

Commonwealth of Virginia

# Absentee Ballot Application Form

## INSTRUCTIONS Application for Absentee Ballot

Complete all required information in Parts A-D, and Parts E-F, if applicable. Otherwise, your application cannot be processed.

### TOP OF FORM

Complete the information at the top. **You must...**

- Be a registered voter in the county/city where you are applying.
- Identify the election for which you are applying.

### PART A

To vote absentee, **select only one code** from the list of reason codes. Write in the selected code and include any required information to support the reason (this information is **required** by state law.) Note: First time voters who registered by mail may vote absentee by mail only if the reason code in Part A is 1A, 2A, 2C, 6A, 6B, 6C, 6D or 7A, or the voter is 65 or older and qualifies under another reason.

### PART B

Print the address where your absentee ballot is to be sent, if voting by mail. The ballot can only be sent to:

- The address where the voter will be while out of their county/city; or
- The address where the voter is temporarily confined due to an illness or disability; or
- The address where the voter is currently registered or newly registered; or
- The address where the voter is confined awaiting trial or having been convicted of a misdemeanor.
- A military or overseas voter (reasons 6A, 6B, 6C or 6D) located outside Virginia may ask to receive their ballot by e-mail or fax.
- The ballot cannot be sent "in care of" any other person.

### PART C

- Indicate if assistance **from another person** will be needed to vote the ballot due to the voter's disability, blindness or inability to read or write. If Yes is checked, an **Assistance Form** will be sent with the absentee ballot. The form, to be returned with the ballot, provides a legal safeguard for the voter and the assistant.

### PART D

- **Absentee Voter:** Read the Statement in **Part D**. Then print your full name, **current residence (permanent) home address**, social security number (last 4 digits required) and a daytime telephone number. **Sign your name.** If applying in person, the application must be signed in the presence of a registrar or a member of the electoral board. Note: A signature under a *power of attorney* cannot be accepted. (**Also see Part E.**)

### PART E

- **Assistant: if the absentee voter is unable to sign his/her name due to a disability, blindness or inability to read or write, the**

assistant must write on the voter's signature line:

"Applicant Unable to Sign." **Assistant must complete and sign Part E.** Assistant should also ensure that the rest of the application is complete.

### PART F

- To remain a qualified voter, state law requires you to notify the General Registrar of a change in your name or address. Complete Part F and sign your name.

### ATTENTION VOTERS

**Apply early!** You can apply to vote absentee as early as one year before the election. You can apply in person at your city or county voter registration office or by sending a completed application by mail, fax, or a scanned copy. Ballots are available 45 days before November elections and 30 days before most other elections.

If applying and voting by mail, allow enough time for your application to be processed and your ballot mailed to you. **The deadline for applying to vote absentee by mail is 5:00 PM the Tuesday before the election. All ballots must be received by the Electoral Board by 7:00 PM on election day. If returning the ballot to the Electoral Board in person, only the voter may return it.**

**The deadline for applying and casting your ballot in-person at your local voter registration office is the Saturday before the election.** Visit the State Board of Elections website, <http://www.sbe.virginia.gov> for:

- Contact information for your local voter registration office
- Information about absentee voting
- The status of your absentee application (under Voter Information, Registration Status).

Toll Free 800 · 552 · 9745 (TTY 800 · 260 · 3466).

### ATTENTION MILITARY & OVERSEAS VOTERS

You are encouraged to use the Federal Post Card Application (FPCA) which also serves as a voter registration application. To obtain the FPCA form and information, visit <http://www.fvap.gov>. Submitting this Virginia Absentee Ballot Application form will be interpreted as a request by you to discontinue any pending FPCA. You can submit a new FPCA if you are eligible.

**Privacy Act Notice:** Privacy Act Notice: This form collects personal information, including your social security number, for identification and to prevent fraud. Your application will be denied if you fail to provide the last four digits of your social security number or any other information required to determine your qualification to vote absentee. Federal law (the Privacy Act) and state law (Va. Code § 24.2-701 and the Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only.

**WARNING: INTENTIONALLY 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.**

List of Voter Registration Offices  
(General Registrar) as of 7/1/2010

**Accomack County**

PO Box 97  
Accomack, VA 23301-0097  
(757) 787 - 2935

**Albemarle County**

PMB 404, 536 Pantops Center  
Charlottesville, VA 22911  
(434) 972 - 4173

**Alexandria City**

132 North Royal St, Ste. 100  
Alexandria, VA 22314-3283  
(703) 838 - 4050

**Alleghany County**

110 Rosedale Ave, Ste. D  
Covington, VA 24426-1294  
(540) 965 - 1690

**Amelia County**

PO Box 481  
Amelia, VA 23002-0481  
(804) 561 - 3460

**Amherst County**

PO Box 550  
Amherst, VA 24521-0550  
(434) 946 - 9315

**Appomattox County**

PO Box 8  
Appomattox, VA 24522-0008  
(434) 352 - 5302

**Arlington County**

2100 Clarendon Blvd, Ste. 320  
Arlington, VA 22201-5400  
(703) 228 - 3456

**Augusta County**

PO Box 590  
Verona, VA 24482-0590  
(540) 245 - 5656

**Bath County**

PO Box 157  
Warm Springs, VA 24484-0157  
(540) 839 - 7266

**Bedford County**

County Admin Building  
122 East Main St, Ste. 204  
Bedford, VA 24523-2000  
(540) 586 - 7649

**Bedford City**

215 East Main St  
Bedford, VA 24523-2012  
(540) 587 - 6007

**Bland County**

PO Box 535  
Bland, VA 24315-0535  
(276) 688 - 4441

**Botetourt County**

PO Box 62  
Fincastle, VA 24090-0062  
(540) 473 - 8235

**Bristol City**

300 Lee St  
Bristol, VA 24201-4327  
(276) 645 - 7318

**Brunswick County**

100 Tobacco St, Rm. 103  
Lawrenceville, VA 23868-1823  
(434) 848 - 4414

**Buchanan County**

PO Box 975  
Grundy, VA 24614-0975  
(276) 935 - 6534

**Buckingham County**

PO Box 222  
Buckingham, VA 23921-0222  
(434) 969 - 4304

**Buena Vista City**

2039 Sycamore Ave  
Buena Vista, VA 24416-3133  
(540) 261 - 8605

**Campbell County**

PO Box 103  
Rustburg, VA 24588-0103  
(434) 332 - 9579

**Caroline County**

PO Box 304  
Bowling Green, VA 22427-0304  
(804) 633 - 9083

**Carroll County**

Governmental Center  
605-3 Pine St, B 110  
Hillsville, VA 24343-1404  
(276) 730 - 3035

**Charles City County**

PO Box 146  
Charles City, VA 23030-0146  
(804) 652 - 4606

**Charlotte County**

PO Box 118  
Charlotte CH, VA 23923-0118  
(434) 542 - 5856

**Charlottesville City**

PO Box 911  
Charlottesville, VA 22902-0911  
(434) 970 - 3250

**Chesapeake City**

411 Cedar Rd  
Chesapeake, VA 23322-5566  
(757) 277 - 9797

**Chesterfield County**

PO Box 1690  
Chesterfield, VA 23832-1690  
(804) 748 - 1471

**Clarke County**

PO Box 555  
Berryville, VA 22611-0555  
(540) 955 - 5168

**Colonial Heights City**

PO Box 3401  
Colonial Heights, VA 23834-9001  
(804) 520 - 9277

**Covington City**

1011A North Rockbridge Ave  
Covington, VA 24426-1534  
(540) 965 - 6380

**Craig County**

PO Box 8  
New Castle, VA 24127-0008  
(540) 864 - 6190

**Culpeper County**

151 N Main St  
Culpeper, VA 22701  
(540) 825 - 0652

**Cumberland County**

PO Box 125  
Cumberland, VA 23040-0008  
(804) 492 - 4504

**Danville City**

515 Main St  
Danville, VA 24541-1317  
(434) 799 - 6560

**Dickenson County**

PO Box 1306  
Clintwood, VA 24228-1306  
(276) 926 - 1620

**Dinwiddie County**

PO Box 365  
Dinwiddie, VA 23841-0365  
(804) 469 - 4512

**Emporia City**

PO Box 1092  
Emporia, VA 23847-1092  
(434) 634 - 9533

**Essex County**

PO Box 1561  
Tappahannock, VA 22560-1561  
(804) 443 - 4611

**Fairfax County**

12000 Govt Ctr Pkwy, Ste. 323  
Fairfax, VA 22035-0081  
(703) 222 - 0776

**Fairfax City**

10455 Armstrong St  
Sisson House  
Fairfax, VA 22030-3640  
(703) 385 - 7890

**Falls Church City**

300 Park Ave, Rm 101E  
Falls Church, VA 22046-3332  
(703) 248 - 5085

**Fauquier County**

32 Waterloo St, Ste. 207  
Warrenton, VA 20186-3238  
(540) 347 - 6972

**Floyd County**

100 East Main St, Rm. 302  
Floyd, VA 24091-2101  
(540) 745 - 9350

**Fluvanna County**

PO Box 44  
Palmyra, VA 22963-0044  
(434) 589 - 3593

**Franklin County**

70 East Court St, Ste. 302  
Rocky Mount, VA 24151-1720  
(540) 483 - 3025

**Franklin City**

PO Box 42  
Franklin, VA 23851-0042  
(757) 562 - 8545

**Frederick County**

107 North Kent St, Ste. 102  
Winchester, VA 22601-5000  
(540) 665 - 5660

**Fredericksburg City**

Executive Plaza  
601 Caroline St, Ste. 100  
Fredericksburg, VA 22401  
(540) 372 - 1030

**Galax City**

PO Box 1045  
Galax, VA 24333-1045  
(276) 236 - 7509

**Giles County**

120 North Main St, Ste. 3  
Pearisburg, VA 24134-1625  
(540) 921 - 2802

**Gloucester County**

PO Box 208  
Gloucester, VA 23061-0208  
(804) 693 - 3659

**Goochland County**

PO Box 1013  
Goochland, VA 23063-1013  
(804) 556 - 5803

**Grayson County**

PO Box 449  
Independence, VA 24348-0449  
(276) 773 - 2842

**Greene County**

PO Box 341  
Stanardsville, VA 22973-0341  
(434) 985 - 5213

**Greensville County**

PO Box 1092  
Emporia, VA 23847-1092  
(434) 348 - 4228

**Halifax County**

PO Box 400  
Halifax, VA 24558-0400  
(434) 476 - 3322

**Hampton City**

1919 Commerce Dr, Ste. 280  
Hampton, VA 23666  
(757) 727 - 6218

**Hanover County**

PO Box 419  
Hanover, VA 23069-0419  
(804) 365 - 6080

**Harrisonburg City**

P.O. Box 20031  
Harrisonburg, VA 22801  
(540) 432 - 7707

**Henrico County**

PO Box 90775  
Henrico, VA 23273-0775  
(804) 501 - 4347

**Henry County**

PO Box 7  
Collinsville, VA 24078-0007  
(276) 638 - 5108

**Highland County**

PO Box 386  
Monterey, VA 24465-0386  
(540) 468 - 2013

**Hopewell City**

309 North 2nd Ave  
Hopewell, VA 23860-2704  
(804) 541 - 2232

**Isle of Wight County**

PO Box 77  
Isle of Wight, VA 23397-0077  
(757) 365 - 6230

**James City County**

PO Box 3567  
Williamsburg, VA 23187-3567  
(757) 253 - 6868

**King & Queen County**

PO Box 56  
King & Queen CH, VA 23085-0056  
(804) 785 - 5980

**King George County**

PO Box 1359  
King George, VA 22485-1359  
(540) 775 - 9186

**King William County**

PO Box 173  
King William, VA 23086-0173  
(804) 769 - 4952

**Lancaster County**

PO Box 159  
Lancaster, VA 22503-0159  
(804) 462 - 5277

**Lee County**

PO Box 363  
Jonesville, VA 24263-0363  
(276) 346 - 7780

**Lexington City**

PO Box 922  
Lexington, VA 24450-0922  
(540) 462 - 3706

**Loudoun County**

801 Sycolin Rd, SE, Ste. 102  
Leesburg, VA 20175-5686  
(703) 777 - 0380

**Louisa County**

PO Box 220  
Louisa, VA 23093-0220  
(540) 967 - 3427

**Lunenburg County**

160 Courthouse Sq  
Lunenburg, VA 23952-9999  
(434) 696 - 3071

**Lynchburg City**

3236 Odd Fellows Rd  
Lynchburg, VA 24501  
(434) 847 - 1609

**Madison County**

PO Box 267  
Madison, VA 22727-0267  
(540) 948 - 6533

**Manassas City**

9025 Center St  
Manassas, VA 20110-5403  
(703) 257 - 8230

**Manassas Park City**

City Hall, 1 Park Center Ct  
Manassas Park, VA 20111-2395  
(703) 335 - 8806

**Martinsville City**

PO Box 1323  
Martinsville, VA 24114-1323  
(276) 403 - 5122

**Mathews County**

PO Box 328  
Mathews, VA 23109-0328  
(804) 725 - 3200

**Mecklenburg County**

PO Box 436  
Boydton, VA 23917-0436  
(434) 738 - 6191

**Middlesex County**

PO Box 358  
Saluda, VA 23149-0358  
(804) 758 - 4420

**Montgomery County**

755 Roanoke St, Ste. 1F  
Christiansburg, VA 24073-3175  
(540) 382 - 5741

**Nelson County**

PO Box 292  
Lovingson, VA 22949-0292  
(434) 263 - 4068

**New Kent County**

PO Box 128  
New Kent, VA 23124-0128  
(804) 966 - 9699

**Newport News City**

2400 Washington Ave  
Newport News, VA 23607-4305  
(757) 926 - 8683

**Norfolk City**

PO Box 1531  
Norfolk, VA 23501-1531  
(757) 664 - 4353

**Northampton County**

PO Box 510  
Eastville, VA 23347-0510  
(757) 678 - 0480

**Northumberland County**

PO Box 84  
Heathsville, VA 22473-0084  
(804) 580 - 4655

**Norton City**

PO Box 225  
Norton, VA 24273-0225  
(276) 679 - 1162

**Nottoway County**

PO Box 24  
Nottoway, VA 23955-0024  
(434) 645 - 8148

**Orange County**

146 Madison Rd, Ste. 204  
Orange, VA 22960-1449  
(540) 672 - 5262

**Page County**

117 South Court St  
Luray, VA 22835-1289  
(540) 743 - 3986

**Patrick County**

PO Box 635  
Stuart, VA 24171-0635  
(276) 694 - 7206

**Petersburg City**

PO Box 1031  
Petersburg, VA 23804-1031  
(804) 733 - 2380

**Pittsylvania County**

110 Old Chatham Elementary Ln  
Chatham, VA 24531  
(434) 432 - 7971

**Poquoson City**

500 City Hall Ave, Rm. 139  
Poquoson, VA 23662-1996  
(757) 868 - 3070

**Portsmouth City**

801 Crawford St, 1st Fl  
Portsmouth, VA 23704-3822  
(757) 393 - 8644

**Powhatan County**

3834 Old Buckingham Rd, Ste. G  
Powhatan, VA 23139-7051  
(804) 598 - 5604

Precinct: \_\_\_\_\_ District/Sen/House: \_\_\_\_\_ Application number: \_\_\_\_\_ Reviewed by: \_\_\_\_\_  
 Received:  In person  By mail  By fax  Other Application accepted:  YES  NO Reason not accepted: \_\_\_\_\_  
 Date received: 

M	M
D	D

 / 

Y	Y	Y	Y
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 Ballot to be:  Mailed  E-mailed  Voted in person (On machine:  YES  NO)

Commonwealth of Virginia

# Absentee Ballot Application

Submit a separate form for each person and for each election. Must Complete Parts A through D (and E/F if applicable).

\_\_\_\_\_  County/  City of: \_\_\_\_\_ 

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**Printed Full Name of Absentee Voter (Required)**      **I am registered to vote in the (Required)**      **Social Security Number (last 4 digits required)**

I am applying to vote in:  General Election       Democratic Primary       Republican Primary  
*Check one (Required)*      or Special Election      

M	M
D	D

 / 

Y	Y	Y	Y
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 To be held on

**PART A** Under Virginia law a registered voter may qualify to vote absentee by completing one of the following statements. Note: First time voters who registered by mail may be ineligible to apply to vote absentee by mail. See Instructions page.  
 I will be absent on Election Day from the county/city in which I am registered to vote (reasons 1A, 1B, 1C, 1D, 6A, 6B, 6C or 6D), or will be unable to go to the polls on Election Day (other reasons except 7A) because:

Required →

Code      Supporting Information (Required for all codes except 1F, 2C, 4A or 7A)

Code	Reason	Supporting Information Required
1A	Student	Name and address of school attending
1B	Spouse of student	Name and address of school spouse is attending
1C	Business	Name of employer or business
1D	Personal business or vacation	Place of travel (VA county/city or state or country)
1E	I am working and commuting to/from home for 11 or more hours between 6:00 AM and 7:00 PM on Election Day	Time start AM, time stop PM, name of business or employer, and workplace address
1F	I am a first responder (member of law enforcement, fire fighter, emergency technician, search and rescue)	Not required
2A	My disability or illness	Nature of disability or illness
2B	I am primarily and personally responsible for the care of a disabled/ill family member confined at home	Name of family member and nature of disability/illness
2C	My pregnancy	Not required
3A	Confined, awaiting trial	Place and address of confinement
3B	Confined, convicted of a misdemeanor	Place and address of confinement
4A	An electoral board member, registrar, officer of election, or custodian of voting equipment	Not required
5A	I have a religious obligation	Religion and nature of obligation
6A	Active Duty Merchant Marine or Armed Forces	Branch of service, Service ID, and rank/grade/rate
6B	Spouse or dependent living with a member of 6A	Branch of service, Service ID, and rank/grade/rate
6C	Temporarily residing outside of US	If your Virginia residence is <b>no longer available to you</b> , provide your last date of residence in Virginia
6D	Temporarily residing outside of US for employment or spouse or dependent residing with employee	Name of business or employer; if your Virginia residence is <b>no longer available to you</b> , provide your last date of residence in Virginia
7A	Requesting a ballot for presidential and vice-presidential electors only (Ballots for other offices/issues will not be sent)	Not required
8A	Designated representative of candidate or party inside polls	Must provide name of designating candidate or party

OVER →

**PART B****Send my ballot to:**

- the address where I am currently registered, provided in Part D.  
 my new Virginia residence (permanent) home address, provided in Part F.  
 the following address. (See the instructions page for addresses allowed.)

Street Address

City/Town

State

Zip Code

Email/Fax **only** if reason in Part A is 6A/6B and you are located outside of Virginia, or 6C/6D and you are outside of US**PART C**

- Assistance**—I will need assistance in completing my ballot due to a disability, blindness, or inability to read or write.

**PART D****Absentee Voter's Statement**

I declare under felony penalty that, to the best of my knowledge, the facts contained in this application are true and correct, and that I have not, and will not vote in this election at any other place in Virginia or in any other state. Knowingly giving any untrue information in this document is a felony under Virginia law. The maximum penalty is a fine of \$2500 and/or confinement for up to ten years.



Signature of Registered Voter (Required)

Printed Full Name of Voter (Required)

M	M	/	D	D	/	Y	Y	Y	Y
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Date

				-					
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Social Security Number  
(last 4 digits required)

Year of Birth

Daytime Telephone Number

E-mail Address or Fax Number

**Residence (Permanent/Currently Registered) Home Address**

Apt/Unit/Lot/Ste City/Town

VA

State Zip Code

*This address will be used if no other address is checked or provided in Part B.*

If applicant is unable to sign due to a physical disability, write the name/address of person who assisted in Part E (required).

- Check here if submitting a change of name or address in Part F.**

**PART E**

**Assistant's Statement** (Required only if voter received assistance in completing this application due to a disability, blindness, or inability to read or write.)

I declare, under felony penalty of law, that...

- I have written on Applicant's Signature line in Part D: "Applicant Unable to Sign."
- I have signed and provided requested information below.

Signature of Assistant

Printed Full Name of Assistant

Address of Assistant

City/Town

State

Zip Code

**PART F****Change of Name or Address**

Full Name

If Name Changed, Former Full Name

New Virginia Residence (Permanent) Home Address

Apt/Unit/Lot/Ste City/Town

VA

State Zip Code

Mailing Address if different from New Virginia Residence Address (if Rural Address or if you are a Protected Voter)

Old Virginia Residence (Permanent) Home Address

M	M	/	D	D	/	Y	Y	Y	Y
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Date Moved from Old Address

Signature (Required)