**Locality**

**Address**

**City, State Zip**

**Website**

**Phone number (with area code)**

**UOCAVA Email Absentee Voting Instructions**

**(If you lose or damage your ballot, contact your general registrar’s office immediately at the number listed above.)**

Visit our website at: **Your website or contact us at your Email**

**Vote your ballot:**

1. **Print “**Ballot Within.pdf” and “Voting Instructions.pdf” emailed to you.
2. **Mark** your printed ballot using a black or blue pen.
3. **Print** the “ABEnvelope.pdf” emailed to you and either affix the “Statement of Absentee Voter” to a blank envelope or follow the instructions to create an envelope.
4. **Seal** your voted ballot inside your created Envelope B.
5. **Fill in** all spaces on the Statement of Absentee Voter on your created Envelope B.
	* You must include the last four digits of your social security number and your year of birth. (Only exception: If you were never issued a social security number, you must check the No SSN box and put your voter identification number.)
	* *If you are unable to sign, you must return a “Request for Assistance” Form. Contact your general registrar’s office to have one emailed to you.*
6. **Print** the “Return Envelope Template” emailed to you and **seal** your completed Envelope B inside your created return envelope. No postage is required.
* Insert any additional documents required into the return envelope, along with your completed Envelope B.

**Important!** Fully complete Steps 1-6 above. Failure to do so may result in your ballot not being counted.

**Return your ballot**

There are three options for returning your voted ballot:

1. Return your ballot by mail or commercial delivery service such as FedEx or UPS. Envelopes must be **postmarked no later than Election Day and received before 12:00 noon, Virginia time, on the Friday following the election.**
2. Place your ballot in a drop box (drop box information here or reference your office information/website).
3. Place your ballot in a drop box at a polling place on Election Day before 7 pm, Virginia time.

**Need More Help?**

* If you make a mistake marking your ballot or completing your Envelope B, please contact your general registrar’s office at the number listed above.
* If you lose or damage your ballot or created envelopes, please contact your general registrar’s office.
* If you are print disabled (blind, have low vision or impaired manual dexterity) and you would like to vote using an electronic ballot marking tool, please contact your general registrar’s office.
	+ **NOTE:** To use the electronic marking option, you must have access to a computer, print your ballot, and return it by one of the methods listed above. Your general registrar’s office will send you the envelopes necessary to return your ballot, along with a “Request for Assistance” Form, if needed.

**Where is my ballot?**

* Check the status of your ballot online: [www.elections.virginia.gov/casting-a-ballot/absentee-voting/](http://www.elections.virginia.gov/casting-a-ballot/absentee-voting/)

**What if I want to vote in person? Do one of the following:**

* Contact your general registrar’s office at the number listed above for further instructions.

**Important**! If you lost your absentee ballot, you can still vote in person. Notify the election official when you come in person to vote. If you choose to vote in person and do not return your unvoted ballot, you will be oﬀered a provisional ballot which will be reviewed for counting after Election Day.

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