Check here if appointment is “acting.”

**Email this form to ea@elections.virginia.gov**

**Please send immediately upon appointment. Once you have emailed the copy, you do not need to mail a hard copy.**

TO: Department of Elections

 1100 Bank Street, 1st Floor

 Richmond, Virginia 23219-3642

 I, the undersigned Secretary of the Electoral Board, do hereby certify that the person listed below has been appointed General Registrar for the county or city indicated for a term beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**\*** The Board further certifies that the appointee meets the qualifications required by the Constitution and the Code of Virginia.

|  |
| --- |
| name of general registrar |
| Email Address for official communications |
| residence address |
| city/town zip |
| emergency contact number |
| date appointment was made  |

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 signature of secretary

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  county  city

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 date completed

**\***If appointment is acting, term will be from date of appointment until a general registrar is appointed and qualified. Otherwise, term will be for the applicable four year term under § 24.2-110 of the Code of Virginia.