**INSTRUCTIONS**

 **VOTING A REPLACEMENT ABSENTEE BALLOT**

**requested by a Voter with a disability, illness or pregnancy**

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| **BEFORE** 1. IF YOU DECIDE NOT TO VOTE BY ABSENTEE BALLOT, do **NOT** open **Envelope****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.  |
| **VOTING THE****BALLOT**  | 2. | Open **Envelope A.** Remove the ballot and mark it *without assistance and without letting the witness know how you vote.* If you are unable to vote without assistance, see Item 10.   |
|  | 3.  | 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.  |
|  | 4. | 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. |
|  | 5. | Fill in **ALL** the blank spaces in the ***statement of absentee voter*** on **Envelope B**. Your ballot *WILL NOT BE COUNTED* if you fail to complete any blank. You must provide your **Virginia residence address** in this affidavit. Then, sign and date the statement. If you are unable to sign or make your mark, see Item 10. |

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| **VOTING THE****BALLOT**[continued]  | 6. | Place **Envelope B** in the return envelope pre-addressed to the General Registrar. Your *designated representative* **must deliver** this envelope **personally** to the location specified by the General Registrar. 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.** |
| **LOST****BALLOT**  | 7. | If you lose your ballot, **immediately** contact the General Registrar or a member of the Electoral Board. |
| **SPOILED** **BALLOT** | 8. | 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. Have your *designated representative* return the ballot you received to the Registrar’s office with a letter, signed by you, stating that your enclosed ballot is spoiled and requesting a new ballot.  |
| **ASSISTANCE** **IN VOTING**  | 9. | 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 do not need to return the form. For blind voters, see Item 11.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 ballot.  |
| **BLIND****VOTER**  | 10. | **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 ballot.  |