



November 3, 2026
General and Special Elections
Highlights Training

Montgomery County
Officer of Election Training

Introductions



Electoral Board:

Robert V. Barbatti

Richard D. Langford

Carroll D. Williams

Registrar:

Connie Viar

Chief Deputy Registrar:

Trina French

DON'T TALK POLITICS

Your work on Election Day is non-partisan.

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

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

Reminder:

New Laws Effective July 1, 2026

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

Brochures on the Proposed Amendments

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

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

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

Ballot Scanner Zero Tapes



The FVS Scanner will print Zero Tapes for the both the “Full” and “Federal Only” ballot styles.

- “Federal Only” *ballots* will NOT be issued to the precincts. This kind of ballot is used by some overseas voters.
- At most precincts, the scanner will print six Zero Tapes: three copies of the “Full Ballot” tape and three copies of the “Federal Only” tape.
- At closing, please ensure that each SOR and the Yellow Printed Return Sheet has a correct set of Zero Tapes:
 - one “Full”
 - one “Federal Only”

Ballot Styles

(Blacksburg Town Precincts)



Blacksburg town precincts will receive:

- “Full” style ballots
- “W/O Town” style ballots (5 only, in a clear envelope)
- The “Full” Ballot at Blacksburg town precincts will include the Town Council race.
- The “W/O Town” ballots will not include the Town Council race.
- Chiefs will determine if a voter needs the “W/O Town” ballot. Keep them at your Chief’s table.

Zero Tapes

(Blacksburg Town Precincts)



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

Split Precincts



Two precincts include both county and Blacksburg town voters:

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

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

Authorized Representatives

General Elections



- [*Dos and Don'ts for Campaigners and Authorized Representatives*](#) specifies the permitted number of Representatives and what they may observe.
- In a general election, each party and independent candidate on the ballot may have representation present before the polls open, during voting hours, and after the polls close. (§ 24.2-639, 24.2-604, 24.2-655)
- Authorized Representatives must give to the Chief Officer a written “letter of authorization” signed by the candidate. This letter is retained and returned to the office in Envelope 8.
- Officers have the authority to remove anyone interfering with the voting process. § 24.2-607.

Limits on Authorized Representatives



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

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

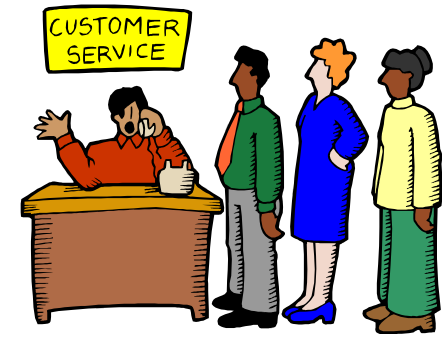
I=Independent

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

Customer Service

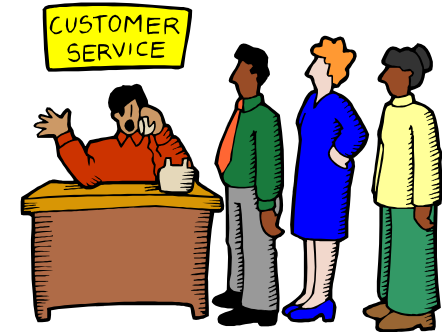
Officers of Election will provide prompt, courteous service to all voters.

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



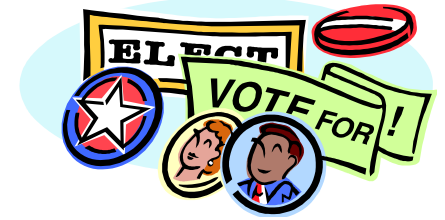
Customer Service

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



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

Polling Place “Etiquette”



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

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

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

Polling Place “Etiquette”



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

Cage - Top Shelf Contents



Top shelf – Front Row

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



Box/Envelope 6
Unvoted Ballots

Top Shelf – Back Row

(2) Two Poll Pads

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



Marking Booths

Clear Plastic Box

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

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

Cage - Bottom Shelf Contents



**Yellow, Mailed
Absentee Ballot
Drop Box**

**Ballot Collection
Form inside the bag.**

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

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

FVT – ADA Machine

Marking Booths (5)

FVS – Ballot Scanner

- **Locked to top of
Ballot Box.**

Power Cord

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



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

Setup/Shutdown Equipment Procedures

Two minds are better than one!

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

Electronic Pollbooks

Poll Opening Tasks



- Open and Close instructions for the Poll Pads
 - Located in Ziploc bag (with the voting machine instructions) in the clear plastic bin on the top shelf of the cage.
- Check that seals are intact and compare serial numbers to information on Pouch 7 Form.
- **TAKE CARE** when removing the Poll Pad from the case and when putting it back.
 - Instructions remind Officers to remove the green (or white braided) cord and the power cord from the foam first and lay them loosely to the side.
 - If the cords are not removed from the foam first, they can become detached from the printer as the Poll Pad device is lifted from the green case.

Pouch 7 Form

Machine, Seal, and Counter Numbers

Officers will:

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

POUCH 7 FORM
Montgomery County, Virginia
August 4, 2026 – Primary Election
Precinct: A-1 101 Slusser's Chapel

POUCH 7 Blue Plastic Seal# _____

1. Election Morning check the ALL-Seal Numbers against the machines and place a checkmark beside the seal number below. The only broken seals you will have in the morning are from opening the cases. Put the broken seals from the FVT Case, FVS Case and Poll Pad Cases in Pouch 7.
2. Election Night complete the machine close numbers, seal numbers and sign the bottom of the form. Write the Blue Plastic Seal Number you use to lock Pouch 7 above. Place this sheet, Sealed FVS Thumb Drive Pouch & Chief's Keys in Pouch 7 making sure the Thumb Drive & Chief's Keys are visible through the pouch. Then Zip & Seal Pouch 7.

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

VOTING MACHINE NUMBER	SEAL NUMBER MORNING	PROTECTIVE OPEN POLLS	COUNT NUMBER CLOSE POLLS	PUBLIC OPEN POLLS	COUNT NUMBER CLOSE POLLS
FVT (ADA) #7113	✓ 17154271	0	_____	0	_____
	17154272		_____		_____
FVS (SCANNER) #5076	17154273	0	_____	0	_____
	17154274		_____		_____
	17154275		_____		_____

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

	SEAL NUMBER OPEN	CLOSE
POLL PAD # 001	✓ 17154439	_____
POLL PAD # 002	17154440	_____
POLL PAD # 003	17154441	_____

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

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

	SEAL NUMBER MORNING	CLOSING
YELLOW BALLOT DROP BAG	_____	_____
FVS THUMB DRIVE POUCH	_____	_____
EMERGENCY BALLOT BIN (IF USED)	_____	_____

Rev. 5.28.26tcf

POUCH 7 FORM

REQUIRED SIGNATURES
2 OFFICERS*

DATE: _____

1* _____

2* _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

KNOWiNK Poll Pads

Open Reports



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

Voter Count Call-in Sheet/Pollbook Summary

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

ENVELOPE 2B

Voter Count Call-In/Pollbook Summary
Montgomery County, Virginia
April 21, 2026 – Special Election
Precinct: A-1 101 Slusser's Chapel

OPENING - WHILE POLLS ARE OPEN - CLOSING:

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

Designated Cell Number: Call Cyndi 540-250-1718
Office Number: 540-382-5741

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

Chief's Signature _____ Officer's Signature _____

Pollbook Officer

While the Polls are Open



Overview of check-in process:

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

Pollbook Officer

While the Polls are Open



Overview of check-in process (continued):

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

Approved Identification

ELECTRONIC FORMS OF ID (highlighted in yellow)

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

**"Valid" means the document is genuine and is not expired for more than twelve months, except for a Virginia driver's license or DMV-issued ID card, for which the expiration date should not be considered when determining its validity.
 **The 11 recognized tribes are: Cherokee (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patowomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)

Virginia Code § 24.2-643(B)
Rev. 07/2025

Virginia Driver's License is now acceptable in electronic form.

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

Voter's

- Name
 - Year of birth
 - Address
 - Photo
- The photo alone is not sufficient. The voter's details alone are not sufficient.
 - The Poll Pad CANNOT scan the QR code on the electronic ID.

Revised July 2025

Virginia Mobile ID

Electronic form of Virginia Driver's License



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

Virginia ID in Apple Wallet

Electronic form of Virginia Driver's License

How is the ID in Apple Wallet presented?



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



The user selects “Card information”



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

If you have questions, ask the Chief.

Approved Identification

ELECTRONIC FORMS OF ID (highlighted in yellow)



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

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Virginia DMV-issued ID card	Yes, may be current or expired. Acceptable in electronic form only if it is through official DMV "Virginia mID" app.
Valid employee ID card, containing a photograph, issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID	Yes
Valid student ID issued by a public or private high school or institution of higher education located in Virginia	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid U.S. passport or passport card	Yes
Government-issued ID card from a federal, Virginia, or local political subdivision	Yes
Voter ID card issued by the Department of Elections	Yes
Voter confirmation documents	Yes
Valid tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by Virginia.**
Nursing home resident ID	Yes, if issued by a government facility.
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes. The document cannot be more than 12 months old. Acceptable in physical or electronic form.
Any other current government document containing the name and address of the voter	Yes. Acceptable in physical or electronic form.
Signed ID Confirmation Statement	Yes
Out-of-state driver's license	No
Student ID from a high school located outside of Virginia	No
Membership card from private organization displaying a photograph	No
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The 11 **recognized tribes are: Cherokee (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patowomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)

Virginia Code § 24.2-643(B)

Rev. 07/2025

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

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

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

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

Revised July 2025

Approved Identification



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Voter Identification

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Virginia DMV-issued ID card	Yes, may be current or expired. Acceptable in electronic form only if it is through official DMV "Virginia mID" app.
Valid employee ID card, containing a photograph, issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID	Yes
Valid student ID issued by a public or private high school or institution of higher education located in Virginia	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid U.S. passport or passport card	Yes
Government-issued ID card from a federal, Virginia, or local political subdivision	Yes
Voter ID card issued by the Department of Elections	Yes
Voter confirmation documents	Yes
Valid tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by Virginia.**
Nursing home resident ID	Yes, if issued by a government facility.
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes. The document cannot be more than 12 months old. Acceptable in physical or electronic form.
Any other current government document containing the name and address of the voter	Yes. Acceptable in physical or electronic form.
Signed ID Confirmation Statement	Yes
Out-of-state driver's license	No
Student ID from a high school located outside of Virginia	No
Membership card from private organization displaying a photograph	No
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Virginia Code § 24.2-643(B)

Rev. 07/2025

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

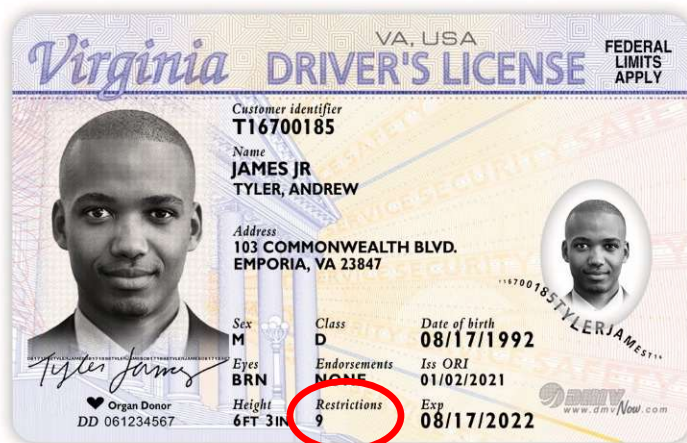
*"Valid" means the document is genuine and is not expired for more than twelve months, EXCEPT for a Virginia driver's license and DMV-issued ID, for which the expiration date should NOT be considered when determining its validity.

Revised July 2025

Driver Privilege Card

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

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



Approved Identification

Commonwealth of Virginia Place in Envelope #8

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

A Officer of Election:

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

B Affirmation of Voter:

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

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

Signature of voter: _____ Date: _____

Printed name of voter: _____

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

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

ELECT-643ID 8/2020

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

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

KNOWiNK Poll Pads

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



KNOWiNK Poll Pads

For a manual search:

- Don't enter more than 3 letters of the first and last names. You could make a typo.
- If the Poll Pad does not bring up a voter, do NOT tell the voter they're not registered.
- First try re-entering the 3 letters of the first and last names.
- Double names are sometimes run together. Hyphens and apostrophes are sometimes removed. Try variations when searching.
- Use the advanced search feature on the Poll Pad which lets you look for voters at a particular address.
- Call the Chief or Asst. Chief over if needed.

Voter Check-In Situations

See “What if” Guide for more detailed information



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

Send voter to the Chief.

Voter Check-In Situations

See “What if” Guide for more detailed information



Voter is flagged “Must Show ID.”

- Voter registered through the mail or as part of a third-party registration drive. They must show ID the first time they vote.
- A voter meets the requirement by providing Pollbook Officer with ANY of the IDs listed on the chart, except the ID Confirmation Statement.
- If voter cannot provide ID, send the voter to the Chief.

Voter Check-In Situations

Same Day Registration (SDR)



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

- Send voter to the Chief.

Voter is already flagged SDR in the pollbook.

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

Voting Hours

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

ADA Tablet

Large-font display

Touch-screen selection

Audio ballot with braille keypad

Sip-and-puff technology.

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

Ballot Officer

Before the Polls Open



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

November 3, 2026

Full Ballot (Blacksburg)

Ballot Style

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

Making selections:

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



Member United States Senate
 Vote for only one

☐ Mark R. Warner - D

☐ Bert Mizusawa - R

☐ Write-in _____

Member House of Representatives 9th District
 Vote for only one

☐ Joy A. Powers - D

☐ H. Morgan Griffith - R

☐ Write-in _____

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

Vote for only one

☐ Patrick R. Jensen

☐ Write-in _____

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

Vote for only one

☐ Tim Andrew Brown

☐ Robert G. Page

☐ Write-in _____

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

Vote for not more than two

☐ Leslie C. Harwood

☐ Joel L. Goodhart

☐ Write-in _____

☐ Write-in _____

Turn the ballot over

Proposed Constitutional Amendment Question 1

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

☐ YES

☐ NO

Proposed Constitutional Amendment Question 2

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

☐ YES

☐ NO

Proposed Constitutional Amendment Question 3

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

☐ YES

☐ NO

A-2 Christ Episcopal Full Ballot 01021

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

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

Front of Ballot

Back of Ballot

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

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

Envelope/Box #6 25 (Ballot Packs) x 50 + 2 (Provisional Ballots) x 50 = 1350 Total Ballots

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

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

2. ELECTION DAY STATISTICS	
- Cross off or circle each number when used.	
2a. SPOILED BALLOTS Envelope 4 This is a ballot spoiled by the voter.	
X X X X X X X X	9 10
11 12 13 14 15 16 17 18	19 20
2b. VOIDED BALLOTS Envelope 4 This is a ballot found abandoned.	
1 2 3 4 5 6 7 8 9 10	11 12 13 14 15 16 17 18 19 20
2c. PROVISIONAL BALLOTS Envelope 1A/1B This is a ballot for a provisional voter.	
Obtain Provisional Ballot Total from the Provisional Ballot Log or the Back of Envelope 1A/1B . Both these totals should match.	
Provisional Ballots	7 Total
2d. ABSENTEE BALLOTS - SURRENDER Envelope 4 This is an unused ballot returned by voter.	
X X X X X X X X	9 10
11 12 13 14 15 16 17 18	19 20
3. END OF DAY FINAL REVIEW	
	Total
Loose unused ballots (include unused Provisional, Federal & Pres. Only Ballots)	81
Sealed unused ballots x 50	450
3a. Total ballots NOT USED	531
Record total from FVS (machine tape)	805
Record SPOILED BALLOTS (2a.)	8
Record VOIDED BALLOTS (2b.)	0
Record PROVISIONAL BALLOTS (2c.)	7
Record FVT (ADA) printed ballots (machine tape)	1
3b. Total ballots USED	819
Record 3a. + 3b. TOTAL BALLOTS	1350

Does 3a. + 3b. **TOTAL BALLOTS** match the number of ballots you began with this morning? Yes No

If no, explain below. Example: There were more or less than 50 ballots in one or more packs.

Frank Jones 11/4/25 Debra Miller 11-4-25
Officer Signature Date Officer Signature Date

Rev 8.26.20241c

Ballot Record Report

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

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

ENVELOPE 2B

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

Envelope/Box #6 25 (Ballot Packs) x 50 + 2 (Provisional Ballots) x 50 = 1350 Total Ballots

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

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

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

2. ELECTION DAY STATISTICS

- Cross off or circle each number when used.

2a. SPOILED BALLOTS

This is a ballot spoiled by the voter.

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

2b. VOIDED BALLOTS

This is a ballot found abandoned.

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

2c. PROVISIONAL BALLOTS

This is a ballot for a provisional voter.

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

Provisional Ballots 7 Total

2d. ABSENTEE BALLOTS - SURRENDER

This is an unused ballot returned by voter.

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

3. END OF DAY FINAL REVIEW

	Total
Loose unused ballots (include unused Provisional, Federal & Pres. Only Ballots)	81
Sealed unused ballots x 50	450
3a. Total ballots NOT USED	531
Record total from FVS (machine tape)	805
Record SPOILED BALLOTS (2a.)	8
Record VOIDED BALLOTS (2b.)	0
Record PROVISIONAL BALLOTS (2c.)	7
Record FVT (ADA) printed ballots (machine tape)	1
3b. Total ballots USED	819
Record 3a. + 3b. TOTAL BALLOTS	1350

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

Frank Jones 11/4/25
Officer Signature Date

Ballot Record Report

After the poll close:

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

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

Add/Subtract entries as indicated.

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

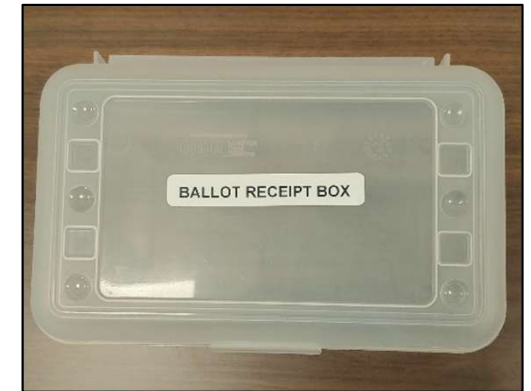
We recommend working on Section 3 (End of Day Final Review) in pencil first. Once it's properly completed, copy over entries in pen.

Ballot Officer

While the Polls Are Open



- Responsible for handing out ballots to voters
 - Take the **Ballot Receipt** slip from the voter and place in Ballot Receipt Box.
 - Remind voters to:
 - Fill in ovals completely and neatly
 - Check the back for additional races (if applicable)
 - Print neatly if voter chooses to write-in a name (if applicable).
 - Insert a ballot in privacy folder and hand folder with ballot to the voter.
 - Direct voter to marking booth area.



Ballot Officer

While the Polls Are Open



- Can take a mismarked ballot from a voter and issue a new ballot.
 - With a pen, write the word “Spoiled” across the mismarked ballot.
 - Place the ballot in Envelope #4.
 - Enter a mark under “Spoiled” on the ***Ballot Record Report*** form.
 - Hand a new ballot to the voter.
- Can issue a regular ballot in exchange for an Absentee Ballot surrendered to the Chief Officer. Enter a mark under “Absentee Ballot” section of ***Ballot Record Report***.

Ballot Officer

While the Polls Are Open



F-1 and E-1 Officers:

- Always check ballot style on each Ballot Receipt before issuing a ballot to the voter.
- Always double-check the ballot style before providing a ballot in exchange for a spoiled one.

Marking Booth Officer



- Answer voter questions.
- Remind Voters to use our precinct pens.
- Periodically check for and remove any extraneous materials from the marking booths.
- Do not allow the Ballot Scanner to be unattended. Take over for the Voting Machine Officer if they are busy helping a voter with an issue.

Voting Machine Officer

Poll Opening Tasks

Morning Tasks - Follow Opening Instructions!

- Check that exterior seals of both machines are intact.
- Compare SERIAL and SEAL numbers of the scanner (FVS) and ADA Tablet (FVT) to numbers recorded on [Pouch 7 Form](#).
- Cut seal at handle of each machine, unlock lid with key, and open. Put used seals in [Pouch 7](#).
- Check that interior seal of each machine is intact and compare interior seal numbers to numbers recorded on [Pouch 7 Form](#). Do not cut interior seals.

Poll Opening Tasks

Scanner and ADA Tablet

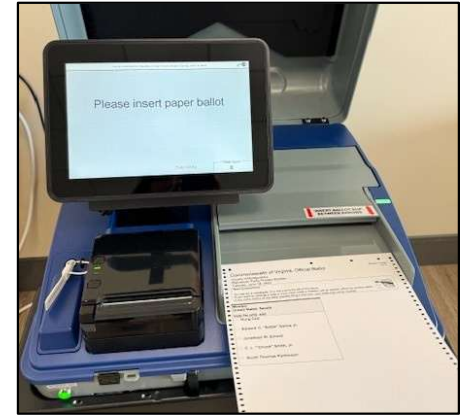
Officers setting up the Scanner and ADA Tablet:

- Confirm all surge protectors are switched to the “on.”
- Check screen of each machine for the “plug” icon in the upper right corner of the screen.

Voting Machine Officer

Overriding a rejected ballot

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



Provisional Ballots



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

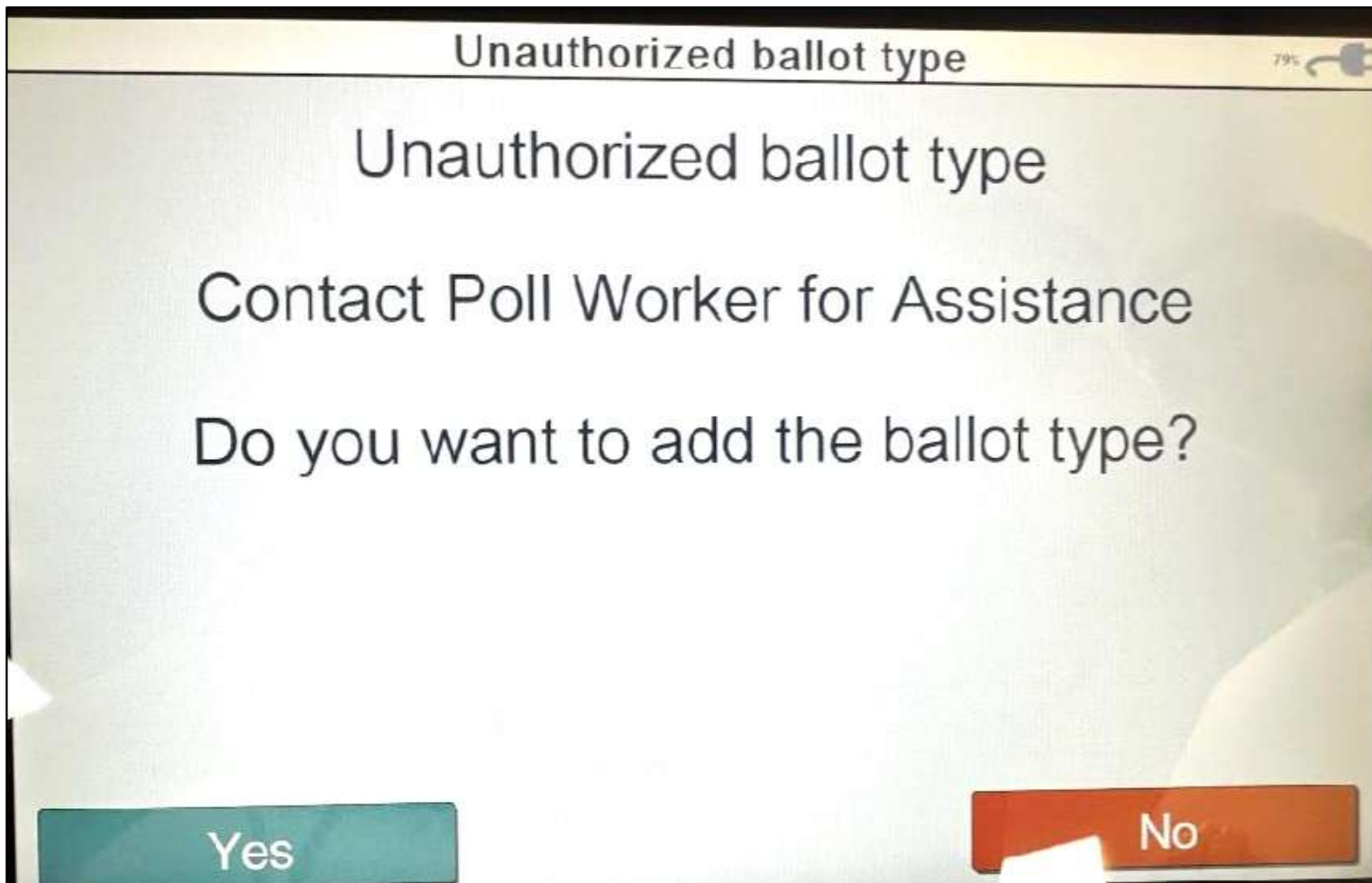
The image shows a sample of a Provisional Ballot form. At the top left, it reads "Commonwealth of Virginia, Official Ballot", "County of Montgomery", "General and Special Elections", and "Tuesday, November 5, 2024". In the top right corner, the precinct information "Auburn HS Full 04021" is circled in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

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

Provisional Ballots



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





Poll Closing Tasks



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

Pollbook Officers will:

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





Poll Closing Tasks



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

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

Pouch for Ballot Scanner's USB Thumb Drive

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



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



Poll Closing Tasks



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

STATEMENT OF RESULTS	ENVELOPE 2B
Montgomery County, Virginia November 4, 2025 – General Election PCT: 101 A-1 Slusser's Chapel	↑ Staple
Part 1. Turnout Obtain this information from the Electronic Pollbook Summary Report Total Number of Voters Checked In= Poll Pad Summary Report	Order of Tapes Top to Bottom ☐ FVS Summary ☐ FVS Write-In Report (Nov. Only) ☐ FVS Zero Count Open ☐ FVT (ADA) Close Report ☐ FVT (ADA) Open Report ☐ Poll Pad Summary Report Close ☐ Poll Pad Summary Report Open
Part 2. Pages Cast Obtain this information from the FVS# 5076 FVS Machine Tape Total Number of Votes=Pages Cast on the FVS Machine	
Part 3. Curbside Obtain this information from the Curbside Voter Tally Sheet Total Number of Voters on Curbside Tally Sheet	
Part 4. Discrepancies. Does the TURNOUT (1) = the PAGES CAST (2)? ☐ Yes ☐ No If Yes, continue to Part 5. Certification. If "No," please provide an explanation below. If more space needed continue on the back.	
Part 5. Certification. We hereby certify that the two copies of the Statement of Results are a complete record of this election and that all of the information entered hereon is true and correct. Signature of Election Official 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____	

Rev. 8.18.2025 tcf

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

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

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



Poll Closing Tasks



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

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

ENVELOPE 2A
ATTACH PRECINCT RESULTS TAPES HERE

Order of Tapes Top to Bottom
☐ FVS Summary
☐ FVS Write-In Report (Nov Only)
☐ FVS Zero Count Open
☐ FVT (ADA) Close Report
☐ FVT (ADA) Open Report
☐ Poll Pad Summary Report Close
☐ Poll Pad Summary Report Open

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

- Attach a complete set of opening and closing tapes per the list printed on the form.
- Make sure that all Officers sign this form.
- Place in **Envelope 2A**.

Pouch 7

- Fold Pouch 7 Form and place inside Pouch 7.



Note sealable clasp. Uses small, blue seal.

Unused small, blue seals are stored in the Mandatory Election Binder.

POUCH 7 FORM
 Montgomery County, Virginia
 August 4, 2026 – Primary Election
 Precinct: A-1 101 Slusser's Chapel

POUCH 7 Blue Plastic Seal# _____

- Election Morning check the ALL-Seal Numbers against the machines and place a checkmark beside the seal number below. The only broken seals you will have in the morning are from opening the cases. Put the broken seals from the FVT Case, FVS Case and Poll Pad Cases in Pouch 7.
- Election Night complete the machine close numbers, seal numbers and sign the bottom of the form. Write the Blue Plastic Seal Number you use to lock Pouch 7 above. Place this sheet, Sealed FVS Thumb Drive Pouch & Chief's Keys in Pouch 7 making sure the Thumb Drive & Chief's Keys are visible through the pouch. Then Zip & Seal Pouch 7.

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

VOTING MACHINE NUMBER	SEAL NUMBER MORNING	PROTECTIVE		PUBLIC	
		OPEN POLLS	CLOSE POLLS	OPEN POLLS	CLOSE POLLS
FVT (ADA) #7113	✓ 17154271	0		0	
	17154272				
FVS (SCANNER) #5076	17154273	0		0	
	17154274				
	17154275				

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

	SEAL NUMBER	
	OPEN	CLOSE
POLL PAD # 001	✓ 17154439	
POLL PAD # 002	17154440	
POLL PAD # 003	17154441	

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

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

	SEAL NUMBER	
	MORNING	CLOSING
YELLOW BALLOT DROP BAG		
FVS THUMB DRIVE POUCH		
EMERGENCY BALLOT BIN (IF USED)		

Rev. 5.28.26tcf

POUCH 7 FORM

REQUIRED SIGNATURES
 2 OFFICERS*
 DATE: _____

1* _____

2* _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

Pouch 7 Form Machine, Seal, and Counter Numbers

At the Close of Polls,
Officers will also:

- Record Pouch 7 closing seal number in top right corner.

NEW PROCEDURE

- At least two Officers sign in the designated “seal” area of the form.
- There is no longer a sticky signature seal to apply here.

Completed Absentee Ballot Drop Off Chain of Custody Form

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

ELECT-C1289(86) 9/15/2020

After the polls close, at least two Officers will:

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



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



Packing Voted Ballots



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

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



Polls Closing Tasks

Seals for the Envelopes and Boxes

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

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

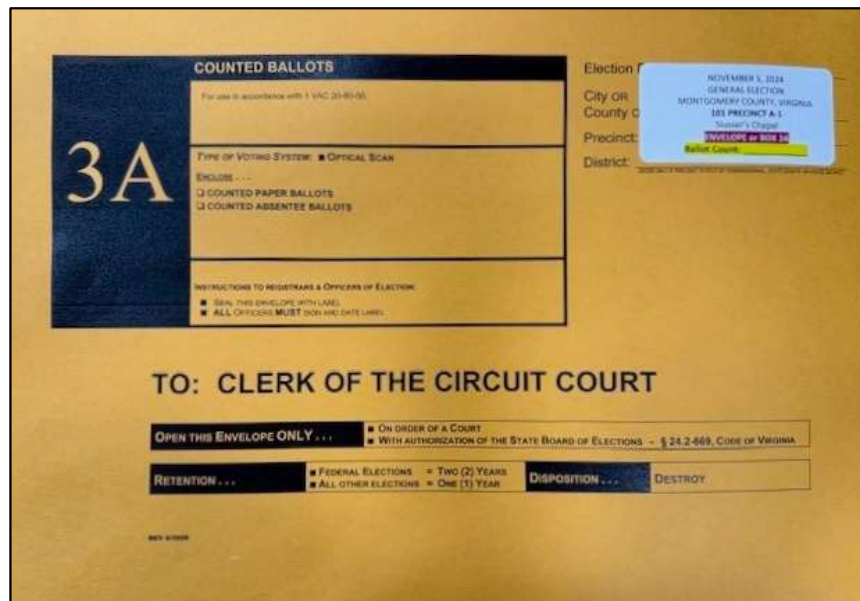
Envelope 5	Envelope/ Box 3A	Envelope/ Box 3A	Envelope/ Box 3A	Envelope 2B
Required Signatures 2 Officers*	Required Signatures ALL Officers	Required Signatures ALL Officers	Required Signatures ALL Officers	Required Signatures 2 Officers*
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
1*	1*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

Please use the actual sticky flap of the envelope.

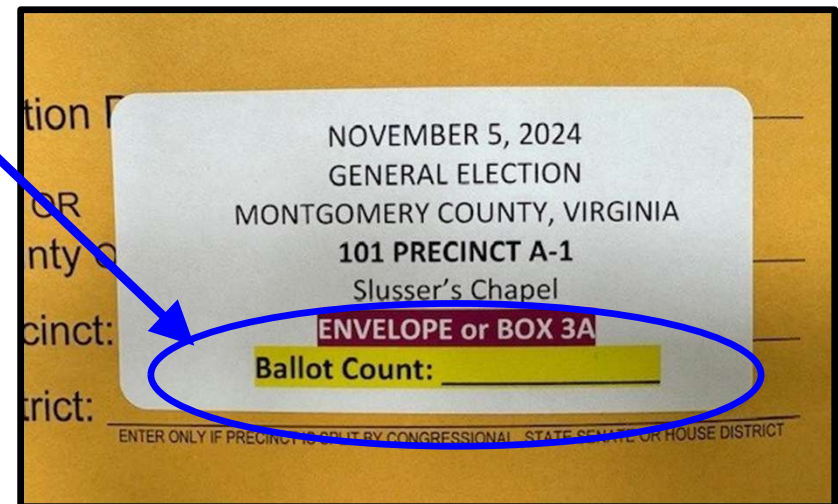
Envelope/Box 3A

Voted Ballots

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



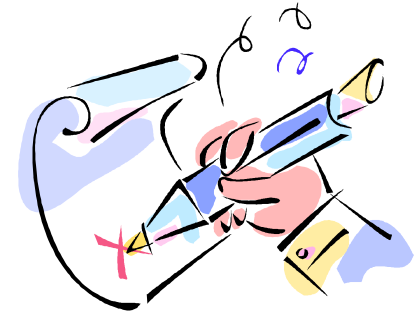
The front of the envelope/box is labeled '3A' in large blue letters. It contains a 'COUNTED BALLOTS' section with instructions for use and a table for recording the number of counted ballots. The table has columns for 'Type of Voting System', 'Type of Ballot', and 'Number of Ballots'. Below this is a section for 'INSTRUCTIONS TO REGISTRARS & OFFICERS OF ELECTIONS'. 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'. There is also a 'RETENTION' section with checkboxes for 'Federal Elections' and 'All Other Elections', and a 'DISPOSITION' section with a checkbox for 'Destroy'.



The back of the envelope/box features a label with the following text: 'NOVEMBER 5, 2024', 'GENERAL ELECTION', 'MONTGOMERY COUNTY, VIRGINIA', '101 PRECINCT A-1', 'Slusser's Chapel'. Below this is a section labeled 'ENVELOPE or BOX 3A' with a 'Ballot Count:' field. A blue arrow points from the 'Ballot Count' field on the back to the 'COUNTED BALLOTS' section on the front. At the bottom of the label, it says 'ENTER ONLY IF PRECINCT IS COUNTY, CONGRESSIONAL, STATE SENATE OR HOUSE DISTRICT'.

This information is needed for Election Audit purposes.

Signature Requirements



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

Best practice: Everybody sign everything!

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

Repacking the Cage



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

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

Do NOT
collapse the
Box. Do NOT
place Bag in
cage for
return.



**Box/Envelope 6
UNUSED Ballots**

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

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

Stand-Up Ballot Marking Booths

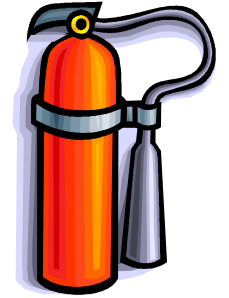


The case is 24 x 24 x 5 inches.

DO NOT PUT THESE BOOTHS IN THE CAGE. They must be transported to and from the polling place by the Chief or volunteer Officer.

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

Before the Polls Open



The Chief Officer will review emergency procedures with all officers:

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



Election Day Emergencies

- Natural disasters (earthquakes, winter storms, etc.).
- Damaged or malfunctioning voting equipment.
- Electrical power outage.
- Officers of Election who do not show up on Election Day.
- Inability to enter the polling place.
- Bomb threat.
- Unruly or threatening behavior from a citizen.

Call your precinct's designated staff member on their cell. If you cannot reach them, call the office: 540-382-5741.



Election Day Emergencies

- Electrical power outage
 - All facilities have emergency lighting sufficient to exit the building.
 - An electrical generator and operational lighting will be delivered to affected polling place.
 - Poll Pads will still communicate with one another, but the printers will not function. Officers will write Voter Passes by hand.

Call your precinct's designated staff member on their cell. If you cannot reach them, call the office: 540-382-5741.



What to do in an Evacuation

- Voting Machine Officers should note “public counter” number on voting machine.
- *If possible*, take voting machines, electronic pollbooks, ballot box, paper ballots, forms, envelopes, and pens.
- If you are unable to continue the voting process outside the polling place, record the names of voters already checked in and advise them to wait until the building can be re-entered.
- If they must leave, advise them to return before 7:00 pm. Allow them to go to front of check-in line when they return.
- If voter must leave and has already been issued a ballot, voter must insert ballot in emergency ballot box or turn ballot in to the Chief.

Closing Reminders



- [Basic Training presentation](#) (Fall 2026)
- [Election Day Guide for Officers of Election](#) (2026)
- [Voter Identification Chart](#) (July 2025)
- [Statement of Results](#) - (November 2025)
- [Dos and Don'ts \(for Campaigners and Authorized Representatives\)](#) (July 2026) and [What Ifs](#) (July 2026)

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

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

Mission and Role of Precinct Officer

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

This could not be done without you!

Thank you!

