

Officers of Election for Precinct Leadership

Rev. 7/2026

This course is expected to take 45 minutes. A passing score of 80% is required to successfully complete this course.

Lesson 1: Introduction to Precinct Leadership

Welcome to this Officers of Election training for Precinct Leadership. While the course is written primarily for the chief and assistant chief, precinct leadership may also include a provisional ballot officer, curbside voting officer, and closer. Regardless of the specific roles in your locality, it is important for all of precinct leadership to be able to fill the responsibilities and requirements for all roles in case of an unexpected absence or emergency.

This course will cover:

- Chief Duties
- Supervising the Precinct
- Provisional Ballots
- Same Day Registration
- Moving Conditions
- Accessibility and Etiquette
- Emergency Preparedness
- Election Security

Lesson 2: Chief Duties

The chief and assistant chief play an important role on Election Day in ensuring everything runs smoothly within the precinct. Read below to learn more about duties the chief and assistant chief must perform.

Before Election Day:

The work of the chief and assistant chief officers of election begins before Election Day. Depending on your locality, you may be required to:

- Get supplies the day before the election and verify everything is there.

- Verify ballots the day before Election Day.
- Contact precinct location owners/contacts to arrange building access, alarms, and contact information for assistance if needed. Locations may include schools, churches, and more.

Before the Polls Open

Once the chief and assistant chief arrive at the polling place in the morning on Election Day, they have several important duties to perform:

- Welcome authorized representatives & swear in officers of election.
- Review emergency procedures.
- Ensure the Oath of Office is signed by all officers of election.
- Verify election supplies & set up polling room.
- Supervise voting equipment and electronic pollbook set up.
- Verify ballots & emergency ballot box.
- Verify final absentee ballot report (AB List).
- Assign someone to put up the signs.
- Announce, "The polls are now open" and open the polls exactly at 6:00 AM, regardless of any issues occurring.
- If more authorized representatives arrive, welcome them, and follow instructions in the Election Day Guide to check written authorization, ID, and verify registration status.

While the Polls are Open

Lines: Keep the lines moving.

Check Numbers: Periodically verify the total number of voters from all pollbook count forms or electronic pollbook is the same as the total number from the public counter on each voting unit and any paper ballots cast.

Provisional Ballot Count: Keep track of the total number of provisional ballots cast while the polls are open.

Closing the Polls: Close the polls at exactly 7:00 PM, unless a court within the jurisdiction orders the polls to stay open late (see the "Extended Voting Hours" section below). A cell phone is the best source of time (clocks and analog/non-smart watches can be wrong).

Overseeing Your Election Officers

As precinct leadership, it is your responsibility to oversee the work of your election officers. These responsibilities may include the following:

- Delegate duties and tasks to officers and monitor their performance.
- Implement scheduled rotations for election officers every few hours.

- Stagger officer breaks to ensure no more than one or two are on break at once.
- Match officers to duties that align with their skill sets and experience levels.
- Designate your highest-performing or most experienced officers to manage e-pollbooks and other essential duties during high-traffic periods.
- Distribute closing duties ahead of the evening rush to ensure officers are fully aware of expectations.
- Support your officers of election in processing all routine voters so precinct leadership can handle non-routine voters.

After the Polls Close

Closing Activities:

1. **Announce polls closing.** Announce at 6:45pm that the polls will close in 15 minutes. Announce exactly at 7:00pm that the polls are closed.
2. **Mark the end of the line.** Assign an Officer of Election to stand at the end of the line at 7:00PM to mark the end of the line. Allow those in line at 7:00PM to vote normally.
3. **Authorized Representatives** Remind all authorized representatives present that they either need to leave before closing procedures begin or they must stay until the very end.
4. **Start of Results** After the last person has voted and departed, begin the process of obtaining the results.
5. **Closing Tapes** Be sure you get the closing tapes from the optical scanner BEFORE you shut the machines down. Once the machine is shut down, the closing tapes are no longer available.
6. **Electronic Pollbook** Close each electronic pollbook per your locality's procedures.
7. **Results** Supervise obtaining the results.
8. **Packing Materials** Empty the ballot box. Supervise the packing, securing, and sealing of all materials and equipment.

Extended Voting Hours

If voting hours are extended by court order, all voters voting after normal hours must vote by *provisional ballot*. Follow the instructions in the Election Day Guide, including:

- Keep ballots cast during extended voting hours separate and place in the designated envelope
- Keep a separate provisional ballot log for after-hours provisional votes

Announce Unofficial Results

The Chief Officer of Election or a designated officer of election should immediately call in the unofficial results and the number of disposition (type) of all provisional votes cast to the general registrar's office. They should also announce unofficial results inside the polling place.

For elections with ranked choice voting, only the first round of voting can be announced at the polling place. Subsequent rounds will be announced later during the canvass process.

Results and Return Sheet

- Complete the Statement of Results (SOR) form as instructed in the Election Day Guide or by your general registrar.
- Have all officers sign the Printed Return Sheet as instructed in the Election Day Guide.

Packing Envelopes and Boxes

- Follow instructions from your general registrar or the Election Day Guide to check off each envelope or box as it is packed, sealed, and signed. Each envelope/box has specific requirements for sealing. Refer to the Election Day Guide or resources from your locality on the packing and sealing of all envelopes and boxes.
- Don't forget to print copies of the closing tapes before the machines are shut down (the number of copies required may vary by locality; follow your general registrar's instructions).
- Supervise and delegate tasks to your officers to ensure all election materials are properly stored and removed from the polling location.

Lesson 3: Supervising the Precinct

Groups of People Allowed in the Polling Place

- **Voters** - Voters are allowed in the polling place. This includes any person the voter brings by request to assist with casting a ballot and any minor under the age of 15 accompanying a parent. Even voters are subject to restrictions. For example, voters are not allowed to campaign, disrupt the polling place, or hinder the election.
- **Election Officials** - Election officials include officers of election, members of the State Board of Elections, representatives of the Department of Elections authorized by the general registrar, or local Electoral Board members.
- **Voting Equipment Custodians** - Designated pollbook and voting machine equipment custodians are allowed. They must be authorized by the general registrar.
- **Observers** - Observers include authorized representatives, neutral observers and the media. Observers cannot delay the voting process, in any way try to influence a voter, be in a position to see marked ballots, otherwise impede the election, assist voters, or wear anything indicating they can assist voters.
- **Authorized Representatives** - An authorized representative must be a qualified voter and must have a written statement from the party chair or independent candidate (a photocopy of statement is

acceptable). No candidate whose name is printed on the ballot can serve as a representative of a party or candidate. Authorized representatives can carry cell phones but cannot take pictures or video inside the polling place.

- A polling place must permit one of each party or candidate, but only one each per polling station and no more than three in the room. The chief officer determines how close representatives and observers can be to voters, equipment, and polling stations.
- **Neutral Observers** - The Electoral Board or general registrar can authorize if and how many neutral observers can be present. Authorization must be in writing.
- **Media** - We must allow for a reasonable amount of time for media visits while polls are open. There are many activities prohibited for the media. Please see the training materials on *Prohibited Activities* for more detail.
- **Candidates** - Candidates may vote or visit inside the polling place no longer than ten minutes per day per polling place for where they are on the ballot. While in the polling place, candidates may not campaign (§24.2-604(E)).

Activities are Prohibited Depending on Location

Those locations include the area inside the polling place and the prohibited area outside the polling place.

Any person who is found by a majority of the officers of election present to impede the orderly conduct of the election or violate any of these rules may be required to leave the polling place and the prohibited area.

It is the role of the chief and assistant chief to determine whether someone needs to be removed and to call law enforcement when necessary. If law enforcement is involved, notify the general registrar immediately.

What is the Prohibited Area?

The Prohibited Area is defined as the area within 40 feet of any polling place entrance. This course will define what is not allowed in this area.

What is Unlawful in the Polling Place *and* the 40 Foot Prohibited Area?

- Loitering or congregating in the polling place and prohibited area
- Hindering or delaying qualified voters from entering or leaving
- Hindering or delaying any officer of election or voter
- Allowing neutral observers and authorized representatives to assist voters

It is also unlawful to knowingly possess a firearm while inside or within 100 feet of the entrance of the polling place, including one hour before and one hour after the use of a building as a polling place. Exceptions include

a qualified law-enforcement officer or retired law-enforcement officer, any person occupying his own private property that falls within 100 feet of the polling place, or a licensed armed security officer whose employment or performance of his duties occurs within 100 feet of the polling place.

What is Unlawful in the Polling Place?

- Campaign, give, tender, or exhibit any ballot, ticket or other campaign material to include referendum materials to any person.
- Solicit or in any manner attempt to influence any person casting their vote.
- Be in a position to see the marked ballot of any voter.

What is Allowed Outside the Prohibited Area?

Campaigning in a way that does not hinder voters or officers of election. Media may conduct interviews and broadcast reporters' remarks.

Campaign Stickers, Buttons, and Apparel:

Only voters are allowed to display or wear campaign stickers, buttons, wristbands, and apparel in the polling place. All others, like officers of election and authorized representatives, cannot wear any such apparel.

What is Allowed in the Voting Booth?

Voters are allowed to take sample ballot guides and campaign material with them into a voting booth. Voters may take photos of themselves or of their own ballot. However, they cannot take pictures of other voters' ballots or otherwise disrupt the election. (Official Opinion - Bell - Lind - 16-038 (state.va.us))

News Media and the Polling Place:

News media may visit and film or photograph inside the polling place for a reasonable and limited period of time while the polls are open. The media must comply with all prohibitions and may not film or photograph any person who specifically asks them not to, as well as the voted ballot in such a way that divulges how any individual voter is voting.

The media may not film or photograph the voter list or any other voter record or material at the precinct in such a way that it divulges the name or other information concerning an individual voter.

Resources

[Dos and Don'ts for Campaigners and Authorized Representatives](#) - This comprehensive document provides further information on what campaigners and authorized representatives can and cannot do in the polling place on Election Day.

Lesson 4: Provisional Ballots

What is a Provisional Ballot?

Federal and state laws require polling locations to provide provisional ballots on Election Day to ensure that eligible Virginians have an opportunity to cast a vote. Provisional ballots provide a way for people to vote whose voter registration or qualifications to vote are in question. The local electoral board reviews each provisional ballot during its canvass of votes cast to determine if the vote will be counted.

Provisional ballots are handled separately from normally cast ballots. An individual-completed provisional ballot is sealed in a specific green envelope and that envelope goes into one of two larger envelopes (1A or 1B) depending upon when that provisional ballot was cast. Provisional ballots are never mixed in with regular ballots or put in the voting machine.

The provisional ballot envelope is two-sided with **Same Day Registration (SDR)** on one side and **Provisional Ballot- All Other Provisional Reasons** on the other side. This section will refer to the Provisional Ballot- All Other Provisional Reasons (as pictured below). Some may also refer to this side as the NON-SDR side of the provisional envelope

Provisional Ballot - All other provisional reasons		Precinct # _____
<i>Voter is on this precinct's pollbook</i>		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 <u>not</u> 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 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.		
<input checked="" type="checkbox"/> * Signature	X	Today's date ____ / ____ / ____ <small>(MM/DD/YYYY)</small>
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.		
<div style="background-color: #333; color: white; padding: 2px;">Election Officer Use</div> <p>Select a Reason</p> <p><input type="checkbox"/> #3 Voting after hours due to court order</p> <p><input type="checkbox"/> #4 Vote by mail - no ballot to surrender</p> <p><input type="checkbox"/> #5 Shown on pollbook as already voted</p> <p><input type="checkbox"/> #6 Other _____</p> <p><input type="checkbox"/> #7 Voter does not have required ID and declined to complete the ID Confirmation Statement</p> <p>Comments</p> <p>Election Officer Signature <input checked="" type="checkbox"/> _____</p>	<div style="background-color: #333; color: white; padding: 2px;">Staff/Electoral Board Use</div> <p>Voter ID # _____</p> <p>Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count</p> <p>Voter Identification</p> <p>1. If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> _____</p> <p>2. Attach a copy of the identification document.</p>	
<small>ELECT-653-English-07/2024</small>		

Provisional Ballots

The provisional ballot envelope requires the issuing election officer to indicate the reason the provisional ballot was issued. The voter completes the required information on the envelope before being given a ballot.

The following would apply to those voting provisionally but **not** as a same day registrant:

- Voting after hours due to court order
- Shown on pollbook as voted
- The pollbook indicates the person requested an Absentee Ballot, the ballot has not been returned, and the voter does not have the original absentee ballot with them.
- Voter does not have ID and declines to complete the ID Confirmation Statement (also included for same day registrants)

Provisional Ballots and Split Precincts

Any voter assigned to a split precinct who believes they were provided a ballot for the incorrect election district may request to vote a provisional ballot for the district assigned by the general registrar, as well as the district the voter believes is the correct election district. This option must be requested prior to casting any vote. The voter will submit a provisional ballot for both election districts. You should treat the provisional as you would any other provisional ballot. The electoral board will make the determination as to which provisional vote is valid. The reason code for this particular provisional situation should be 6: OTHER.

Filling in the Provisional Ballot

The section below will walk you through each part of the provisional ballot form, including what a voter should complete, what an election officer should complete, and what is optional.

Precinct and Primary: The election officer should write the precinct number on the top right-hand corner of the page. If this provisional ballot is for a primary election, the appropriate box should be checked.

Personal Information: In sections 1-5, the voter fills in personal information. Anything marked with an asterisk is required. Items such as email and phone number are not required but recommended in case the general registrar needs to contact the voter when processing the form.

Statement of Voter: The voter is required to sign and write the date, affirming the information provided is accurate.

Election Officer Use: Complete the election officer box by filling in the appropriate reason for voting a provisional ballot and sign. In the event a voter does not have ID, the Officer of Election should sign and fill out the appropriate information on the same side of the envelope completed by the voter and indicate on the envelope that the voter does not have ID and refuses to sign the ID Confirmation Statement and check reason code #7.

Staff/Electoral Board Use: This box should be left blank as it will be filled out later during canvass.

Provisional Ballot Process:

Once the voter has completed the provisional ballot envelope, follow these steps to ensure proper completion and storage of the provisional voting process.

1. **Election Officer checks.** Ensure that the voter has provided all required information (marked with an asterisk).
2. **Voter votes on a regular ballot.** Instruct the voter to complete their ballot. The provisional voting area should have a privacy screen for the voter to use. It is important the voter stays here to prevent the ballot from being scanned into the machine.
3. **Ballot is placed in the envelope.** Instruct the voter to place the ballot in the provisional envelope, and seal the envelope.

4. **Voter is given a provisional voter notice.** Before the provisional voter leaves the precinct, be sure to give the voter a Provisional Voter Notice. On the provisional voter notice, check the appropriate reason for issuing a provisional ballot.
5. **Provisional Ballot Log is completed.** After the voter secures a completed ballot in the provisional envelope, clearly copy the information from the provisional envelope onto the Provisional Ballot Log and include reason codes and any notes that may be pertinent.
6. **Provisional voting materials are properly stored.** Place the green provisional voter envelope into the designated 1A Envelope. The Precinct Provisional Ballot Log must be placed inside Envelope #8 so that the registrar can use this information to research the claim made by the person offering the provisional ballot. Provisional ballots are handled, tracked, and counted separately from other ballots. Follow your local general registrar's instructions for completing paperwork related to provisional ballots.

Lesson 5: Same Day Registration

What is Same Day Registration?

Same Day Voter Registration (SDR) refers to the ability to register to vote in-person and then immediately vote a provisional ballot after the deadline to register and vote a non-provisional ballot has passed. Legislation allows for the ability to register at any time, up to and including Election Day (§ 24.2-420.1). There are two distinct time periods which have an impact on how SDR is completed; *early voting (following close of books)* and *Election Day*.

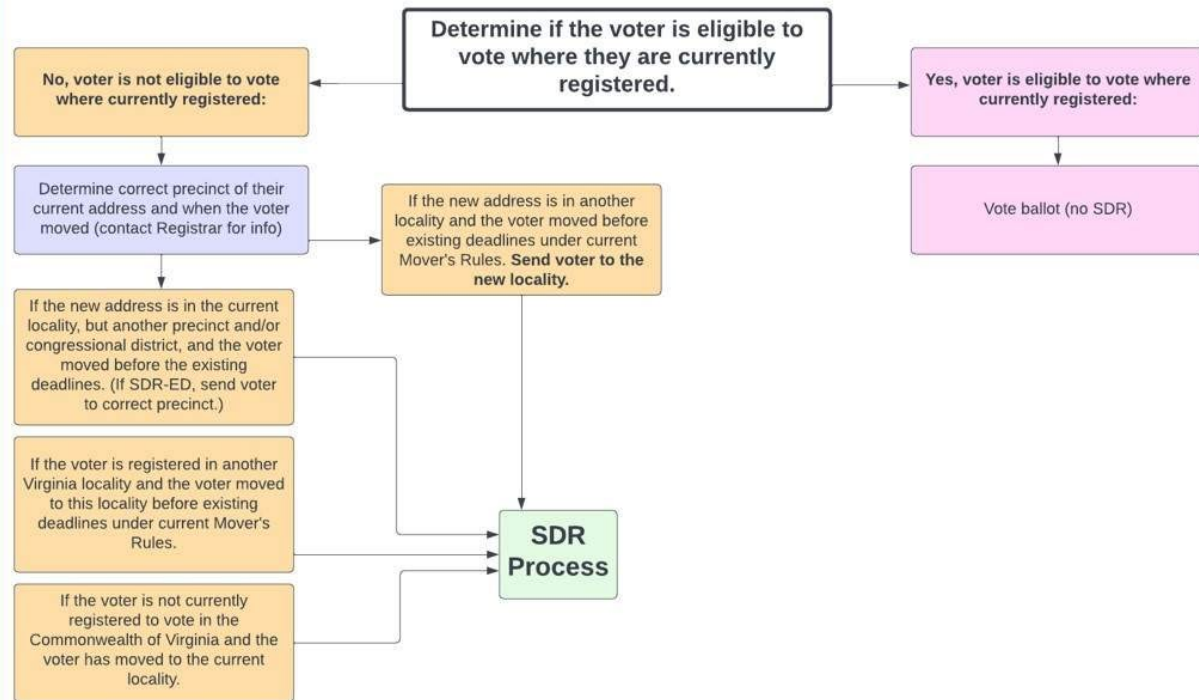
How does Same Day Registration work on Election Day (SDR-ED) at the polls?

When a voter comes to vote on Election Day, begin by determining if the voter is registered and eligible to vote at the address stated.

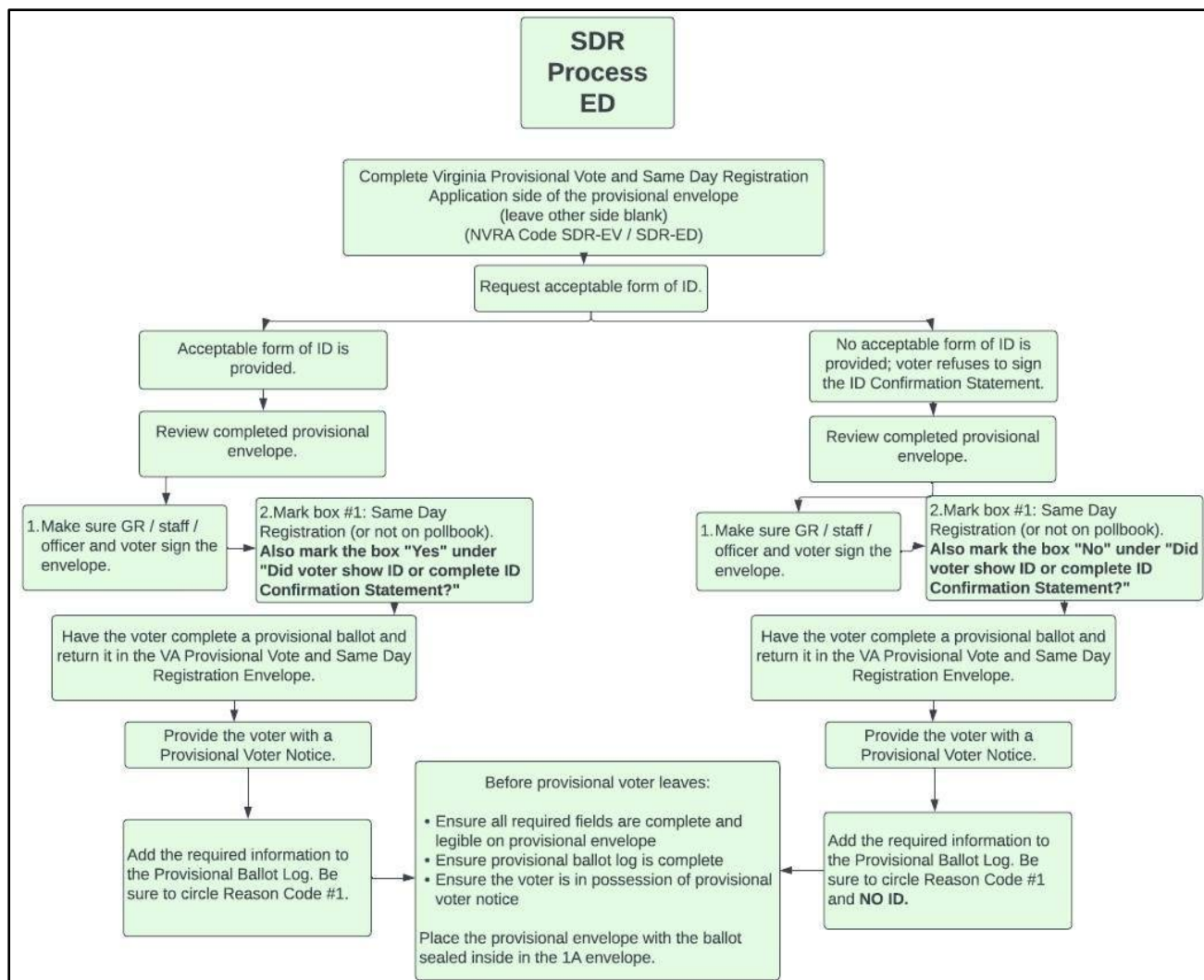
REMEMBER: on Election Day, voters are required to vote in the precinct designated by their registration address.

Election Day Same-Day Registration (SDR)

***Before issuing SDR Provisional, determine if voter is eligible to vote on machine under What-If sections 4 – 8.**



If it is determined that an individual must utilize the same day provisions, please utilize the chart below:



TWO-SIDED PROVISIONAL ENVELOPE

One side of the Provisional Envelope is for Same Day Registration provisional voters ONLY. The SDR side of the envelope is pictured below and contains a Voter Registration Application.

Same Day Registration Provisional Ballot

Voter resides in this precinct but is not on this precinct's pollbook



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** _____ **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 _____

Office/Electoral Board Use

Voter ID # _____

Adjudication Count Do not count

Voter Identification

- If the voter returns with the proper identification, check this box and sign _____
- Attach a copy of the identification document.

Precinct and Primary- Be sure to write your precinct number and mark the appropriate primary election if necessary.

Required Information- Voters must complete all sections of part 1 and part 2 containing asterisks. Items not containing asterisks (email and phone number) are optional but recommended in case the general registrar has a question about the application.

Voting Rights- In Part 3, voters must mark if they have been convicted of a felony or judged mentally incapacitated. If yes, they should also indicate if their voting rights have been restored.

Alternate Mailing Address- There are several instances listed in part 4 in which a voter may need to provide an alternate mailing address.

Optional Information- If the voter is currently registered to vote in another state, the box in part 5 should be checked and the state should be named. This assists the general registrar in ensuring no voter is registered to vote in two states. Voters can also mark the box in part 6 if they are interested in being an officer of election.

Affirmation- In part 7, voters must sign and date the application. If a voter has a physical disability, the box may be checked in lieu of a signature.

Election Officer Use- The election officer assisting the voter should check the box marking same day registration, indicate the time the application was completed, mark if the voter showed ID or completed an ID confirmation statement or not, and sign on the line.

Office/Electoral Board Use- This box should be left blank and will only be filled out during canvass by the electoral board.

Provisional Ballot Log

For any provisional ballot that you receive, you should have an account of this voter on the provisional ballot log pictured below.

The precinct's Provisional Ballot Log must be placed inside Envelope #8 so that the registrar can use this information for research purposes. This log will also be used in the days following the election by the electoral board to track the determination of all provisional ballots offered in the locality.

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.																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Voter's name IS NOT on pollbook. Voter:</td> <td style="padding: 2px; text-align: center;">1</td> <td style="padding: 2px;">Same Day Registration (or not on pollbook)</td> <td style="padding: 2px; text-align: right;">Totals</td> </tr> <tr> <td style="padding: 2px;">Voter's name IS on the pollbook, and voter:</td> <td style="padding: 2px; text-align: center;">3</td> <td style="padding: 2px;">Voting after hours due to court order</td> <td style="padding: 2px;"></td> </tr> <tr> <td></td> <td style="padding: 2px; text-align: center;">4</td> <td style="padding: 2px;">Vote by mail - no ballot to surrender</td> <td style="padding: 2px;"></td> </tr> <tr> <td></td> <td style="padding: 2px; text-align: center;">5</td> <td style="padding: 2px;">Shown on pollbook as already voted</td> <td style="padding: 2px;"></td> </tr> <tr> <td></td> <td style="padding: 2px; text-align: center;">6</td> <td style="padding: 2px;">Other (any reason not captured in the other codes)</td> <td style="padding: 2px;"></td> </tr> <tr> <td></td> <td style="padding: 2px; text-align: center;">7</td> <td style="padding: 2px;">Voter does not have required ID and declined to complete ID confirmation statement</td> <td style="padding: 2px;"></td> </tr> </table>	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	Voting after hours due to court order			4	Vote by mail - no ballot to surrender			5	Shown on pollbook as already voted			6	Other (any reason not captured in the other codes)			7	Voter does not have required ID and declined to complete ID confirmation statement				
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What to do during the day																											
Copy information from the Provisional Vote envelopes below																											

Provisional Ballot Log

GR/Satellite Office:

Election Date: _____ Log Date(s): _____
 Election Type: _____
 Locality: _____

Place in 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.	1	Same Day Registration (or not on pollbook)	
Voter's name IS on the pollbook, and voter:	3	Voting after hours due to court order	
	4	Vote by mail - no ballot to surrender	
	5	Shown on pollbook as already voted	
	6	Other (any reason not captured in the other codes)	
	7	Voter does not have required ID and declined to complete ID confirmation statement	

What to do during the day

Copy information from the Provisional Vote envelopes below

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

Provisional Voter Notice

Every voter who votes using the Same Day Registration side of the provisional envelope should receive a provisional voter notice. Mark "Same Day Registration (or not on pollbook)" as the reason for receiving a provisional ballot.



Dear voter,

You voted a provisional ballot today.

Your local electoral board decides which provisional ballots will be counted.

They will meet on <date> at <time> at <location>.

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

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

After vote counting is completed, you can find out if your ballot was counted by calling your General Registrar's office at <phone number>.

Election officer:

Give this notice to voters when:

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

Reasons you received a provisional ballot

- Same Day Registration (or not on pollbook). Shown on pollbook as already voted
- Voting after hours due to court order Other: _____
- Vote by mail – no ballot to surrender Voter does not have required ID and declined to complete ID Confirmation Statement

If you registered at DMV or other government agency:

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

If you learned that your registration was cancelled,

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



You voted a provisional ballot because you did not show proper identification or sign an ID Confirmation Statement.

Providing proper identification

For your vote to count, you must provide a copy of an acceptable form of ID or a signed ID Confirmation Statement to your local electoral board.

Acceptable forms of identification

- Virginia driver's license or DMV ID
- Valid United States passport
- Identification card issued by the federal government, the Commonwealth of Virginia, or one of its political subdivisions
- Valid student identification card from a college, university, or public or private high school located in Virginia
- Valid student identification issued by a college or university outside of Virginia
- Valid employee photo identification card issued in the normal course of business
- Tribal enrollment or other tribal ID
- Nursing home ID if issued by a government facility
- Voter confirmation documents
- Current utility bill, bank statement, government check, paycheck or other government document containing your name and address

If you do not have one of these, you can sign an ID Confirmation Statement.

The deadline to provide your ID is <times> on the <day, month, year>.

Your local electoral board decides which provisional ballots will be counted.

They will meet on <date> at <time> at <location>.

Your provisional ballot will not be counted unless you provide proper identification or sign an ID Confirmation Statement.

You can provide your ID or ID Confirmation Statement in person or by a method listed below any time before the deadline. You can attend the electoral board meeting to provide the required documents. (Most people don't need legal counsel, but you may bring a lawyer with you.) If you have questions, call the General Registrar's office at <phone number>.

After vote counting is completed, you can find out if your ballot was counted by calling your General Registrar's office at <phone number>.

How and where to deliver your ID

Provide a copy of your identification by any one of these methods.

By email _____

By fax _____

In person to the electoral board/General Registrar

By mail to the electoral board/General Registrar

Physical address

Mailing address

Lesson 6: Moving Conditions

Appendix A: “Moving Conditions” Chart

If the voter is already in the Pollbook, ask the voter:

Question #1: Where did you move?

Question #2: When did you move?

How far did voter move? → When did voter move? ↓	Within precinct	Within county/city AND congressional district (but not the same precinct).	To a different county/city OR congressional district (still within Virginia)	Outside of Virginia
	<i>See What-If #5 for more details</i>	<i>See What-If # 6 for more details</i>	<i>See What-If # 7 for more details</i>	<i>See What-If # 8a/8b for more details</i>
On or After November 5, 2025	Voter can vote a regular ballot (Ask voter to complete regular Voter Registration Application to update registration)	Voter can vote in precinct where registered. -OR- Voter may vote provisional using SDR in precinct where they now live.	Voter can vote in precinct where registered. -OR- Voter may vote provisional using SDR in precinct where they now live.	Voter no longer eligible to vote in Virginia (see 8b for possible exception for presidential elections)
From November 9, 2022 through November 4, 2025	Voter can vote a regular ballot (Ask voter to complete regular Voter Registration Application to update registration)	Voter can vote in precinct where registered after signing Affirmation of Eligibility. -OR- Voter may vote provisional using SDR in precinct where they now live.	Voter may vote using SDR in precinct where they now live.	Voter no longer eligible to vote in Virginia (see 8b for possible exception for presidential elections)
On or Before November 8, 2022	Voter can vote routinely (Ask voter to complete regular Voter Registration Application to update registration)	Voter may vote using SDR in precinct where they now live.	Voter may vote using SDR in precinct where they now live.	Voter no longer eligible to vote in Virginia (see 8b for possible exception for presidential elections)

The Moving Conditions chart is used to determine a voter's eligibility based on **when** and **where** the voter moved. There are 5 options based on this chart:

- The voter can vote routinely and complete a Voter Registration Application to update their registration. (GREEN)
- The voter can vote regularly in the precinct where they are registered OR vote provisionally using SDR in the precinct where they live. (BLUE)
- The voter can vote in the precinct where they are registered after signing the Affirmation of Eligibility OR the voter can vote provisionally using SDR in the precinct where they live. (PINK)
- The voter can vote using SDR in the precinct where they now live. (YELLOW)
- The voter is not eligible to vote in Virginia (although exceptions may be made in a presidential election). (ORANGE)

The full What-ifs document is linked below with more details on these situations and other unique circumstances that may affect a voter on Election Day.

[What-ifs Document](#)

Affirmation of Eligibility



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

COMMONWEALTH OF VIRGINIA

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

SECTION A – OFFICER OF ELECTION MUST COMPLETE	PLACE FORM IN ENVELOPE #8.
PRECINCT NUMBER/NAME _____ CONG. DIST. _____ DATE _____	
OFFICER OF ELECTION NAME: _____	
HAVE VOTER READ <i>AFFIRMATION OF VOTER</i> BELOW [OR READ <i>AFFIRMATION TO VOTER</i>].	
HAVE VOTER SIGN AND PRINT HIS/HER FULL NAME – BEFORE VOTING.	
CHECK THE BOX THAT APPLIES TO THE REASON YOU ARE ISSUING AN AFFIRMATION. IF VOTER HAS NO I.D., AND REFUSES TO COMPLETE THE I.D. CONFIRMATION STATEMENT, THE VOTER MUST COMPLETE A PROVISIONAL BALLOT.	
<input type="checkbox"/> VOTER'S NAME MARKED "INACTIVE" OR WITH "?" ON POLLBOOK . . . AND VOTER'S NAME OR ADDRESS HAS NOT CHANGED.	
<input type="checkbox"/> VOTER'S NAME OMITTED FROM POLLBOOK IN ERROR; REGISTRAR AUTHORIZES OFFICER TO ADD NAME.	
SECTION B – VOTER MUST COMPLETE, AFFIRMATION OF VOTER IS REQUIRED	
VOTER <u>MUST</u> PROVIDE ALL THE INFORMATION BELOW AND SIGN.	
VOTER WHO REFUSES TO COMPLETE FORM AS REQUIRED, MAY <u>NOT</u> VOTE.	
AFFIRMATION OF VOTER	
"I DO HEREBY STATE, SUBJECT TO FELONY PENALTIES FOR MAKING FALSE STATEMENTS PURSUANT TO §24.2-1016,	
THAT I AM A CITIZEN OF THE UNITED STATES;	
THAT I AM AT LEAST 18 YEARS OF AGE (OR WILL BE ON THE ____ DAY OF _____, _____);	
THAT I AM A RESIDENT OF THE COMMONWEALTH OF VIRGINIA, OR THAT I HAVE BEEN A RESIDENT OF THIS COMMONWEALTH WITHIN THE PRECEDING 30 DAYS AND AM VOTING ONLY FOR ELECTORS OF PRESIDENT AND VICE PRESIDENT OF THE UNITED STATES;	
THAT ACCORDING TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, I AM NOT DISQUALIFIED FROM VOTING BY THE CONSTITUTION AND LAWS OF THIS COMMONWEALTH;	
THAT MY FULL NAME IS _____;	
THAT IN SUCH NAME I WAS DULY REGISTERED AS A VOTER OF THIS PRECINCT;	
THAT I AM NOW OR AT SOME TIME SINCE THE LAST NOVEMBER GENERAL ELECTION HAVE BEEN AN ACTUAL RESIDENT OF THIS PRECINCT - OR - THAT I HAVE BEEN AN ACTUAL RESIDENT OF THIS PRECINCT AT SOME TIME SINCE THE SECOND PRECEDING GENERAL FEDERAL ELECTION AND HAVE BEEN AND CONTINUE TO BE A RESIDENT OF THIS COUNTY OR CITY AND THIS CONGRESSIONAL DISTRICT;	
IF I AM VOTING IN A TOWN ELECTION TODAY, THAT I AM CURRENTLY A RESIDENT OF THAT TOWN;	
THAT I AM THE IDENTICAL PERSON I REPRESENT MYSELF TO BE;	
AND THAT I HAVE NOT VOTED IN THIS ELECTION AT THIS OR ANY VOTING PLACE AND WILL NOT VOTE IN THIS ELECTION AT ANY OTHER VOTING PLACE."	
LAST 4 DIGITS OF SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____	
CURRENT RESIDENCE ADDRESS: _____	
CITY/TOWN/STATE/ZIP: _____	
DATE MOVED TO THIS ADDRESS: MONTH _____ DAY _____ YEAR _____	
DAYTIME TELEPHONE NUMBER: _____	
PRINTED VOTER NAME: _____ VOTER SIGNATURE: _____	
<small>PRIVACY NOTICE: Section 24.2-651 of the Code of Virginia requires the person whose eligibility to vote is challenged to sign a statutory statement. If you do not complete this statement, you will not be allowed to vote in this election. Your completed form may be provided to government officials and third parties for election related purposes.</small>	

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

ELECT-651 Rev. 07/2026

The Affirmation of Eligibility (pictured above) is used in a few unique situations:

<p>There is a ? next to voter's name or pollbook says "Inactive" or "Marked for address confirmation."</p>	<p>Has the voter moved?</p> <ul style="list-style-type: none"> • <i>If no</i>, use the Affirmation of Eligibility Form.
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	<ol style="list-style-type: none"> 1. Officer fills out and initials Section A on the Affirmation of Eligibility form. 2. Voter fills out and signs Section B – Affirmation of Voter. 3. Officer makes sure voter signs Section B. 4. Officer checks voter into the pollbook and indicates in the pollbook that a statement was signed. Depending on how your pollbooks are set up, you might need to enter the Chief’s password. 5. Officer places completed documents in Envelope #8. 6. Voter casts ballot as normal in precinct.
<p>Voter’s name omitted from pollbook in error.</p>	<ol style="list-style-type: none"> 1. Officer fills out and initials Section A on the Affirmation of Eligibility and checks the second box. 2. Voter fills out and signs Section B – Affirmation of Voter. 3. Officer makes sure voter signs Section B. 4. Officer places completed documents in Envelope #8. 5. Voter casts ballot as normal in precinct.
<p>Voter moved to a different precinct within the same county/city AND congressional district.</p>	<p>If the voter moved from November 9, 2022 through November 4, 2025 to a different precinct within the same county/city and congressional district, an Affirmation of Eligibility is needed.</p> <ol style="list-style-type: none"> 1. Officer fills out and initials Section A on the Affirmation of Eligibility form. 2. Voter fills out and signs Section B – Affirmation of Voter using their new address. 3. Officer checks voter into the pollbook and indicates in the pollbook that a statement or oath was signed. 4. Voter casts ballot as normal in precinct where still registered. 5. Officer places completed documents in Envelope #8.

If there are any questions about if an Affirmation of Eligibility is needed or not needed, be sure to contact your general registrar to confirm.

Lesson 7: Accessibility and Etiquette

Legal Requirements for Voting Equipment

Federal and Virginia state law require polling places to be accessible to qualified voters. Every qualified voter has the right to vote, regardless of whether he or she has a mental or physical disability or limited English proficiency. Virginia law specifically includes the blind and visually impaired. All citizens of voting age are considered mentally competent unless a court has declared them to lack the capacity to understand the act of voting.

Providing Assistance

Any voter who requires assistance in voting due to a physical disability or inability to read or write can receive assistance if they request it using the ELECT-649 form pictured below. Please note, no mark is required of a voter who is blind.

The person providing assistance may:

- Be an officer of election or some other person to assist as designated by the voter.
- Assist the voter in the preparation of the ballot in accordance with the voter's instructions.

The person providing assistance may not:

- Be the voter's employer or agent of that employer, an officer/agent of a voter's union, or an authorized party or candidate representative.
- Solicit the vote or in any manner attempt to influence the vote.
- Divulge in any manner or indicate, by signs or otherwise, how the voter voted on any office or question.
- Enter the voting booth to assist the voter unless the form ELECT-649 "Request for Assistance" is completed.

Virginia Request for Assistance – Inside the Polling Place

Authority: § 24.2-649 of the Code of Virginia

Fill out this form if you will need help completing your ballot in person.

Do you need help?

- Yes, I will need help. – Complete this form and return it.
- No, I do not need help. – This form is not needed. You do not need to return it.

Voter (I will have help completing my ballot)

Voter's Name:

Last Name _____ First Name _____

Middle Name _____ Suffix _____

Voter's Affirmation:

- I require assistance completing my ballot because I am blind, have a disability, am unable to read or write, or I need the ballot translated into another language.
- I want the person listed in Section B below to enter the voting booth to assist me or to vote my ballot according to my instructions.

Voter Sign Here:

Voter Signature (or mark) _____ Date ____/____/____

*A blind voter is not required to sign or make a mark

Check here if voter is unable to sign due to disability or inability to read or write

Assistant (the person who is helping the voter)

Assistant's Name:

Last Name _____ First Name _____

Middle Name _____ Suffix _____

Assistant's Address:

Residence Address _____

City _____ State _____ Zip Code _____

Assistant's Affirmation:

- I will fill out this voter's ballot as the voter instructs.
- I will not solicit or attempt to influence how the voter votes.
- I will not disclose or indicate how the voter votes on any office or question.
- I am not serving in this polling place today as an authorized representative of a political party or candidate or as a neutral observer authorized by the electoral board (See §§ 24.2-604.4 and 24.2-604.5).
- I am not the voter's employer or an agent of that employer, or an officer or agent of the voter's union (Does not apply if voter is blind).

Assistant Sign Here:

Assistant Signature _____ Date ____/____/____

WARNING: Intentionally making a materially false statement or entry on this form constitutes the crime of election fraud, which is punishable under Virginia Law as a Class 5 felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.

ELECT-649 rev. 7/2024 FOR OFFICIAL USE: Precinct #/Name

Virginia Request for Assistance – Inside the Polling Place

Authority: § 24.2-649 of the Code of Virginia

If Voter Asks Officer of Elections to Translate Ballot (as Assistant)

See §§ 24.2-649 and 24.2-604(C). Any party or candidate interpreter must sign below before observing.

I hereby affirm, subject to penalty of law, that:

- I will not solicit or attempt to influence how the voter votes.
- I will not disclose or indicate how the voter votes on any office or question.

Signature	Printed Name	Representing
Signature	Printed Name	Representing
Signature	Printed Name	Representing
Signature	Printed Name	Representing

WARNING: Intentionally making a materially false statement or entry on this form constitutes the crime of election fraud, which is punishable under Virginia Law as a Class 5 felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.

ELECT-649 rev. 7/2024

Non-English Language Assistance

If the voter requires assistance in a language other than English and has not designated a person to assist, an officer of election should ask authorized representatives whether they have a volunteer available who can interpret for the voter. One representative interpreter for each party or candidate, as available, is permitted to observe the officer of election's communication with the voter. The voter may designate one of the volunteer party or candidate interpreters to provide assistance.

Accessible Voting Booths

Every polling place must have at least one voting system equipped for individuals with disabilities. The equipment must provide the same opportunity for access and participation (including privacy and independence) as for other voters.

All officers of election should at least be aware that accessible voting equipment is available. Request the assistance of precinct leadership if you do not know how to operate an accessible voting system.

Polling place setup guidelines

Pathways: Make sure pathways inside and out are unobstructed and are of adequate width. Loose rugs, plush carpets, slick floors, and the like can cause problems for people with wheelchairs, canes, and walkers. Keep pathways and rooms free of these hazards.

Signs: Post signs midway between eye level for a standing person and one seated in a wheelchair.

Seating: Make sure there are seats available for elderly voters or those with mobility impairments. Even if the polling place has no waiting lines, seats should be available for those lawfully present who just need to rest.

Curbside Voting:

Any voter age 65 or older or who has a temporary or permanent disability may request a ballot outside the polling place.

Curbside voting must take place within 150 feet of the entrance of the polling place. This area should be clearly marked and display instructions on how to alert an officer of election of the voter's request to vote curbside. Officers of election will bring a ballot marking device or paper ballot, depending on the locality.

Voting Equipment and Ballots

Please give the voting individual privacy, but don't let the voting equipment or ballot go out of your sight. Return the ballot to the polling place in a secure manner.

If your precinct uses ballot marking devices, you should walk the voter through the instructions for using the device. The machine must remain in plain view of two officers of election representing two political parties. In the case of a primary election, the machine must remain in plain view of two officers of election representing the party conducting the primary.

The machine number, time that the machine was removed and returned, the number on the public counter before and after, and the names of the officers who accompanied the machine will be recorded on the Statement of Results.

The general registrar may give more specific instructions depending on the standards and procedures established in your locality.

Etiquette

- Ask before helping. Do not assume someone needs help just because of a disability. A person with a disability will often indicate when they need help. If they want help, ask *how* before you act.
- Be sensitive about physical contact. Some people may depend on their arms for balance. Grabbing them could knock them off balance.
- Be considerate of extra time that may be required to communicate or accomplish things.
- Speak directly to the person who has the disability, not to their companion, aid, or interpreter.
- Use the phrase 'Person with a disability', which is better than 'disabled person' when referencing a person with a disability. Using the phrase 'person with a disability' treats the voter as a person first.

People in Wheelchairs: Always ask before pushing someone in a wheelchair. Remember that the wheelchair is an extension of their person. Be aware of a person's reach limits. Place as many items as possible within their grasp. Ramps and wheelchair-accessible doors to the building should remain unblocked and unlocked. Per the Americans with Disabilities Act (ADA), displays should not be in front of entrances. Wastebaskets should not be in front of aisles. Boxes should not be stored on ramps.

People who are Deaf or Hard of Hearing: Let the person who is deaf or hard of hearing take the lead in establishing the mode of communication such as lip reading, sign language, or writing notes. Talk to the person directly, clearly, and with a moderate pace. It may help to simplify your sentences and use more facial expressions and body language. Do not shout.

People who are Blind or have a Visual Disability: When greeting a person who is blind or has a visual disability, identify yourself. Politely ask if the voter would like assistance in navigating to a voting station. When asked to guide a person who is blind or has a visual disability, never push or pull them. Allow them to take your arm, then walk slightly ahead. As you enter the voting area with them, describe the layout and location of the voting station to explain where you are going.

Service Dogs: Service dogs are allowed in the polling place regardless of the location's rules on animals. Do not pet, feed, or distract service dogs: they are working. You cannot ask for the dog's certification or a demonstration of what tasks the dog can perform. *See*

<https://www.elections.virginia.gov/media/formswarehouse/accessibility/Service-Animals-in-Polling-Place-One-Page-en.pdf> for more information.

People who have Intellectual Disabilities: Voters with intellectual disabilities are eligible to vote unless they have been adjudicated by a court of law to lack the capacity to understand the act of voting. Keep your communication simple. Rephrase or ask questions for better clarity and never assume what someone is saying. Stay focused on the voter as they respond to you. Allow time for them to tell or show you what they want to communicate.

Remember:

1. Anyone can make a mistake. Offer an apology if you forget some courtesy. Keep a sense of humor and a willingness to communicate.
2. Do not ask questions focused on the person's condition and do not express sympathy or admiration or other feelings related to the person's disability.
3. Golden Rule: Treat people the way you want to be treated.

Lesson 8: Emergency Preparedness

Before an Emergency

- **Evacuation Plan-** Have an evacuation plan in place that is communicated to your officers of election. Ensure everyone is aware of building exits and the designated meeting site outside of the building in case of an evacuation. Assign roles as needed to confirm all election materials and equipment will be secured. If possible, provide diagrams or maps indicating exits and meeting site.
- **Emergency Equipment-** As precinct leadership, you are responsible for making decisions and taking action in an emergency. Ensure you know the location of both the first aid kit and the fire extinguisher. Have a phone and emergency phone list with important numbers such as emergency services and the general registrar.
- **Assign Tasks-** Establish who will announce an evacuation, get a headcount inside, direct people to exits and meeting site, confirm headcount outside, secure election materials & equipment, and contact emergency responders, general registrar, and electoral board.
- **Secure Election Materials and Equipment-** Follow local emergency plans including cell phones and contact lists, emergency paper pollbook & count forms, all unmarked paper ballots, and emergency ballot box. If possible, note the last pollbook counter and note the "public counter" number on voting machines.
- **Emergency Call List-** Emergency/contact phone numbers should be included in the polling place materials picked up prior to Election Day. Make sure you have emergency numbers for the general registrar, Electoral Board, Department of Elections, law enforcement, Fire and Emergency Medical Technician (EMT). Keep a list of emergency contact numbers for all officers of election (including yourself). Make sure everyone can access the list if needed.

During an Emergency

If necessary, follow plans to evacuate the building: direct people to predetermined meeting areas, ensure all persons are evacuated (headcount), notify general registrar ASAP, secure election materials and equipment as instructed.

After an Emergency

Attempt to resume the election if possible. Attempt to relocate the election if necessary. Complete an Incident Report Form.

1. Relocation - Request authorization from the Electoral Board to move the polling place if necessary. If relocation is authorized, post directions to the new location on all entryways. Attempt to resume the election at the predetermined assembly point if circumstances permit.
2. Incident Report Form - Complete and file an Incident Report Form for any emergency, equipment malfunction, or complaint alleging illegal conduct or elections offense. When in doubt, fill it out!

Scenarios:

- **Chief has not arrived by 5:15 AM-** Any officer of election should call the general registrar.

- **Short on Election Officials-** Notify the general registrar's office and proceed to open the polls.
- **Electronic Pollbook Malfunction-** Notify your general registrar immediately. If there are no functional pollbooks you will be instructed to use the paper pollbooks or issue provisional ballots. If instructed to issue provisional ballots, the envelope should be marked as reason: "Other: Pollbook Malfunction." Backup electronic pollbooks should be delivered within 1 hour. Printed pollbooks should be included in your polling place materials.
- **Optical Scanner Malfunction-** Notify your general registrar immediately. Allow voters to vote on the printed ballots & place in a secure container used exclusively for that purpose. If an operational scanner is available in the polling place after the polls close, remove the uncounted ballots and feed them into the scanner once at a time. If an operational scanner is not available in the polling place after the polls close, the ballots will be scanned into an optical machine later. Remember: do not remove the malfunctioning equipment from the polls.
- **Disorderly Conduct-** It is a Class 1 misdemeanor for anyone to hinder, intimidate, or interfere with a voter's ability to cast a secret ballot. An officer of election should order such a person to stop any such activity. If they do not promptly desist, the officers of election or a majority of them, may order their arrest.
- **Traffic and Parking-** For issues such as traffic & parking, which require police attention, but are not emergencies, the chief officer will contact the general registrar and the general registrar will call the local law enforcement agency.
- **Power Failures-** If power fails to specific equipment, reset surge protectors and check all power connections. If power fails to the entire facility, report the failure to your general registrar immediately & follow their instructions. Use emergency voting procedures if authorized and file an incident report form.
- **Court Extends Voting Hours-** Persons in line at 7 PM must be allowed to vote normally. This is true regardless of whether the court extends voting hours. Persons arriving to vote after 7 PM, but before the end of the extended voting time, cast a provisional ballot. Ballots cast and counts taken during extended polling hours must be kept separate from normal ballots and counts.

Remember, each locality and precinct is unique. You should always follow locality-specific instructions from your general registrar based on local contingency and continuity of operation plans.

Lesson 9: Election Security

Protecting Election Information

In your role as part of precinct leadership, you will have access to physical and digital records containing personal information (PII) about voters, as well as sensitive information about elections.

You are responsible for protecting personal and sensitive election information from unauthorized view or access. The law requires that you take precautions when collecting, maintaining, and disposing of personal and sensitive information.

Protecting Voter Privacy and Election Security is Critical

You are helping to:

1. Protect the rights and freedoms of Commonwealth citizens and voters
2. Limit the targeting of citizens/voters with potential disinformation related to elections
3. Preserve the trust of citizens/voters of the Commonwealth in the State's electoral process

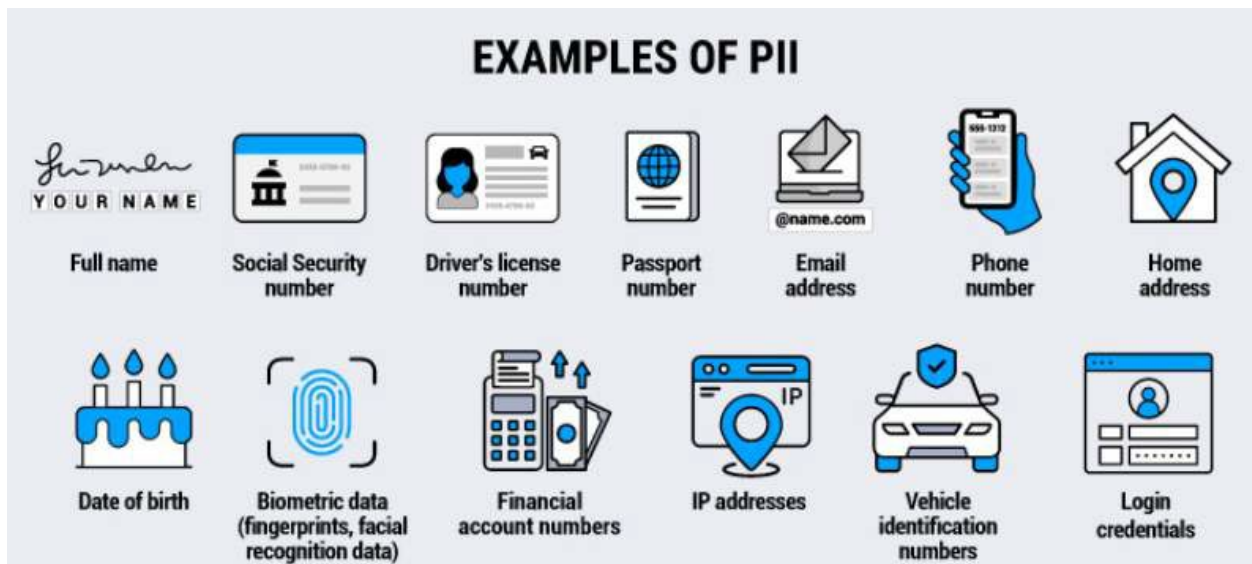
Personal Information

Personal information is information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked directly or indirectly with a particular individual or household.

Examples of personal information include:

1. Identifiers such as internet protocol (IP) address, email address, home address, contact information, account name, social security number, driver's license number, passport number, or other similar identifiers
2. Information contained in voter registration forms, applications for absentee ballots
3. Voter registration or participation history (not including information that is lawfully obtained from publicly available information)

The graphic below illustrates some personal information that could be considered Personally Identifiable Information (PII).



Sensitive Information and Systems

What is Sensitive information?

Sensitive information includes all records, information, and data in any format regarding the security of elections offices, polling places, voting and counting equipment, ballots, the Virginia voter registration system and supporting technologies. This also includes personally identifiable information (PII).

What is a Sensitive System?

A system is considered sensitive if it contains personally identifiable information about individuals, information about the security of elections (physical, cyber, etc.), information regarding the Virginia voter registration system, information designated as confidential or restricted, or information (or a system) designated as sensitive by the locality or Department of Elections.

Limit Contact with Personal Data

- Do not collect personal data without authorization.
- Only access, view, and interact with personal information when you are instructed to do so.
- Do not share or distribute information to others unless they have an official need-to-know.

How to Keep Private Information Secure

Any records or documents containing personal information or data (in electronic or physical form) must be:

- Protected from unauthorized access
- Stored in a secure place at all times
- Used only for official purposes
- Accessed only by authorized persons with an official need-to-know

On Election Day, you may be handling voter PII. Be aware of those around who may be able to hear or see this information as well. Forms such as the provisional ballot log should be securely stored when not in use.

Chain of Custody

Chain of custody is a critical documentation process that ensures a transparent and trustworthy election. Chain of custody provides a historical record of the movement of property (example: voting machines, electronic pollbooks, and ballots) by tracking the details of its custody from the person(s) designated to handle and deliver it to the person who is designated to receive it.

Each locality may have a slightly different documentation form and process; refer to your general registrar's instructions on how to properly track custody and complete this documentation process.

Lesson 10: Course Completion and Training Quiz

This marks the conclusion of the Officers of Election for Precinct Leadership course.

Use the link below to access the Officers of Election Precinct Leadership Training quiz. A score of 80% or greater is required to demonstrate completion of this course. Click on the 'Submit' button at the end of the quiz to receive an email containing your quiz score.

Please forward the email with passing results to your general registrar as documentation of your successful completion of this course. Should you receive a score of less than 80%, please review the course and retake the quiz.

[OOE For Precinct Leadership Quiz](#)