

Precinct Envelope End of Day Closing Guide

November 2021

Envelope 1A - Front

1A

PROVISIONAL VOTES
BALLOTS IN GREEN ENVELOPES
[CAST DURING NORMAL VOTING HOURS]

OFFICERS **MUST** COMPLETE
CERTIFICATE ON REVERSE SIDE

Election Date: _____

City OR
County OR Town: _____

Precinct: _____

District: _____

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

TO: CLERK OF THE CIRCUIT COURT

ON THE DAY AFTER THE ELECTION:

- GIVE THIS ENVELOPE TO THE ELECTORAL BOARD.
- THEY WILL RETURN IT TO YOU, RESEALED.

RETENTION: TWO YEARS - [FEDERAL ELECTIONS]
ONE YEAR - [ALL OTHER ELECTIONS]

DISPOSITION: DESTROY

Envelope 1A - Back

Note – The back must be filled out. If no provisionals – You must write “None”. The Envelope back must be signed

BACK OF 1A

AFTER THE POLLS CLOSE AND BEFORE SEALING THIS ENVELOPE . . .

TWO OFFICERS OF ELECTION [REPRESENTING DIFFERENT PARTIES]

- COUNT THE NUMBER OF SEALED PROVISIONAL VOTES (GREEN ENVELOPES) **CAST DURING NORMAL VOTING HOURS** THAT WERE REMOVED FROM THE EMERGENCY BALLOT BOX
- ENCLOSE INSIDE THIS ENVELOPE, THE SEALED GREEN PROVISIONAL VOTE ENVELOPES **CAST DURING NORMAL VOTING HOURS**;
- ENTER ON **LINE 1** THE NUMBER OF SUCH GREEN ENVELOPES ENCLOSED; **OR** WRITE **"NONE"** IF APPLICABLE
- SIGN THE **CERTIFICATION** [TWO OFFICERS]
- SEAL THIS ENVELOPE WITH LABEL; SIGN AND DATE THE LABEL [TWO OFFICERS]

WRITE # Enclosed or "None"

CERTIFICATION OF OFFICERS	
1. GREEN ENVELOPES CONTAINING <i>PROVISIONAL</i> BALLOTS [CAST DURING NORMAL VOTING HOURS]	NUMBER ENCLOSED:
SIGNATURE OF OFFICER OF ELECTION _____	
SIGNATURE OF OFFICER OF ELECTION _____	

SIGN

ELECTORAL BOARD MEMBERS: ON THE DAY AFTER THE ELECTION

- FOLLOW DIRECTIONS IN THE *GENERAL REGISTRAR AND ELECTORAL BOARD MANUAL* (CHAPTER 19), FOR INSTRUCTIONS ON COUNTING PROVISIONAL VOTES **CAST DURING NORMAL VOTING HOURS**
- ENCLOSE INSIDE THIS ENVELOPE THE OPENED GREEN ENVELOPES (VOTERS QUALIFIED)

AND
THE GREEN ENVELOPES NOT OPENED (*PERSONS NOT QUALIFIED*)

- ENTER THE NUMBER OF ENVELOPES ON **LINE 2, 3 AND 4**
- SIGN THE **CERTIFICATION** [SECRETARY]
- RESEAL ENVELOPE 1A BEFORE RETURNING IT TO THE CLERK OF CIRCUIT COURT

CERTIFICATION OF ELECTORAL BOARD	
2. ENVELOPES OPENED [VOTERS QUALIFIED TO VOTE]	NUMBER ENCLOSED:
3. ENVELOPES NOT OPENED [PERSONS NOT QUALIFIED TO VOTE]	NUMBER ENCLOSED:
4. TOTAL ENVELOPES ENCLOSED [MUST BE SAME NUMBER LISTED ON LINE 1]	TOTAL ENCLOSED:
SIGNATURE OF SECRETARY OF ELECTORAL BOARD _____	

1A REV 3/05

Envelope 1 A – Contents

Include all provisional ballots collected during the day from the black bag. Include the Provisional Ballot Log found in your precinct manual, and make sure the number of envelopes match the number reported on the back of 1A and on the Provisional Ballot Log

Provisional Vote

(for voters without ID only)

Voter: fill in your information on this side.

1 Voter name

Last name _____ Middle _____

First name _____ Suffix _____

2 Birthdate M M / D D / Y Y Y Y

3 Address

Address _____ Apt. number _____

City/Town _____ State _____ Zip Code _____

4 Phone _____

5 Social Security number (last 4 digits required) X X X X - X X - X X

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. I hereby affirm that I have read the Privacy Act Notice and Warning. Your address information will be used to update your voter registration record.

Voter: *sign here*

6

Election officer: *sign here*

Today's date M M / D D / Y Y Y Y

Place voted ballot in this envelope.

Privacy Act Notice: This form requires personal information, including the last four (4) digits of your Social Security number, for identification purposes and to prevent fraud. Providing your full Social Security number, though not required, may prove helpful in the determination of your eligibility to vote. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted.

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

Provisional Vote

(for voters without ID only)

Voter: fill in your information on this side.

1 Voter name

Last name _____ Middle _____

First name _____ Suffix _____

2 Birthdate _____

3 Address

Address _____ Apt. number _____

City/Town _____ State _____ Zip Code _____

4 Phone _____

5 Social Security number (last 4 digits required) _____

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. I hereby affirm that I have read the Privacy Act Notice and Warning. Your address information will be used to update your voter registration record.

Voter: *sign here*

6

Election officer: *sign here*

Today's date _____

Place voted ballot in this envelope.

Privacy Act Notice: This form requires personal information, including the last four (4) digits of your Social Security number, for identification purposes and to prevent fraud. Providing your full Social Security number, though not required, may prove helpful in the determination of your eligibility to vote. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted.

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

Provisional Ballot Log

(Found in Precinct Manual)

Return completed form in Envelope 1A

Precinct: _____

Election Date: _____

Election Type: General Election

Locality: Bedford County

What to do at the end of the day

Enter the total number of Provisional Vote envelopes for each reason code.

		Totals
Voter's name IS NOT on pollbook. Voter:	1 is a resident of the precinct, or has been since the November general election last year	
	2 has been a resident of the precinct for the last 2 federal elections, is now a resident of the county or city, and current residence is in the same congressional district as this precinct	
Voter's name IS on the pollbook, and voter:	3 is voting after normal poll closing time due to court order	
	4 applied for an absentee ballot, but does not have the ballot	
	5 is shown in the pollbook as already having voted	
	6 Other (any reason not captured in the other codes)	
No ID	voter did not show required ID	

What to do during the day

Copy information from the Provisional Vote envelopes below

Voter name	SSN# last 4	Reason code
Last name _____ Middle _____	_____	1 2 3 4 5 6 No ID
First name _____ Suffix _____	Notes _____	
1 Address		
City/town _____, State _____ Zip code _____	Registrar use only: Was this vote counted? YES NO Why not?	
Birth year only _____ Phone number _____		
Voter name	SSN# last 4	Reason code
Last name _____ Middle _____	_____	1 2 3 4 5 6 No ID
First name _____ Suffix _____	Notes _____	
2 Address		
City/town _____, State _____ Zip code _____	Registrar use only: Was this vote counted? YES NO Why not?	
Birth year only _____ Phone number _____		
Voter name	SSN# last 4	Reason code
Last name _____ Middle _____	_____	1 2 3 4 5 6 No ID
First name _____ Suffix _____	Notes _____	
Address		
City/town _____, State _____ Zip code _____	Registrar use only: Was this vote counted? YES NO Why not?	
Birth year only _____ Phone number _____		

Envelope 1B

This Envelope follows the same rules as 1A. However, it is only to be used if voting ours are **extended by court order**, Remember to **sign and write "None" on the back of the envelope**

1B

PROVISIONAL VOTES
BALLOTS IN GREEN ENVELOPES
[CAST AFTER NORMAL VOTING HOURS
DUE TO A COURT ORDER
EXTENDING THE HOURS FOR VOTING]

OFFICERS **MUST** COMPLETE
CERTIFICATE ON REVERSE SIDE

Election Date: _____
City OR
County OR Town: _____
Precinct: _____
District: _____
ENTER ONLY IF PRECINCT IS SPLIT BY CONGRESSIONAL, STATE SENATE OR HOUSE DISTRICT

TO: CLERK OF THE CIRCUIT COURT

ON THE DAY AFTER THE ELECTION:

- GIVE THIS ENVELOPE TO THE ELECTORAL BOARD.
- THEY WILL RETURN IT TO YOU, RESEALED.

RETENTION: TWO YEARS - [FEDERAL ELECTIONS]
ONE YEAR - [ALL OTHER ELECTIONS] **DISPOSITION:** DESTROY

REV 3/05

Envelope 2

The box on the front that says “Pollbook” refers to the thumbdrives from your pollbook(s) The PollBook count forms are the 2 copies of the SOR envelopes with all the machine tapes. The incident report form is found in your Precinct Manual

2

ALL LOCALITIES ENCLOSE . . .

- OFFICER OF ELECTION OATH FORM
- POLLBOOK [ALL DIVISIONS] *Thumbdrive(s)*
- POLLBOOK COUNT FORM(S)
- STATEMENT OF RESULTS [TWO (2) COPIES]
- WRITE-INS CERTIFICATION [TWO (2) COPIES]
[REQUIRED WHEN WRITE-INS ARE CAST EITHER ON PAPER BALLOTS OR ON VOTING SYSTEMS THAT DO NOT INCLUDE ON THE RESULTS TAPES BOTH THE NAMES WRITTEN IN AND THE VOTES CAST FOR EACH]
- INCIDENT REPORT [IF USED] *Found in Precinct Manual*

INSTRUCTIONS TO OFFICERS OF ELECTION:

- SEAL THIS ENVELOPE WITH LABEL
- Two OFFICERS VERIFYING CONTENTS **MUST** SIGN AND DATE LABEL

Election Date: _____

City OR
County OR Town: _____

Precinct: _____

District: _____

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

TO: CLERK OF THE CIRCUIT COURT

ON THE DAY AFTER THE ELECTION...	GIVE THIS ENVELOPE TO THE ELECTORAL BOARD FOR THE CANVAS
AFTER EXPIRATION OF CONTEST OR RECOUNT PERIOD, WITH NEITHER PENDING...	DELIVER TO REGISTRAR <input type="checkbox"/> OATH FORMS <input type="checkbox"/> POLLBOOKS <input type="checkbox"/> POLLBOOK COUNT FORMS
RETENTION OF REMAINING ITEMS...	Two (2) YEARS DISPOSITION OF ITEMS RETAINED... DESTROY

REV 5/11

Envelope 2 – Contents – Part 1

Include 2 copies of the Statement of Results (SOR). Several Notes –

1. Part 1 include # of Provisional Votes
2. Check off Outside Poll Voters. Number should match the number noted in your Pollbook
3. Verify one copy of all machine printouts are included in each envelope
4. Only fill out the back if ballots were manually counted

STATEMENT OF RESULTS
November 3, 2020 – General Election
Bedford County, Virginia
101 – Goodview Elementary School

Return in Envelope #2

Part 1. Turnout.
Obtain these numbers from the Electronic Pollbook.

Total Number of Voters Checked In	
Of the total number above, provide the number that voted Outside Polls (OP)	
Provide the total number of Provisional Ballots cast	From Provisional Ballot Log

Part 2. Votes Cast.
Obtain this information from the voting machine tape(s).

Number of Votes Cast on Machine(s)	
Number of Votes Cast and Manually Counted	

Part 3. Discrepancies and/or Other Required Statements.
Does the Total Number of Voters Checked In = the Number of Votes Cast on Machine(s)? Yes No
If "No," please provide an explanation. If "Yes," continue to Part 4.

Part 4. 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.

Signature of Election Officials (all officers must sign):

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

In the envelope attached to this Statement of Results, enclose the following reports:

- Zero Proof Tape from Poll Book
- End-of-Day Tape from Poll Book
- Zero Proof Tape from Voting Machine (ICE)
- End-of-Day Tape from Voting Machine (ICE)
- Write-In Tape from Voting Machine (ICE)
- Write-In Tape from Voting Machine (ICE) (only November Election)

These tapes are required to complete

Check off as performed - verify pollbook matches

Outside Polls Voters –
Please use the count check boxes below to track the total number of outside polls voters you served during the day. Mark off a number each time you take a ballot curbside.

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50

If votes were manually counted, complete the "Votes Cast" report on the back of this form. If no ballots were manually counted, your SOR is complete. STOP HERE.

Only Fill Back of Envelope out if votes were Manually Counted!

President

Source	George Washington (D)	Thomas Jefferson (R)	James Madison (IG)	George Mason (I)	Write-In	Total Votes Cast
Voting Machine						
Manual Count						
Total Votes						

Member United States Senate

Source	Harry Byrd (D)	Bill Scott (R)	Write-In	Total Votes Cast
Voting Machine				
Manual Count				
Total Votes				

Member House of Representatives 12th District

Source	David Satterfield (D)	A. Willis Robertson (R)	Write-In	Total Votes Cast
Voting Machine				
Manual Count				
Total Votes				

Road Improvement Bonds

Source	Yes	No	Total Votes Cast
Voting Machine			
Manual Count			
Total Votes			


Soil and Water Conservation Director

Source	Samuel Adams	Benjamin Franklin	Patrick Henry	Write-In	Total Votes Cast
Voting Machine					
Manual Count					
Total Votes					

Envelope 2 – Contents – Part 2

Pictured are the thumb drives from the pollbooks in the padded bubble wrap and the Incident Report Form (orange color) found in your Precinct Manual



 * VIRGINIA *
DEPARTMENT of ELECTIONS

COMMONWEALTH OF VIRGINIA
**OFFICER OF ELECTION
OATH**

ENVELOPE #2

COMMONWEALTH OF VIRGINIA
OFFICER OF ELECTION OATH

COUNTY/CITY OF BEDFORD

ELECTION DATE _____ PRECINCT NAME _____

**OATH OF OFFICER
DELEGATED BY THE GENERAL REGISTRAR OR THE SECRETARY OF THE
ELECTORAL BOARD TO ADMINISTER OATH TO OTHER OFFICERS**

I do solemnly swear (or affirm) that I will perform the duties for this election according to law and the best of my ability, and that I will studiously endeavor to prevent fraud, deceit, and abuse in conducting this election.

SIGNATURE OF DELEGATED OFFICER OF ELECTION

SIGNATURE OF ELECTORAL BOARD MEMBER
OR REGISTRAR ADMINISTERING OATH

OATH OF ALL OTHER OFFICERS OF ELECTION

I do solemnly swear (or affirm) that I will perform the duties for this election according to law and the best of my ability, and that I will studiously endeavor to prevent fraud, deceit, and abuse in conducting this election.

Signatures of Officers of Election:


1. _____	7. _____
2. _____	8. _____
3. _____	9. _____
4. _____	10. _____
5. _____	11. _____
6. _____	12. _____

SIGNATURE OF PERSON ADMINISTERING OATH

TITLE OF PERSON ADMINISTERING OATH

DATE ADMINISTERED

SBE-611.1 REV 7/14

 * VIRGINIA *
DEPARTMENT of ELECTIONS

Return completed form in Envelope 2

COMMONWEALTH OF VIRGINIA
ELECTION PAGE OATH

COUNTY OF BEDFORD

ELECTION DATE _____ PRECINCT NAME _____

I, the undersigned student, do solemnly swear (or affirm) that I am a citizen of the United States and of the Commonwealth of Virginia and that I will faithfully perform my duties as a page of election according to law and the best of my ability.

I agree to follow the instructions of the chief or assistant chief officer of election at all times and to observe the highest standards of ethics and impartiality while serving as a page of election.

SIGNATURE OF ELECTION PAGE

SIGNATURE OF ELECTION PAGE

SIGNATURE OF ELECTION PAGE

SIGNATURE OF ELECTION PAGE

SIGNATURE OF ELECTION PAGE

SIGNATURE OF ELECTION PAGE

SIGNATURE OF SECRETARY OR REGISTRAR OR OFFICER
ADMINISTERING OATH

TITLE OF PERSON ADMINISTERING OATH

DATE ADMINISTERED

SBE-604(H) Rev 07-2014

Envelope 2A

Only Includes 'Yellow' Printed Return Sheet

2A

PRINTED RETURN SHEET [YELLOW]

AVC ADVANTAGE AND DRE DIAL/TOUCHSCREEN SYSTEMS

OPTICAL SCAN [Accu-Vote, Ballot Now, Insight, M100, Optech IIIPE, Patriot and WINscan]

INSTRUCTIONS TO OFFICERS OF ELECTION:

- SEAL THIS ENVELOPE WITH LABEL
- TWO OFFICERS VERIFYING CONTENTS **MUST** SIGN AND DATE LABEL

Election Date: _____

City or County or Town: _____

Precinct: _____

District: _____

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

TO: CLERK OF THE CIRCUIT COURT


ON THE DAY AFTER THE ELECTION . . . MAKE THE PRINTOUT IN THIS ENVELOPE AVAILABLE FOR PUBLIC INSPECTION FOR 60 DAYS

RETENTION . . . Two (2) YEARS DISPOSITION . . . DESTROY

REV 1/08

Envelope 2A - Contents

This is the only form included in this envelope. Make sure all tapes are attached to the right side of the form

 * VIRGINIA *
DEPARTMENT of ELECTIONS

PRINTED RETURN SHEET

November 3, 2020
DATE OF ELECTION

COUNTY/CITY Bedford County

PRECINCT 101 – Goodview Elementary School

THIS FORM MUST BE SIGNED BY ALL OFFICERS OF ELECTION AND PLACED IN **ENVELOPE 2A**.

THE CLERK OF CIRCUIT COURT MUST MAKE IT AVAILABLE FOR PUBLIC INSPECTION ON THE DAY FOLLOWING THE ELECTION AND FOR SIXTY DAYS THEREAFTER.

We hereby certify that the attached totals tape is a true and correct copy of the election results printed out by the electronic voting machines used in this precinct.

Machine or Serial number(s): CAFED0127663

Officer of Election	Officer of Election
Officer of Election	Officer of Election
Officer of Election	Officer of Election
Officer of Election	Officer of Election
Officer of Election	Officer of Election
Officer of Election	Officer of Election
Officer of Election	Officer of Election
Officer of Election	Officer of Election
Officer of Election	Officer of Election
Officer of Election	Officer of Election

ELECT-658 Rev. 08/2016

ATTACH PRECINCT RESULTS TAPES HERE

- Zero proof printout From Poll Book
- End of Day printout From Poll Book
- Zero proof printout From ICE
- End of Day Printout From ICE
- Write-in Tape from ICE (If November Election)

Box Label 3

These labels go on the Outside of the counted ballots from the ICE Machine. Place the write-in ballots on the top of cast ballots, then seal box and label.

3 COUNTED BALLOTS
COUNTED PAPER BALLOTS REMOVED
FROM VOTING EQUIPMENT BALLOT BIN

Election Date: _____
City or County OR Town: _____
Precinct: _____
District: _____

Box 1 of 2

INSTRUCTIONS TO 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

NOV 2018

3 COUNTED BALLOTS
COUNTED PAPER BALLOTS REMOVED
FROM VOTING EQUIPMENT BALLOT BIN

Election Date: _____
City or County OR Town: _____
Precinct: _____
District: _____

Box 2 of 2

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

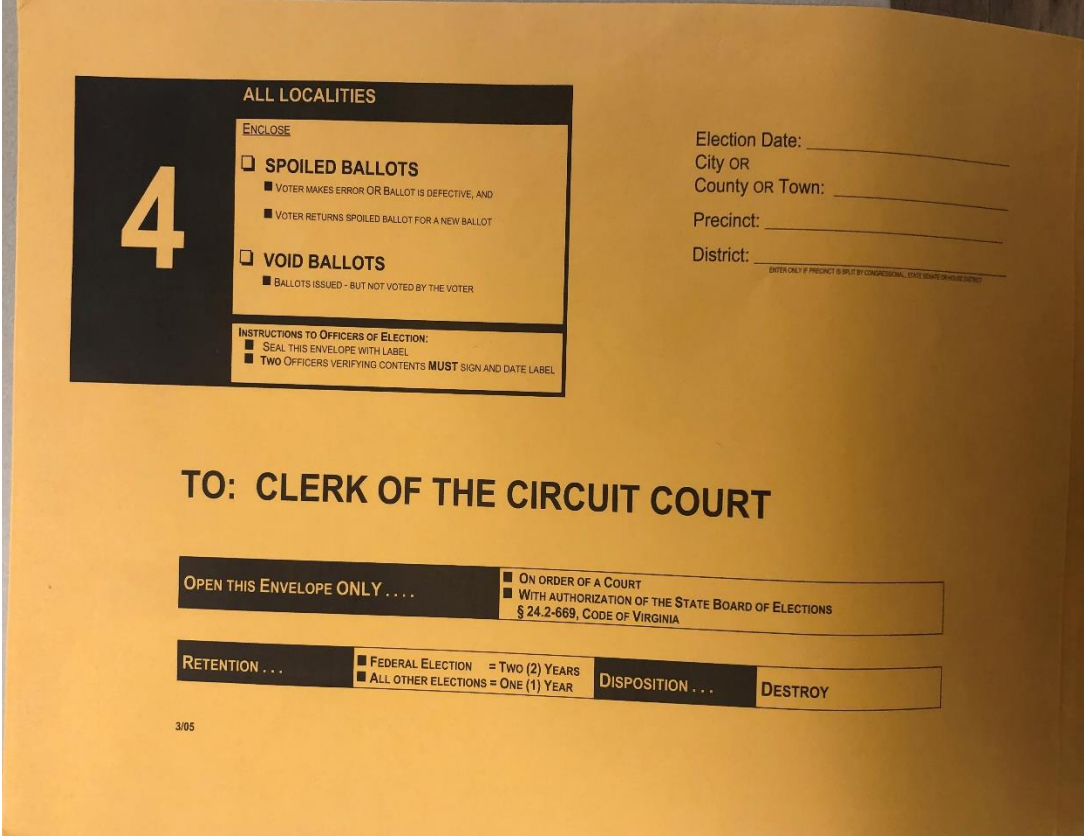
TO: CLERK OF THE CIRCUIT COURT

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

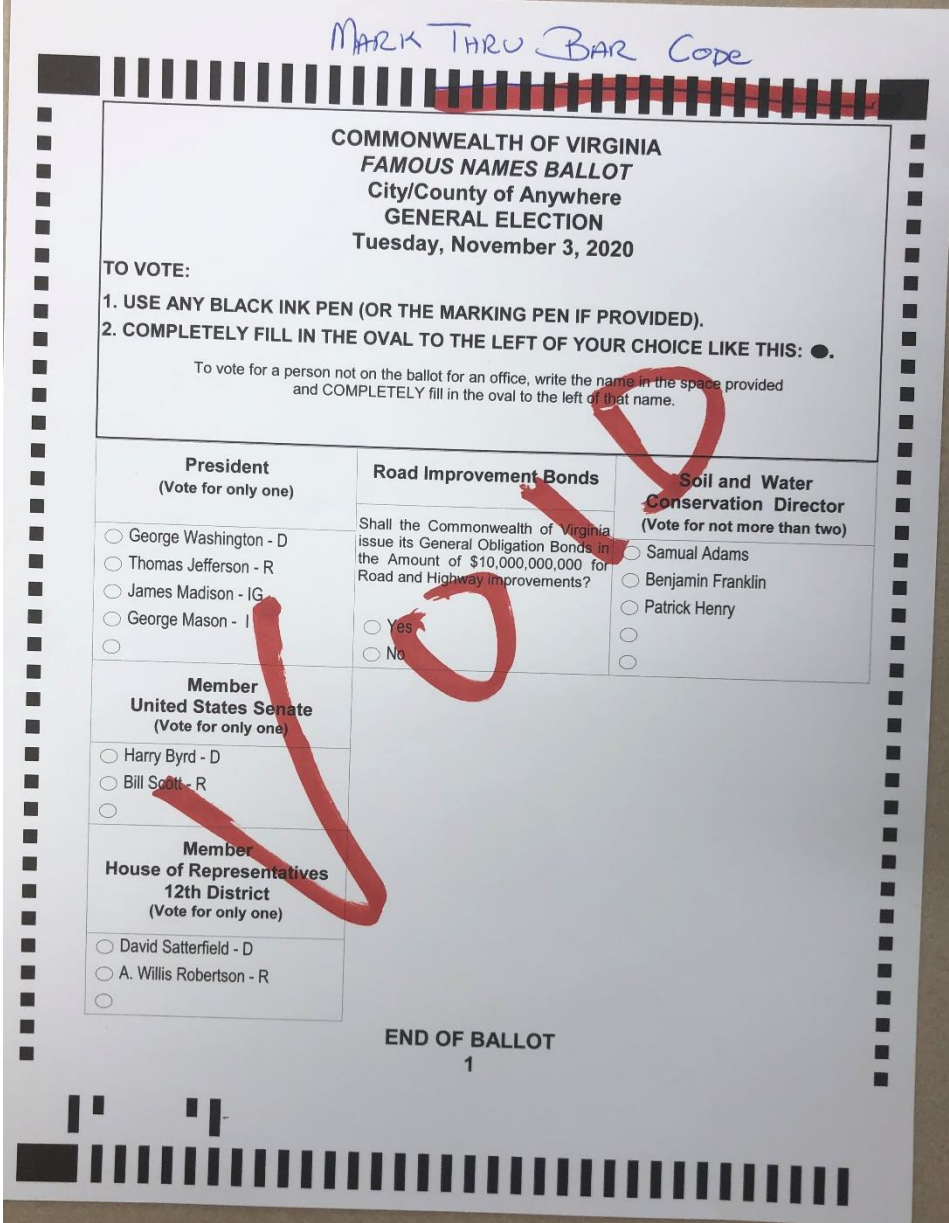
RETENTION . . . ■ FEDERAL ELECTIONS = TWO (2) YEARS
■ ALL OTHER ELECTIONS = ONE (1) YEAR DISPOSITION . . . DESTROY

NOV 2018

Envelope 4 and Contents



This envelopes only includes spoiled or voided ballots. Please mark Void and mark through Bar Code. This assures ICE will not read.



Envelope 5

5

ABSENTEE BALLOTS RETURNED UNUSED
(EACH IN ITS RETURN ENVELOPE AND UNOPENED ENVELOPE A)

REJECTED ABSENTEE BALLOTS
(EACH IN ITS RETURN ENVELOPE AND UNOPENED ENVELOPE B)

EMPTY ABSENTEE BALLOT ENVELOPES

EMPTY ABSENTEE RETURN ENVELOPES

EMPTY USED OUTSIDE POLLS ENVELOPES

NOTE: COUNTED ABSENTEE BALLOTS GO IN ENVELOPE 3

Election Date: _____

City OR
County OR Town: _____

Precinct: _____

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

INSTRUCTIONS TO OFFICERS OF ELECTION:

- SEAL THIS ENVELOPE WITH LABEL
- TWO 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 . . .

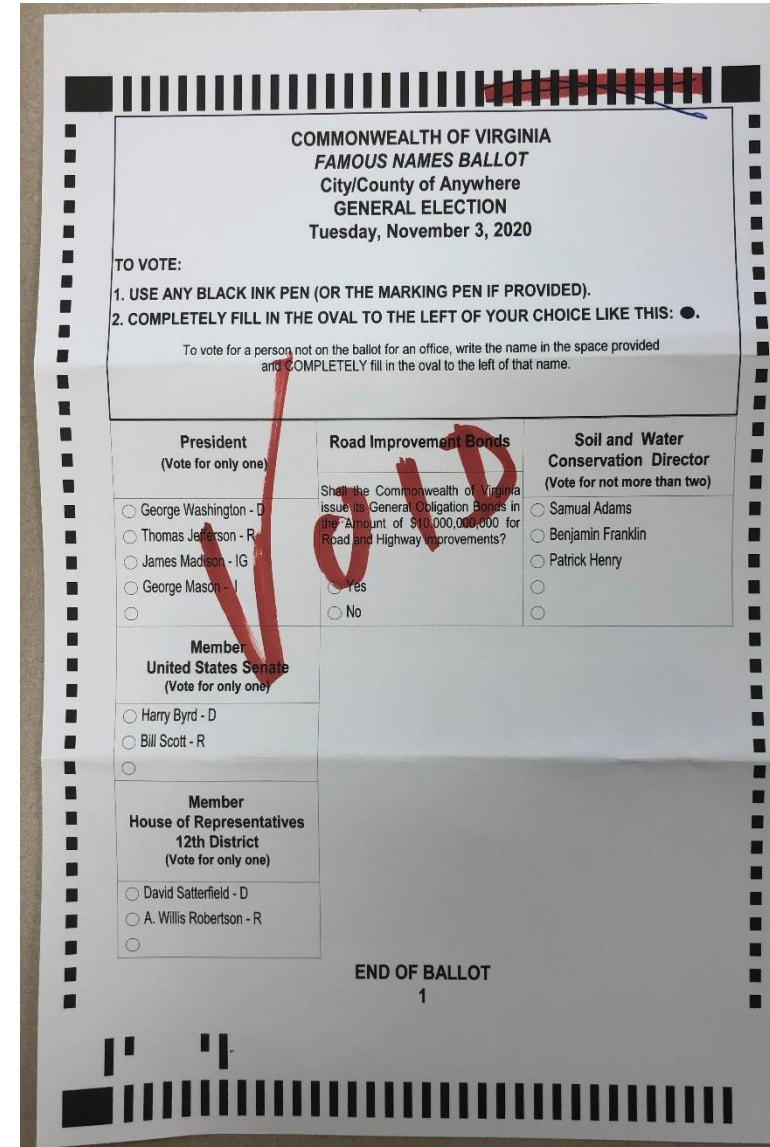
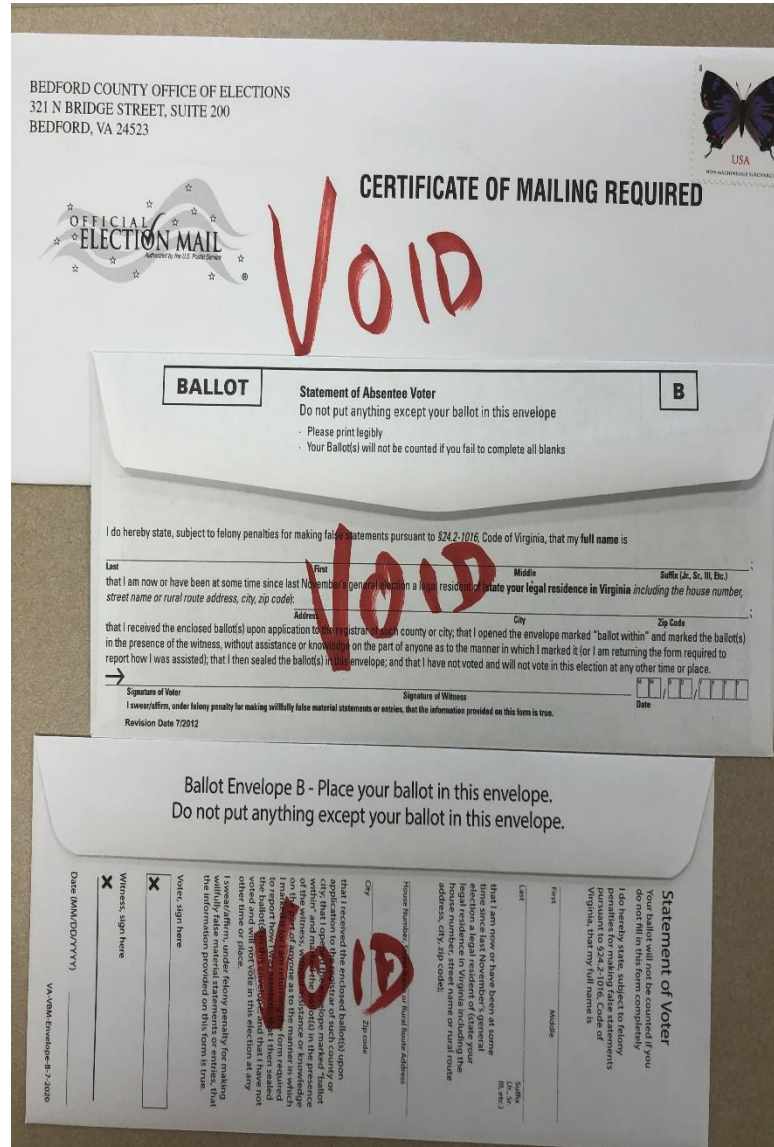
- FEDERAL ELECTIONS = TWO (2) YEARS
- ALL OTHER ELECTIONS = ONE (1) YEAR

DISPOSITION DESTROY

REV 7/04

Envelope 5 - Contents

This envelope includes returned absentee ballots from individuals who wanted to vote in person and did not want to mail in or drop in the absentee ballot box. Void materials and ballot.



Box Label 6

This label goes on every box with unused ballots

6

**UNUSED PAPER BALLOTS – ALL
BALLOTS DELIVERED TO THE
PRECINCT BUT NOT USED DURING
ELECTION DAY**

INSTRUCTIONS TO OFFICERS OF ELECTION:
■ SEAL THIS ENVELOPE WITH LABEL
■ **TWO OFFICERS VERIFYING CONTENTS MUST SIGN AND DATE LABEL**

Election Date: _____
City or
County OR Town: _____
Precinct: _____
District: _____
ENTER ONLY IF PRECINCT IS SPLIT BY CONGRESSIONAL, STATE SENATE OR HOUSE DISTRICT

TO: CLERK OF THE CIRCUIT COURT

OPEN THIS ENVELOPE ONLY:

- ON ORDER OF A COURT; OR
- WITH AUTHORIZATION OF THE STATE BOARD OF ELECTIONS [§ 24.2-669]

AFTER EXPIRATION OF CONTEST/RECOUNT PERIOD WITH NEITHER PENDING:

- DESTROY

REV 9/15

Envelope 7 - Front

Note – Do NOT put any keys in the envelope. All Keys go into Chief Lanyard and into the Flag Bag

NOTE- ALL chief keys GET returned in Flag bag!

<h1>7 7C</h1>	AVC ADVANTAGE DRE EQUIPMENT <input type="checkbox"/> VOTING EQUIPMENT KEYS → INSERT ALL MACHINE KEYS → <i>Do NOT put any keys in this envelope!</i> • ALSO COMPLETE BACK OF THIS ENVELOPE
	OPTICAL SCAN AND DRE DIAL/TOUCH SCREEN EQUIPMENT <input type="checkbox"/> DATA STORAGE UNIT AND SEALS • INSERT MEMORY CARD OR DATA STORAGE UNITS AND THE REMOVED SEALS • ALSO COMPLETE BACK OF THIS ENVELOPE

INSTRUCTIONS TO OFFICERS OF ELECTION:

- SEAL THIS ENVELOPE WITH LABEL
- **Two OFFICERS MUST** SIGN AND DATE LABEL
- ALSO SEE **PACKAGING ENVELOPES** IN *ELECTION DAY GUIDE*

Election Date: _____
City OR County OR Town: _____
Precinct: _____
District: _____
ENTER ONLY IF PRECINCT IS SPLIT BY CONGRESSIONAL, STATE SENATE OR HOUSE DISTRICT

TO: CLERK OF THE CIRCUIT COURT

FOR VOTING EQUIPMENT KEYS OR DATA STORAGE UNIT - OPEN THIS ENVELOPE ONLY:

- ON ORDER OF A COURT; OR
- WITH AUTHORIZATION OF THE STATE BOARD OF ELECTIONS [§ 24.2-659]

AFTER EXPIRATION OF CONTEST/RECOUNT PERIOD WITH NEITHER PENDING:

- RETURN TO SECRETARY OF THE ELECTORAL BOARD

REV 1/08

Envelope 8

This envelopes includes most the remaining forms used during the day.

8

ALL LOCALITIES ENCLOSE USED FORMS

- VA VOTER REGISTRATION APPLICATIONS
- AFFIRMATIONS OF ELIGIBILITY
- AFFIRMATIONS OF IDENTITY
- REQUESTS FOR ASSISTANCE

INSTRUCTIONS TO OFFICERS OF ELECTION:

- CLOSE USING STRING TIE ONLY

Election Date: _____

City OR
County OR Town: _____

Precinct: _____

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

*ALSO Include if Completed - ID Confirmation Statement
- Poll watcher Documentation
- Machine Problem Report
- wa Pollworker
- Comment Form
- Voter Complaint Form
- Authorized to Reproduce Ballot*

TO: CLERK OF THE CIRCUIT COURT

ON THE DAY AFTER THE ELECTION... **GIVE THIS ENVELOPE TO THE GENERAL REGISTRAR**

REV 3/05

Envelope 8 – Contents – If Used

On the below form O of E Initials is where an Officer of Election signs.

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. §24.2-101.6

ELECT-643ID 8/2020

* VIRGINIA *
DEPARTMENT of ELECTIONS

COMMONWEALTH OF VIRGINIA
AFFIRMATION OF ELIGIBILITY
§§ 24.2-428.2, 24.2-643, 24.2-651, and 24.2-652 of the Code of Virginia

SECTION A – OFFICER OF ELECTION MUST COMPLETE

- ENTER PRECINCT NUMBER, NAME AND DATE.
- CHECK BOX THAT APPLIES.
- HAVE VOTER READ *AFFIRMATION OF VOTER* BELOW [OR READ *AFFIRMATION TO VOTER*].
- HAVE VOTER SIGN AND PRINT HIS/HER FULL NAME – BEFORE VOTING.
- PLACE FORM IN ENVELOPE #8.

PRECINCT NO./NAME: _____ CONG. DIST.: _____ DATE: _____ OFFICER OF ELECTION'S INITIALS: _____

IF VOTER HAS NO I.D., VOTER MUST COMPLETE A PROVISIONAL BALLOT.

A. VOTER'S NAME MARKED WITH "7" ON POLLBOOK . . . AND VOTER'S NAME OR ADDRESS HAS NOT CHANGED.
B. VOTER'S NAME OMITTED FROM POLLBOOK IN ERROR; REGISTRAR AUTHORIZES OFFICER TO ADD NAME.
C. VOTER'S NAME ON POLLBOOK . . . BUT VOTER IS CHALLENGED BY ANOTHER VOTER OR AN OFFICER WHO COMPLETES AND SIGNS STATEMENT BELOW

Statement of Challenger
"I do hereby state, subject to penalties for hindering, intimidating, or interfering with a qualified voter pursuant to § 24.2-607, that I am a qualified voter of this Commonwealth or an officer of election and that, to the best of my knowledge, information, and belief, _____ is not a qualified voter of this precinct by reason of (please check each of the following reasons that is applicable):

1. The named person is not a citizen of the United States;
 2. The named person is not now 18 years of age or, in the case of a primary election or a special election held on a date other than a general election date, will not reach the age of 18 before the next general election;
 3. The named person is not a resident of the Commonwealth (or, if he has not been a resident of the Commonwealth within the preceding 30 days, he is attempting to vote for an office or issue other than electors of President and Vice President of the United States);
 4. The named person is not a resident of this precinct (or he has not been a resident of this precinct since the second preceding general federal election and has not continued to be a resident of this county or city and this congressional district);
 5. The named person is not a resident of the town in the case of a town election;
 6. The named person has been disqualified from voting by the Constitution and laws of the Commonwealth and this disqualification has not been removed by proper authority;
 7. The named person is not the identical person he represents himself to be; or
 8. The named person has voted in this election at this or another voting place (state when and where the named person previously voted in this election: _____)."
✦ *must cast a provisional ballot if pollbook indicates person already voted*

Signature of Challenger: _____
Printed Name of Challenger: _____ Daytime Telephone Number: _____
Residence Address: _____

PRIVACY NOTICE: Section 24.2-651 of the Code of Virginia requires the person making a challenge to sign a statutory statement. Therefore, if you refuse to sign this statement, no challenge will be made. Your completed form may be provided to government officials and third parties for election-related purposes.

SBE-651 07/2014

* VIRGINIA *
DEPARTMENT of ELECTIONS

Commonwealth of Virginia
REQUEST FOR ASSISTANCE
§ 24.2-649 of the Code of Virginia

Warning: Intentionally making a materially false statement or entry on this form shall constitute the crime of election fraud, which is punishable under Virginia law as a Class 5 felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2500.

OFFICER OF ELECTION Precinct #/name: _____ Date: _____

A. REQUEST OF VOTER

I hereby affirm, subject to penalty of law, that I require assistance to vote my ballot by reason of either blindness, physical disability, or inability to read or write, or I need the ballot translated into another language.

I request that the person signing the agreement below in *Section B* enter the voting booth or voting machine enclosure to assist me or to vote my ballot in accordance with my instructions.

Signature of voter: _____ Printed name: _____
Required

B. AGREEMENT OF ASSISTANT

I hereby affirm, subject to penalty of law, that:

- I will vote this voter's ballot as the voter instructs.
- I will not solicit or attempt to influence how the voter votes.
- I am not disclose or indicate how the voter votes on any office or question.
- I am not serving in this polling place today as an authorized representative of a political party or candidate or as a neutral observer authorized by the electoral board. (See § 24.2-604 for additional information)
- I am not the voter's employer or agent of that employer, or an officer or agent of the voter's union. (This provision does NOT apply if the voter is blind.)

Signature of assistant: _____ Printed name: _____
Required

Residence address: _____ City/state: _____ zip: _____
Required Required Required

C. IF VOTER ASKS OFFICER TO TRANSLATE BALLOT (AS ASSISTANT)
See § 24.2-649(C) for additional information. Any party or candidate interpreter must sign below before observing. (Attach additional forms if necessary.)

I hereby affirm, subject to penalty of law, that:

- I will not solicit or attempt to influence how the voter votes.
- I will not disclose or indicate how the voter votes on any office or question.

Signature: _____ Printed name: _____ Representing: _____
Signature: _____ Printed name: _____ Representing: _____

INSTRUCTIONS IF VOTER IS UNABLE TO SIGN OR MAKE THEIR MARK:

For a voter who is blind, the Officer of Election must:


- Write on the *Signature of Voter* line (Section A), "blind voter" (A blind voter is NOT required to sign or make their mark);
- Print the voter's name on the line below the signature line (Section A); and
- Have the assistant sign and complete Section B.

For a voter who is otherwise unable to sign, the assistant must:

- Write on the *Signature of Voter* line (Section A) "voter unable to sign";
- Print the voter's name on the line below the signature line (Section A); and
- Sign and complete Section B.

ELECT-649 Rev. 08/2016

Envelope 8 – Contents – If Used

 * VIRGINIA *
DEPARTMENT of ELECTIONS

Procedure for Use of Form
SBE-646.1, Authorization to Reproduce Ballots
§§24.2-612, 24.2-642 & 24.2-646.1 of the Code of
Virginia

Election Date _____ Precinct Name and Number _____

Ballot Style (Select One):
 Full Full Without Town
 Federal Only Presidential Only

1.	I, the undersigned chief officer of election, do solemnly swear under penalty of perjury that I was requested and received authorization by the electoral board to reproduce _____ copies of the official ballot for the aforementioned election. SIGNATURE OF CHIEF OFFICER OF ELECTION _____
2.	I, the undersigned officer of election, do solemnly swear under penalty of perjury, that I reproduced only the number of ballots authorized by the electoral board, that I was continuously present in the room in which the ballots were reproduced, and that I destroyed all damaged or imperfect copies. I further certify that as soon as the ballots were reproduced, I kept them in my exclusive possession, allowed no one to examine them, and delivered them to the chief officer of election or to an authorized courier. SIGNATURE OF OFFICER OF ELECTION _____
3.	I, the chief officer of election, do solemnly swear under penalty of perjury, that I received and examined the reproduced ballots from the officer of election/authorized courier. SIGNATURE OF CHIEF OFFICER OF ELECTION _____
4.	I, the undersigned secretary of the electoral board, do solemnly swear under penalty of perjury that I instructed the chief officer of election to reproduce _____ copies of the official ballots for this precinct for the election listed above. SIGNATURE OF SECRETARY OF THE ELECTORAL BOARD _____

AFTER THE POLLS CLOSE, THIS ORIGINAL STATEMENT MUST BE DELIVERED TO THE CLERK'S OFFICE TO BE SEALED AND RETAINED WITH THE ELECTION MATERIALS (ENVELOPE 8).

ELECT-646.1 Rev. 08/2016