PAPER POLLBOOK INSTRUCTIONS

Following are instructions for using the back-up Paper Pollbooks. The back-up Pollbooks are only to be used if a precinct has difficulty setting up or opening the polls on time with the Poll Pads.
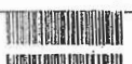
Paper Pollbook Set-up:

Paper Pollbooks, alpha signs and Poll Book Count Sheets are located in one of the outside pockets of the Chief's black rolling kit. The Absentee Ballot Applicants List (ABA) and the Close of Books Reports (COB) are in the white "Sheriff's Envelope" white is delivered to the Chief on the Monday before Election Day. [The COB report contains the names of voters who were added or deleted after the books closed, i.e., after the Paper Pollbooks were printed.]

- Use the alpha signs to label the check-in stations. The alpha-divisions for paper pollbooks were pre-determined by size of the precinct, e.g., the smallest precincts will have 2 divisions, A-K and L-Z; other precincts will have 3, 4, or 5 divisions.

- Divide the paper pollbooks to match your alpha signs and count sheets.

- Inserts the COB reports into the Paper Pollbooks after the appropriate letter of the alphabet.

- The **ABs** should have been marked in the Paper Pollbook on Monday by the Chief and/or the Assistant Chief or other Officer(s).

At the Check In Table: The Pollbook Officers will …

- Ask each voter for their <u>Full Legal Name</u> and <u>current address</u>.

- Check the voter's photo identification. (§24.2-643)

- Locate voter's name in paper pollbook and verify the address.

→ **If name is found and voter is qualified** (no codes to the left of the name in the * column)…

- Repeat the voter's name and address in an audible voice.

- Mark off the next consecutive number on the **Pollbook Count Sheet** with a pen.

X^1	X^2	X^3	X^4	X	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

- Enter the **Count Number** in the 1st column of the Paper Pollbook.

LINE	PollBook Count	**	*	NAME and ID	For official use only	BIRTH YEAR	GEN	SD / SW	TOWN CODE	PCT	RESIDENCE ADDRESS / MAILING ADDRESS / ZIP CODE
01				AARON RODNEY EARL - 918872204		1965	M				4751 Irvin Sq - 22312
02		AB		ABDELLA AKIL HIZAM - 712553528		1958	M				4675 Logsdon Dr - 22003
03				ABDELMASIH ANDREW MAGDY - 919812565		1984	M				6719 Perry Penney Dr - 22003
04	5			ABDELMASIH ANGELA MAGDY - 500825520		1987	F				6719 Perry Penney Dr # 0 - 22003
05				ABDELMASIH LUCY IKHLAS LATIF - 919242715		1955	F				6719 Perry Penney Dr - 22003

- Give the voter a **Voting Permit** card and direct the voter to the ballot table.

→ **If voter is not found, first check the COB Report to see if the voter's name was added after the Paper Pollbook was printed.**

- If the voter is on the COB report, mark off the next Count Number and enter it in the 1st Column, give the voter a Voting Permit card and direct the voter to the ballot table.

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ELECTIONS
After COB Registrations
2016 November General

	*	Name	Voter ID	YOB	Gender	Residence / Mailing Address	SD	T PCT
6		CARROLL MARIANNE, T	309000303	1937	F	8314 Highcliffe Ct - 220034354		

→ **If a voter does not have an acceptable photo ID or if the voter is not found, has applied for an absentee ballot, is already marked as having voted, has moved, changed name, needs assistance, wishes to vote outside the polls, or has "?", "A", "R", or "F" in the "*" column...**

- **Complete a Voter Referral Work Sheet and send the voter to the Chief.**

PAPER POLLBOOK INSTRUCTIONS

AB = voter applied for absentee ballot   **? = inactive voter**
A = social security number is missing   **F or R = federal only (overseas) voter**

- The Chief of Assistant will refer to the *What If* options and contact the Registrar, if necessary, to determine a voter's eligibility. The necessary paperwork or forms must be completed as well.

→ **If the voter is deemed qualified to vote . . .**

- Chief will direct the voter back to the front of the line to complete the check-in process. For a curbside voter, the chief will arrange for a paper ballot or a touch screen machine to be taken out to the voter.

- Chief will indicate to the Pollbook Officer that the book should be marked with the next consecutive count number and an "OP" (outside polls/curbside), and/or "S" (statement), as applicable.

- The Pollbook Officer will then mark off next consecutive number on the Pollbook Count Form.

- The Pollbook Officer will enter the **Count Number** in the 1st column of the Pollbook and enter "**OP**" or "**S**" in the "******" column as applicable.

- Give the voter a Voting Permit card and direct him/her to the Ballot Table.

→ **If the voter is at the wrong precinct or is <u>not</u> qualified to vote . . .**

- *As instructed by the Registrar's Office,* the Chief will direct voter to the proper precinct or explain why voter is not eligible to vote in this election. A Provisional Ballot may be issued if warranted.

<u>Closing the Polls:</u>

→ **If the Paper Pollbooks were used <u>all</u> day...**

- After the last voter has voted, each Pollbook Officer should enter the last Count Number that was used and sign the Certification on page 4 of the Pollbook Count Sheet.

- Officers must complete the pink Poll Pad (Pollbook) Certification form using the numbers from each Pollbook Count Sheet, instead of each Poll Pad. For example:

Enter check-in count from lower left-hand corner of screen on **each Poll Pad** and add to get total checked in.		Check in Count
Poll Pad # 1 (Chief's)	A – E	321
Poll Pad # 2	F – K	294
Poll Pad # 3	L – R	315
Poll Pad # 4	S – Z	301
Poll Pad # 5		
Poll Pad # 6		
Poll Pad # 7		
Total Checked In		1231

→ **If the Paper Pollbooks were used for only part of the day until the Poll Pads were up and running…**

- If time permits (during an afternoon lull), check in the Paper Pollbook voters on the Poll Pads. Write in your Chiefs Notes and on the top of the Paper Pollbook that <u>all</u> voters were transferred to the Poll Pads.

- If Paper Pollbook voters were <u>not</u> transferred to the Poll Pads, the pink Certification form will need to be completed with the numbers from <u>both</u> Poll Pads and Paper Pollbooks in order to calculate the Total Checked In.

→ **<u>Marked</u> Paper Pollbooks and Count Sheets must be returned in Envelope #2.**

→ **<u>Unused</u>** Paper Pollbooks, Count Sheets and Alpha Signs should remain in the Chief's Kit.