

Poll Watcher Training

2025 Special and General Elections



4. Observe Chiefs' Handling of Provisional Ballots and Closing Procedures



You'll see Provisional Ballots Completed

Provisional Ballot Log Election Day

1. Precinct Location (Where Provisional is being cast) *

2. Voter's Name (last, first, middle, suffix) *

3. Voter's Address (street, city, state, zip) *

4. Voter's Year of Birth (Ex. 1960) *

Virginia Provisional Vote (Non-Same Day Registration)
If Same Day Registration, complete only the other side.

Starred (*) items are required. If you do not complete all of the items that are marked with *, your application may be denied.

1. *Last Name _____ Jr. Sr. II III IV (Circle one)
*First Name _____ *Middle Name _____

2. *Date of Birth ____ / ____ / ____

3. *Social Security Number _____ - _____ - _____
Last 4 digits REQUIRED

4. *Residence Address (May not be a P.O. Box)
*City/Town _____ *Zip Code _____
If address is different than voter registration record, provide the date you moved: ____ / ____ / ____
Your address information will be used to update your voter registration record.

5. Phone _____ - _____ - _____ Email _____

6. Statement of Voter
To the best of my knowledge, I am a registered voter of this locality and I am eligible to vote in this election.
Privacy Act Notice and Warning.
Voter: _____

Today's Date
X

Privacy Act Notice: This form requires personal information, including information related to your Social Security number, to implement Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution and the Virginia Government Data Collection and Dissemination Practices Act) authorize collection of official purposes only. Failure to provide the requested information may prevent determining your eligibility for voting.

Warning: Intentionally making a materially false statement on this form constitutes the crime of election fraud and may be sentenced up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.

ELECTION OFFICER
You Must Select a Reason Code.
 #3: Voting after hours due to court order
 #4: Vote by mail - no ballot to surrender
 #5: Shown on pollbook as already voted
 #6: Other: _____
 #7: Voter does not have required ID and declined to complete
ID Confirmation Statement
Comments: _____

OFFICE/ELECTION
Voter ID # _____
Adjudication:

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

ELECTION OFFICER
YOU MUST SELECT THIS REASON CODE.
 #1: Same Day Registration (or not on pollbook)
Did voter show ID or complete ID Confirmation Statement?
 YES NO
Comments: _____
Election Officer: _____

OFFICE/ELECTORAL BOARD USE ONLY
Voter ID # _____
Adjudication: COUNT DO NOT COUNT
Voter Identification
1. If the voter returns with the proper identification, check this box and sign X
2. Attach a copy of the identification document _____

All provisional ballots are handled by the Chief, Assistant Chief, or Provisional Specialist. Info is entered into the Admin Tablet. Provisional ballots are required for Same Day Registrations (SDR) and other reasons.

Sample Provisional Ballot Envelope – one side for regular provisions; opposite side is used for SDRs.
There will be a Provisional Specialist helping the Chief.

Provisional Ballots

Note: A Provisional Ballot is not voted on the DS300 scanner, nor is the voter checked-in on the E-Pollbook

- The voter completes a regular ballot at the Chief's Desk, and it is placed in the Green Provisional Bag
- Both the voter and the Chief must enter information on the Provisional Envelope
- Chiefs keep a log of all Provisional voters on the Electronic Provisional Log (Admin Tablet)
- All Provisional Envelopes go into the 1A envelope to be retrieved daily by the Rover
- Any explanatory materials are stapled to the outside of the envelope so they can be assessed
- Each Provisional Ballot is examined by the Electoral Board after Election Day
- Provisional Voter has an opportunity to present his case before the Electoral Board as to why his vote should count; the voter is given information on how/when to present his situation
- All Electoral Board approved ballots are then scanned
- No Provisional voter should take his/her ballot to be scanned - it **MUST** be put in the Provisional Bag

You May Observe Same Day Registrations (SDR)

New voters may register and vote on the same day:

- Such voters will be directed to complete a registration form and then will be given a *provisional ballot*
 - The Chief or Provisional Specialist will handle this provisional ballot depending on the individual case – for example if voter has an acceptable ID or not
 - The Chief will enter Same Day Registration (SDR) provisional ballot info into the Electronic Provisional Log on the Admin Tablet
- A Provisional specialist EO will be assigned in each satellite to assist with handling anticipated SDR volumes

Unique Procedures During Early Voting

Scanner Replacement: The white box of the DS300 may be replaced during Early Voting to prevent overloading the media sticks (thumb drives) (*formerly called Clamshell Replacement*)

- Record this as an event; record the old/new DS300 machine serial, Public and Protected counts, red seal, and zip tie numbers. The replacement DS300 will have a blue seal over the media compartment instead of a red seal.



Absentee Ballots: If an absentee ballot voter wants to vote a regular ballot during early voting, voter should surrender his absentee ballot. If the voter says the absentee ballot was lost or never received, the voter signs a *Statement of Voter* form, i.e., a “Goldenrod” form, and is given a ballot to vote regularly. **This option is not available on Election Day.**

Last Day of Early Voting - Closing Procedures

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

- The Chief will announce that the poll is closing in 15 minutes before locking the doors.

For the **CLOSING ON LAST DAY OF EARLY VOTING** (9/6 Special and 11/1 General), prepare to remain longer than other days to observe final early voting closing procedures and record your data.

- EO team will box up all voting materials, including the two DS300 white scanner boxes for the Chief or Rover to return to the FCGC. The Chief will deliver all voted ballots along with all other paperwork and equipment to the FCGC. There is NO SOR, even on the last day, because there is still ***no tabulating*** done during early voting.
- The Chief or Rover will take Envelopes 1A containing SDRs and Provisional ballots, the Drop Box ballots in the *Triplok* bag.
- **Report this data:** public/protected DS300 counts, red (or blue) seal numbers, aggregated E-Pollbook counts, DS300 zip tie numbers, and Absentee Ballot drop box count

Ballot Boxing Procedures

PWs observe the ballots as they are removed from the DS300 and boxed:

- Ballots should be removed and boxed from one scanner at a time



- Voted ballots go into #3 brown cardboard box and sealed with red tamper tape
- A green #3 Counted Ballots Label (or white on Election Day) shows the DS300 serial number and number of boxes (e.g., Box 1 of 2, Box 2 of 2) and is affixed to one end (small side) of each box
- A yellow #3 Signature Label is signed by ALL present Election Officers
 - It is then affixed on the top of the box, covering the area where the two stripes of red tamper tape cross.
- On Election Day, Unvoted ballots are boxed in a #6 brown cardboard box and sealed at the flaps with clear tape. Early Voting uses