes for sealing the envelope and labeling. At the bottom, it says 'TO: CLERK OF THE CIRCUIT COURT' and includes a section for 'OPEN THIS ENVELOPE ONLY...' with checkboxes for 'ON ORDER OF A COURT' and 'WITH AUTHORIZATION OF THE STATE BOARD OF ELECTIONS - § 24.2-669, CODE OF VIRGINIA'. There is also a 'RETENTION...' section with checkboxes for 'FEDERAL ELECTIONS - TWO (2) YEARS' and 'ALL OTHER ELECTIONS - ONE (1) YEAR', and a 'DISPOSITION...' section with a 'DESTROY' button.



The front of the envelope/box is labeled '3A' in large blue letters. It contains a 'COUNTED BALLOTS' section with instructions for use and a table for recording the number of ballots counted by type (Optical Scan, Enclosed, Counted Paper Ballots, Counted Absentee Ballots). Below this is a section for 'INSTRUCTIONS TO REGISTRARS & OFFICERS OF ELECTION' with checkboxes for sealing the envelope and labeling. At the bottom, it says 'TO: CLERK OF THE CIRCUIT COURT' and includes a section for 'OPEN THIS ENVELOPE ONLY...' with checkboxes for 'ON ORDER OF A COURT' and 'WITH AUTHORIZATION OF THE STATE BOARD OF ELECTIONS - § 24.2-669, CODE OF VIRGINIA'. There is also a 'RETENTION...' section with checkboxes for 'FEDERAL ELECTIONS - TWO (2) YEARS' and 'ALL OTHER ELECTIONS - ONE (1) YEAR', and a 'DISPOSITION...' section with a 'DESTROY' button.

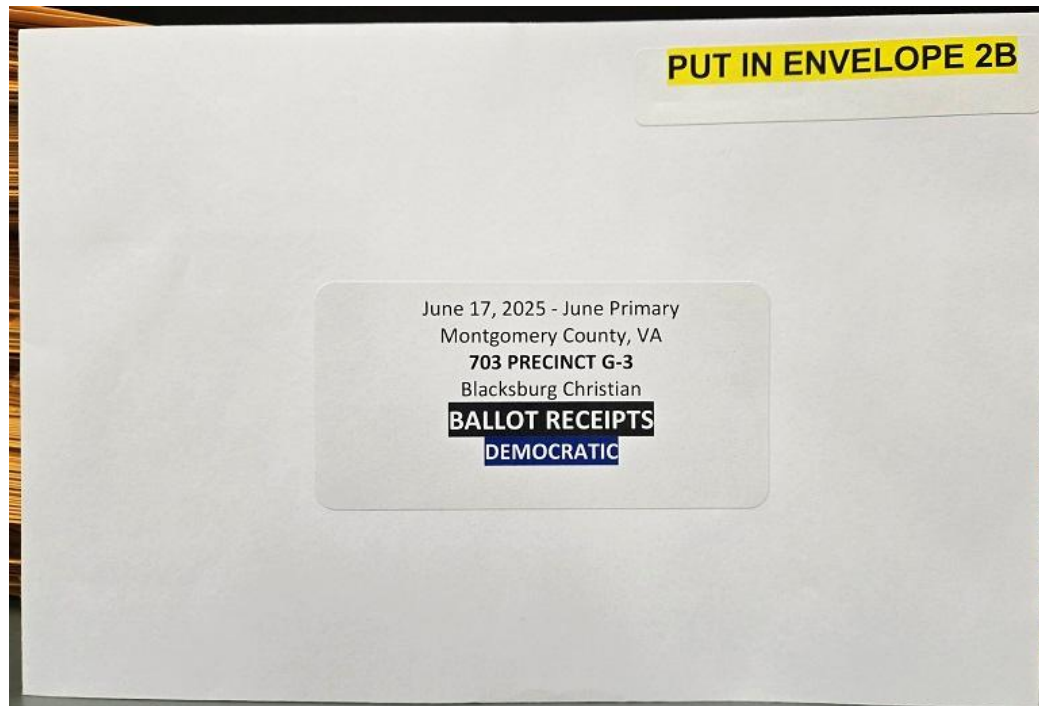
Scanner Voting Machine Memory (USB Drive)

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



Ballot Receipt Envelope

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





Packing Voted Ballots



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

- **If fewer than 500 ballots have been scanned, use Envelope 3A.** (If more than 500 ballots have been scanned, use Box 3A. The box is delivered flat, so Officers will need to construct it.)
- Cut seal and unlock the rear door of the Scanner ballot box.
- Remove voted ballots and transfer to Box/Envelope 3A.
- Close Box/Envelope with packing tape.
- Apply three seals. ALL Officer must sign seals.
- Enter number of voted ballots on these #3A seals.
- The Chief will take the voted ballots (#3A) with the Chief's case. The box(es) of unused ballots (#6) should be locked in the cage.

Signature Requirements



- Election Day Oath – **all Officers**
- Pay record – **all Officers**
- **SOR (both copies) – all Officers**
- Yellow Printed Sheet – **all Officers**
- Envelope/Box #3A (Voted Ballots) must be closed with tape and sealed with signatures of **ALL OFFICERS!**
- Ballot Receipts Envelope – two Officers
- Voting Machine Tapes – two Officers (Chief and Assistant Chief or designated Officers)
- Seals on numbered Election Materials Envelopes – two Officers

Best practice: Everybody sign everything!

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



Polls Closing Tasks



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

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

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



Repacking the Cage

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



**Box/Envelope 6
UNUSED Ballots**

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

Do NOT
collapse the
bag. Do NOT
place bag in
cage for
return.

Cage inventory photos are posted on the inside of the cage doors.

- Put all LARGE rolls of tape in the Plastic Bin: Masking tape, painter's tape, and duct tape.
- Place the Scanner back in the cage with the handles facing the cage door.
- Lock wheels after cage is in place.

Repacking the Cage

If you have “stand-up marking booths,”
DO NOT PUT THEM IN THE CAGE FOR RETURN TO THE OFFICE.

The Chief will bring them back to the office.

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



If you should run out of Provisional Ballots



Report situation to the Registrar at 540-382-5741.

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

Commonwealth of Virginia, Official Ballot County of Montgomery General and Special Elections Tuesday, November 5, 2024		Auburn HS Full 04021
Making selections		
Provisional Ballot		
<p>To vote for a candidate, fill in the oval to the left of the name.</p> <p>To vote an issue, fill in the oval next to Yes or No.</p> <p>To write in a candidate who is not already on the ballot, fill in the oval and write the name of the person on the line.</p> <p>If you want to change a vote or if you have made a mistake, ask an election officer for another ballot.</p> <p>If you make marks on the ballot besides filling in the oval, your votes may not be counted.</p>		
President and Vice President	Member	

Closing Reminders



- [Election Day Guide \(2024\)](#)
- [Basic Training presentation \(August 2024\)](#)
- [SOR Example \(November 2024\)](#)
- [Dos and Don'ts \(for Campaigners and Authorized Representatives\) \(Sept 2022\)](#) and [What Ifs \(Dec 2023\)](#)

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

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

The background of the slide is a close-up, slightly angled view of the American flag. The blue field with white stars is in the upper left, and the red and white stripes are in the lower right. The flag is waving, creating a sense of movement.

Thank you!