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| --- | --- | --- |
|  |  | General Special Primary |
| Election Date (MM/DD/YY) |  | Circle Election Type(s) |

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Locality |  | Precinct Name |  | Precinct # |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ballot Style: |  | Full | Full w/out Town | Federal Only | Presidential Only |  | Split Precinct? | Yes\* No |
|  |  | Circle One | | | |  |  | Circle One |

|  |  |
| --- | --- |
| 1. | I, the undersigned Chief Officer of Election, do solemnly swear under penalty of perjury that I was requested by, and  received authorization from, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/County Electoral Board to reproduce  Locality  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ copies of the Official Ballot for the aforementioned election.  Number  Chief Officer of Election: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print First and Last Name Signature |
| 2. | I, the undersigned Officer of Election, do solemnly swear under penalty of perjury, that I reproduced only the number of  ballots authorized by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/County Electoral Board, that I was  Locality  continuously present in the room in which the ballots were reproduced, and that I destroyed all damaged or imperfect copies.  I further certify that as soon as the ballots were reproduced, I kept them in my exclusive possession, allowed no one to  examine them, and delivered them to the Chief Officer of Election or to an authorized courier.  Officer of Election: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print First and Last Name Signature |
| 3. | I, the Chief Officer of Election, do solemnly swear under penalty of perjury, that I received and examined the reproduced ballots from the Officer of Election/authorized courier.  Chief Officer of Election: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print First and Last Name Signature |
| 4. | I, the undersigned Secretary of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/County Electoral Board, do  Locality  solemnly swear under penalty of perjury that I instructed the Chief Officer of Election to reproduce \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Number  copies of the official ballots for this precinct for the election listed above.  Electoral Board Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print First and Last Name Signature |

\*Split Precincts Only: Ballot Division Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authority to Reproduce Ballots**

* Pursuant to [Va. Code § 24.2-642(C)](https://law.lis.virginia.gov/vacode/title24.2/chapter6/section24.2-642/), “An officer of election may have copies of the official paper ballot reprinted or reproduced by photographic, electronic, or mechanical processes for use at the election if:

1. [T]he inoperative machine cannot be repaired in time to continue using it at the election,
2. [A] substitute machine is needed to conduct the election but is not available for use,
3. [T]he supply of official printed ballots that can be cast without use of the inoperative machine is not adequate, and
4. [T]he local electoral board approves the reprinting or reproducing of the official paper ballot.”

* Prior to Election Day local electoral boards should consider delegating authority to their Secretary to approve the reproduction of ballots on election day. Otherwise, any such determination must be made by the entire electoral board in a public meeting. **If such delegation is made, these instructions should be modified accordingly prior to distributing to the precincts.**
* Ballots may be reproduced via (but not limited to) photocopying, scanning and printing, printing from a stored original certified copy, or in certain circumstances (such as a wide-spread power loss), creating hand-reproduced copies.

**How Voted Reproduced Ballots are Counted**

* “The voted ballot copies may be received by the officers of election and placed in the ballot container and counted with the votes registered on the voting or counting machines, and the result shall be declared the same as though no machine has been inoperative. The voted ballot copies shall be deemed official ballots for the purpose of § [24.2-665](http://law.lis.virginia.gov/vacode/24.2-665/) and preserved and returned with the statement of results and with a certificate setting forth how and why the same were voted.” ([Va. Code § 24.2-642(C)](https://law.lis.virginia.gov/vacode/title24.2/chapter6/section24.2-642/))

**ELECT-646.1 Required**

* “The officer of election who had the ballot copies made shall provide a written statement of the number of copies made, signed by him and subject to felony penalties for making false statements pursuant to § [24.2-1016](http://law.lis.virginia.gov/vacode/24.2-1016/), to be preserved with the unused ballot copies.” ([Va. Code § 24.2-642(C)](https://law.lis.virginia.gov/vacode/title24.2/chapter6/section24.2-642/))

**Instructions for the General Registrar**

* When distributing election materials to the polling locations, each precinct should be provided a master copy of the Authorization to Reproduce Ballots (ELECT-646.1).
* Chief officers of election should be instructed on the purpose and use of this form. Instructions should include (but are not limited to):
  + If use of the Authorization is necessary, a copy should be made prior to completing in case use of the Authorization is required again.
  + At least one unused copy of each style of paper and/or optical scan ballot should be retained for the purpose of creating reproductions if necessary.
  + A separate Authorization should be completed for each precinct and/or ballot style reproduced (split precincts should use a separate Authorization for each ballot style and indicate ballot divisions at the bottom of the form).
  + The Statement of Results must be marked to indicate the receipt of new ballots.
  + Any unmarked reproduced ballots should be returned in the same manner as other unmarked ballots.

**Instructions for the Chief Officer of Elections**

1. If it appears as if there will be a need to reproduce ballots contact your electoral board immediately.
2. Once the electoral board has voted to authorize the reproduction of ballots and determined the number to be created they will notify the chief officer of elections.
   1. The Electoral Board will indicate in their meeting minutes that they authorized the reproduction of ballots, the number of ballots to be created, and the affected precinct.
   2. The Electoral Board will notify the Department of Elections of their decision to reproduce ballots, including the number to be created and the affected precinct.
3. The chief officer of elections should make a copy of the Authorization to Reproduce Ballots (ELECT-646.1) and begin filling it out, setting the original aside in case another copy is needed.
   1. At this point the form should only be completed though the section numbered 1.
   2. If reproducing ballots for a split precinct, complete the last line as well.
4. The chief officer of elections should personally reproduce the ballots or instruct an officer of election to do so. Whoever is responsible for reproducing the ballots must remain continuously in the room where the ballots are being reproduced and maintain possession of the ELECT-646.1.
   1. All damaged or imperfect copies must be destroyed.
   2. Once the correct number of ballots have been created the section numbered 2 on the ELECT-646.1 should be completed.
   3. If the chief officer of elections instructed an officer of elections to reproduce the ballots, that officer is to deliver the authorized number of reproduced ballots and the ELECT-646.1 to the chief officer of elections.
5. The chief officer of elections should confirm the number of ballots received and, after examining the ballots for completeness and correctness, should complete the section numbered 3 on the ELECT-646.1.
   1. The chief officer of elections must maintain control of the ELECT-646.1 until they have secured it in Envelope #8 and submitted it to the General Registrar or Clerk of Court. (Va. Code § 24.2-668)
6. During the conduct of the official canvass of the election, the Secretary of the Electoral Board will complete the section numbered 4 and the completed document will be retained as part of the records of the Electoral Board.