

Poll Watcher Instructions

Before you go, please bring the Authorized Representative Designation form, a printed copy of the Poll Watcher Report form (available here: [Poll Watcher Report](#)), a charged cell phone, a pen, water, and food if needed. Please do not eat food that is not your own.

General Poll Watcher Responsibilities

- Arrive on time and check in with the Chief, presenting your party chairman's Authorized Representative Designation form.
- Always wear your poll watcher badge or identification clearly.
- Observe quietly and professionally—do not interfere with voters or election staff.
- Take detailed notes on voter flow, procedures, and any issues. Report concerns promptly to the Chief, without confrontation. If the situation is not satisfactorily resolved, contact Denny Daugherty of the PWC GOP at 703-604-6154 or call the **HOTLINE** at 804-600-4809.
- Follow all instructions from election officers and keep a respectful distance from voting areas. No photos/videos. Don't talk to voters or help them in any way. Don't touch machines, ballots or forms.
- Bring a notebook, pen, and charged phone for quick reporting.
- Check occasionally that Hart InterCivic ballot scanners' public count total equals the poll book total. Election Officers (EOs) check often, so listen for that.
- Watch that Chief and all EOs treat all voters equitably and in a non-partisan manner.

Arrival Times

- **Early Voting:** The first day the early voting location is open, arrive one hour before opening—September 19 for the Office of Elections and **October 19** for other sites. Arrive at regular shift time other than the first day location opens.
- **Election Day:** Arrive early, 45 minutes before polls open at 6 AM to observe opening procedures, including the unsealing of voting equipment, verification of seals and serial numbers, and zero counts on voting machines.

Basic Counts & Observations to Track

- Number of voters checked in (pollbook or electronic pollbook).
- Number of ballots issued or cast (including provisional ballots).
- Number of provisional ballots issued.
- Number of ID Confirmation Statements.
- Number of voters waiting in line when polls close.
- Proper chain of custody: sealing and handling of ballot boxes, voting materials and voting machines.
- Accessibility to curbside voting procedures.

Early Voting Process

Note: On first day the early voting location opens, validate the Hart InterCivic ballot scanner(s) public count is zero, as well as all poll books/electronic poll pads.

1. **Voter Check-In and ID Verification:** Voters present acceptable ID or sign an ID Confirmation Statement if they do not have ID. Refusal to sign requires **provisional ballot** voting. If voter's name is not in the poll pad, the Chief may confirm with the General Registrar's office.
2. **Ballot Printing on Demand:** Voter receives a precinct-specific ballot printed by the Ballot On Demand (BOD) printer after check-in. Poll watchers observe that ballots are only printed for properly checked-in voters.
3. **Voters Needing Assistance:** Voters needing help must sign a Request for Assistance form, as must their helper unless under 15 years old.
4. **Absentee Ballot Surrender:** Voters who received mail-in absentee ballots must surrender them before receiving an in-person ballot. The surrendered absentee ballot and envelope are marked "SURRENDERED" and placed in the Chief's Spoiled Ballot Envelope. If the voter fails to surrender or refuses to do so, they must vote with a provisional ballot. Voters who lost or never-received absentee ballots must sign a "Gold Form" before voting regularly.
5. **Spoiled Ballots:** Spoiled ballots must be marked "Spoiled" and secured in the Spoiled Ballot Envelope.
6. **Voting Booth:** Voters mark ballots privately; watchers do not interfere or communicate with voters while voting.
7. **Ballot Scanning and Casting Vote:** Voters scan ballots into the voting machines. Poll watchers observe that ballots are accepted or rejected and that counts match voter check-ins.
8. **Accessibility and Curbside Voting:** Poll watchers are permitted to observe curbside voting. Voters who are over 65 or disabled are allowed to vote curbside. They must provide ID to EOs and, after check-in, are brought a ballot to mark inside their vehicle.
9. **Same Day Registration (SDR)** – Starts October 25, 2025: Eligible voters can register and vote provisionally after this date during early voting and on Election Day. Poll Watchers should carefully observe SDR registration and that provisional ballots are used.
10. **Closing & Counts:** remain in the polling place and observe the closing process and record: total voters checked in on pollbooks; total ballots issued during the day; number of provisional ballots issued and cast; total ballots scanned and counted by machines; voters still in line at official closing time (allowed to vote); verification that ballots counted match pollbook and issuance counts; and accounting and securing of all unused, spoiled, and provisional ballots. Ask Chief for # of Gold Forms, ID Confirmation Statements, Affirmations of Eligibility, etc. Note in your report then enter the data in the digital form on your computer or phone. Use chief's Statement of Results (SOR), if needed to complete your Poll Watcher Report. **NOTE:** No final tallies are done during early voting. Early voting final tallies are done only on Election Day. **LAST DAY OF Early Voting:** Enter data into your report form. Observe final packing of remaining materials, including voted ballots, blank ballot paper, and all Chief's desk envelopes.

Election Day Process

Note: Polls **open 6 AM to 7 PM** (unless extended by a court order)

Opening shift: poll watchers should **arrive early (min 45 minutes)** to observe polling place set-up and opening of Hart InterCivic ballot scanners. **Verify public count is zero** on the scanners and on each poll pad.

1. **Check-In Stations:** One GOP poll watcher is allowed per pollbook station (maximum of 3). Observe voter check-in and **provisional ballot** issuance.

2. **Same Day Registration on Election Day:** Eligible new registrants vote provisionally after registering onsite. Voter must vote in the precinct in which they reside.
3. **Opening Procedures:** Observe the unsealing of voting equipment by officers, verification of tamper-evident seals and serial numbers, and running of **zero vote counts** before polls open.
4. **Ballot Issuance and Voting:** Ballots issued only to registered and checked-in voters. Voters mark ballots privately without interference. **Absentee Mail-in Ballots:** If voter fails to surrender his absentee ballot and wants to vote in-person, he must vote a **provisional ballot**.
5. **Spoiled and Provisional Ballots:** Proper handling and secure storage observed. Provisional ballots are not scanned but instead placed in the Provisional Ballot Envelope for later adjudication.
6. **Chain of Custody and Closing Procedures:** After polls close, observe officers sealing voting machines and equipment with tamper-evident seals for secure transport and storage.
7. **Closing & Counts to Observe:** After all votes are tallied, poll watchers should remain in the polling place as the equipment is packed and Statement of Results (SOR) is prepared. Observe the closing process and record: total voters checked in on pollbooks; total ballots issued during the day; number of provisional ballots issued and cast; total ballots scanned and counted by machines; voters still in line at official closing time (allowed to vote); verification that ballots counted match pollbook and issuance counts; final zero counts on machines if available; and accounting and securing of all unused, spoiled, and provisional ballots. Ask Chief for # of Gold Forms, ID Confirmation Statements, Affirmations of Eligibility, etc. and note in your reports then enter the data in the digital form on your computer or phone. Use chief's SOR, if needed to complete your shift report form.
8. **Curbside Voting:** Allowed to observe assistive curbside voting.

Poll Watcher Report Submission

Poll watchers should submit their digital Poll Watcher Report **no later than 24 hours after their shift ends**. (If you call the Hotline, be sure to clearly document your call in your poll watcher report, including the time, reason, details, and any advice received.) Prompt and accurate reporting is essential for oversight and quick response. The report is available here: [Poll Watcher Report](https://pwcgop.gov/report) or <https://pwcgop.gov/report>

HOTLINE: 800-600-4809 (Early Voting & Election Day)

If you encounter an issue, first address it promptly with the Chief. If the situation is not satisfactorily resolved, contact Denny Daugherty of the PWC GOP at 703-604-6154 or call the GOP HOTLINE at 804-600-4809.

Your respectful, professional observation is critical to election transparency and integrity. Represent the Prince William County GOP with pride and vigilance! Thank you.

Election Integrity

Prince William County Republican Committee

9.24.25