

Specifications for: Envelope 7FED

Must be printed in accordance with the following specifications and conditions:

PAPER: 20# white envelope

SIZE: 9" X 12"

STYLE: Reinforced seams with gummed end flap – no clasp.

INK: Black

PRINT: One side

LOGO: No manufacturer's logo is to be printed.

**FEDERAL ELECTIONS ONLY**

**7FED**

COPY OF MEMORY CARTRIDGE(S)

**INSTRUCTIONS TO GENERAL REGISTRAR:**

- MAKE COPY OF MEMORY CARTRIDGE(S).
- SEAL THIS ENVELOPE WITH LABEL.
- GENERAL REGISTRAR MUST SIGN AND DATE LABEL.

ELECTION DATE: \_\_\_\_\_

CITY/COUNTY/TOWN: \_\_\_\_\_

PRECINCT: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

ENTER ONLY IF PRECINCT IS SPLIT BY CONGRESSIONAL, STATE SENATE, OR HOUSE DISTRICT

**TO: CLERK OF THE CIRCUIT COURT**

**OPEN THIS ENVELOPE ONLY:**

- ON ORDER OF A COURT, OR,
- WITH AUTHORIZATION OF THE VIRGINIA DEPARTMENT OF ELECTIONS (VA CODE § 24.2-659)

**RETENTION:** 22 MONTHS

**DISPOSITION:** RETURN TO THE SECRETARY OF THE ELECTORAL BOARD