



June 17, 2025
Dual Primary Election
Highlights Training

Montgomery County
Officer of Election Training

Introductions



Electoral Board:

Richard D. Langford

Kenneth L. Stiles

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 OR with other Officers on Election Day.

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

Dual Primary

- Two elections held in the same polling place on the same day.
- Voters may vote in either Primary, but not both (§ 24.2-530).
- Voters may come up to either pollbook for check-in.
- Voters can change their minds any time up until they cast their ballot.
- The FVS Scanner will recognize both ballots and will print a combined Zero Tape.
- Statement of Results (SOR) is combined.
- Write-in votes are not permitted in a Primary. The FVS Scanner will not print a Write-In Report tape at closing



NEW: Envelope 7 is now Pouch 7

- Clear - the required contents can be confirmed visually.
- Information previously on the “Back of Envelope 7” is now on Pouch 7 Form.



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

NEW: Pouch 7 Form

Machine, Seal, and Counter Numbers

Form will be delivered in the Required Forms Binder.

Officers will:

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

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

Precinct: **Precinct Number & Name**

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

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

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

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

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

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

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

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

Place Signed Seal Label Here Election Night

Rev. 1.27.2025tcf

Election Day Set Up

Pollbook Officers



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

New format for the Voter Count Call-in Sheet

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

ENVELOPE 2B

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

OPENING - WHILE POLLS ARE OPEN - CLOSING:

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

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

Chief's Signature _____ Officer's Signature _____

Rev 4.16.25tcf

Election Day Set Up

Ballot Table



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

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

Ballot Table



2 Ballot Record Reports, one for each Primary.

Officers will track ballots for each Primary separately.

Ballot Record Report Democratic ENVELOPE 2B

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

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

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

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

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

Ballot Record Report Republican ENVELOPE 2B

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

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

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

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

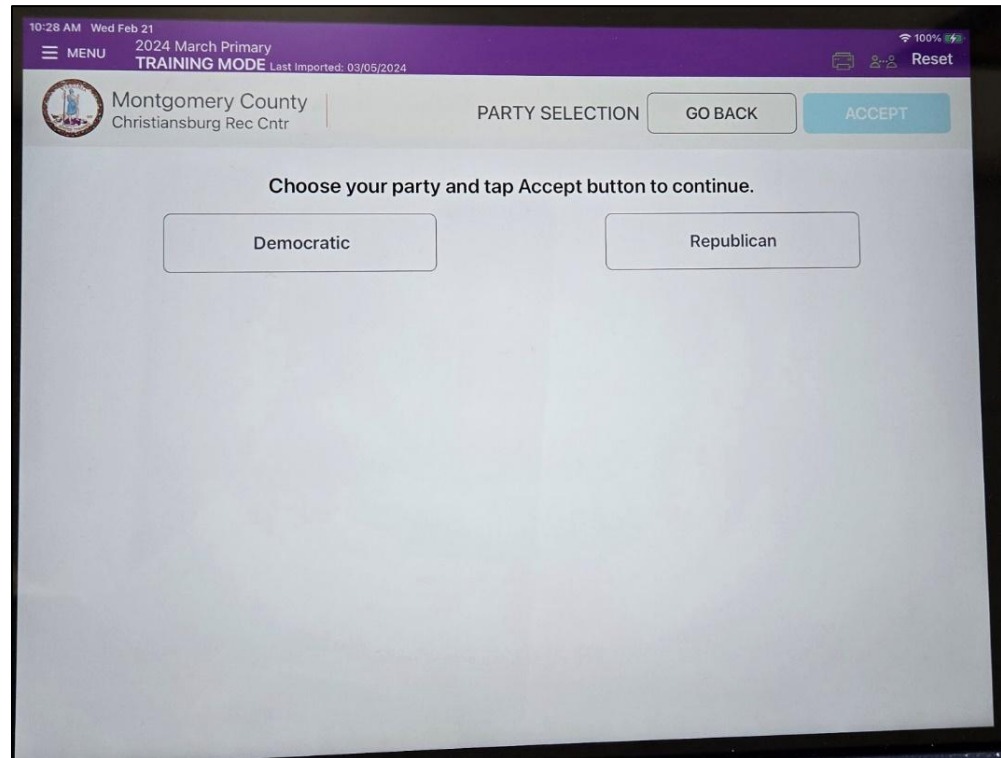
1. OPEN PACKS		
- Assume each pack is 50 until opened.		
- Open as needed, 2 Officers count and record actual count in column.		
Ballot pack #	# Of Ballots in pack	2 Officer's Initials
1		
2		

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

Dual Primary

Selecting Voter's chosen Primary Election

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



Sample Ballots



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

Voter Changes Mind

Dual Primary



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

The Chief Officer will:

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

Dual Primary

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


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



Combined Statement of Results Dual Primary

For each Primary, enter:

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

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

Combined Statement of Results Dual Primary

Part 4. Discrepancies

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

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

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

Republican Party Primary

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

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

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

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

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

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

Democratic Party Primary

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

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

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

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

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

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

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

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

Signatures of Election Officials

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

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

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 (5)

Clear Plastic Box

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

Cage - Bottom Shelf Contents



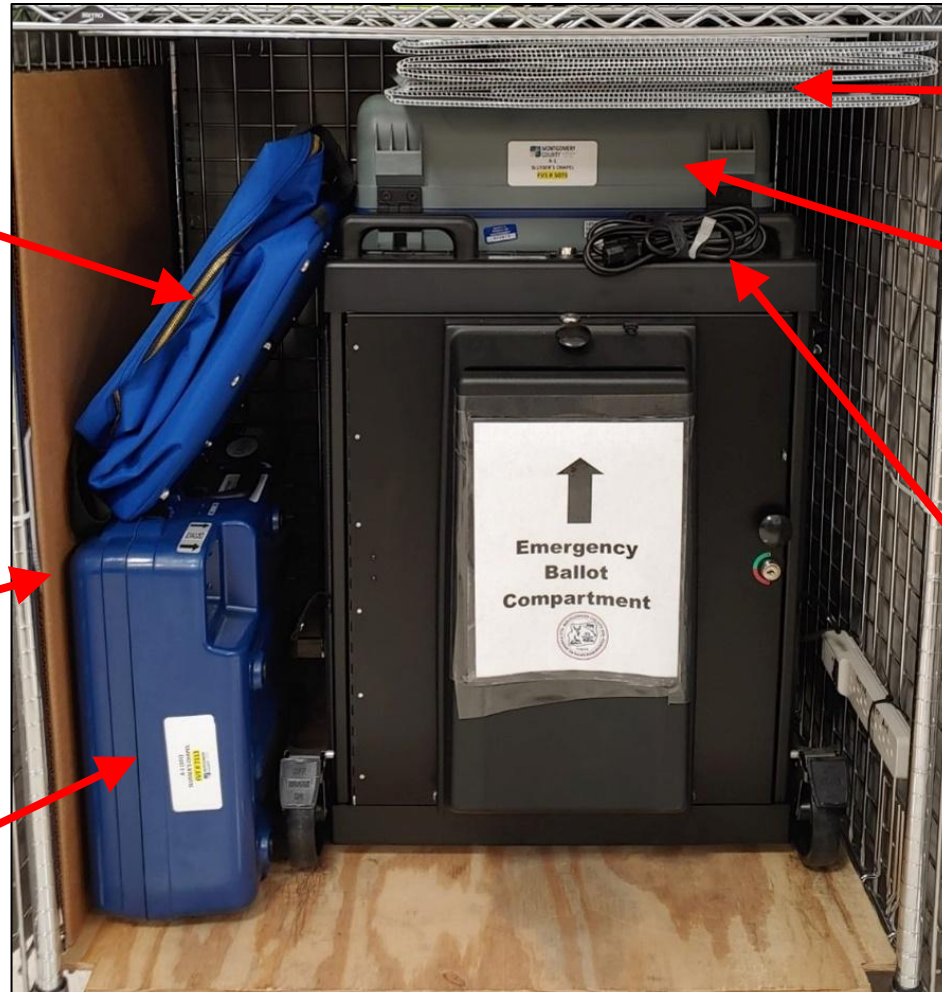
Blue Absentee Mail Ballot Drop Box

Delivered
Unassembled.

Information, Log, &
Seals inside

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

FVT – ADA Tablet Voting Machine



Marking Booths (5)

FVS – Ballot Scanner

- Locked to top of Ballot Box.

Power Cord

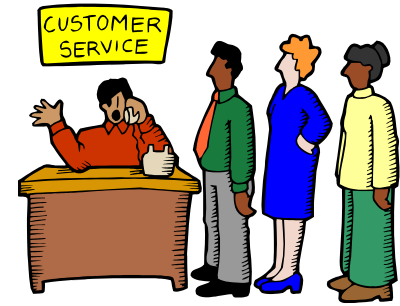
- Plug already inserted into back of scanner.
- Cord is wound up and held to handle with Velcro.

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

Customer Service

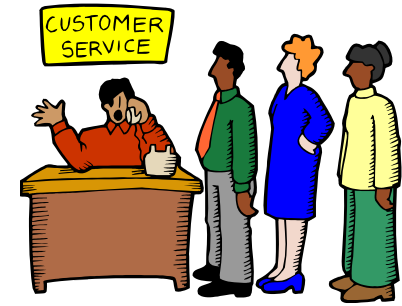
Officers of Election will provide prompt, courteous service to all voters.

- 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 cell phones or electronics at work stations.



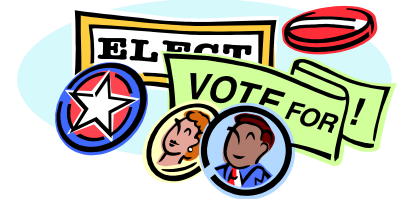
Customer Service

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.

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

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.

Keeping Order in the Polling Place

Prohibited:

- Hindering, intimidating or interfering with a voter
- Insulting or abusing an Officer



Officer's Action:

- Inform the Chief if you observe disruptive or abusive behavior

Chief's Action:

- Talk to person about the prohibited action, ask for compliance with law.
- Call the Registrar immediately at 540-382-5741 and Registrar will notify Sheriff if appropriate.
- Complete an Incident Report.

Setup/Shutdown Equipment Procedures

Two minds are better than one!

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

Electronic Pollbooks



- Open and Close instructions for the Poll Pads will be in the 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.
- Print one Pollbook Opening Summary Report from each of the three Poll Pads according to the Poll Pad setup instructions.
- Enter opening check-in numbers on the ***Voter Count Call-in Sheet/Pollbook Summary*** form.

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
- Return the ID along with printed receipt.
- Direct voter to the Ballot Table where they will exchange their receipt for a ballot.

KNOWiNK Poll Pads

When you scan a driver's license:

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

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.
- Then ask the Officer next to you for assistance. Call the Chief or Asst. Chief over if needed.

Approved Identification

Effective July 1, 2020, Revised September 2024

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

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

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

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

ELECTRONIC FORMS OF ID

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

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

George Mason University
Liberty University
Roanoke College

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

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

Approved Identification

Effective July 1, 2020, Revised September 2024

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

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

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

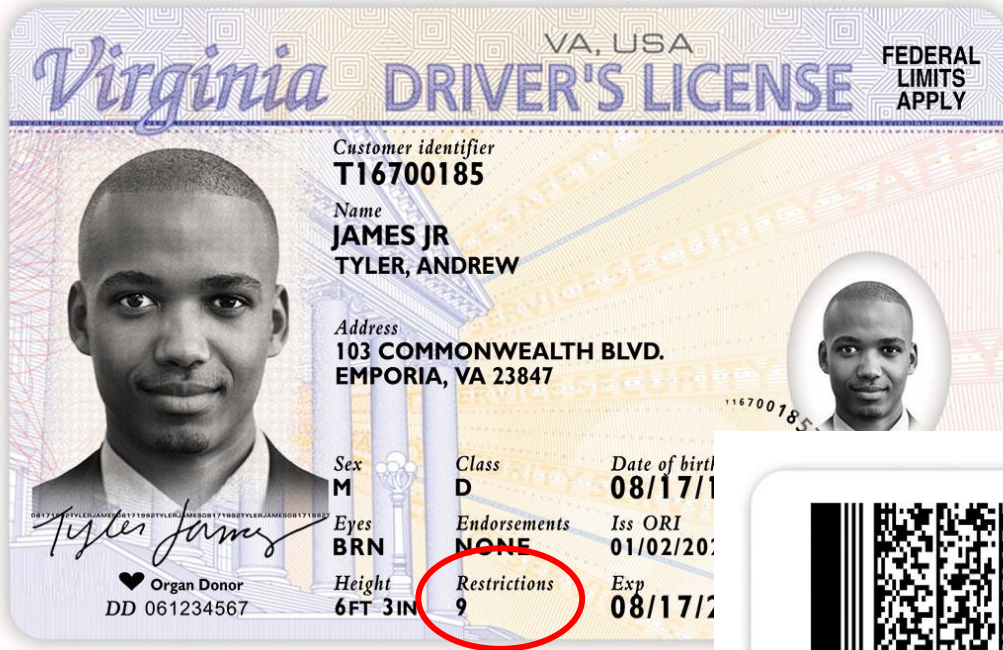
Identification	Is Accepted?
Virginia driver's license	Yes, may be current or expired.
Virginia DMV-issued ID card	Yes, may be current or expired.
Valid employee ID card, containing a photograph, issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID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

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

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

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

How to recognize a Driver's Privilege Card



Restriction listed on back says “9 Limited duration.”

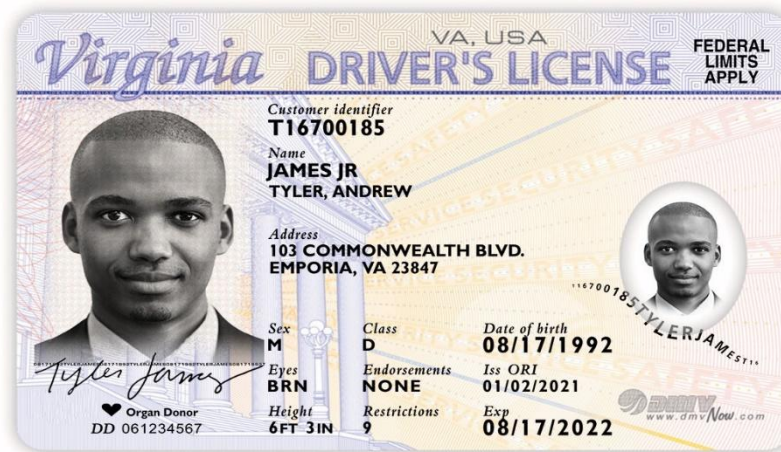
It has a “9” under “Restrictions” on the front.



Driver's Privilege Card

If a voter presents one of these cards, send the voter to the Chief Officer.

It is possible the voter is a new citizen who has not updated their driver's license.



Approved Identification

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

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

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

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

Approved Identification

Commonwealth of Virginia Place in Envelope #8

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

A Officer of Election:

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

B Affirmation of Voter:

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

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

Signature of voter: _____ Date: _____

Printed name of voter: _____

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

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

ELECT-643ID 8/2020

Do NOT
turn a voter away
for lack of
identification!

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



Voter Check-In Situations

See “What if” Guide for more detailed information

- Voter is listed as “Inactive” or has been flagged with “Confirmation Mailing”
- 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
- Voter is challenged

Send voter to the Chief.

Ballot Officer

Before the Polls Open



- Open #6 Boxes. Find **Receipt for Ballots** in Democratic Primary Box #6 and set aside.
- Find the envelopes with Provisional Ballots. Do not open the envelopes. Use number of ballots listed on printed on labels.
- Count the shrink-wrapped packs of ballots.
- Compare number of ballots received to information on the **Receipt for Ballots**. If numbers match, sign the **Receipt** and give it to the Chief. If numbers do not match, inform the Chief. Chief will keep this form for return in Envelope 2B.
- Record the number of packs and Provisional Ballots on the two **Ballot Record Report** forms.
- Give the unopened envelope with Provisional Ballots to the Chief.
- As each shrink-wrapped pack of ballots is opened, two Officers must count the number of ballots contained. Record that number on each Primary's **Ballot Record Report**.

June 2024

Democratic Primary Ballot

Name of
Primary

Commonwealth of Virginia, SAMPLE BALLOT


County of Montgomery

Democratic Party Primary Election

Tuesday, June 17, 2025

Making Selections

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



Lieutenant Governor

Vote for only one

☐ Levar Marcus Stoney

☐ Babur B. Lateef

☐ Aaron R. Rouse

☐ Victor R. Salgado

☐ Ghazala F. Hashmi

☐ Alexander J. Bastani

Attorney General

Vote for only one

☐ Shannon L. Taylor

☐ Jay C. Jones

June 2024


Republican Primary Ballot for D District Precincts

Name of Primary →

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

Making selections

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



**Member
Board of Supervisors
District D**

Vote for only one

☐ Michel T. "Todd" King

☐ Dale K. Buckner

Ballot Officer

While the Polls Are Open



- Responsible for handing out ballots to voters
 - Take the **Ballot Receipt** from the voter and place it in Ballot Receipt Box.
 - Remind voters to:
 - Use a precinct pen to mark their ballot
 - 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.
- Chief will accept surrendered ABs, check voter in on Pollbook, and issue voter a Ballot Receipt. Chief will bring surrendered ABs to Ballot Table to go in Envelope 4. Ballot Officer will make note on Ballot Record Report of number received.

BALLOT RECORD REPORT

MONTGOMERY COUNTY, VIRGINIA

NOVEMBER 5, 2024 – GENERAL ELECTION

PRECINCT: 0304 Blue Ridge Church

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 + 70 (Provisional, Federal & Presidential Only Ballots) = 1320 Total Ballots

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

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

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

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/B**. 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)	+ 111
Sealed unused ballots x 50	+ 400
3a. Total ballots NOT USED	= 511
Record total from FVS (machine tape)	+ 795
Record SPOILED BALLOTS (2a.)	+ 8
Record VOIDED BALLOTS (2b.)	+ 0
Record PROVISIONAL BALLOTS (2c.)	+ 7
Record FVT (ADA) printed ballots (machine tape)	- 1
3b. Total ballots USED	= 809
Record 3a. + 3b.	TOTAL BALLOTS = 1320

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

Frank Jones 11/5/2024
 Officer Signature Date

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

Rev 8.26.2024tcf

Ballot Record Report

Single-Page Format

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

BALLOT RECORD REPORT

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

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 + 70 (Provisional, Federal & Presidential Only Ballots) = 1320 Total Ballots

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

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

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

2. ELECTION DAY STATISTICS

- Cross off or circle each number when used.

2a. SPOILED BALLOTS

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

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.

X	X	X	X	X	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)	+ 111
Sealed unused ballots x 50	+ 400
3a. Total ballots NOT USED	= 511
Record total from FVS (machine tape)	+ 795
Record SPOILED BALLOTS (2a.)	+ 8
Record VOIDED BALLOTS (2b.)	+ 0
Record PROVISIONAL BALLOTS (2c.)	+ 7
Record FVT (ADA) printed ballots (machine tape)	- 1
3b. Total ballots USED	= 809
Record 3a. + 3b. TOTAL BALLOTS	= 1320

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

Frank Jones 11/5/2024
 Officer Signature Date

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

Rev 8.26.2024v1

Ballot Record Report Single-Page Format

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

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

Add/Subtract entries as indicated.

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

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 Officers

Poll Opening Tasks

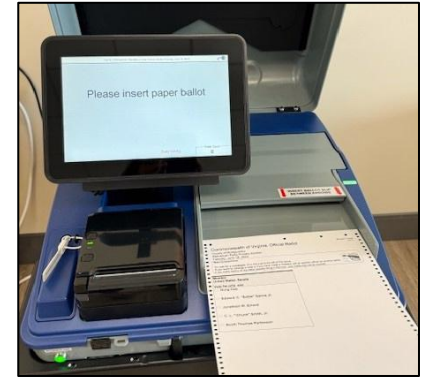
Morning Tasks - Follow Opening Instructions!

- 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.

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.

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

**Auburn HS Full
04021**

Provisional Ballot

Making selections

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

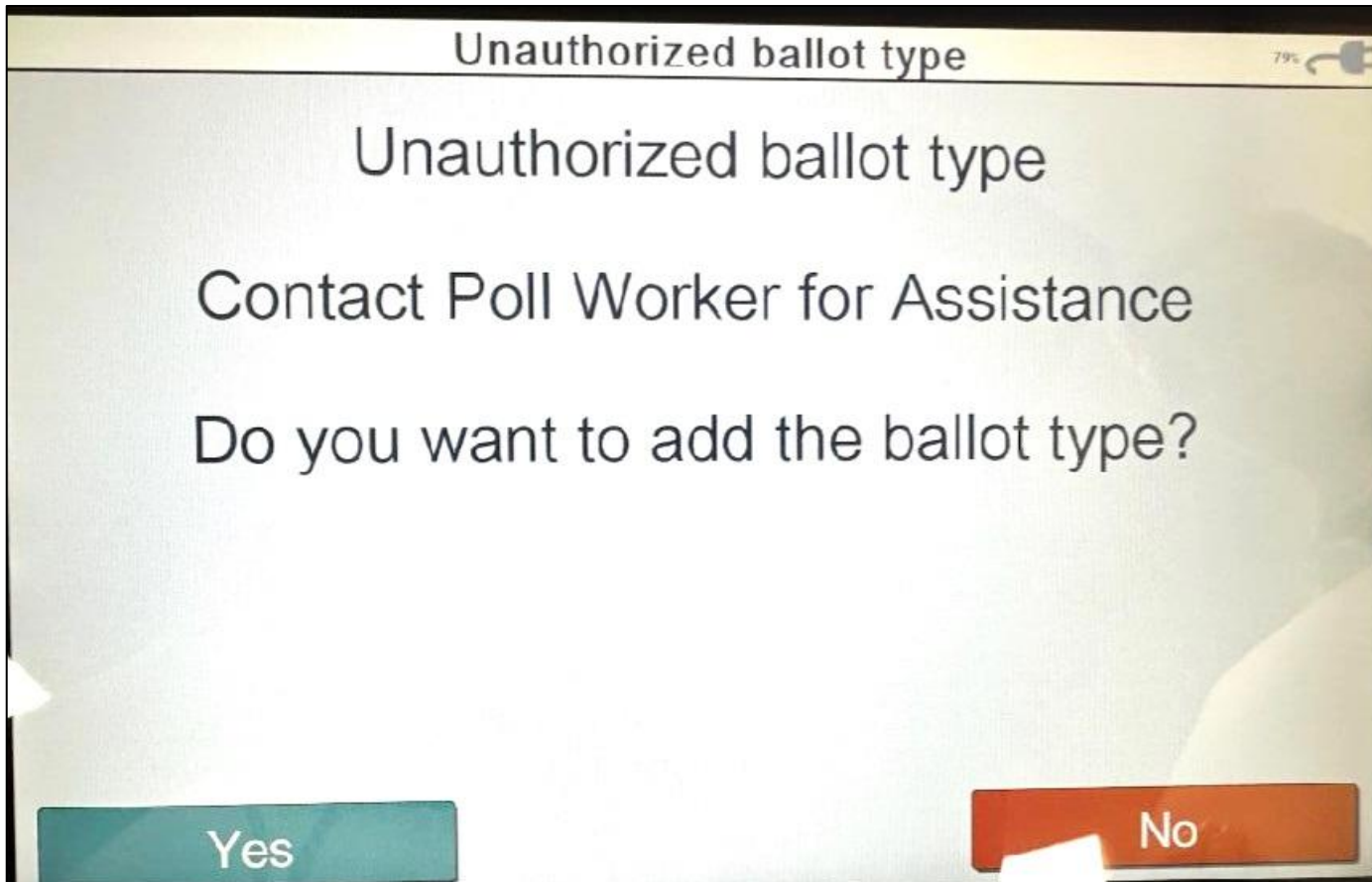
President and Vice President Member

- “Provisional Ballot” printed at the top center. Identifying precinct information is printed in the top right corner.
- These ballots are not pre-folded.

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** enter number of voters checked in for each Primary on the *Voter Count Call in Sheet/Pollbook Summary*.

Then print 3 copies of the Pollbook Summary report before disassembling and packing equipment in the green cases.

Apply security seals to each Poll Pad case and record seal numbers on Pouch 7 Form.

- **Ballot Officers** complete the Ballot Record Report for each Primary, then pack unused ballots in #6 Boxes. Tape boxes closed, apply signed seals.



Poll Closing Tasks



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

- **Voting Machine Officers** print three copies of Scanner (FVS) and ADA Tablet (FVT) Closing Tapes following machine instructions.
- Officers complete two copies of the SOR and one Printed Return Sheet.
- Remove all polling place signs and adhesive tape. Leave polling place and area inside of 40' prohibited area clean and organized.



Poll Closing Tasks



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

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





Poll Closing Tasks



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

- Two Officers, working separately, will complete two identical copies of the Statement of Results. *Complete initially in pencil. After confirming copies match, copy over pencil in black ink. Make sure all Officers sign both copies.*
- Attach a complete set of opening and closing tapes to each SOR:

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



Poll Closing Tasks



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

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

Completed Absentee Ballot Drop Off Chain of Custody Form

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

ELECT-C1289(B6) 9/15/2020

After the polls close, at least two Officers will:

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



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



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 (new).
- 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

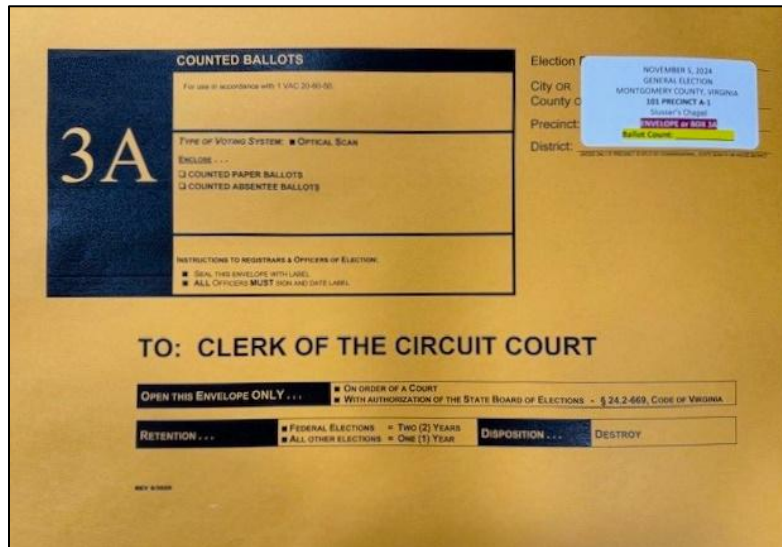
- Enter number of voted ballots contained in Envelope/Box 3A. This is the same as the number as “Pages Cast” on the Results Summary Tape.
- Seal lists the total number of Seals to apply to Box/Envelope if greater than one.

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

Envelope/Box 3A

Voted Ballots

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



The back of the envelope/box is labeled '3A' in large blue letters. It contains a 'COUNTED BALLOTS' section with instructions for use and a table for recording the number of ballots counted by type (Optical Scan, Paper Ballots, Absentee Ballots). Below this is a section for 'INSTRUCTIONS TO REGISTRARS & OFFICERS OF ELECTION' with checkboxes for sealing the envelope and labeling it. At the bottom, it says 'TO: CLERK OF THE CIRCUIT COURT' and provides information on when to open the envelope and how long to retain it.

COUNTED BALLOTS
For use in accordance with 1 VAC 20-80-05

3A

Type of Voting System: ☒ Optical Scan
ENCLOSE: ☐ COUNTED PAPER BALLOTS ☐ COUNTED ABSENTEE BALLOTS

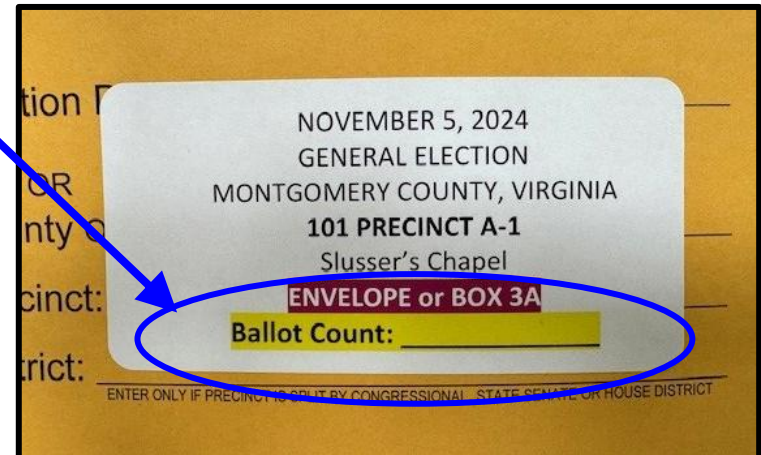
INSTRUCTIONS TO REGISTRARS & OFFICERS OF ELECTION:
■ SEAL THIS ENVELOPE WITH LABEL
■ ALL OFFICERS MUST SIGN AND DATE LABEL

TO: CLERK OF THE CIRCUIT COURT

OPEN THIS ENVELOPE ONLY . . .
■ ON ORDER OF A COURT
■ WITH AUTHORIZATION OF THE STATE BOARD OF ELECTIONS - § 24.2-669, CODE OF VIRGINIA

RETENTION . . .
■ FEDERAL ELECTIONS - TWO (2) YEARS
■ ALL OTHER ELECTIONS - ONE (1) YEAR

DISPOSITION . . . DESTROY



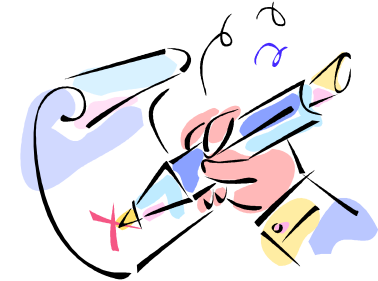
The front of the envelope/box contains a label with the following information: 'NOVEMBER 5, 2024 GENERAL ELECTION MONTGOMERY COUNTY, VIRGINIA 101 PRECINCT A-1 Slusser's Chapel'. Below this, the text 'ENVELOPE or BOX 3A' is printed in a red box. A blue arrow points from the 'Ballot Count' field on the back of the envelope to this 'ENVELOPE or BOX 3A' label. The 'Ballot Count' field is a yellow box with a line for writing the number. At the bottom of the label, it says 'ENTER ONLY IF PRECINCT IS SPLIT BY CONGRESSIONAL, STATE SENATE OR HOUSE DISTRICT'.

tion f
OR
nty o
cinct:
istrict:

NOVEMBER 5, 2024
GENERAL ELECTION
MONTGOMERY COUNTY, VIRGINIA
101 PRECINCT A-1
Slusser's Chapel
ENVELOPE or BOX 3A
Ballot Count: _____

ENTER ONLY IF PRECINCT IS SPLIT BY CONGRESSIONAL, STATE SENATE OR HOUSE DISTRICT

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.

**DO NOT PACK
POLL PAD CASES
IN CAGE.** Chief
will bring Poll
Pads back to
office on
Election Night.

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

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



Repacking the Cage

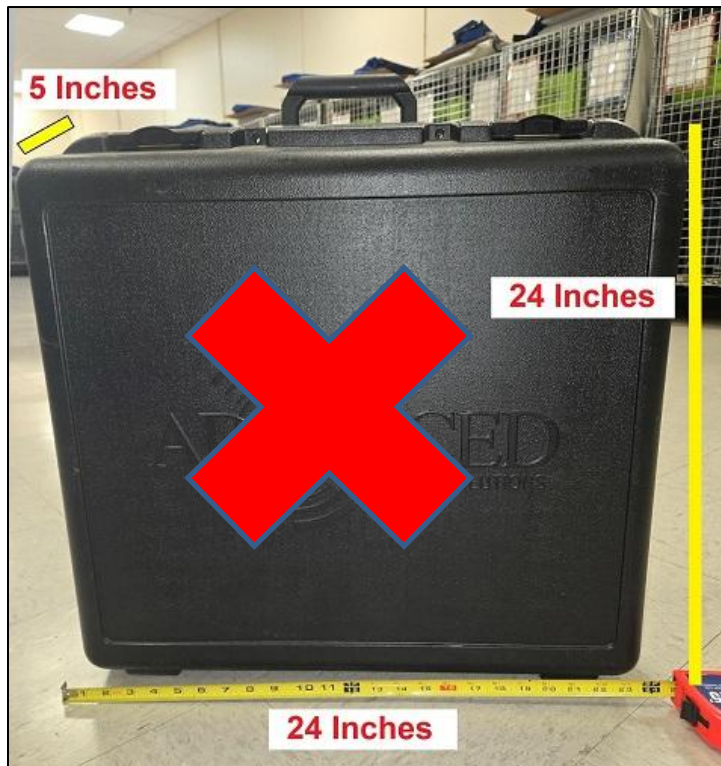


Box/Envelope 6
UNUSED Ballots

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

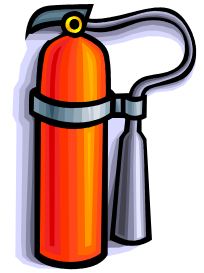


The case is 24 x 24 x 5 inches.

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 the Registrar: 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 the Registrar: 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



Review training documents before Election Day:

- *Basic Training presentation* (August 2024)
- *Election Day Guide for Officers of Election* (2024)
- *Voter Identification Chart* (Sept. 2024)
- *Statement of Results Completed Example* (November 2024)

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

<https://www.montgomerycountywa.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!

