**Locality**

**Address**

**City, State Zip**

**Website**

**Phone number (with area code)**

**UOCAVA Enhanced Ballot Absentee Voting Instructions**

**(If you lose or damage your ballot, contact your general registrar’s office immediately at the number listed above.)**

Visit our website at: **Your website or contact us your Email**

**Vote your ballot:**

1. Follow the instructions in the Virginia Electronic Ballot Delivery System.
2. **Download and Print:**
	1. Virginia Voting Instructions
	2. Envelope B
	3. Return Mailing Envelope
	4. Your ballot
3. If you did not complete your ballot online, **mark** your printed ballot using a black or blue pen.
4. **Seal** your voted ballot inside your printed/created Envelope B.
5. **Fill in** all spaces on the Statement of Absentee Voter on your 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, you must return a “Request for Assistance” Form. Contact your general registrar’s office to have one emailed to you.*
6. **Seal** your completed Envelope B inside your printed/created 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 1-6 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, Virginia time, 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, Virginia time.

**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 created envelopes, please contact your general registrar’s office.
* If you are print disabled (blind, have low vision or impaired manual dexterity) please contact your general registrar’s office so special envelopes can be mailed to you for returning 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:**

* Contact your general registrar’s office at the number listed above for further instructions.

**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.

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