

# Statement of Results

24-Feb-2026

## Statement of Results – The Objective

- Every polling place/precinct has the goal of conducting a free, fair, open election according to the laws of the Commonwealth. This applies to all the places where votes are counted.
- One objective measure that documents accomplishing this goal is for each of these polling places/precincts to complete a Statement of Results for their ballots.

# Places Where Ballots Are Counted

- 30 numbered polling places in the precincts.
- Early voting (a.k.a. absentee voting in-person)
- CAP by-Mail (mailed-in/dropped off absentee ballots that arrive by election day)
- CAP Post-Election (mailed-in absentee ballots that are post-marked by the election but arrive at the Registrar's office before the Friday after the election by noon)
- Provisional "precinct" (after the Electoral Board adjudicates provisional envelopes, those accepted are opened and their ballots are counted here)

# Common Attributes of all SORs

- First, there are always two SORs – they should be duplicates, with one labelled for the Registrar and one labelled for the Circuit Court.
- The opening/zero tapes and closing/results tapes from the DS300 are attached to both SOR copies.
- If applicable, the write-in result tape is attached to both copies.
- Both SOR copies are placed in Envelope 2.
- Both SOR copies are always signed by every EO.
- § 24.2-667. **Completion of statement of results.**


*At the conclusion of determining the votes cast on voting devices and paper ballots, the officers of election shall verify that all required data has been accurately entered, sign both copies of the statement of results, and affirm that the statement is complete and the information thereon is true and correct.*

# Differences Between SORs

- Not all SORs have Poll Pad zero and closing tapes – if you are not checking in voters (example: Provisional Precinct) you do not produce these.
- CAP by-Mail, CAP Post-Election, and Provisional precinct SORs do not have a section for Provisional ballots because they do not interact directly with voters who could cast them.
- It is uncommon for the precinct SORs and Early Voting SORs to have to include Section D of the SOR for hand counting. It is not unusual for CAP by-Mail or the Provisional precinct or even CAP Post-Election to have to hand count ballots.

# Printed Return Sheet

- The yellow Printed Return Sheet is also signed by all EOs.
- The DS300 result tape is attached to the printed return sheet.
- The Printed Return Sheet is placed in Envelope 2A.
- It is like a streamlined SOR.



\* VIRGINIA \*  
DEPARTMENT of ELECTIONS

## PRINTED RETURN SHEET

DATE OF ELECTION \_\_\_\_\_

COUNTY/CITY \_\_\_\_\_

PRECINCT \_\_\_\_\_

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):

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Officer of Election	Officer of Election
Officer of Election	Officer of Election
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ELECT-658 Rev. 08/2016

**ATTACH PRECINCT RESULTS TAPES HERE**

# Attaching Tapes

- The tapes are attached so they can be found and read.
- DO NOT roll the tape up, then smush it flat – no one can read it like that.
- Instead, fold the tape about the length of the SOR page (or Printed Return Sheet) in a back-to-back, front-to-front manner like a pleat so you can flip through it to read the results.
- Place the top of each tape at the top of the page and ideally use one staple to attach all of the tapes to the page. More than one staple is OK.
- Use a paperclip to hold the folded tapes organized in about the middle of the page so they do not become disarranged in Envelope 2.
- If you did it right, all you have to do is remove the paperclip and you can flip through the results, or the zero, or whatever.

<p style="font-size: 2em; margin: 0;">I I</p> <p><b>Staple tapes above</b></p> <p>Attach in this order:</p> <p><i>(on top)</i></p> <ol style="list-style-type: none"> <li>1. Voting results tape with all officer signatures</li> <li>2. Closing Summary Report from one Poll Pad</li> <li>3. Write-in report (if not on results tape in 1) above)</li> <li>4. Zero tape with 2 signatures</li> <li>5. Opening Summary Report from one Poll Pad</li> <li>6. Statement of Results #1 with all signatures (this form)</li> </ol> <p><i>(on the bottom)</i></p>	<p><b>Statement of Results #1</b> Registrar's Copy <b>999 - CAP Early Voting</b> Election Date - Election Type - County of Albemarle</p> <p style="text-align: right; border: 1px solid black; padding: 2px;"><b>Place in Envelope 2</b></p> <p><b>What to do at the beginning of Early Voting</b></p> <p><input type="checkbox"/> Print zero tapes <input type="checkbox"/> Have two officers sign the zero tapes <input type="checkbox"/> Staple these two tapes to SOR #1 and SOR #2.</p> <p><b>What to do at the end of Early Voting</b></p> <p><input type="checkbox"/> Print voting results tapes <input type="checkbox"/> Print an extra write-in report for SOR #2 (if any write-ins) <input type="checkbox"/> Have all officers present sign the voting results tape <input type="checkbox"/> Fill out every page of SOR #1 and SOR #2. <input type="checkbox"/> Staple remaining tapes in order shown on the left side of the page <input type="checkbox"/> Fold bottom of tapes to fit on SOR</p> <p><b>A Voter check in</b> numbers from the Poll Pad closing Summary Report</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Total voters checked in</td> <td style="width: 30%;"></td> </tr> <tr> <td>Voters checked in who voted outside of the polling place</td> <td></td> </tr> </table> <p><b>B Ballots cast</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Ballots cast on machine – from D5300 Results Tape</td> <td style="width: 30%;"></td> </tr> <tr> <td>Number of ballots hand counted (usually zero)</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>TOTAL BALLOTS CAST</b></td> <td></td> </tr> </table> <p><b>C Provisional Ballots</b> numbers from Provisional Ballot Log Summary</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Ballot Log Summary</th> <th style="width: 30%;">Count</th> </tr> </thead> <tbody> <tr> <td>SDR – Reason Code #1</td> <td></td> </tr> <tr> <td>After Hours Votes – Reason Code #3</td> <td></td> </tr> <tr> <td>No ABS Ballot – Reason Code #4</td> <td></td> </tr> <tr> <td>Shown as Voted – Reason Code #5</td> <td></td> </tr> <tr> <td>Other – Reason Code #6</td> <td></td> </tr> <tr> <td>No ID – Reason Code #7</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>TOTAL PROVISIONAL BALLOTS</b></td> <td></td> </tr> </tbody> </table>	Total voters checked in		Voters checked in who voted outside of the polling place		Ballots cast on machine – from D5300 Results Tape		Number of ballots hand counted (usually zero)		<b>TOTAL BALLOTS CAST</b>		Ballot Log Summary	Count	SDR – Reason Code #1		After Hours Votes – Reason Code #3		No ABS Ballot – Reason Code #4		Shown as Voted – Reason Code #5		Other – Reason Code #6		No ID – Reason Code #7		<b>TOTAL PROVISIONAL BALLOTS</b>	
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<p><b>Statement of Results #1 continued</b> Registrar's Copy Complete optional Section D page(s) <u>ONLY IF YOU HAVE HAND COUNTED BALLOTS</u> and insert before this page if used.</p>	<p><b>Place in Envelope 2</b></p>																																																						
<p><b>E Does the total number of voters checked in match the number of ballots cast?</b> Check whether the total voters checked in from box A is the same as the Total Ballots Cast in box B</p> <p style="text-align: center;">___ yes ___ no. If you check no, explain below</p> <p>_____</p> <p>_____</p>																																																							
<p><b>F Collect signatures to certify</b> For all election officers, read the following statement and sign below.</p> <p>We hereby certify that:</p> <ul style="list-style-type: none"> <li>• the two copies of the Statement of Results are a complete record of this election</li> <li>• all information entered here is true and correct</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 5%;">1</td><td style="width: 65%;">Chief</td><td style="width: 30%; text-align: center;">X</td></tr> <tr><td>2</td><td>Assistant Chief</td><td style="text-align: center;">X</td></tr> <tr><td>3</td><td>Assistant Chief</td><td style="text-align: center;">X</td></tr> <tr><td>4</td><td>Officer of Election</td><td style="text-align: center;">X</td></tr> <tr><td>5</td><td>Officer of Election</td><td style="text-align: center;">X</td></tr> <tr><td>6</td><td>Officer of Election</td><td style="text-align: center;">X</td></tr> <tr><td>7</td><td>Officer of Election</td><td style="text-align: center;">X</td></tr> <tr><td>8</td><td>Officer of Election</td><td style="text-align: center;">X</td></tr> <tr><td>9</td><td>Officer of Election</td><td style="text-align: center;">X</td></tr> <tr><td>10</td><td>Officer of Election</td><td style="text-align: center;">X</td></tr> <tr><td>11</td><td>Officer of Election</td><td style="text-align: center;">X</td></tr> <tr><td>12</td><td>Officer of Election</td><td style="text-align: center;">X</td></tr> <tr><td>13</td><td>Officer of Election</td><td style="text-align: center;">X</td></tr> <tr><td>14</td><td>Officer of Election</td><td style="text-align: center;">X</td></tr> <tr><td>15</td><td>Officer of Election</td><td style="text-align: center;">X</td></tr> <tr><td>16</td><td>Officer of Election</td><td style="text-align: center;">X</td></tr> <tr><td>17</td><td>Officer of Election</td><td style="text-align: center;">X</td></tr> <tr><td>18</td><td>Officer of Election</td><td style="text-align: center;">X</td></tr> </table>		1	Chief	X	2	Assistant Chief	X	3	Assistant Chief	X	4	Officer of Election	X	5	Officer of Election	X	6	Officer of Election	X	7	Officer of Election	X	8	Officer of Election	X	9	Officer of Election	X	10	Officer of Election	X	11	Officer of Election	X	12	Officer of Election	X	13	Officer of Election	X	14	Officer of Election	X	15	Officer of Election	X	16	Officer of Election	X	17	Officer of Election	X	18	Officer of Election	X
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# Completing the SOR

- Section A is all about what you checked in on the Poll Pad
- Section B is all about what ballots were scanned on the DS300 and if you had any hand counts.
- Section C is all about your provisional ballots, total and broken down by type.
- Section D is optional and is only used if you had to hand count any ballots.
- Section E is used to explain why there is any discrepancy between the number of voters checked in and the number of ballots counted – do the A and B totals match.

# Completing the SOR - Signatures

- Section F of the SOR is for every EO to sign. Signing does not mean you agree with the outcome.
- Each EO will sign a minimum of 6 times in this process:
  - At the bottom of the three results tapes (3)
  - On the two SOR copies (2)
  - On the Printed Return Sheet (1)
- Tell your EOs to make sure they have signed 6 times.


## Who Fills in the SOR?


- Albemarle County's policy on this is that where practicable, one officer of election from each major party is selected by the chief to prepare a copy of the statement of results, and then the two selected officers should compare and confer to ensure that both copies reflect the same results and that each is complete.
- As is the case for all activities in the polling place, this process is subject to the oversight of the chief officer of election or their designated assistant chief.
- It can be handy to have an Assistant Chief oversee this process, so the Chief can ensure other closing activities are progressing.

# SOR Completion Process Overview

- Gather the materials and EOs you need for the process at a table. The materials **will include** the DS300 zero and results tapes, and **may include**:
  - The provisional log to get provisional counts by type
  - The opening and closing summary tapes from a Poll Pad
  - Ballots needing to be hand counted
- Fold the tapes and attach them to the left side of the SOR copy where indicated in the order given.
- Complete all SOR sections other than D (hand counts).
- If you have hand counts, count the votes and complete section D.
- Compare the two SOR copies to ensure they agree, and review and revise any discrepancies until they do.
- Staple all the SOR pages together and deliver both copies to the Chief.

# At the Top – Which Copy

	<p><b>Statement of Results #1</b> Registrar's Copy</p> <p>Precinct - Election Date - Election Type - County of Albemarle</p>	<p><b>Place in Envelope 2</b></p>
<p>Staple tapes above</p> <hr/> <p>Attach in this order:</p> <p><i>(on top)</i></p>		

	<p><b>Statement of Results #2</b> Circuit Court Copy</p> <p>Precinct - Election Date - Election Type - County of Albemarle</p>	<p><b>Place in Envelope 2</b></p>
<p>Staple tapes above</p> <hr/> <p>Attach in this order:</p>		

## On the Registrar's Copy...

- Is where you will attach the first zero tape that is printed – this will include the Configuration reports that the DS300 automatically prints when it is started up.
  - Remember, Zero tapes are signed by the two officers of election who started up the DS300 (if practicable there is one EO from each of the two major parties)
- Otherwise, the tapes attached are identical for the Registrar's copy #1 and the Circuit Court copy #2.

Albemarle County	Statement of Results	November 4, 2025 GENERAL ELECTION
Precinct:	«Precinct_Code» - «Precinct_Name»	Part D - Page 1 of 3
<b>SOR PART D</b>	<b>USE ONLY IF YOU HAVE HAND COUNTED BALLOTS</b>	SOR #1 Registrar's Copy

**Instructions:**

Copy information from the results tape from the DS300 into the first column. In the rare case where you use a second DS300, copy those results into the second column. Transcribe the manual counted races into the third column. Add these three columns together to get the total. This total is what you will call in.

An "Over Vote" occurs when more than one candidate is selected for a race on a ballot. In these cases, the vote for that race can not be counted for ANY of the marked candidates. To record the ballot for that race, it is counted as an Over Vote for the particular race. Every race on a manual counted ballot which has an Over Vote should count that on this form in the Over Vote row. Over Votes are not common. On the DS300, a voter who casts an Over Vote is informed of the error on the screen and given the choice to get the ballot back and spoil it or to cast the ballot as is and not count a choice for the race(s) with the Over Vote.

An "Under Vote" occurs when no marks are made for a race, no candidate, no write-ins, etc. Under Votes do commonly occur, particularly in so-called down-ballot races. Every race on a manually counted ballot which has no selection made must be counted on this form as an Under Vote for that race. On the DS300, an Under Vote is accepted without any feedback unless ALL of the races are Under Voted, then the DS300 will alert the voter that they have not voted for anything and they are given the option to get the ballot back and mark it or to cast it as is with no votes recorded for any race.

In any column below, adding the votes cast for each candidate/write-in/choice, plus the Over Votes, plus the Under Votes should give you the total number of ballots cast and that total **should be the same for every race** in that column. This is a handy check to make sure your numbers are right.

**EXAMPLE:**

SAMPLE RACE	COPY Results from DS300 #1	COPY Results from DS300 #2 (if used)	ENTER Manual Count	Add Columns ACROSS for the TOTAL
Candidate 1 - D	75	0	2	77
Candidate 2 - R	50	0	2	52
Write-In	2	0	0	2
Over Votes	1	0	0	1
Under Votes	2	0	0	2
<b>Total</b>	<b>130</b>	<b>0</b>	<b>4</b>	<b>134</b>

Albemarle County	Statement of Results	November 4, 2025 GENERAL ELECTION
Precinct:	«Precinct_Code» - «Precinct_Name»	Part D - Page 2 of 3
SOR PART D	<b>USE ONLY IF YOU HAVE HAND COUNTED BALLOTS</b>	SOR #1 Registrar's Copy

GOVERNOR	COPY Results from DS300 #1	COPY Results from DS300 #2 (if used)	ENTER Manual Count	Add Columns ACROSS for the TOTAL
Abigail D. Spanberger - D				
Winsome Earle-Sears - R				
Write-In				
Over Votes				
Under Votes				
<b>Total</b>				

LIEUTENANT GOVERNOR	COPY Results from DS300 #1	COPY Results from DS300 #2 (if used)	ENTER Manual Count	Add Columns ACROSS for the TOTAL
Ghazala F. Hashmi - D				
John J. Reid, II - R				
Write-In				
Over Votes				
Under Votes				
<b>Total</b>				

## SOR Part D – Use Only If Needed

- Election Specific – shows all the races and candidates for the election – some you may not have on your ballot. Leave blank any races not on your ballot.
- Two copies are completed, one for each SOR copy. You should not hand count the ballots twice, you should do it once and copy the results to the second Part D.
- Hand count the ballots using “Virginia’s Guide To Hand-Counting Ballots”, a 25-page document describing a very simple process for hand-counting and adjudicating the unobvious. The hand counting is done by teams of EOs, with two EOs from different parties (if practicable) both agreeing on every vote for every race – an optional third EO can record the votes. If you are only hand-counting a few ballots you may not need the third.
- Because you count not only the votes for each candidate, but also the over votes and under votes, you will have the same total count for each race, because the total count is telling you the number of ballots you counted. If you do not, check your work. You probably left out an under vote.
- Check your math when you total the votes.
- Attach Part D at the back of each SOR copy – again, only if it was used.

# Hand Counting Example

- For a contest:
  - If you hand counted 4 ballots for Candidate A,
  - And hand counted 3 ballots for Candidate B,
  - And two of the ballots had no marks on them, then:
- Your results would be 4 for A, 3 for B, and 2 Under Votes and you had a total of 9 ballots (4+3+2).
  - Over Votes occur but are less common.
- If there were 5 contests on the ballot, every one of them would have a total of 9 votes added to the DS300 results because you had 9 hand counted ballots – some of them might be Over or Under Votes, but your Total-Total for each contest will be the same as it reflects the total ballots processed.

# Omit Part D If Not Needed

- IF YOU HAVE NO HAND COUNTED BALLOTS
  - Leaving it out signals that you had no hand counts
- Including it, but leaving it blank, makes us wonder if you had hand counts and meant to fill it out.

# When the SOR is Complete – Call it In

- If you have:
  - Had two EOs complete the form and compare results
  - Had all officers sign the tapes and the SOR and the Printed Return Sheet
  - Attached all of the tapes
- Then the Chief should review the results and call them in to the Registrar's office.
  - When you call in the results, quiet the room and place your phone on speaker if possible so all present can hear the results announced. (§ 24.2-657)

## At the End of the SOR Process

- Place both copies of the SOR in Envelope #2.
- Place the Printed Return Sheet in Envelope 2A.
- Close and seal both envelopes with a seal bearing signatures from two EOs.
- Return these Envelopes with the other election materials to the Registrar's office on election night.

# Afterword

- The purpose of the election is to determine the will of the voters.
- The statement of results is where their will is recorded.
- This is done at the end of a long process, but like everything else, it is deserving of your time and attention to get it right.
- Your SOR is used by the registrar to report and the electoral board to certify the results to the state.