



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: 0000 Sample

Date: mm dd, yy

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: John Q Voter

Printed name: John Q Voter

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 will 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: Jane Assistant

Printed name: Jane Assistant

Required

Required

Residence address: 123 Any St

Required

City/state: VA

Virginia Beach

Required

zip: 23453

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.

Outside Polls or Curbside Voting

One Election Official performs the following procedures for each qualified voter (65 and older or disabled) who arrives at the polling location and wants to vote in a vehicle. The voted ballot must be scanned into the DS200 before servicing the next Outside Polls voter. This voter cannot use the ExpressVote to mark their ballot.

Outside Polls Procedure

- ☐ Ask voter for an acceptable ID.
- ☐ Ask voter to state their name and current address.
- ☐ Bring identification to the Electronic Pollbook (EPB) officer.
- ☐ Look up voter in the EPB and verify their information.
- ☐ Select Outside Polls/Curbside during check in.
- ☐ Get a paper ballot from the Ballot Officer.
- ☐ Officer returns to the voter with their ID, paper ballot, outside polls supplies (incl. clipboard, pen, request for assistance form, magnifier, I voted sticker, etc.).
- ☐ Allow privacy for voter to mark their ballot.
- ☐ If the voter needs you or any other individual to assist, where you might view the voter's selections, complete the Request for Assistance form.
- ☐ Instruct voter to place marked ballot in the privacy folder.
- ☐ Give voter an I VOTED sticker and thank them for voting. Assure the voter that you will immediately insert their ballot into the scanner.
- ☐ Officer immediately returns to voting room and places the voted ballot into the DS200 Digital Scanner.
- ☐ If there is a line, politely state that this Outside Polls ballot will be scanned next.
- ☐ If DS200 Digital Scanner alerts an OVERVOTE or BLANK BALLOT, press "Cast".
- ☐ If DS200 Digital Scanner CANNOT READ the ballot, place in the emergency ballot bin to hand count after the polls close.

Lookup Device

Asked

The AskED Lookup Device is used at the precinct to direct voters to the correct polling place in which they are registered. The tablet contains all registered voters in Virginia Beach except for voters with a protected status.

- ❑ At the top left of the tablet, you will find the power button. Press and hold the button down until the unit powers on.
- ❑ At the lock screen, you must swipe up to unlock the device.
- ❑ At the desktop, press the **Asked** icon to access the Voter Direct software.
- ❑ The search screen will appear.
- ❑ To use the search screen, press the last name field. A keyboard will become available for you to enter the voter's last name. **TIP:** Enter the first few letters.
- ❑ Press the first name field to enter the first name of the voter. **TIP:** Enter the first few letters.
- ❑ **DOB - DO NOT USE! ALL DATES OF BIRTH ARE 1/1/YEAR**
- ❑ Press the **Search** button.
- ❑ This will display a list of matching voters. If the voter you are looking for is not displayed, call the office for additional instruction.
- ❑ Choose the voter from the list, the name, address, and polling place information will appear.
- ❑ A small map identifying the polling place and nearest cross streets can be displayed by pressing the **Map** button located at the bottom of the screen.
- ❑ If you need to display the voter's information again, press the **Back** button at the top left of the screen.
- ❑ If you wish to process another voter press the **Start Over** button at the top right of the screen.
- ❑ To power off the tablet, press and hold the power button on the top left of the tablet until the menu is displayed.
- ❑ Select Power Off. At the next screen press OK and the tablet will power down.
- ❑ Return the tablet to the Chief.

