

# **Central Absentee Precinct (CAP)**

## **Poll Watcher Training**

**Special Election**

**And**

**General Election**

**2025**



Rev. 07-26-25

# Disclaimer

This training is current and is kept as up-to-date as possible as we receive new information from FCOE.

Please refer to our RESOURCES website for any updated information:

<https://fairfaxgop.org/fairfax-gop-poll-watcher-resources/>

# **1. Introduction to the Central Absentee Precinct (CAP) & Poll Watcher Basics**



# What Is the Central Absentee Precinct Or “CAP”?

- CAP is a **single precinct operation** where all mailed-out, marked and returned Absentee Ballots are processed, counted, and the results tabulated.
- CAP is managed by the Fairfax County Office of Elections at the Fairfax County Government Center and governed by Virginia Election law.

# CAP Training Objectives

- Educate Poll Watchers (PWs) on the CAP *processes* and *procedures*, and familiarize PWs with the *equipment* that will be used at CAP for the 2025 Elections. (*PWs DO NOT touch any equipment*)
- Provide information on CAP Poll Watcher *roles and responsibilities*
- Instruct PWs how to *report improper procedures* and how to *report end-of-shift data* on a paper Report Form to be entered on-line when you get home

# Poll Watcher General Preparation and Procedures

## Wear:

1. Comfortable clothing and shoes that look respectable
2. The Authorized Representative vest/lanyard provided by the CAP Chief or Assistant Chief; no other IDs or logos
3. No perfumes or other products that might be bothersome or overwhelm allergies in close quarters
4. Do not wear ANYTHING political, law enforcement or military in nature – e.g., no MAGA hats or pins

## Bring:

1. At least one copy of your Fairfax GOP Letter of Authorization form and paper report form to each shift
2. Training and job aid information
3. Charged cell phone so you can call the **RPV Helpline 804-600-4809** (put it in your cellphone contact list)
4. Food and drink (Not permitted where ballots are being processed)

## Introduce Yourself:

1. To the Chief/Assistant Chief, CAP Team Leads.

# Poll Watcher Etiquette

- Walk in with the assumption that you are going to observe a well-run operation, the Election Officers and staff have been well trained, and they are doing their jobs to the best of their abilities
- Be respectful, professional and polite
- Cell Phones are permitted, but **NO** Photos or Videos allowed
- Remember: ***you*** represent the Republican Party

# Poll Watcher Tips

1. **DON'T ARGUE:** You may ask questions of the Team Leads, Chief/Assistant Chief or Reuben Howard and raise concerns. Do not dispute or challenge their determinations or otherwise interfere with the absentee ballot processing. If your concern is not addressed, call the **RPV Helpline** immediately at **804-600-4809** or email **[help@virginia.gop](mailto:help@virginia.gop)**
2. **DOCUMENT THE FACTS:** Raise questions and concerns immediately – and then document each incident when you have time and email information on any issues to **[pollwatchers@fairfaxgop.org](mailto:pollwatchers@fairfaxgop.org)**
3. **SPEAK ONLY WITH THE :** Chief, Assistant Chief, Team Leads or Reuben Howard. Do not interrupt the CAP workers from doing their jobs.
4. **AVOID CONVERSATION.** When you're talking, you're not observing or listening.
5. **BE PROFESSIONAL:** Avoid inflammatory language. Don't give them an excuse to expel you. If you're inside the CAP, you can observe, raise concerns, and report to the Helpline. If you are removed inappropriately, call the **RPV HELPLINE!**
5. **STAY CURRENT: Check for ongoing PW updates throughout Election Season at:**  
**<https://fairfaxgop.org/fairfax-gop-poll-watcher-resources>**      **Questions:** Call us at: **703 397-8129**



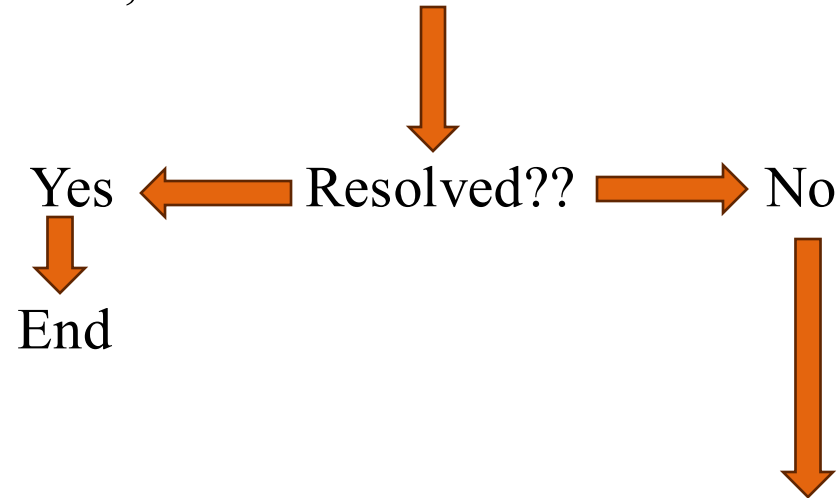
# CAP Poll Watcher Monitoring

1. Observe for any inadvertent or deliberate misuse of absentee ballot procedures or if partisan decisions are being made
2. Watch the processing of absentee ballots and take notes. Report any issues to [pollwatchers@fairfaxgop.org](mailto:pollwatchers@fairfaxgop.org) after your shift and as an incident in your shift report
3. Do not talk to Election Officers or staff at the CAP. Speak only to the Team Leads, Chief/Assistant Chief or Reuben Howard, Deputy Registrar of Absentee Voting
4. If incorrect procedures are observed, bring your concerns to the Team Leads, Chief/Assistant Chief or Reuben Howard. (Pose the concern in the form of a question or a statement, as in, “I understood the rule/procedure is....” If you are ***not*** satisfied with their response, contact the **RPV HELPLINE**

(See Next Slide)

# Issue Escalation Path

If you see something you believe is being handled incorrectly, pose your concern to the Chief, Assistant Chief, Team Leads or Reuben Howard as a question:



Call RPV Hotline: **804-600-4809**

**Include as an Incident on your Shift Report Form**

Send email to: [help@virginia.gop](mailto:help@virginia.gop)

and cc: [pollwatchers@fairfaxgop.org](mailto:pollwatchers@fairfaxgop.org)

# Where To Go For a CAP Shift?

**Fairfax County Government Center, Office of Elections**

**12000 Government Center Parkway, Room 323, Fairfax VA**

- Go directly to Room 323
- Present your *Letter of Authorization* – they will keep the copy
- You will be asked for *ID to prove you are a registered Virginia voter*
- You will be given a *vest with a badge* that indicates you are an Authorized Representative of the Republican Party, which you are *required* to wear
- Then staff will take you to where your shift is scheduled

# **CAP Schedules for the Special and General Election**

## **CAP Schedule for Special Election 2025 (All Dates are Estimates)**

Absentee Ballots Mailed from Printer: 7/25/2025

Mailer Check-in ~ 8/4 – 9/12

Ballot Extraction: ~8/25 – 9/12

Ballot Scanning : ~8/27 – 9/12

Hand Counts: : ~ 9/9 – 9/12 (Estimated)

## **CAP Schedule for General Election 2025 (All Dates are Estimates)**

Absentee Ballots Mailed from Printer: 9/19/2025

Mailer Check-in ~ 9/29 – 11/7

Ballot Extraction: ~10/14 – 11/7

Ballot Scanning : ~10/16 – 11/7

Hand Counts: : ~ 11/6 – 11/7 (Estimated)

## **Daily PW Shift Time Slots:**

10:00 a.m. -- 1:00 p.m. (3 hours)

1:00 p.m. -- 4:30 p.m. (3.5 hours)

# **CAP Poll Watcher Schedule: Semper Gumby (Always Flexible)**



Shifts can be canceled the day before your shift, if the Office of Elections doesn't receive enough mail-in or drop box ballots to hire seasonal staff for the day.

Sometimes we have more notice. Often – not.

# Authorized Representative Letter

- After your training, you will be emailed a personalized copy of the Fairfax County Authorized Representative Letter. Print it out and bring at least one copy per shift.
  - **Note:** as a representative of the Fairfax GOP, we are asking all Poll Watchers to agree to a Code of Conduct as part of the shift sign-up process. This Code of Conduct will be shown as part of the messaging when you sign up for a shift in Argenta, the shift scheduling system.
- You must submit a printed copy *each time* you enter any of the polling places or any of the other election offices at the Fairfax Government Center.
- The Chief will keep the printed copy for their files.



4246 Chain Bridge Road  
Fairfax, VA 22030-4214

(703) 766-4467  
[info@FairfaxGOP.org](mailto:info@FairfaxGOP.org)

## AUTHORIZED REPRESENTATIVE DESIGNATION

\_\_\_\_\_ is a qualified voter of the VA Commonwealth and is hereby designated as an authorized representative for the November 4, 2025 General Election.

A handwritten signature in blue ink, appearing to read 'K. Gorka'.

Katherine C. Gorka  
Chair, Fairfax County Republican Committee

§ 24.2-604.4. Polling places; authorized representatives of party or candidate; prohibited activities. (See also § 24.2-633, § 24.2-639, § 24.2-655, ELECT Guidance 9-10-2021, ELECT Advisory 10-6-2021)

A. The officers of election shall permit one authorized representative of each political party or independent candidate in a general or special election, or one authorized representative of each candidate in a primary election, to remain in the room in which the election is being conducted at all times. A representative may serve part of the day and be replaced by successive representatives. The officers of election shall have discretion to permit up to three authorized representatives of each political party or independent candidate in a primary election, to remain in the room in which the election is being conducted. The officers shall permit one such representative for each pollbook station. However, no more than one such representative for each pollbook station or three representatives of any political party or independent candidate, whichever number is larger, shall be permitted in the room at any one time.

B. Each authorized representative shall be a qualified voter of any jurisdiction of the Commonwealth. No candidate whose name is printed on the ballot shall serve as a representative of a party or candidate for purposes of this section.

Each representative shall present to the officers of election a written statement designating him to be a representative of the party or candidate that is signed by the county or city chairman of his political party, the independent candidate, or the primary candidate, as appropriate. If the county or city chairman is unavailable to sign such a written designation, such a designation may be made by the state or district chairman of the political party. However, no written designation made by a state or district chairman shall take precedence over a written designation made by the county or city chairman. Such statement, bearing the chairman's or candidate's original signature, may be photocopied, and such photocopy shall be as valid as if the copy had been signed.

C. Authorized representatives shall be allowed, whether in a regular polling place or central voter precinct, to be close enough to the voter check-in table to be able to hear and see what is occurring; however, such observation shall not violate the secret vote provision of Article II, Section 3 of the Constitution of Virginia or otherwise interfere with the orderly process of the election. Any representative who complains to the chief officer of election that he is unable to hear or see the process may accept the chief officer's decision, or if dissatisfied, he may immediately appeal the decision to the local electoral board or general registrar.

D. Authorized representatives shall be allowed, whether in a regular polling place or central absentee voter precinct, to use a handheld wireless communications device but shall not be allowed to use such a device to capture a digital image inside the polling place or central absentee voter precinct. The officers of election may prohibit the use of cellular telephones or other handheld wireless communications devices if such use will result in a violation of subsection A or C of §24.2-604 or §24.2-607.

E. Authorized representatives shall not be allowed in any case to provide assistance to any voter as permitted under §24.2-649 or to wear any indication that they are authorized to assist voters either inside or the polling place or within 40 feet of any entrance to the polling place.

F. The officers of election may require any person who is found by a majority of the officers present to be in violation of this section to remain outside of the prohibited area.

AUTHORIZED BY THE FAIRFAX COUNTY REPUBLICAN COMMITTEE

# Authorized Representative Code of Conduct

- *As an Authorized Representative, I affirm that I am registered to vote in Virginia. I will be courteous with the public, election officials, election officers, and all volunteers, regardless of political affiliation or any other personal attribute. I will comply with federal and Virginia laws including all laws listed on the Authorized Representative authorization form. If I observe non-compliance with election laws and required election processes, I will first communicate with the polling place Chief, and then with the legal resources (Hotline) provided by the Republican Party of Virginia. I will contact these same legal resources to report incidents of harassment or intimidation of voters, election officials, election officers, or any volunteers. As a representative of the Fairfax County Republican Committee, I will always perform my responsibilities as an Authorized Representative in a professional and polite manner.*

## VA Code 24.2-604.4

- The Virginia codes for Authorized Representatives are printed on your Authorization Form. It applies to CAP Poll Watchers just like polling place Poll Watchers. You have the same rights and responsibilities.
- **The Law:** VA Code 24.2-604.4 states that Authorized Observers (i.e., Poll Watchers) shall be allowed to observe and hear as absentee ballots are processed. Poll Watchers should be able to hear any special situations as they are resolved.
- If the Chief, Assistant Chief, or EO at CAP tells the Poll Watchers they must sit where they are unable to see and hear the processes being observed, refer that person to Section 24.2-604.4 of the VA Code.
- At the CAP Mailer Check-in process of Absentee Ballots, you CAN see at a distance the Mailer Check-in tables and may be able to hear discussions regarding problems or exceptions. But you CANNOT see the voter database (VERIS) screens and you CANNOT see the Personally Identifiable Information (PII) on the mailers.



# CAP Code References

<https://law.lis.virginia.gov/vacode/title24.2/>

- General: §24.2-700 thru §24.2-713
- Central Absentee Precinct (CAP): §24.2-101, §24.2-701.1, 704, 706, 707 and §24.2- 712
- Counting ballots: §24.2-712
- Processing before Election Day: §24.2-709.1
- Cure: §24.2-709.1
- Definition: 1 VAC 20-70-20
- Election Officers: §24.2-711
- Early processing of returned ballots: §24.2-709
- Envelope cure: §24.2-709.1
- Inner envelope improperly sealed: §24.2-709
- Omitted information on security envelope: §24.2-711
- List of absentee application for ballots: §24.2-710.
- Material omissions from returned absentee ballot envelope: 1 VAC 20-70-20
- Death of voter prior to counting but after ballot returned: §24.2-709

# The CAP Functions

- CAP Absentee Ballot Operations include several separate and distinct functions:
  - 1) Mailer Receipt
  - 2) Mailer Check-in
  - 3) Mailer Curing
  - 4) Mailer Envelope Opening
  - 5) Ballot Extraction
  - 6) Ballot Scanning
  - 7) Hand Counts
- These functions take place at different times and are carried out by separate staff. Each function incorporates a specific set of procedures that **MUST** be followed correctly.

# Observable CAP Functions

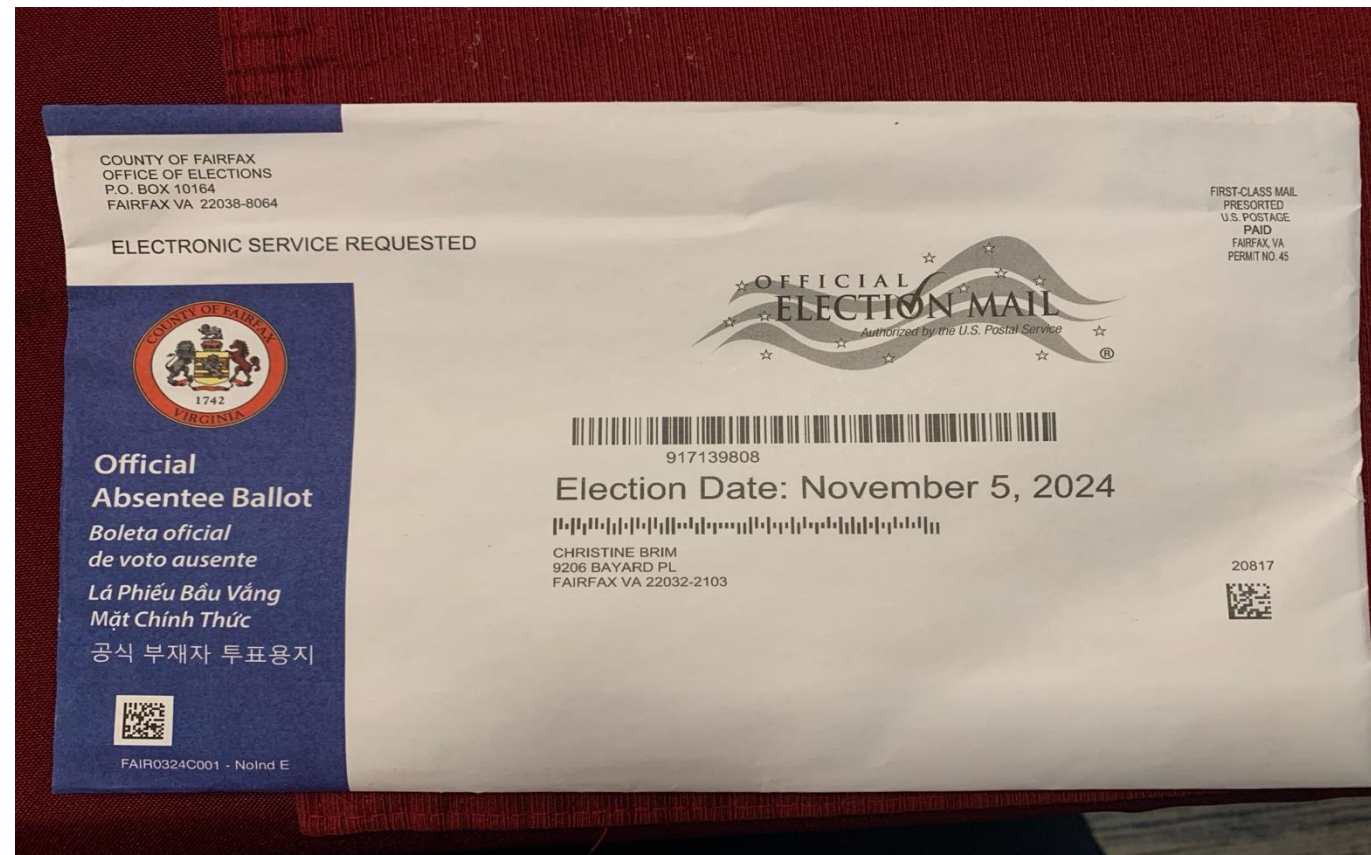
- CAP functions that Poll Watchers are able to observe:
  1. Mailer Check-in
  2. Envelope Opening and Ballot Extraction and logging of ballot boxes
  3. Ballot Scanning and Data Export. Handling of the Thumb Drives
  4. Hand Counts
- All CAP ballot processing involves either Personally Identifiable Information (PII) or actual ballots. Therefore:
  - You will NOT be permitted to see anything up close with PII, but you CAN see and hear operations at a distance of 10-20 feet as the CAP staff do their jobs.
  - You CAN view and copy data from daily and cumulative logs for PW Data Reports.

## 2. Absentee Ballot Mail Room Receiving



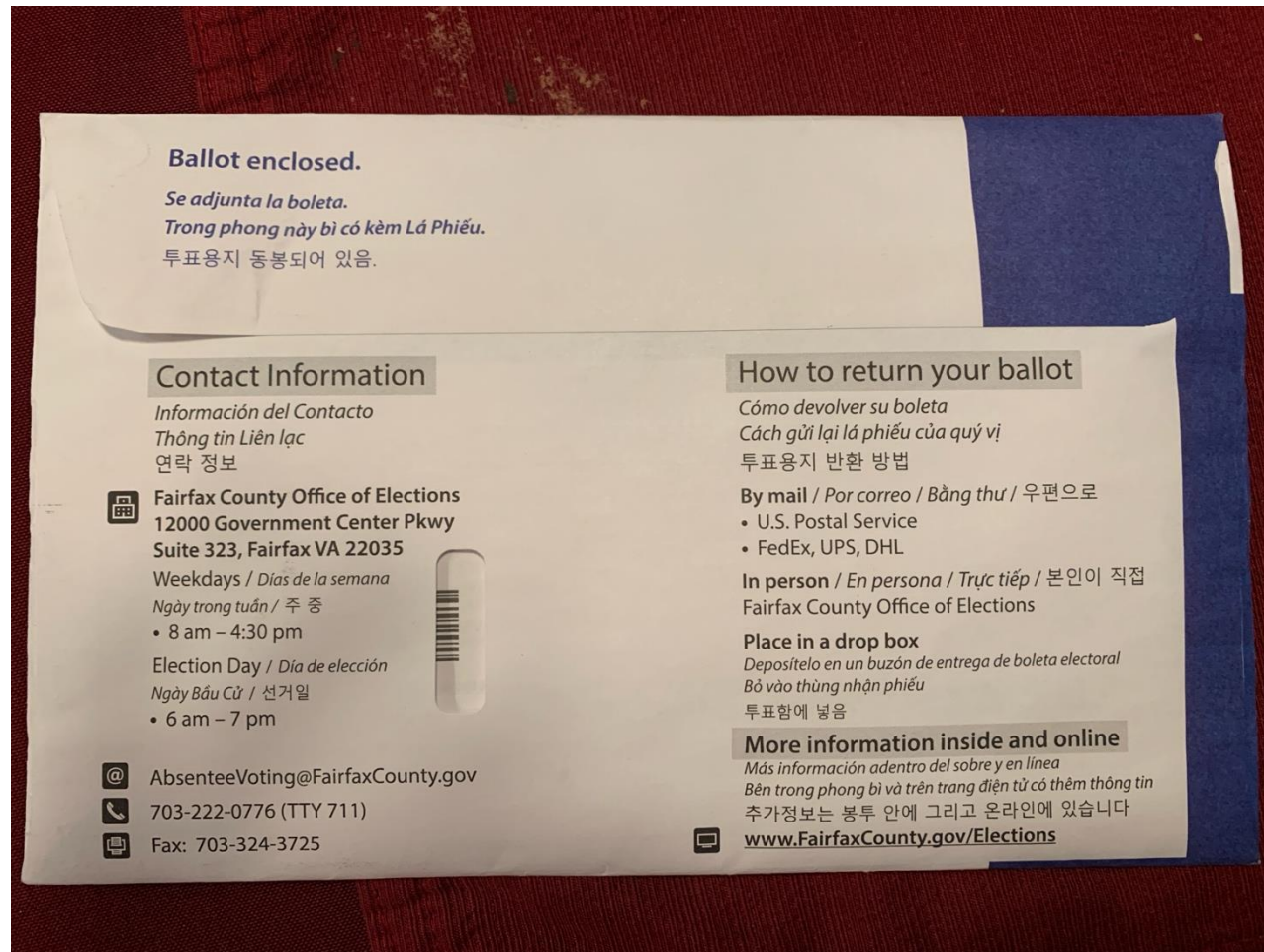
# Absentee Ballot Packet Sample

- Outside Envelope Sent to Voter - FRONT



# Absentee Ballot Packet Sample

- Outside Envelope Sent to Voter - BACK



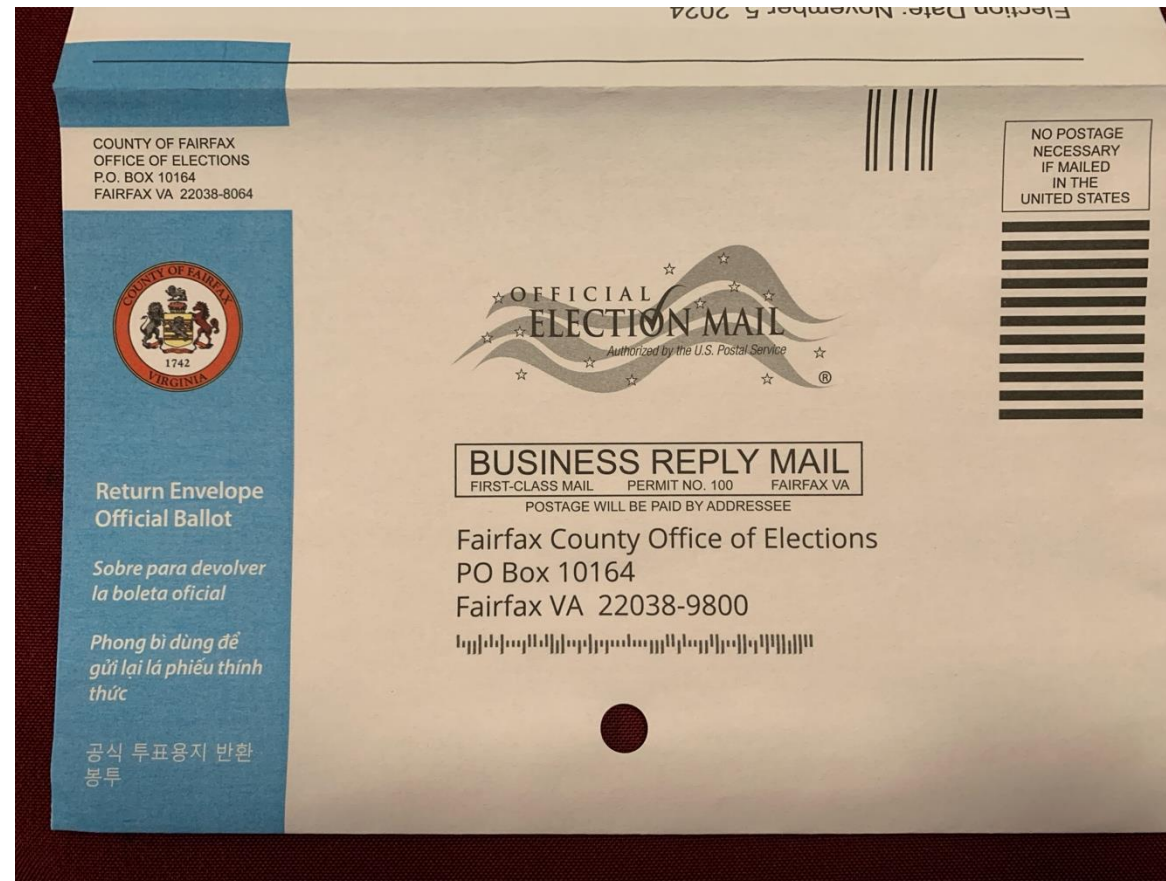


- Instructions for Voter



# Absentee Ballot Packet Sample

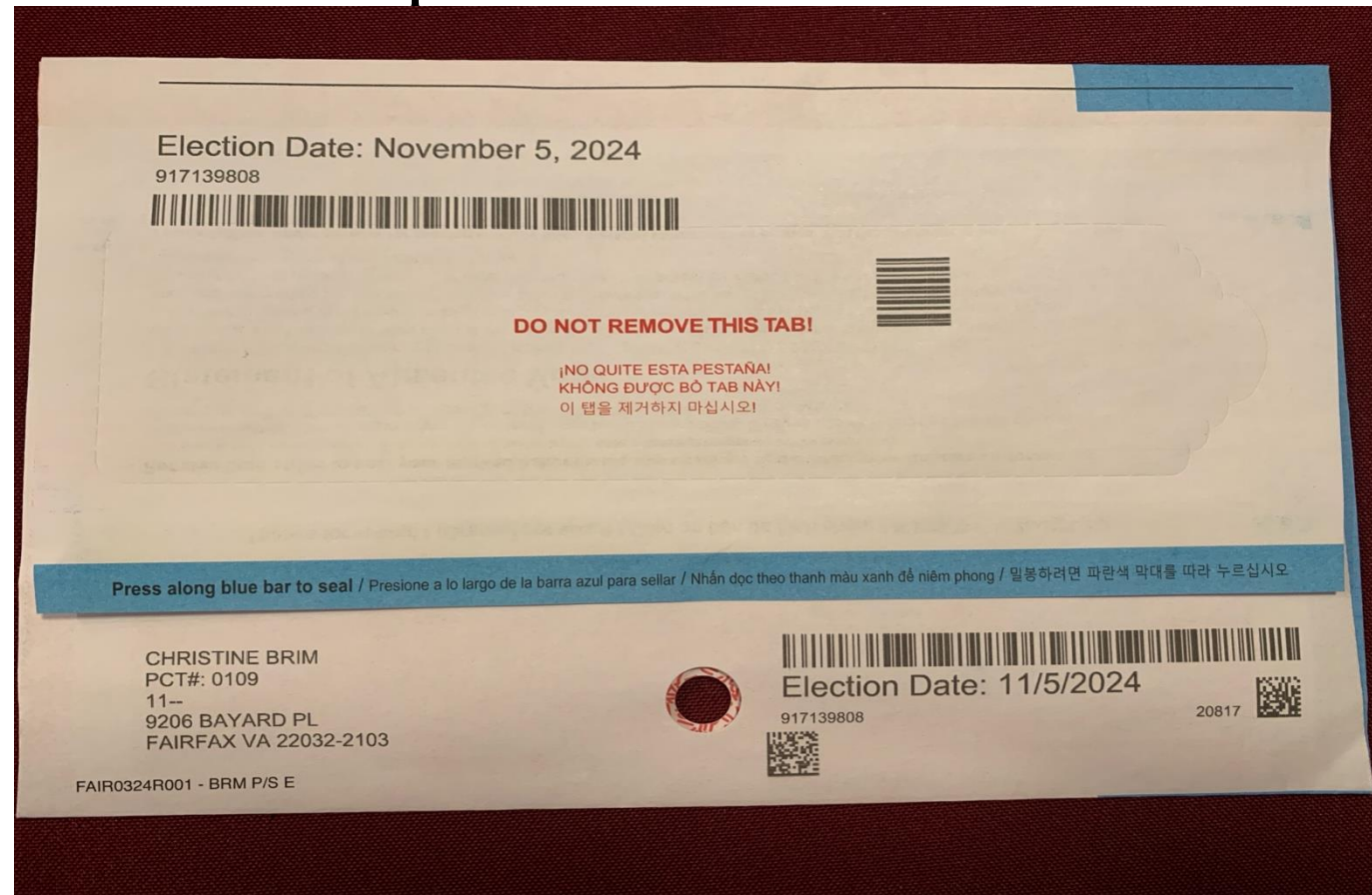
- Inner Security Return Envelope (to Send to Elections Office) - FRONT





# Absentee Ballot Packet Sample

- Inner Security Return Envelope (to Send to Elections Office)  
Showing Protective Flap - BACK



# Absentee Ballot Packet Sample

- Inner Security Return Envelope Voter Information (Statement), Under the Protective Flap

Did you complete the Required Information below? ↓

¿Completó la información requerida a continuación?  
Bạn đã hoàn thành Thông tin bắt buộc bên dưới chưa?  
아래의 필수 정보를 완료하셨습니다까? ↓

**REQUIRED INFORMATION**  
INFORMACIÓN REQUERIDA/THÔNG TIN BẮT BUỘC/필수 정보

**Print clearly and complete all blanks for the Statement of Absentee Voter.**  
Escriba claramente y complete todos los espacios en blanco para la Declaración de Votante Ausente.  
In rõ ràng và điền đầy đủ tất cả các chỗ trống cho Tuyên bố của Cử tri Vắng mặt.  
부재자 유권자 진술서의 모든 공란을 명확하게 인쇄체로 작성하고 작성하십시오.

Escanee el código QR para leer la Declaración de Votante Ausente  
Quét mã QR để đọc Tuyên bố của Cử tri Vắng mặt  
결석 유권자 진술서를 읽으려면 QR 코드를 스캔하십시오

**First** /Nombre/Tên gọi /이름 **Middle** /Segundo/Tên đệm /중간 이름 **Last** /Apellido/Tên họ /성 **Suffix** /Sufijo/Hậu tố /접미사 (Jr,Sr,III)

**Legal Residence Address in Virginia**  
Residencia Legal en Virginia / Nơi cư trú hợp pháp ở Virginia /버지니아의 법적 거주지

**City** /Ciudad /Thành phố /시 **ZIP Code** /Código Postal /Số /우편번호

**Voter's Birth Year**  
Año de Nacimiento del Votante  
Năm sinh của cử tri  
유권자의 출생 연도

**Last 4 digits of Voter's SSN**  
Últimos 4 dígitos del SSN del Votante  
4 chữ số cuối SSN của Cử tri  
유권자 SSN 마지막 4자리

**Signature of Voter** / Firma de la Votante / Chữ ký của Cử tri / 유권자 서명

**Date** /Fecha / Ngày / 날짜

If never issued a SSN, print your Voter ID Number  
Si nunca emitió un SSN, imprima su número de ID de Votante  
Nếu bạn chưa bao giờ cấp SSN, hãy in Số ID cử tri của bạn  
SSN을 발급한 적이 없다면 유권자 ID 번호를 인쇄하십시오

CHRISTINE BRIM  
PCT#: 0109  
11--  
9206 BAYARD PL  
FAIRFAX VA 22032-2103

FAIR0324R001 - BRM P/S E

Election Date: 11/5/2024  
917139808 20817



# Absentee Ballot Sample

- Folded Ballot


109 - LITTLE RUN  
BT: 005  
FULL CD 11

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

Estado de Virginia, Boleta Oficial  
Condado de Fairfax  
Elecciones Generales y Especiales  
Martes, 5 de noviembre de 2024

Tiểu Bang Virginia, Lá Phiếu Chính Thức  
Quận Fairfax  
Tổng Tuyển Cử Và Bầu Cử Đặc Biệt  
Thứ ba, ngày 5 tháng 11, 2024

Virginia 주, 공식 투표지  
Fairfax 카운티  
총선 및 특별 선거  
2024 년 11 월 5 일, 화요일

To Vote Đề bỏ Phiếu	Para votar 투표 방법
	
<b>40 Completely fill in the oval to the left of your choice.</b> <b>41 Rellene completamente el óvalo a la izquierda de su preferencia.</b> <b>42 Xin tó kìn hình bầu dục nằm bên trái chỗ bạn đã chọn.</b> <b>44 선택 항목 왼쪽의 타원형을 완전히 채웁니다.</b>	

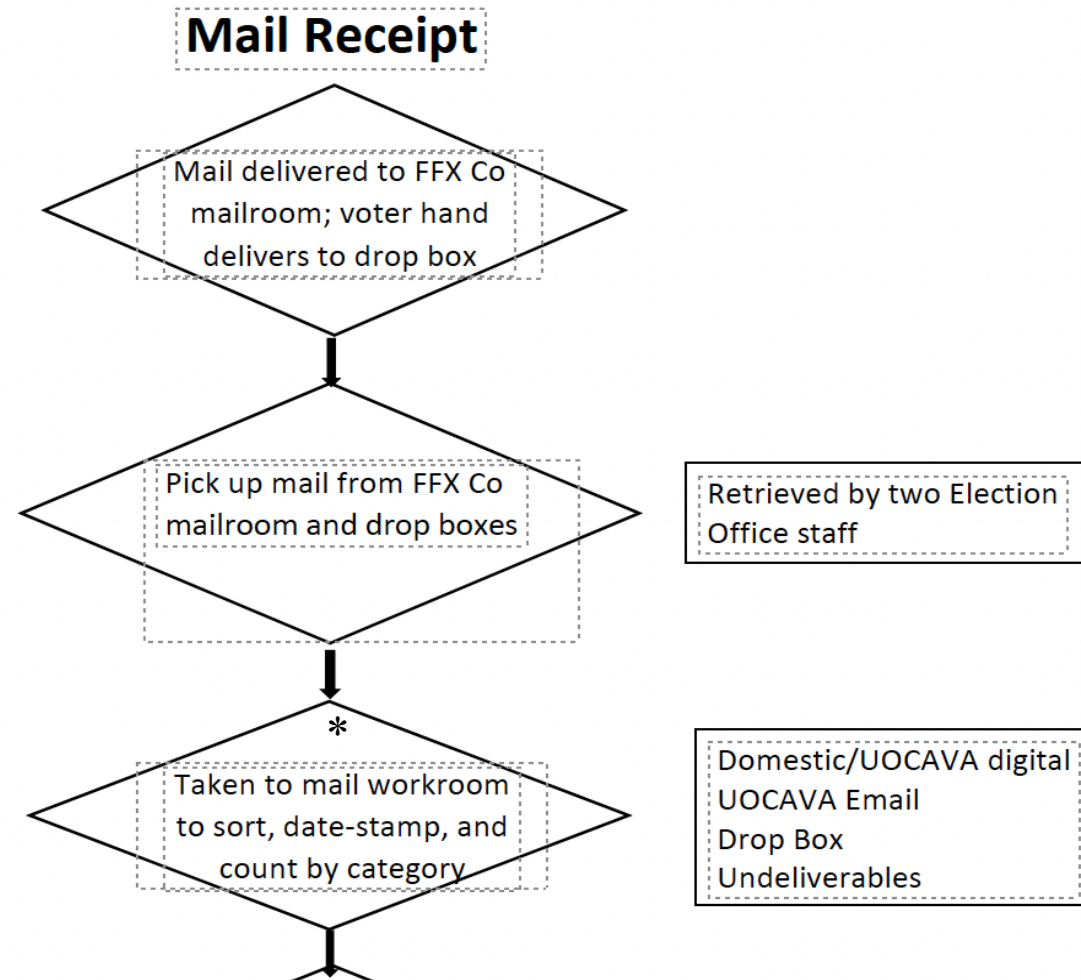
**President and Vice President**  
**Vote for only one**  
Presidente y Vicepresidente  
Vote solamente por uno  
Tổng Thống và Phó Tổng Thống  
Chỉ bỏ phiếu cho một ứng cử viên  
대통령과 부통령  
한 명만 투표하십시오

☐ **DEMOCRATIC PARTY**  
**PARTIDO DEMÓCRATA**  
**ĐẢNG DÂN CHỦ**  
민주당  
Electors for / Electores para  
Cử tri đoàn / 선거인단  
Kamala D. Harris

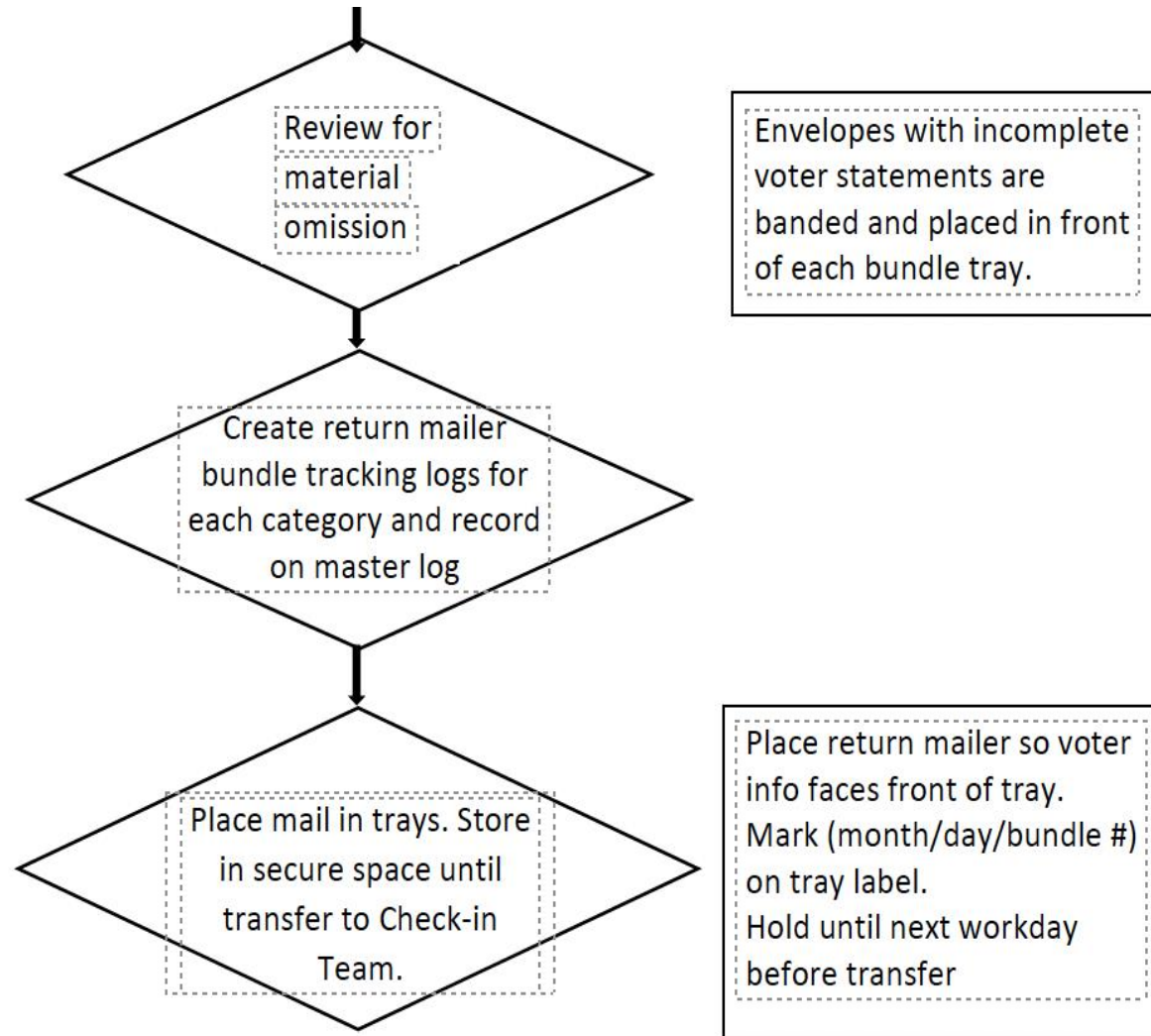
**Member United States Senate**  
**Vote for only one**  
Miembro Senado de los Estados Unidos  
Vote solamente por uno  
Thượng Nghị Sĩ Hoa Kỳ  
Chỉ bỏ phiếu cho một ứng cử viên  
미국 연방 상원의원  
한 명만 투표하십시오

☐ **Timothy M. Kaine - D**  
☐ **Hung Cao - R**  
☐

# Mailing Room Absentee Ballot Receiving Process



# Mailing Room Absentee Ballot Receiving Process



## What is the Cure Process?

**Cure** is the process used to check the completeness and accuracy of the material information the voter writes on the security envelope containing the voter's marked absentee ballot, and to contact the voter to provide them an opportunity to correct and complete the material information when lacking.  
(*Virginia Code §24.2-709.1*)

Both **Mailer Receipt** and **Mailer Check-in** staff identify absentee ballots that need to undergo the Cure process.

# What Material Information is Required to Prevent Ballots From Going to Cure Process?

- All mailed absentee ballots returned by Mail or Drop Box must be reviewed by FCOE staff at the Mailer Receipt and the Mailer Check-in.
- Security envelope is inspected (NOT OPENED).
  - Security Envelope must show the **material information 1 VAC 20-70-20**
  - **Printed first and last name**
  - Unless there is more than one person with same first and last name at same address; if more than one then middle name and suffix must be written
  - **Address:** House number, street name (*Rd, St, Ave, Ln, and apt# are not required*).
  - **Signature of voter**
  - **Year of birth**
  - **Last Four Digits of Voter's Social Security Number**



# Voter Material Information Required on the Domestic Mailer Envelope

## Domestic Return Mailer – Reverse Side

Election Date: June 17, 2025  
715318639 NA

**Jonathan Hamilton Alexander Sample III**  
First/Nombre/Tên gọi/이름 Middle/Segundo/Tên đệm/중간 이름 Last/Apellido/Tên họ/성 Suffix/Supo/후缀/첨가사/자  
1435 Jackfruit Ln Apt C  
Legal Residence Address in Virginia  
Fairfax Station 22039  
City/Ciudad/Thành phố/시 ZIP Code/Código Postal/우편번호  
x Jonathan Hamilton Alexander Sample III  
Signature of Voter / Firma de la Votante/ Chữ ký của Cử tri/ 유권자 서명  
05/12/2025  
Date/Fecha/Ngày/일짜 If never issued a SSN, print your Voter ID

Press along blue bar to seal / Presione a lo largo de la barra azul para sellar / Nhấn dọc theo thanh màu xanh để niêm phong / 밀봉하려면 파란색 막대를 따라 누르십시오

JONATHAN HAMILTON ALEXANDER SAMPLE III  
PCT#: 0833  
+033-015  
1435 JACKFRUIT LN APT C  
FAIRFAX STATION VA 22039-3417

Election Date: 06/17/2025  
715318639 NA

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Election Date: June 17, 2025  
715318639 NA

**Jonathan Hamilton Alexander Sample III**  
First/Nombre/Tên gọi/이름 Middle/Segundo/Tên đệm/중간 이름 Last/Apellido/Tên họ/성 Suffix/Supo/후缀/첨가사/자  
1435 Jackfruit Ln Apt C  
Legal Residence Address in Virginia  
Fairfax Station 22039  
City/Ciudad/Thành phố/시 ZIP Code/Código Postal/우편번호  
x Jonathan Hamilton Alexander Sample III  
Signature of Voter / Firma de la Votante/ Chữ ký của Cử tri/ 유권자 서명  
05/12/2025  
Date/Fecha/Ngày/일짜 If never issued a SSN, print your Voter ID

Press along blue bar to seal / Presione a lo largo de la barra azul para sellar / Nhấn dọc theo thanh màu xanh để niêm phong / 밀봉하려면 파란색 막대를 따라 누르십시오

JONATHAN HAMILTON ALEXANDER SAMPLE III  
PCT#: 0833  
+033-015  
1435 JACKFRUIT LN APT C  
FAIRFAX STATION VA 22039-3417

Election Date: 06/17/2025  
715318639 NA

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# Voter Material Information Required on the UOCAVA Mailer Envelope

Election Date: June 17, 2025  
987654321  
Sample UOCAVA Return Mailer - Nov 5, 2024

**Jonathan Hamilton Alexander Sample IV**  
First / Nombre / Tên gọi / 이름 Middle / Segundo / Tên đệm / 중간 이름 Last / Apellido / Tên họ / 성 Suffix / Sufijo / Hậu tố / 접미사 (Jr, Sr, III)

X **Jonathan Hamilton Alexander Sample IV**  
Signature of Voter / Firma de la Votante / Chữ ký của Cử tri / 유권자 서명

**May 12, 2025**  
Date / Fecha / Ngày / 날짜

**1983**  
Voter's Birth Year  
Año de Nacimiento del Votante  
Năm sinh của cử tri  
유권자의 출생 연도

**0824**  
Last 4 digits of Voter's SSN  
Ultimos 4 digitos del SSN del Votante  
4 chữ số cuối SSN của Cử tri  
유권자 SSN 마지막 4자리

If never issued a SSN, print your Voter ID Number

Press along blue bar to seal / Presione a lo largo de la barra azul para sellar / Nhấn dọc theo thanh màu xanh để niêm phong / 밀봉하려면 파란색 막대를 따라 누르십시오

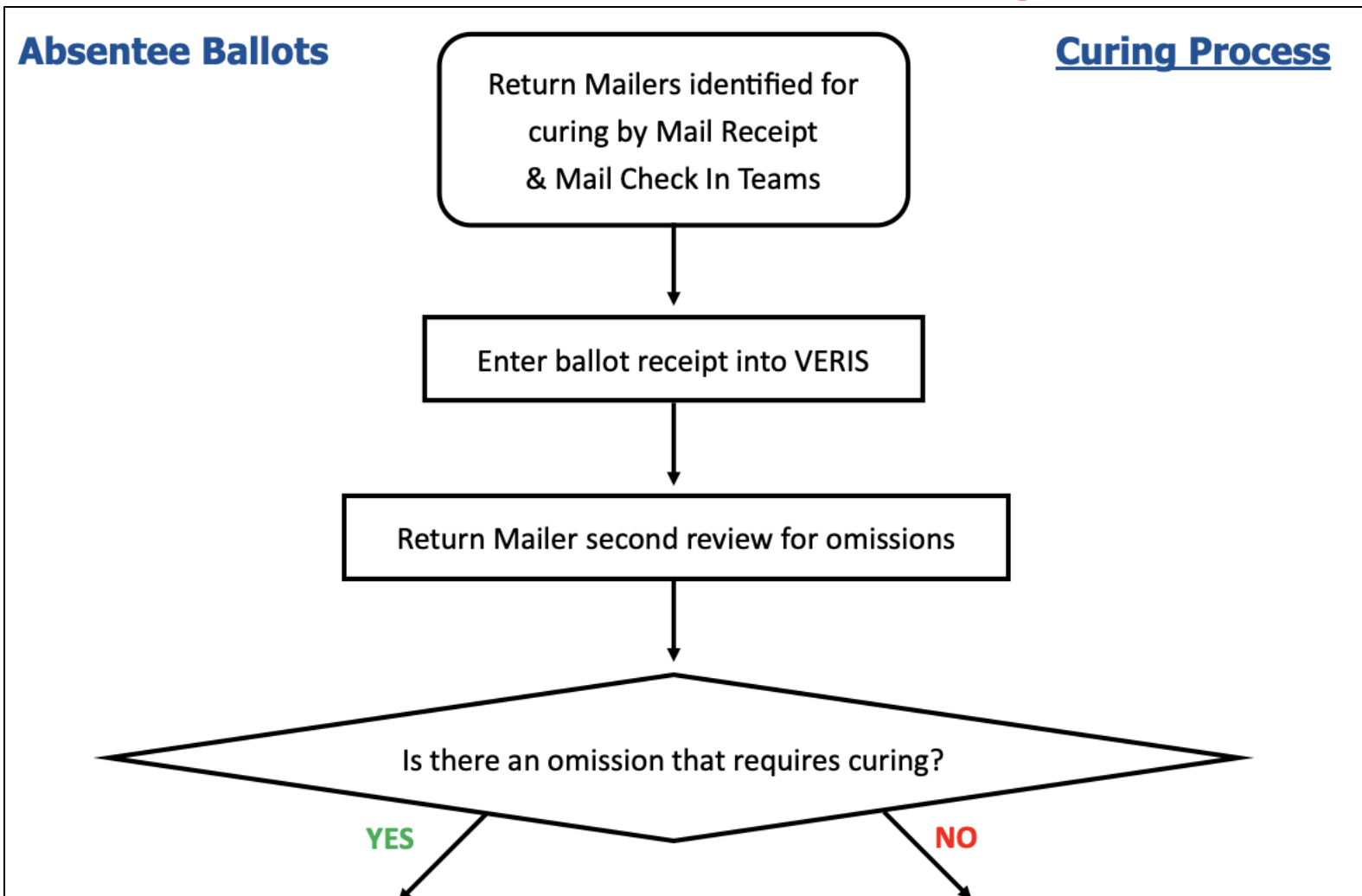
JONATHAN HAMILTON ALEXANDER SAMPLE IV  
PCT#: 0833  
-033-015  
1435 JACKFRUIT LN APT C  
FAIRFAX STATION VA 22039-3417

FAIR1124R002 - MILOS E

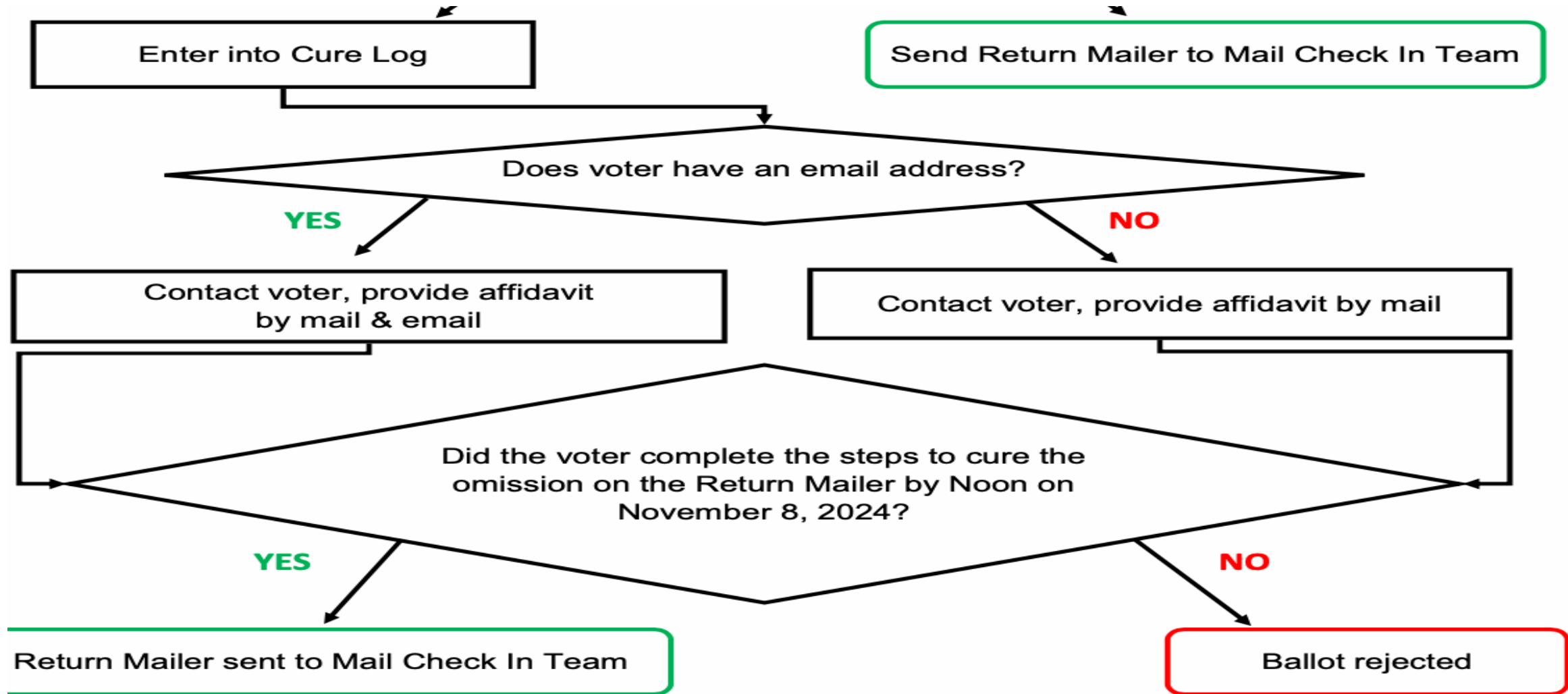
Election Date: 06/17/2025  
Sample UOCAVA Return Mailer - Nov 5, 2024  
987654321  
520

Same Identification Code in top left corner – but reduced info required

# Mailer Check-in Process: Curing Decision



## Mailer Check-in Process: If Curing is Required ( Yes or No)



## When Does the Cure Process End?

- The Cure Process ends with ballot delivery by mail and from Drop Boxes to the mail room at end of day, **Friday, *before*** election day.
- Any absentee ballot returned *after* the close of business on the Friday preceding election day *shall not* undergo the Cure Process – meaning the voter will not be notified of the omission or inaccuracy and the ballot will be *rejected*.

# 3. Mailer Check-In, Opening and Extraction



# Poll Watcher Rules Specific to Mailer Check-in Process

## Authorized Representatives and Observers:

- Must complete the official log with the times of arrival/departure.
- Have the right to observe the mailer check-in operation and may immediately appeal to Reuben Howard, Deputy Registrar of Absentee Ballots, and the Electoral Board if they are dissatisfied with the team leader's decision regarding physical positioning within the room.
- Cannot see the voter's personally identifiable information (PII) on a mailer or VERIS screen.
- May not touch or handle any voter submission official documents. May not have access to checked in or "Needs Cure" voter submissions. May not disclose information about individual voter submissions.

# Security Requirements for Mailer Check-in Staff for Poll Watchers to Observe

- Look for any potential tampering or defacement of mailers and report any such activities immediately to Team Leads.
- Staff may never leave their computer unattended; they should always log out before stepping away.
- The processing tables should be kept free of food, drinks, personal bags, and personal electronic equipment.
- Observe that return mailers are safeguarded in the workroom. Mailers should not be left unattended at the workstations.
- Observe that only authorized people are present in the check-in area.
- Observe that staffers are protecting voters' personally identifiable information (PII) on mailers and in VERIS.

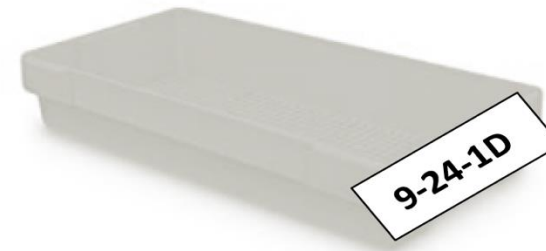
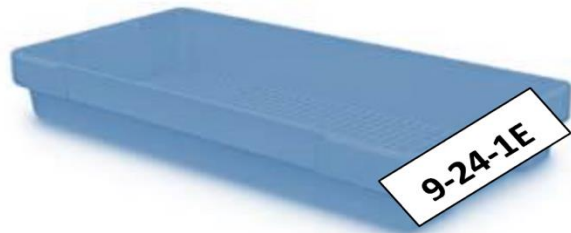
# Mailer Distribution Trays: Color Shows Function

- Ballots are placed in trays as they go through the check-in process. Ask the Team Leads what kinds of ballots they are checking in each day.
- A **RED** distribution tray contains mailers with digital ballots, both domestic and UOCAVA, that arrived by mail, to be checked into VERIS.
- A **GREEN** plastic output tray for completed (checked in) mailed digital bundles.
- A **GREY** plastic output tray for completed drop box bundles.
- A **BLUE** plastic output tray for completed email ballots.
- A **BLACK** plastic output tray for ballots needing curing



# Mailer Distribution Trays: Bundle Numbers on Trays

The label attached to the front of each tray indicates the bundle number. The bundle number always starts with the received by date and includes the tray number. The bundle number is used to keep track of the ballots as they move through the workflow from receipt to check-in, and preprocessing (ballot extraction and scanning).



<b>DEMOCRATIC</b>		<b>Mailer Count Worksheet</b>			<b>DEMOCRATIC</b>	
June 18, 2024 Democratic Primary						
<b>Bundle #</b>						
Date			Staff Members			
<b>Mailers</b>						
	<b>Mailers at Start</b>	<b>Checked-In Domestic Mailers</b>	<b>Checked-In UOCAVA Mailers</b>	<b>Needs Cure Mailers</b>		
<i>Set 1</i>						
<i>Set 2</i>						

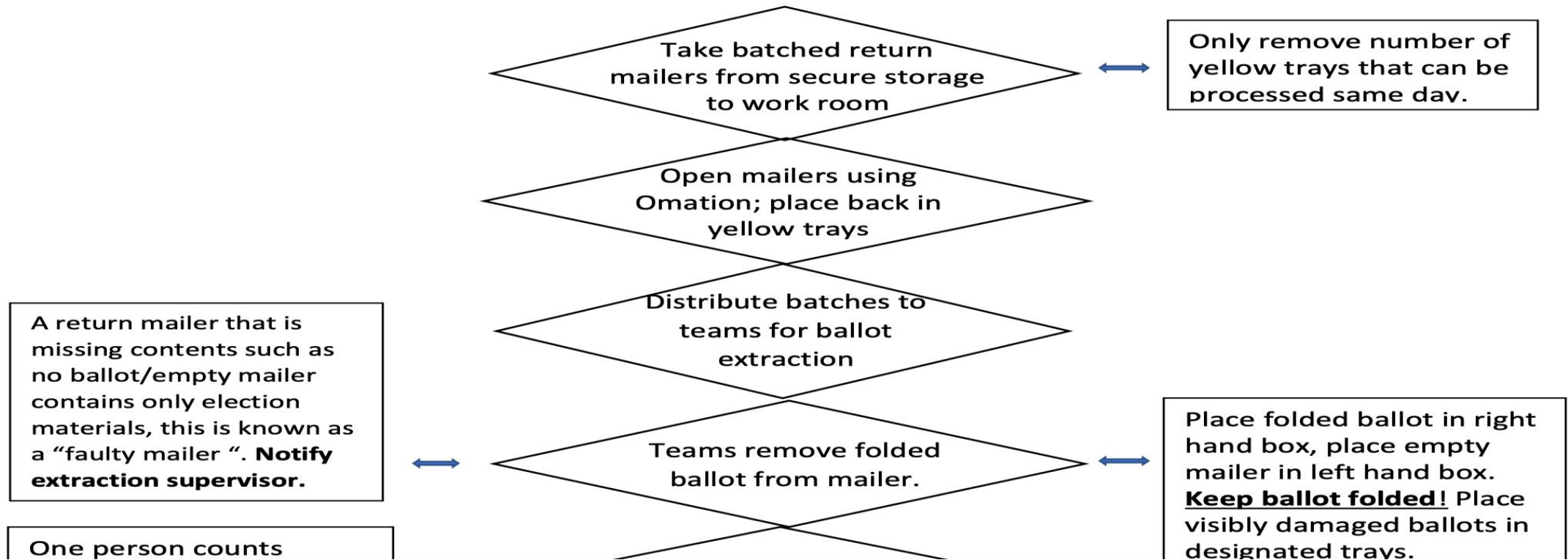
# CAP Ballot Mailer Opening and Extraction Process

Absentee Ballot Mailers are slit open using the automated envelope opening machine “Ovation” (See Below)

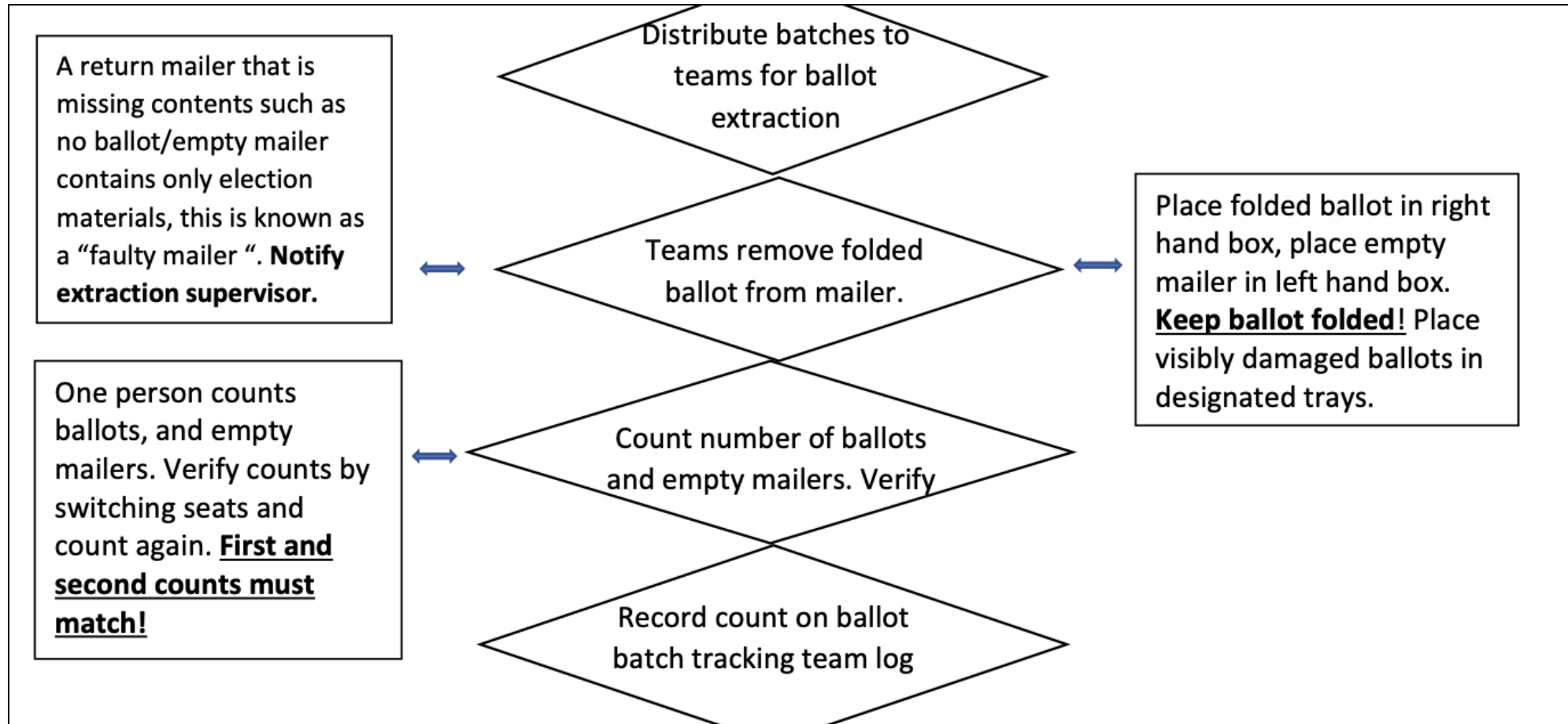


# CAP Ballot Extraction Process: Opening Mailers

## Pre-processing Phase I Opening and Extracting

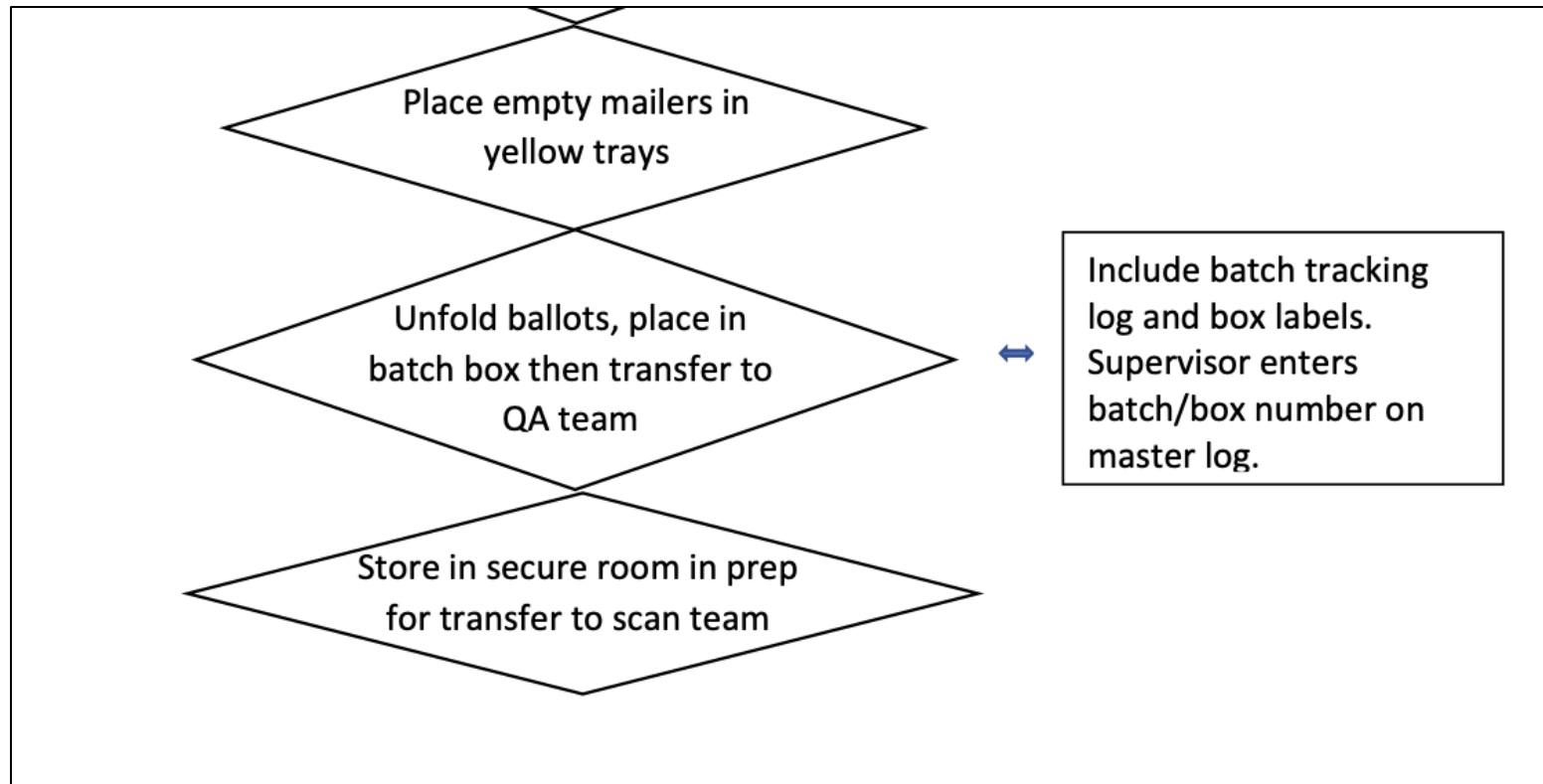


# CAP Ballot Extraction Process: Extraction & Counting



# CAP Ballot Extraction Process: Extraction & Counting

**Note that the Batch Number follows with each batch all the way through to final placement in batch box**



## 4. Ballot Scanning



# CAP Ballot Scanning Equipment

## DS950 Scanners



MO MOLLY



CURLY



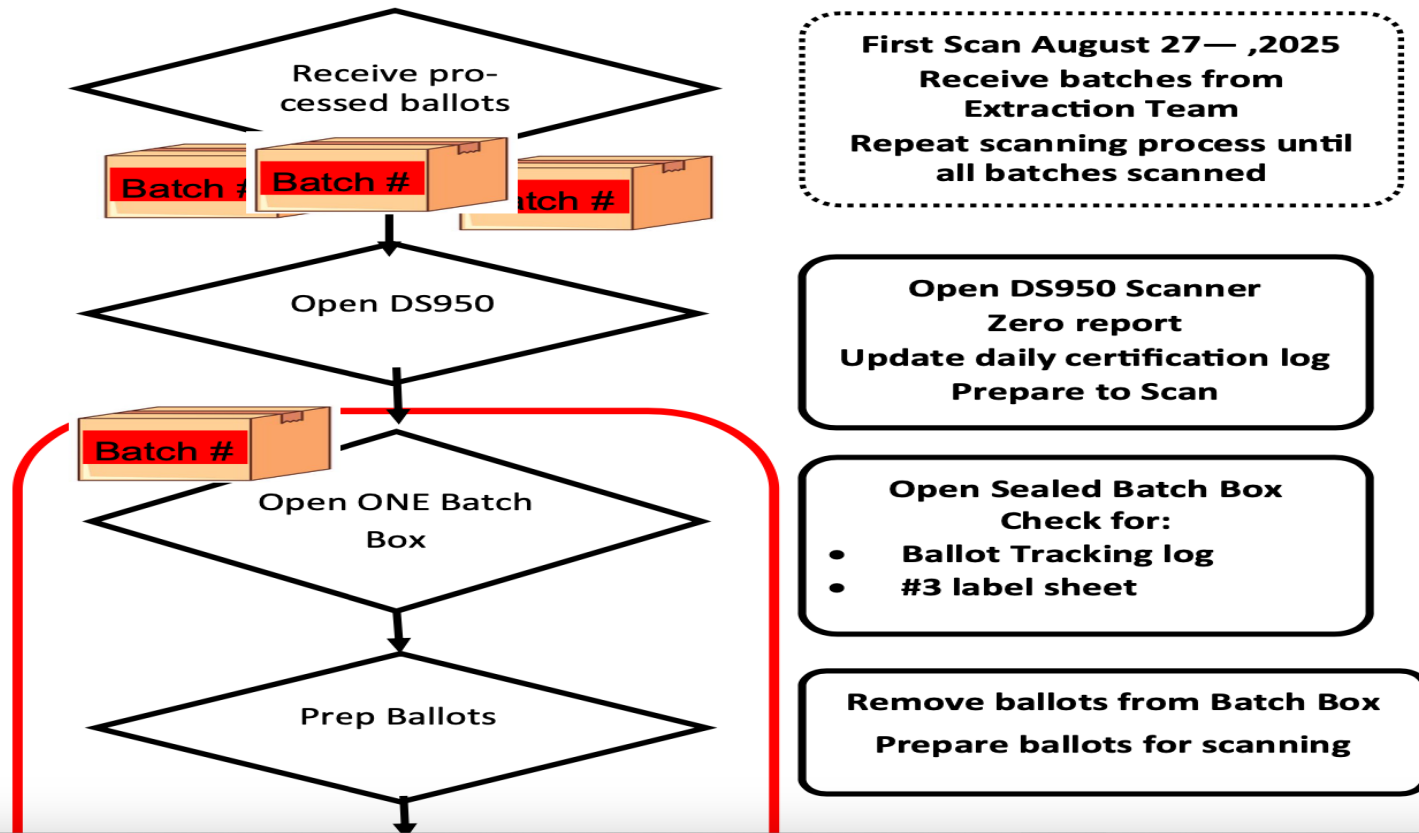
LARRY



# CAP Ballot Scanning Process: Observing the Counts

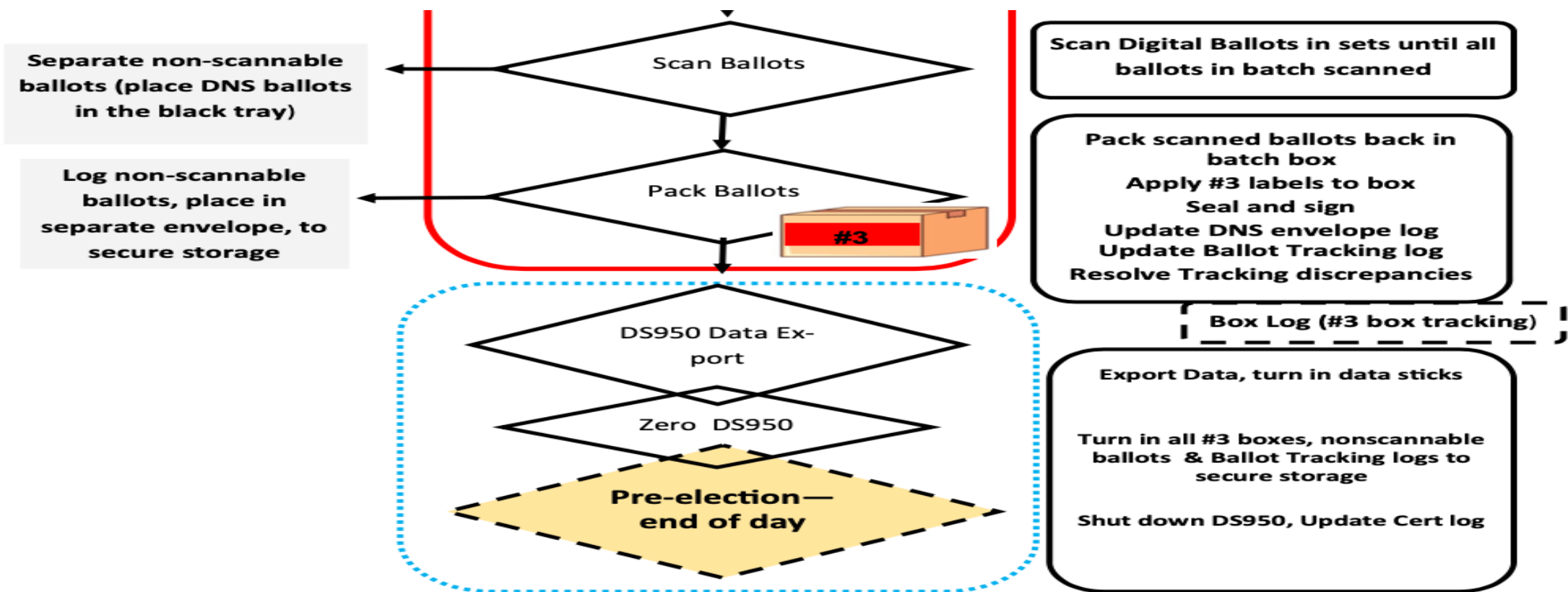
## PRE-ELECTION DAY

### Pre-Processing Phase 2, Scanning Absentee Voter Ballots DS950 Flowchart - Pre Election

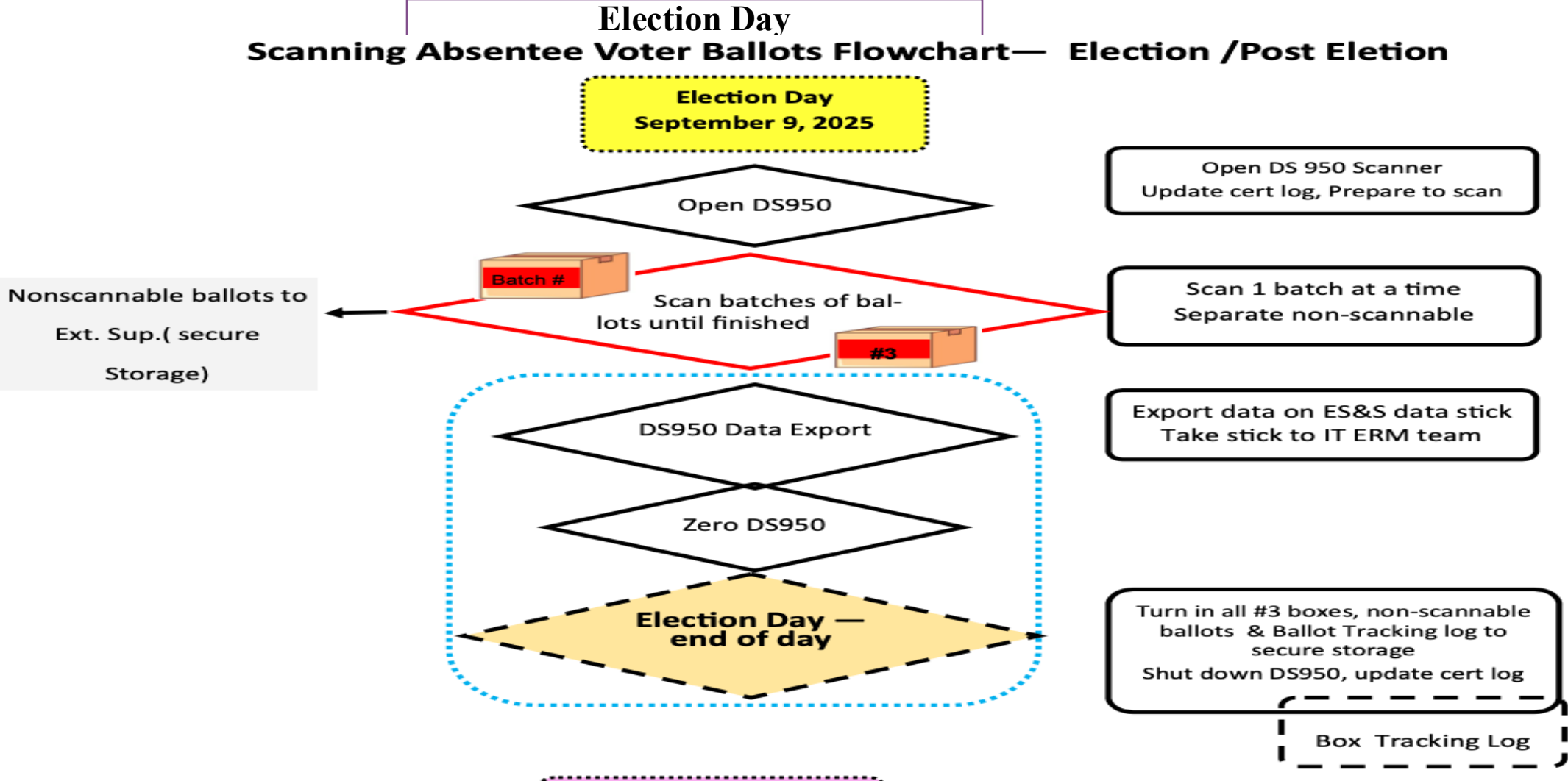


# CAP Ballot Scanning Process: Observing the Ballot & Thumb Drive (Data Stick) Processes and Documentation

## PRE-ELECTION DAY

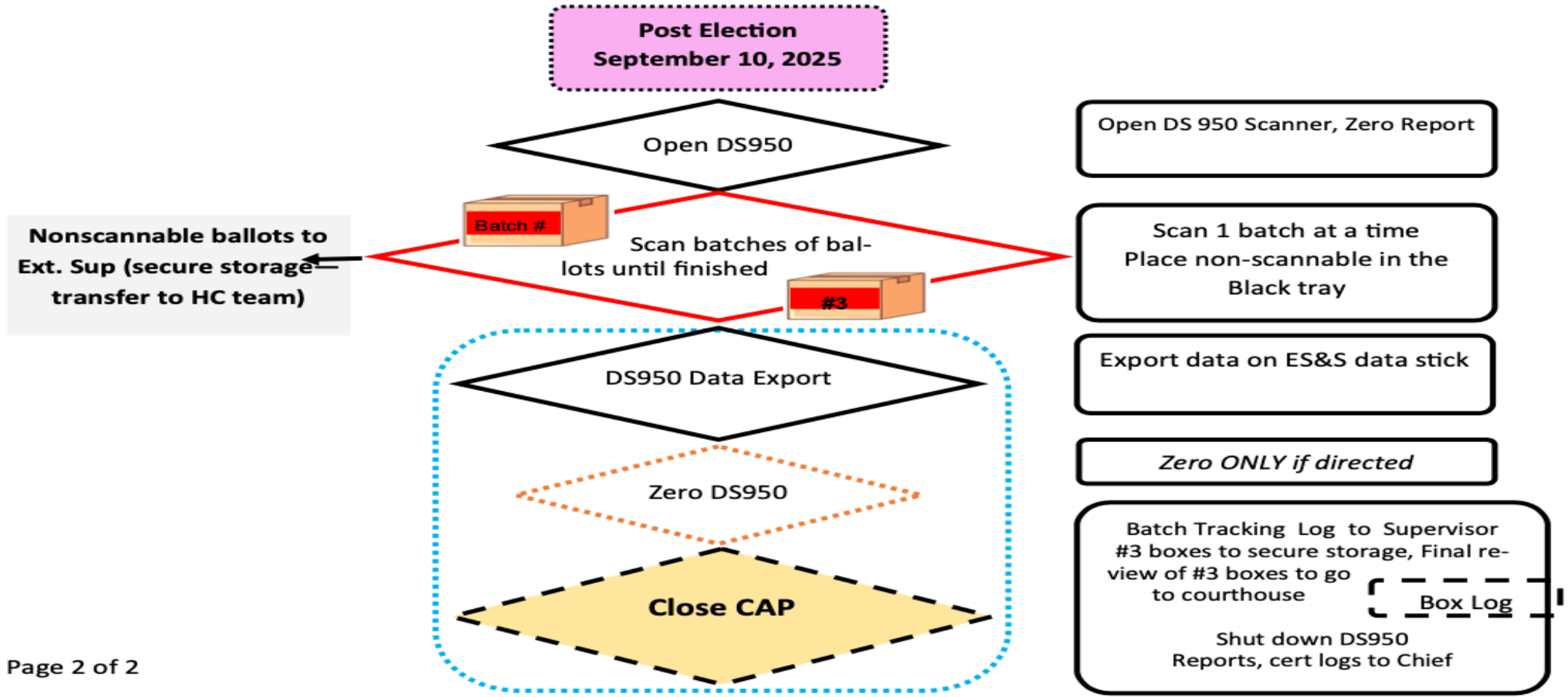


# CAP Ballot Scanning Process: Election Day



# CAP Ballot Scanning Process: Post-Election

Post Election Day



Page 2 of 2

# CAP Ballot Scanning Daily Certification Log

## AB Processing Daily Certification Log

Democratic Primary Election- June 17, 2025

CAP DS950 A - Machine Serial Number DS9524070715

Only the ON-OFF and USB 1 compartments are used

Opening seals

111222

444555

Page 1

1

### TRAINING ONLY

#### [Yes or No] Data Export / DS950 zeroed

Machine zeroed during processing	USB1 seal open	USB1 seal close	USB Drive Serial #	Date Zero report run
no	4156529	3658227	Red 2	
yes	5692435	2263398	Blue 6	6-Jun
no	4725913	1458552	Blue 6	

Machines are zeroed AFTER data exports successfully uploaded to Electionware.

### TRAINING ONLY

Date	Opening ON-OFF Seal Number	Opening Saved Count	Closing Saved Count	Saved Count Difference	Closing ON-OFF Seal Number	Digital Not Scanned (DNS) ballots	Election Officers Initials
2 Jun	5630088	0	6560	6560	1060035	25	
4 Jun	5630089	6560	8550	1990	1060036	30	
6 Jun	5630090	8550	8630	80	1060037	20	
end						end	
<b>TOTAL BALLOTS SCANNED</b>		This is not the final public count, it is the total number of ballots scanned on this machine (total of all public count differences).		8630	Total DNS Ballots	75	

Verified - Signatures: \_\_\_\_\_

Notes: \_\_\_\_\_

## 5. CAP Poll Watcher Reporting





# CAP Fairfax GOP Poll Watcher Paper Report Form

## CAP Poll Watcher Report Form Special and General Election 2025

Please enter data online at <http://www.capfairfaxelectioninfo.com>.  
Contact RPV Legal Helpline at [help@virginia.gov](mailto:help@virginia.gov) or call 804-600-4809.  
Poll Watcher scheduling questions contact Pat O'Brien at [pollwatchers@fairfaxgov.org](mailto:pollwatchers@fairfaxgov.org)  
or call 703-397-8129

### ALL SHIFTS COMPLETE THE FOLLOWING FIELDS:

1. Name \_\_\_\_\_

2. Shift Date

MM/DD/YYYY

3. Arrival Time

AM/PM

4. Departure Time

AM/PM

5. Your Phone (cell preferred)

6. Your Email

\*

7. Which CAP Process did you observe on your shift?

- ☐ Absentee Ballot Mailer Check-in to VERIS  
☐ Absentee Ballot Extraction from Mailers  
☐ Absentee Ballot Scanning  
☐ Hand Counts (UOCAVA Absentee Ballots and other "DID NOT SCAN" (DNS) Ballots)

8. Were 2 Election Officers present at all times during the Ballot Extraction and Scanning processes? (i.e., Chief, Asst Chief)  
Yes\_\_\_\_ No\_\_\_\_

9. Were there any equipment problems?  
Yes\_\_\_\_ No\_\_\_\_

If "YES" describe the issue

10. Please describe any incidents that took place and/or open issues needing follow-up

### SECURITY (ALL SHIFTS):

11. Did you see that all ballots were moved from room to room by 2 people, whether in trays or in ballot boxes? Yes\_\_\_\_ No\_\_\_\_

12. Did you see any ballots or security envelopes left unattended?  
Yes\_\_\_\_ No\_\_\_\_

### MAILER CHECK-IN SHIFT COMPLETES THE FOLLOWING FIELDS:

Team Lead Names for Mailer Check-In

Ask the Team Lead for the following information (Closing shift):

Total Mailers Checked In\_\_\_\_\_ Total Sent to Cure\_\_\_\_\_

Total Returned from Cure\_\_\_\_\_

### BALLOT EXTRACTION/SCANNING PW SHIFT COMPLETES THE FOLLOWING FIELDS:

Chief/Asst Chief and Supervisor for Ballot Extraction and Scanning

Total Ballots Extracted\_\_\_\_\_

**BALLOT SCANNING** (copy from "Ballot Scanning Daily Certification Log" for latest complete entry)

(Opening shift Poll Watchers get Opening Numbers; Closing shift get Closing Numbers)

# CAP Fairfax GOP Poll Watcher Paper Report Form

## **DS950 BALLOT SCANNING PW SHIFT COMPLETES FOLLOWING FIELDS:**

(copy from "Ballot Scanning Daily Certification Log" for latest complete entry)  
(Opening shift Poll Watchers get Opening Numbers; Closing shift get Closing Numbers)

Opening ON-OFF Zip Tie Seal Number \_\_\_\_\_

Opening USB1 Zip Tie Seal Number \_\_\_\_\_

Opening Saved Count \_\_\_\_\_

Closing Saved Count \_\_\_\_\_

Closing Shift: Saved Count Difference \_\_\_\_\_

Closing ON-OFF Zip Tie Seal Number \_\_\_\_\_

Closing Shift: Digital Not Scanned (DNS) ballots total \_\_\_\_\_

DATA EXPORT Yes \_\_\_\_\_ No \_\_\_\_\_

Closing Shift: USB1 Seal at Close \_\_\_\_\_

Closing Shift: USB Drive Serial #/Name \_\_\_\_\_

Machine Zero 'd After Data Export (Pre-Election Day/Election Day/Post Election Day)  
Yes \_\_\_\_\_ No \_\_\_\_\_

Data Zero Report Run (Pre-Election Day/Election Day/Post Election Day)  
Yes \_\_\_\_\_ No \_\_\_\_\_

Rev. 7-21-25

# CAP Fairfax GOP Poll Watcher Online Report Form

<http://www.capfairfaxelectioninfo.com>

### 2025 CAP Poll Watcher Report Form

**B** *I* U **G** **X**

ALL SHIFTS COMPLETE THE FOLLOWING FIELDS IN QUESTIONS 1-14.  
Mailer Check-in Shifts: Also complete questions 15-18.  
Ballot Extraction Shifts:

Email \*

Valid email

This form is collecting emails. [Change settings](#)

2. Last Name \*

Short answer text

3. First Name \*

Short answer text

4. Shift Date \*

Month, day, year

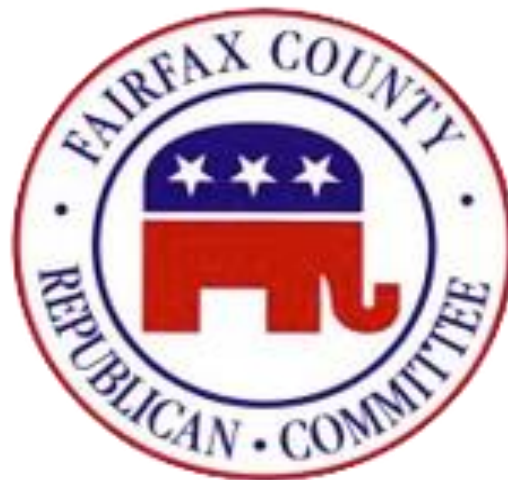
5. Arrival Time \*

## **6. Congratulations!!**

**Take the Quiz and then You're Ready to be a 2025**

**CAP Poll Watcher!**

**What's Next?**



# 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). Report any issues to [\*\*pollwatchers@fairfaxgop.org\*\*](mailto:pollwatchers@fairfaxgop.org)
  2. **A CAP Poll Watcher's Shift Report Form**
  3. **A link to digital Shift Report Form:** [\*\*http://www.capfairfaxelectioninfo.com\*\*](http://www.capfairfaxelectioninfo.com)
  4. **A link to sign up for CAP Poll Watching shift time slots.**
  5. **A link to the Fairfax GOP Poll Watchers Resources website** ([\*\*https://fairfaxgop.org/fairfax-gop-poll-watcher-resources/\*\*](https://fairfaxgop.org/fairfax-gop-poll-watcher-resources/)) 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\*\*](mailto:pollwatchers@fairfaxgop.org) or call the Poll Watchers number at **703-397-8129**
  - For **SCHEDULING changes** or questions contact the CAP Poll Watchers Coordinator, Pat O'Brien, at [\*\*pollwatchers@fairfaxgop.org\*\*](mailto:pollwatchers@fairfaxgop.org) or call **703-397-8129**. **Save your shift sign up confirmations for self-cancellations**

## Links, Email, and Phone References

- To report daily shift numbers and commentary/experiences

<http://www.capfairfaxelectioninfo.com/>

- To contact the RPV Helpline:

help@virginia.gop  
804-600-4809

- To review materials/get updates:

<https://fairfaxgop.org/fairfax-gop-poll-watcher-resources>

- For questions/scheduling help:

pollwatchers@fairfaxgop.org  
703-397-8129