

**Locality**

**Address**

**City, State Zip**

**Website**

**Phone number (with area code)**

**Absentee Voting Instructions**

Visit our website at: (**Your website) or contact us by email at (Your email address)**

**Vote your ballot:**

1. **Open** Envelope A and remove your ballot.
2. **Mark** your ballot using a black or blue pen.
3. **Seal** your voted ballot inside Envelope B.
4. **Fill in** all spaces on the Statement of Absentee Voter on 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, complete and return the Request for Assistance Form. Contact your general registrar’s office to have one sent to you.*
5. **Seal** your completedEnvelope B inside the 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 1-5 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, Eastern Standard Time (EST) 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, EST.

**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 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:**

1. Return your unvoted ballot by mail.
   * Leave or reseal your unvoted ballot in Envelope A and mail using the pre‐addressed return envelope.
   * You will receive a new ballot when you go to vote in person.
2. Take your by‐mail ballot with you when you go to vote early in person or on Election Day.

**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.

ELECT-704/706.4(AB) Rev. 12/2024

**Virginia Request for Assistance with Voting an Absentee Ballot**

Authority: §§ 24.2-704 and 24.2-707 of the *Code of Virginia*

**Fill out this form and place it in the return envelope provided only if someone helped you vote your ballot.**

|  |  |
| --- | --- |
| **Did you receive help?** | * Yes, I had or will have help. – Complete this form and return it with your voted absentee ballot. You **must** put this completed form in the **larger outer return envelope**. * No, I did not have help. – This form is not needed. You do not need to return it. |

**Voter (I had or will have help completing my absentee ballot)**

|  |  |
| --- | --- |
| **Voter’s**  **Name:** | Last Name First Name    Middle Name Suffix   * I require assistance completing my absentee ballot because I am blind, disabled, or unable to read or write English. * I want the person listed in Section B below to help me complete my absentee ballot. * I will put this completed form in the larger outer return envelope.   **X / /**  Voter Signature Date  The **Assistant** must write on the signature line:   * “Blind Voter” if the voter is blind. * “Voter Unable to Sign” if the voter is otherwise disabled or can’t read or write English. |
| **Voter’s**  **Affirmation:** |
| **Voter Sign**  **Here:** |
| **What if I**  **can’t sign my**  **name?** |

**Assistant (the person who is helping the voter)**

|  |  |
| --- | --- |
| **Assistant’s**  **Name:** | Last NameFirst Name    Middle Name Suffix    Address  | | | |  City StateZip Code   * I will fill out the voter’s absentee ballot as the voter instructs. * I will not solicit or attempt to influence how the voter votes. * I will not disclose or indicate how the voter votes on any office or issue. * I am not the voter’s employer or an agent of that employer, or an officer or agent of the voter’s union. (Does not apply if voter is blind.) * I will make sure this completed form is put in the larger outer return envelope.   **X / /**  Assistant Signature Date |
| **Assistant’s**  **Address:** |
| **Assistant’s**  **Affirmation:** |
| **Assistant**  **Sign Here:** |

**WARNING:** Intentionally voting more than once in an election or making a materially false statement on this form constitutes the crime of election fraud, which is punishable under Virginia Law as a felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in jail and/or fined up to $2,500.

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