★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Early Voting Absentee Voting Checklist

The Early Voting Absentee Checklist form confirms that the following security requirements for Satellite offices have been reviewed.

Date of Election (MM/DD/YYYY): _____ Election Title: _____

Name of Locality: _____

How many satellite location(s) will you be opening? _____

How many days before the election do you expect to open them? _____(# of days prior to the election - 45, 28, 14, 7)

Note: If you require additional rows to complete the list of locations in any of the below tables, please see the appendix.

List Satellite Location(s):

ID Number	Location Name	Address	Does each location meet ADA Standards?
			Yes ☐ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐

Satellite Voter Check-In Method

Please select which method you will be using to check-in voters for each location. ***Note*****: the combined use of VERIS and connected EPBs is not allowed. If entering voter credit directly into VERIS or through the use of an offline EPB then a connected EPB cannot also be used within the locality.**

VERIS ☐ **Electronic Pollbook** ☐ **Offline Electronic Pollbook and Input into VERIS** ☐

ID Number	Number of devices in satellite location

Connecting Your Device

How will you connect your device? ***Please see the addendum for the standards that must be met at each location.***

Localities must provide to the EPB vendor their approved network connections and the vendor will program the MDM (mobile device manager) to allow devices to access these specific networks during the early voting period. Additionally, if the same unit will be used for Election Day the unit must configured not to connect to the VPN on Election Day.

ID Number	VPN	Secure Wireless Connection	Standard Met?	Tested By Date
			Yes ☐ No ☐	
			Yes ☐ No ☐	
			Yes ☐ No ☐	

Verification of Cellular Signal Strength

ID Number	Does your cellular signal strength fall between the recommended -30 dBm to -110dBm?	Is your original signal strength better than -85 dBm and considered usable?	If not, is there a passive distributed antenna system (DAS) being utilized to boost signal strength?
	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐

Security of Location

Please fill out the following information:

ID Number	Please list the number of doors that are in the satellite location	Who holds the key(s) to the entrance of the satellite location?	Is it more than one person?	Are they security or election officials?	Where within the satellite early voting location are the election materials secured?
			Yes ☐ No ☐	Security ☐ Elections ☐	In a separate room ☐ In a secure closet area ☐ Secured in a vault and/or locked and sealed box ☐
			Yes ☐ No ☐	Security ☐ Elections ☐	In a separate room ☐ In a secure closet area ☐ Secured in a vault and/or locked and sealed box ☐
			Yes ☐ No ☐	Security ☐ Elections ☐	In a separate room ☐ In a secure closet area ☐ Secured in a vault and/or locked and sealed box ☐

Chain of Custody

Items to be included:

- Voting equipment – transported to early voting locations (seal numbers)
  - *Confirmation of seal numbers on all equipment each morning; reseal equipment each evening*
- Ballots – quantity of each ballot style delivered – confirmation of seals by election staff each morning
  - *Seal all blank ballot stock containers each evening and confirm upon opening for business each day of early voting*
- Voted ballots containers – sealed for delivery back to the Election Office each evening. Confirmation of seals at Election Office upon receipt from early voting locations.
- Electronic Poll books – transported to early voting locations (seal numbers)
  - *Confirmation of seal numbers each morning; reseal equipment each evening; reconfirm seal numbers each morning of early voting.*

- Supply transfer log for all equipment and supplies distributed to each early voting location.
    - *Initial by staff along with seal number, if required, on transfer log sheet. At the close of each day of early voting a separate transfer log sheet should be completed, initialed with seal numbers (where required). Election staff team at each early voting location should sign off on the transfer log each morning and each evening.*

Comment Section

Use this section to list any concerns, issues, specifications or directions:

_____
_____
_____
_____

Confirmation Signatures

I attest to the accuracy of the information listed above:

Signature_____Date_____

Signature_____Date _____

Signature_____Date_____

ADDENDUM - Secure Connection Requirements

The following NIST 800-53v4 controls must be met for VPN connection:

AC-17 Remote Access

Control Description:

(a) The organization establishes and documents usage restrictions, configuration/connection requirements, and implementation guidance for each type of remote access allowed

(b) The organization authorizes remote access to the information system prior to allowing such connections.

Please reference NIST 800-53v4 Priority 1 High Impact Controls for implementation guidance:

AC-17 (1) (2) (3) (4)

For supporting implementation guidance please reference NIST 800-53v4 Related Controls:

AC-6, AU-2, AU-12, SC-7, SC-8, SC-12, SC-13

IA-2 Identification and Authentication

Control Description:

(a) The information system uniquely identifies and authenticates organizational users (or processes acting on behalf of organizational users).

Please reference NIST 800-53v4 Priority 1 High Impact Controls for implementation guidance:

IA-2 (1) (2) (3) (4) (8) (9) (11) (12)

For supporting implementation guidance please reference NIST 800-53v4 Related Controls:

AC-6, AU-2, PE-3, SA-4

SC-7 Boundary Protection

Control Description:

(a) Monitors and controls communications at the external boundary of the system and at key internal boundaries within the system

(b) Implements subnetworks for publicly accessible system components that are separated from internal organizational networks

(c) Connects to external networks or information systems only through managed interfaces consisting of boundary protection devices arranged in accordance with an organizational security architecture.

Please reference NIST 800-53v4 Priority 1 High Impact Controls for implementation guidance:

SC-7 (3) (4) (5) (7) (8) (18) (21)

For supporting implementation guidance please reference NIST 800-53v4 Related Controls:

AC-3, AU-2, CA-9, CP-2, SC-3, SC-8, SC-24

The following NIST 800-53v4 controls must be met for Secure Wireless connection:

AC-18 WIRELESS ACCESS

Control Description:

(a) The organization establishes usage restrictions, configuration/connection requirements, and implementation guidance for wireless access; and
(b) The organization authorizes wireless access to the information system prior to allowing such connections.

Please reference NIST 800-53v4 Priority 1 High Impact Controls for implementation guidance:

AC-18 (1) (4) (5)

For supporting implementation guidance please reference NIST 800-53v4 Related Controls:

SC-8, SC-13 AC-3, SC-15 PE-19

AC-19 ACCESS CONTROL FOR MOBILE DEVICES

Control Description:

(a) The organization establishes usage restrictions, configuration requirements, connection requirements, and implementation guidance for organization-controlled mobile devices; and
(b) The organization authorizes the connection of mobile devices to organizational information systems.

Please reference NIST 800-53v4 Priority 1 High Impact Controls for implementation guidance:

AC-19 (5)

For supporting implementation guidance please reference NIST 800-53v4 Related Controls:

MP-5, SC-13, SC-28

SI-4 INFORMATION SYSTEM MONITORING

Control Description:

The organization:

(a) Monitors the information system to detect:
  (i) Attacks and indicators of potential attacks in accordance with HB2178 Minimum Security Standards; and
  (ii) Unauthorized local, network, and remote connections;
(b) Identifies unauthorized use of the information system through HB2178 approved methods and techniques;
(c) Deploys monitoring devices:
  (i) Strategically within the information system to collect organization-determined essential information; and
  (ii) At ad hoc locations within the system to track specific types of transactions of interest to the organization;

(d) *Protects information obtained from intrusion-monitoring tools from unauthorized access, modification, and deletion;*
(e) *Heightens the level of information system monitoring activity whenever there is an indication of increased risk to organizational operations and assets, individuals, other organizations, or the Nation based on law enforcement information, intelligence information, or other credible sources of information;*
(f) *Obtains legal opinion with regard to information system monitoring activities in accordance with applicable federal laws, Executive Orders, directives, policies, or regulations; and*
(g) *Provides system monitoring information to Locality IT/Security Manager as applicable.*

Please reference NIST 800-53v4 Priority 1 High Impact Controls for implementation guidance:

SI-4 (2) (4) (5)

For supporting implementation guidance please reference NIST 800-53v4 Related Controls:

AU-5, PE-6

CM-6 CONFIGURATION SETTINGS

Control Description:

The organization:

(a) *Establishes and documents configuration settings for information technology products employed within the information system using HB2178 Minimum Security Checklist that reflect the most restrictive mode consistent with operational requirements;*
(b) *Implements the configuration settings;*
(c) *Identifies, documents, and approves any deviations from established configuration settings for the information system components based on HB2178 operational requirements; and*
(d) *Monitors and controls changes to the configuration settings in accordance with organizational policies and procedures.*

Please reference NIST 800-53v4 Priority 1 High Impact Controls for implementation guidance:

CM-6 (1) (2)

For supporting implementation guidance please reference NIST 800-53v4 Related Controls:

CA-7, CM-4

Appendix - Additional Rows for Locations

ID Number	Location Name	Address	Does each location meet HAVA (Help America Vote Act) Standards?
			Yes ☐ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐

ID Number	Number of devices in satellite location

ID Number	VPN	Secure Wireless Connection	Standard Met?	Tested By Date
			Yes ☐ No ☐	
			Yes ☐ No ☐	
			Yes ☐ No ☐	
			Yes ☐ No ☐	
			Yes ☐ No ☐	
			Yes ☐ No ☐	

ID Number	Does your cellular signal strength fall between the recommended -30 dBm to -110dBm?	Is your original signal strength better than -85 dBm and considered usable?	If not, is there a passive distributed antenna system (DAS) being utilized to boost signal strength?
	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐

ID Number	Please list the number of doors that are in the satellite location	Who holds the key(s) to the entrance of the satellite location?	Is it more than one person?	Are they security or election officials?	Where within the satellite early voting location are the election materials secured?
			Yes ☐ No ☐	Security ☐ Elections ☐	In a separate room ☐ In a secure closet area ☐ Secured in a vault and/or locked and sealed box ☐
			Yes ☐ No ☐	Security ☐ Elections ☐	In a separate room ☐ In a secure closet area ☐ Secured in a vault and/or locked and sealed box ☐
			Yes ☐ No ☐	Security ☐ Elections ☐	In a separate room ☐ In a secure closet area ☐ Secured in a vault and/or locked and sealed box ☐
			Yes ☐ No ☐	Security ☐ Elections ☐	In a separate room ☐ In a secure closet area ☐ Secured in a vault and/or locked and sealed box ☐
			Yes ☐ No ☐	Security ☐ Elections ☐	In a separate room ☐ In a secure closet area ☐ Secured in a vault and/or locked and sealed box ☐
			Yes ☐ No ☐	Security ☐ Elections ☐	In a separate room ☐ In a secure closet area ☐ Secured in a vault and/or locked and sealed box ☐