

IN-PERSON ABSENTEE EARLY VOTING

Regular Daily Processing Procedures



Election Season: Polling Places & Hours for Voters

- **Three 45-day Early Voting Sites (Sept 22 – Nov 4)**

- | | | |
|-------------------------------|------------------------------------|-------------------------|
| ➤ Fairfax County Gov't Center | North County Gov't Center (Reston) | Mt. Vernon Gov't Center |
| M-F: 8-4:30 | M-F: 1-7 | M-F: 1-7 |
| Saturday 9-5:00 | Saturday 9-5:00 | Saturday 9-5:00 |

Saturday Dates for all 3 Sites: September 23, October 28, and November 4

Sunday Date for all 3 Sites: October 29

- **Thirteen 10-day Early Voting Satellites (Oct 26 – Nov 4)**

- Burke Center Library, Centreville Regional Library, Franconia Gov't Center, Great Falls Library, Herndon Fortnightly Library, Lorton Library/Community Center, Mason Gov't Center, McLean Gov't Center, Providence Community Center, Sully Gov't Center, Thomas Jefferson Library, Tysons-Pimmit Library, West Springfield Gov't Center

➤ **All 13 sites:** M-F: 1-7 Sat: 9-5 Sunday: 1-5

➤ **Saturdays:** October 28 and November 4

➤ **Sunday:** October 29

- **Election Day: Tuesday, November 7: 6 am – 7 pm**

Poll Watchers should work when the Election Officers work: 5:00 am – ~9:00 pm

Shifts are in 3 to 4-hour time blocks

Observe Early Voting Opening Tasks

Early voting starts both on **9/22** (3 locations) and **10/26** (13 additional locations)

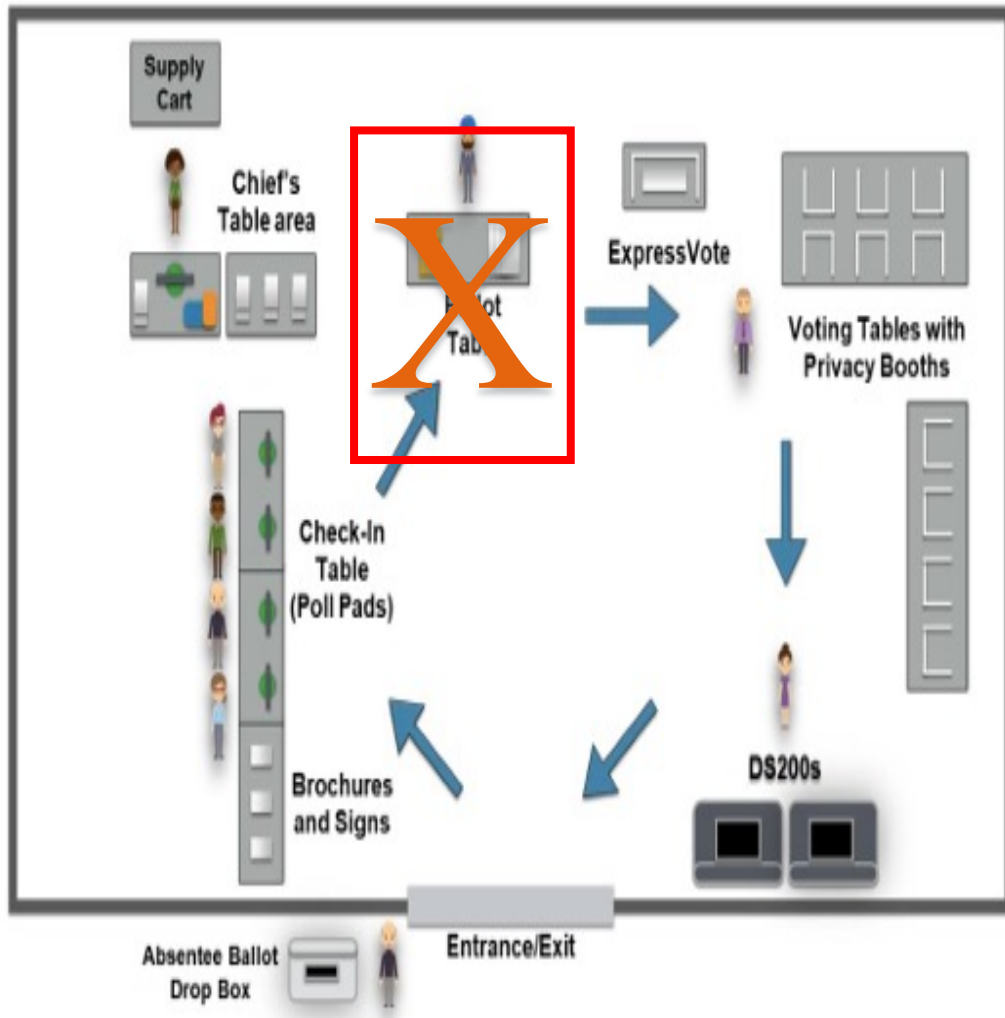
1. PWs should arrive ½-1 hour ahead of Satellite Start time
2. Observe Satellite setup, including signage and curbside voting sign and phone number
3. Chief/Assistant Chief complete setting up their paperwork – e.g., numbered envelopes, etc.
4. Open envelopes with keys and activate election equipment
5. Observe that the Chief assigns EOs to complete the following:
 - Set up the two DS200s and run the 3 Zero Report configuration reports – paper tapes (check that Public Number is at Zero)
 - Set up the Ballot On Demand machines for most voters, to vote by precinct
 - Set up the ExpressVote machine(s) for voters who need assistance in voting
 - Set up the Poll Pads (zero votes should show on each poll pad before polls open)
 - Set up the Drop Box (observe that box is empty at start of day and lock is affixed)
 - Set up the iPad to enter Provisional ballot information
 - On-Time opening varies by location

Early Voting Procedural Differences from Election Day

Most Early Voting is the same as on Election Day, with these exceptions:

- There is NO DAILY TABULATING during Early Voting
 - DS200s are **hibernated daily**, and voter counts are accumulated over all early voting days
 - End of day count must equal the next day's opening count on each DS200
 - **PW closing shift report will be forwarded electronically to the next day Opening Shift PW**
- No more staff differences – all are EOs and there should be party parity
 - Previously Satellites were run by General Registrar's Staff; now are run by Chiefs, Assistant Chiefs, and EOs - NOT Supervisors, Assistant Supervisor, and staff
 - There is now party parity at the polls during Early Voting
- Voter check-in process is new and different from 2022

Sample Early Voting Voter Room Layout



New Process for Voter Check-in during Early Voting

- There will be **NO check-in forms** used and **NO check-in tables** needed - there will still be EOs to greet voters, maintain line control, and monitor the drop box
- All voters will check-in with an EO at the poll pad table, per usual
- Each Check-in EO will have a **Ballot on Demand (BOD) Printer** affiliated with his/her poll pad, which will print a precinct-specific ballot as each voter is checked-in
 - All EOs will sign a BOD oath daily at the beginning of their shift, attesting that EOs will print the correct ballot for each voter
 - Chiefs will sign the BOD Oath form at the end of each day certifying the number of ballots printed that day. This form gets clipped to the Daily Reconciliation Worksheet and stored in the Printed Ballots Oath Envelope.
- After the EO checks-in a voter, prints and hands the voter his ballot, the voter will go directly to the ballot marking tables
- **There will be NO Ballot Table, since the voter will receive his/her ballot directly from the Check-in EO**

Early Voting Procedural Differences - Con't

- Curbside voting will require more EO trips outside
 - Each curbside voter must be verified and marked as voted in the poll pad
 - This will force the EO to make three trips in 2023: to check in the voter, return to get printed ballot, deliver ballot to voter in car, return inside to scan the ballot, and return to give the voter the I VOTED sticker
- Clamshell replacement process will be invoked during Early Voting as needed so there is no overload of thumb drive media
- **Absentee Ballots:** If the voter wants to vote a regular ballot during early voting, voter should surrender his/her absentee ballot. If the voter says the ballot was lost or never received, the voter signs a *Statement of Voter*, i.e., a “Goldenrod” form and votes a regular ballot

Goldenrod Statement of Voter Form

The image shows a form titled "Statement of Voter" from the Virginia Department of Elections. At the top left is the Virginia Department of Elections logo, and at the top right is the text "• VIRGINIA • DEPARTMENT of ELECTIONS". The form contains the following sections:

- Statement of Voter**
- A line for the voter's name with labels: First, Middle, Last, and Suffix (Jr, Sr, III).
- A statement: "do hereby state, subject to felony penalties for making false statements pursuant to § 24.2-1016, Code of Virginia, that"
- Check one:**
 - I applied for but did not receive or
 - I applied for and received but lost
- A statement: "my absentee ballot; that I am a citizen of the United States duly registered in the city or county of Fairfax, Virginia, that I am now, or have been at some time since the November general election last year, an actual Virginia resident of the following address where I am registered to vote:"
- A line for the address with labels: House number, street name or rural route address, City, and Zip code.
- Three "OR" conditions:
 - OR that I have resided in this precinct since the second preceding federal general election and have been and continue to reside in this county or city and this congressional district;
 - OR that the Virginia address listed above was my last domicile immediately before leaving the United States;
 - OR that I have resided in Virginia in the last 30 days and am voting only in the presidential election;
- A statement: "that I am at least eighteen years of age or will be by _____ and that I have not voted in this election and will not vote in this election at any other place in Virginia or in any other state."
- A line for the "Signature of voter".
- A line for "Last 4 digits of SSN required".
- A line for "Date (MM/DD/YYYY)".
- Privacy Act Notice:** This form requires your social security number for identification and to prevent fraud. Your application will be denied if you fail to provide your social security number or any other information necessary to determine your qualification to vote. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article III, § 2, Title 24.2 of the Code of Virginia and the Government Data Collection and Dissemination Support Act) authorize collecting this information and restrict its use to official purposes only.
- WARNING:** INTENTIONALLY 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.
- At the bottom right, it says "SBE-708 REV 09/2021".

A Goldenrod or Statement of Voter form is used when the Poll Pad shows voter has been issued an Absentee (vote-by-mail) Ballot, but the voter did not receive the ballot or lost it.

This form can only be used during Early Voting; it is not utilized on Election Day.

“Clamshell Replacement”

The DS200 thumb drives hold between 5,000 and 7,000 ballot images

The Fairfax County General Registrar has stated:

- No thumb drives will be removed in 2023 prior to closing out the DS200s
- All polling places will have two DS200s available to distribute the storage load of digital ballot images
- The DS200 “Clamshells” – the top part of the scanner – is exchanged for a new one when the thumb drive fills up
- The DS200 “Clamshells” will be taken by Rovers to secure storage and only closed out and paper tapes printed on Election Day

PW obtains info on the old/new clamshells and includes that info on his shift report (see Chief’s Daily Log)



Last Day of Early Voting - Closing Procedures

PWs should observe the Chief and EOs as they close the polling site:

- The Chief will announce that the poll is closing in 15 minutes and then again in 5 minutes, before locking the doors. Closing times will vary by date and location
- Anyone in line at the closing time can vote. If there is a line, a staffer will stand at the end of the line
- Unused ballot paper in the BODs must be stored and locked overnight in the gray cart
- Total used ballot paper count should equal: # ballots cast + # provisional ballots + # spoiled ballots minus # ExpressVote ballots
 - When counting the amount of paper ballots used, be sure to subtract the number of ExpressVote ballots from the paper count
- On the **CLOSING ON LAST DAY OF EARLY VOTING (November 4)**, prepare to remain longer than other days to observe final early voting closing procedures
 - Team will box up all voting materials, including the “clamshell” portion of the DS200 scanner for Chief to return to the FCGC

CONGRATULATIONS!

YOU'RE READY TO BE A 2023 POLL WATCHER!



What's Next?

You will receive these items in an email from us in the next 24 hours:

- 1. A personalized Fairfax GOP Authorized Representative Letter** (Print a copy for each Poll Watcher shift you'll be working), **along with the Shift Report Forms and the Pocket Guide**
 - 2. A link to sign up for Poll Watching time slots** during Early Voting, Absentee Ballot Pre-Processing (i.e., CAP), Election Day, post-Election CAP processing, and canvassing
 - 3. A link to the Fairfax GOP Poll Watchers Updates website** (<https://fairfaxgop.org/fairfax-gop-poll-watchers-updates/>) which provides links to all our forms, copies of these slides, numerous training aids, any revised materials, and news updates
- If you have completed your training and NOT received the Authorization Form, send an email to pollwatchers@fairfaxgop.org or call the Poll Watchers number at **703-397-8129**. We will confirm that you have completed the training and email the Authorization Form to you
 - **For SCHEDULING changes, your confirmation email when you register will provide a link that will allow you to self-cancel and reschedule.** If you need help or have questions, contact the Poll Watchers Coordinator Barbara Tengs at pollwatchers@fairfaxgop.org or call **703-397-8129**

Sign-up for Poll Watching for Early In-Person Voting

Sign Up to be a Poll Watcher September 22 – November 7

Poll Watchers for Early Voting (In-Person)

3 LOCATIONS (45 days)

September 23 – November 5

Early Voting Location	Address	Sign Up Link
Fairfax County Government Center	12000 GOVERNMENT CENTER PKWY, FAIRFAX, VA 22035	Sign Up
Mt. Vernon Governmental Center	2511 PARKER LN, ALEXANDRIA, VA 22306	Sign Up
North County Governmental Center	1801 CAMERON GLEN DR, Reston, VA 20190	Sign Up

13 SATELLITE LOCATIONS (10 days)

October 27 – November 5

Early Voting Location	Address	Sign Up Link
Burke Centre Library	5935 FRED'S OAK RD, BURKE, VA, 22015	Sign Up
Centreville Regional Library	14200 SAINT GERMAIN DR, CENTREVILLE, VA, 20121	Sign Up
Franconia Governmental Center	6121 FRANCONIA RD, ALEXANDRIA, VA, 22310	Sign Up
* Lorton Library/Community Center	9520 Richmond Hwy, Lorton, VA 22079	Sign Up
Great Falls Library	9830 GEORGETOWN PIKE, GREAT FALLS, VA, 22066	Sign Up

After your PW training and quiz, you will receive a link to all the online webpages for all the shift signups, similar to the graphic at left.

Click on a red SIGN-UP link in the district where you can Poll Watch to choose dates/locations for Poll Watching.

Then, simply click on the time slots when you can Poll Watch. You'll have the option to sign up for shifts at any of the 16 Satellite Sites during early voting and any of the 265 precincts on Election Day.

Keep your schedule confirmation email and use it if you need to change your shift – you can now self-cancel and reschedule yourself!

Sign-up for Poll Watching on Election Day

Poll Watchers for Election Day 2022

Magisterial District	Priority #1 Precincts	View Details
Braddock	Fairview, Heritage, Monument, North Springfield, University	Sign Up
Hunter Mill	Hunters Woods, Madison, Reston #1, Reston #2, Sunrise Valley #1, Vienna #4, Vienna #6	Sign Up
Dranesville	Chain Bridge, Chesterbrook, Churchill, El Nido, Great Falls, Haycock, Kirby, Langley, Longfellow, McLean, Pimmit, Salona, Westhampton, Westmoreland	Sign Up
Lee	Bush Hill, Cameron, Clermont, Fairfield, Franconia #1, Groveton, Hayfield, Huntley, Hybla Valley, Kingstowne, Lynbrook #2, Mount Eagle, Pinewood, Rose Hill, Villages, Virginia Hills	Sign Up
Mason	Baileys, Barcroft, Belvedere, Bren Mar, Bristow, Brook Hill, Camelot, Columbia, Crossroads, Edsall, Ft. Buffalo, Glen Forest, Holmes, Hummer, Lincolnia, Masonville, Parklawn, Plaza, Poe, Ravenwood, Saint Albans, Skyline, Sleepy Hollow, Tripps, Walnut Hill, Westlawn, Weyanoke, Willston, Woodburn	Sign Up
Mount Vernon	Belle Haven, Belleview, Bucknell, Fort Hunt, Grosvenor, Gunston, Hollin Hall, Huntington, Kirkside, Lorton, Marlan, Riverside, Sherwood, Stratford, Woodlawn #1, Woodlawn #2, Woodley	Sign Up
Providence	Gallows East, Graham-Greenway, Hunters Branch, Magarity, Marshall, Merrifield, Pine Ridge, Shreve, Timber Lane, Tysons	Sign Up
Springfield	Cedar Lake, Centerpointe, Clifton South, Clifton Town, Liberty, Sandy Run, Willow Springs #2, Woodyard	Sign Up
Sully	Bull Run, London Towne, Virginia Run	Sign Up

Here's where we need your **EYES ON** the most:

We're prioritizing 50 precincts on Election Day, for poll watchers to sign up first. These **Priority 1 precincts** should be your first choices to select a site to poll watch. Once the priority 1 sites are filled, you can select and sign up for a **Priority 2 precinct**.

Please select Priority 1 sites first.

Please select Opening or Closing shifts first.

Here's the sign-up link for Election Day shifts:

<https://fairfaxgop.org/poll-watchers-for-election-day-2022/>

For Scheduling Help: 703-397-8129



Links, Email, and Phone References

- To report daily shift numbers and commentary/experiences: <https://fairfaxelectioninfo.com>
- To report legislative experiences: legislation@fairfaxgop.org
- To contact the RPV Helpline: help@va.protectthevote.com
804-600-4809
- To review materials/get updates: <https://fairfaxgop.org/fairfax-gop-poll-watchers-updates>
- For questions/scheduling help: pollwatchers@fairfaxgop.org
703-397-8129



THANK YOU!