



INSTRUCTIONS FOR VOTING AN ABSENTEE BALLOT

*The law requires that a **witness** must be present for Steps 3 through 7 listed below.
Any person can serve as your witness.*

BEFORE VOTING

1. IF YOU DECIDE NOT TO VOTE BY ABSENTEE BALLOT, do **NOT** open **Envelope A [BALLOT WITHIN]**. If you can vote in person, hand the unused ballot to an election official when presenting your identification. If you are unable to vote in person, please return the ballot **unopened** in the pre-addressed envelope to be received by the General Registrar on or before election day.
2. When voting, do not open **Envelope A** until the person who will be your witness is present. **IF** you vote in the office of a Virginia election official, your witness must be a Registrar or member of the Electoral Board.

VOTING THE BALLOT

3. Open **Envelope A**. Remove the ballot and mark it in the presence of your witness **without assistance and without letting the witness know how you vote**. If you are unable to vote without assistance, see Item 11.
4. Follow the instructions on your ballot for marking the name of each candidate or question response for which you want to vote. Leave all other choices blank. For each office, vote only for the number of candidates indicated.
5. Place your voted ballot(s) inside Envelope B, folding if needed. Place **ALL** of your ballots in **Envelope B [BALLOT(S)]** and seal it. Do not put anything else in that envelope.
6. Fill in **ALL** the blank spaces in the **STATEMENT OF ABSENTEE VOTER** on **Envelope B**. Your ballots **WILL NOT BE COUNTED** if you fail to complete any blank. You must provide your **Virginia residence address** NOT the ballot-mailing address in this affidavit. Then, sign and date the statement. If you are unable to sign or make your mark, see Item 11.
7. Your witness also must sign at the bottom of the **STATEMENT OF ABSENTEE VOTER** on **Envelope B**; an **X** or mark is not acceptable.

VOTING THE BALLOT

8. Place **Envelope B** in the return envelope pre-addressed to the Secretary of the Electoral Board. Return your ballot using **ONE** of the following methods:
 - **MAIL IT** (United States Postal Service), **OR**



[continued]

RETURN IT BY A COMMERCIAL DELIVERY SERVICE

[e.g., Federal Express, UPS, DHL]; **OR**

● **HAND DELIVER YOUR OWN BALLOT PERSONALLY**

to the General Registrar or to a member of the Electoral Board so that it is received before 7:00 p.m. on election day. **Neither a personal courier service nor another individual may deliver it for you. You may not leave your voted absentee ballot at a precinct polling place; doing so will invalidate the ballot.**

**LOST
BALLOT**

9. If you lose your ballot, **immediately** contact the General Registrar or a member of the Electoral Board.

**SPOILED
BALLOT**

10. If you make an error in marking the ballot or if you accidentally damage it, and there is sufficient time to receive it before election day, you may request a new ballot. Return the ballot you received to the General Registrar with a letter, signed by you, stating that your enclosed ballot is spoiled and requesting a new ballot.

**ASSISTANCE
IN VOTING**

11. If you indicated on your application that you need assistance in voting your ballot, a **REQUEST FOR ASSISTANCE** form is enclosed. This form must be completed by the voter **and** by the person who assists the voter **BEFORE** assistance is provided. If, upon receipt of this form, assistance is **not needed**, you **must** complete **Section C**, sign and return the form. For blind voters, see Item 12.

Sign the **REQUEST OF VOTER** on the form. If you are unable to sign or make your mark, the person assisting you must enter **APPLICANT CANNOT SIGN** and must print your name on the line provided. Have your assistant sign and print his/her name and address in the **AGREEMENT OF ASSISTANT** section. Return the **REQUEST FOR ASSISTANCE** form in the envelope pre-addressed to the General Registrar or Electoral Board. Do **NOT** insert this form in **Envelope B** with your ballots.

**BLIND
VOTER**

12. **BEFORE** assisting a blind voter, the person providing the assistance must print the blind voter's full name and the words "**BLIND VOTER**" on the Signature of Voter line in the **REQUEST OF VOTER** section. The assistant then must sign and print his/her full name and address in the **AGREEMENT OF ASSISTANT** section. Return the form in the envelope pre-addressed to the General Registrar or Electoral Board. Do **NOT** insert this form in **Envelope B** with your ballots.

13. Remember you can **CHECK THE STATUS OF YOUR BALLOT ONLINE** and confirm the date it was received by your locality using the Virginia Department of Elections website, **ELECTIONS.VIRGINIA.GOV**