

Poll Watcher Training

2025 Special and General Elections



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



You'll see Provisional Ballots Completed

The image shows a tablet displaying a web form titled "Provisional Ballot Log Election Day". The form has a green header and contains the following fields:

- 1. Precinct Location (Where Provisional is being cast):** A dropdown menu with "Select your answer" and a downward arrow.
- 2. Voter's Name (last, first, middle, suffix):** A text input field with "Enter your answer" placeholder.
- 3. Voter's Address (street, city, state, zip):** A text input field with "Enter full address" placeholder.
- 4. Voter's Year of Birth (ex. 1940):** A text input field with "Enter your answer" placeholder.

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.

The image shows two sample Provisional Ballot Envelopes. The left envelope is for "Virginia Provisional Vote (Non-Same Day Registration)" and the right envelope is for "Virginia Provisional Vote and Same Day Registration Application".

Left Envelope (Non-Same Day Registration):

- Header:** "Virginia Provisional Vote (Non-Same Day Registration)" and "Precinct #".
- Instructions:** "If Same Day Registration, complete only the other side." and "Starred (*) items are required. If you do not complete all of the items that are marked with *, your application may be denied."
- Fields:**
 - 1. *Last Name, *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
 - 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: [Signature] Today's Date: [Date])
 - 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:**
 - Election Officer:** [Signature] X

Right Envelope (Same Day Registration Application):

- Header:** "Virginia Provisional Vote and Same Day Registration Application" and "Precinct #".
- Instructions:** "Only for voters not registered in this precinct." and "Starred (*) items are required. If you do not complete all of the items that are marked with *, your application may be denied."
- Fields:**
 - 1. *I am a citizen of the United States of America ☐ YES ☐ NO
 - *Full Social Security Number ☐ No SSN was ever issued
 - *Date of Birth (MM/DD/YYYY), *Gender
 - 2. *Last Name, *First Name, *Middle Name, *Residence Address (May not be a P.O. Box), *City/Town, *Zip Code, Email
 - 3. *Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote? ☐ YES ☐ NO
 - 4. *I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen. ☐ I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless. ☐ I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:
 - ☐ An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
 - ☐ Been granted a court issued protective order.
 - ☐ In fear for personal safety from being threatened or stalked by another person.
 - ☐ A participant in the Virginia Attorney General's Address Confidentiality Program.
 - ☐ Been approved to be a foster parent.
 - My mailing address (Complete only if you have checked a box in this section)
 - 5. ☐ I am currently registered to vote in another state: (Indicate state of previous registration)
 - 6. ☐ I am interested in being an Officer of Election (poll worker) on Election Day. Please send me information.
 - 7. **AFFIRMATION:** I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election. I authorize the cancellation of my current registration and I hereby affirm that I have read the Privacy Act Notice and Warning. (See back for Privacy Act Notice and Warning.)
 - *Signature [Signature] Today's date: [Date]
 - ☐ By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.
 - ELECTION OFFICER:** 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:** [Signature] X
 - 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.

Sample Provisional Ballot Envelope – one side for regular provisionals; 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 EOs 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 *Triplik* 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