



★ VIRGINIA ★  
STATE BOARD *of* ELECTIONS

# BOARD MEETING

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Tuesday, April 21, 2020

Video and  
Teleconference

Videoconference:

<https://covaconf.webex.com/covaconf/j.php?MTID=mb5ac6965f0e1bc52b7c40e36cd48d6e7>

Teleconference:

1-517-466-2023 US Toll

1-866-692-4530 US Toll-Free

Access Code: 619 062 311

Richmond, VA

1:00 P.M.

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SBE Board Working Papers



**STATE BOARD OF ELECTIONS  
AGENDA**

**DATE: Tuesday, April 21, 2020**

**VIDEOCONFERENCE:**

**<https://covaconf.webex.com/covaconf/j.php?MTID=mb5ac6965f0e1bc52b7c40e36cd48d6e7>**

**TELECONFERENCE:**

**1-517-466-2023 US Toll**

**1-866-692-4530 US Toll-Free**

**ACCESS CODE: 619 062 311**

**TIME: 1:00 PM**

**I. CALL TO ORDER**

*Robert Brink, Chairman*

**II. REVISED VA-NVRA-1 VOTER REGISTRATION APPLICATION**

*Samantha Buckley  
Policy Analyst*

**III. REVISED SBE-701 ABSENTEE APPLICATION**

*Dave Nichols  
Director of Elections Services*

**IV. SATELLITE VOTING LOCATION SECURITY REGULATION**

*James Heo  
Confidential Policy Advisor*

**V. GENERAL REGISTRAR CERTIFICATION PROGRAM**

*Michael Dixon  
eLearning Specialist/Instructional Designer*

**VI. ADJOURNMENT**

**NOTE:** Public comment will be limited to comments regarding a specific agenda item, and will be heard prior to any Board action on the matter.

**<https://townhall.virginia.gov/L/ViewMeeting.cfm?MeetingID=30343>**



★ VIRGINIA ★  
STATE BOARD *of* ELECTIONS

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# Revised VA-NVRA – Voter Registration Application

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BOARD WORKING PAPERS  
Samantha Buckley  
Policy Analyst



★ VIRGINIA ★  
STATE BOARD *of* ELECTIONS

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**Memorandum**

To: Chairman Brink, Vice Chair O'Bannon, and Secretary LeCruise  
From: Samantha Buckley, Policy Analyst  
Date: April 21, 2020  
Re: Voter Registration Application Update

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**Suggested motion for the Board to make:**

Move that the Board approve the Department's amendments to the Voter Registration application for July 1, 2020 distribution.

**Applicable Code Sections:** Va. Code § 24.2-418

**Attachments:**

Your Board materials including the following:

- Current voter registration application
- Proposed voter registration application

**Background:** HB241, passed by the General Assembly during the 2020 legislative session and signed by the Governor (effective July 1, 2020), amends the voter registration application for certain applicants that request protected voter status. Protected voter status provides certain privacy protections. Individuals with this classification will not have their residential address released for public disclosure purposes; rather, only a P.O. Box may be provided.

An applicant may request protected voter status because they, or a household member, are in fear for their personal safety from another person who has stalked or threatened them. To receive protected voter status for this specific classification, the applicant must provide (1) a written statement, and (2) evidence of filing a complaint with law enforcement against the person.

This class is the only protected voter classification that requires evidence or any supplemental action. HB241 removes the requirement for applicants to provide evidence of filing a complaint with law enforcement. The proposed amendments to the voter registration application will bring the application into compliance with the requirements of HB241.

Additional changes to the voter registration application:

- clarifying language regarding who may use a protected voter classification, and
- update to voter ID information to reflect HB19 and SB 65 (2020 legislation).

**ELECT staff recommendation:**

ELECT staff recommends the Board adopt the amendments to the voter registration application.

# Virginia Voter Registration Application

Use blue or black ink

**Starred (\*) items are required.** If you do not complete all of the items that are marked with \*, your application may be denied (See instructions on reverse side).

1.  YES  NO  
\* I am a citizen of the United States of America.

\* Full social security number  No SSN was ever issued.

\* Date of birth

\* Gender

2. \* Last name \_\_\_\_\_ Jr. Sr. II III IV (Circle if applicable)  
\* First name \_\_\_\_\_ \* Middle name \_\_\_\_\_  None  
\* Residence address (May not be a P.O. Box) \_\_\_\_\_ Apt # \_\_\_\_\_  
\* City/Town \_\_\_\_\_ \* ZIP \_\_\_\_\_  
E-mail \_\_\_\_\_ Phone \_\_\_\_\_

3. \* Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote? .....  YES  NO If YES, has your right to vote been restored? .....  YES  NO

4.  I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.  
 I am providing a mailing address (below) because my residence address is not serviced by the U.S. Postal Service or I am homeless.  
▶ I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because:  
 I am an active or retired law enforcement officer, judge, U.S. or Virginia Attorney General attorney  
 I have a court issued protective order for my benefit  
 I have evidence of filing a complaint with law enforcement that either I or a household member is in fear for personal safety from another person who has threatened or stalked either me or a household member  
 I am a participant in the Virginia Attorney General's Address Confidentiality Program  
 I have been approved to be a foster parent

My mailing address (Complete only if you have checked a box in this section)

\_\_\_\_\_

\_\_\_\_\_

5.  I am currently registered to vote in another state: \_\_\_\_\_. (Indicate state of previous registration)

6.  I am interested in being an Officer of Election (poll worker) on Election Day. Please send me information.

7. **AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true. I authorize the cancellation of my current registration and I have read the Privacy Act Notice.**

\* Signature \_\_\_\_\_ Today's date: \_\_\_\_\_

By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

## \* Virginia Voter Registration Application Receipt

The application collector must submit your completed application within 10 days or by the deadline to register for the next election, whichever comes first. You can check your voter registration status online at [www.elections.virginia.gov/register](http://www.elections.virginia.gov/register). If you do not receive confirmation of your voter registration status within 30 days, contact your local voter registrar or the Virginia Department of Elections.

\_\_\_\_\_

Name, phone and e-mail of office, group or individual receiving application

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date application received

**Thank you for applying to vote in Virginia!**

# Virginia Voter Registration Application

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With this form, you can register to vote in elections in Virginia. You can also use this form to change the information on your Virginia voter registration.

## Register to Vote

If you are currently registered to vote, you do not have to use this form unless you have moved or changed your name.

*ATTENTION:* Overseas citizens, uniformed service voters, qualifying spouses and dependents may register using the Federal Post Card Application (FPCA), available at [www.fvap.gov](http://www.fvap.gov).

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## Go Online

You may complete your voter registration application online at [www.elections.virginia.gov/register](http://www.elections.virginia.gov/register). You may also check your voter registration status online at [www.elections.virginia.gov/status](http://www.elections.virginia.gov/status).

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## Your Address

You must provide a street address or a description of where you live as a residence address. You may provide a mailing address in Box 4 if: (1) your residence address is not serviced by the U.S. Postal Service; (2) you are homeless; (3) you are an overseas citizen; or (4) you are a uniformed service member, or qualifying spouse or dependent. Qualified protected voters must provide a Virginia post office box in Box 4 to receive protected voter status. No other applicant can list a mailing address.

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## How to Mail

Mail your completed application to your local registrar. Use the online address lookup tool if you do not know your registrar's address: [www.elections.virginia.gov/localGR](http://www.elections.virginia.gov/localGR) or mail your application to:

Virginia Department of Elections  
1100 Bank Street  
Richmond, VA 23219

Mailed applications must be postmarked at least 22 days before the next election in which you plan to vote. A qualified active-duty uniformed services member, spouse or dependent is NOT subject to the mailing deadline if by reason of active duty, you are normally absent from the locality in which you reside.

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## Questions?

Call your local voter registration office or call (800) 552-9745 • TTY 711.

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## Privacy Act Notice

When registering to vote, Article II, Section 2 of the Constitution of Virginia (1971) requires you to provide your social security number, if you have one. If you do not provide your social security number, your application will be denied. Voting officials use the social security number as a unique identifier to ensure that no voter is registered in more than one place.

Your application will only be open to inspection by the public if the social security number is removed. Your social security number will appear on reports produced only for official use by voter registration and election officials, for jury selection purposes by courts, and all lawful purposes. Your decision to decline to register to vote as well as the office where you submit your application, if you choose to do so, are confidential and will only be used for voter registration purposes.

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## Photo ID

All voters must show one acceptable, valid photo ID when voting in-person. For a complete list of acceptable forms of photo identification visit: [www.elections.virginia.gov/voterID](http://www.elections.virginia.gov/voterID). All acceptable forms of photo ID can be used up to a year after the ID has expired.

**Need more information?** *Go Online:* [www.elections.virginia.gov](http://www.elections.virginia.gov) *Or Call:* (800) 552-9745 TTY: 711

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**WARNING: INTENTIONALLY VOTING MORE THAN ONCE IN AN ELECTION OR 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.**

# Virginia Voter Registration Application

Use blue or black ink

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1.  YES  NO  
\* I am a citizen of the United States of America.

\* Full social security number  No SSN was ever issued.

\* Date of birth

\* Gender

2. \* Last name \_\_\_\_\_ Jr. Sr. II III IV (Circle if applicable)  
\* First name \_\_\_\_\_ \* Middle name \_\_\_\_\_  None  
\* Residence address (May not be a P.O. Box) \_\_\_\_\_ Apt # \_\_\_\_\_  
\* City/Town \_\_\_\_\_ \* ZIP \_\_\_\_\_  
E-mail \_\_\_\_\_ Phone \_\_\_\_\_

3. \* Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote? .....  YES  NO If YES, has your right to vote been restored? .....  YES  NO

4.  I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.  
 I am providing a mailing address (below) because my residence address is not serviced by the U.S. Postal Service or I am homeless.  
 I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:  
 An active or retired law enforcement officer, judge, U.S. or Virginia Attorney General attorney.  
 Been granted a court issued protective order.  
 In fear for personal safety from being threatened or stalked by another person.  
 A participant in the Virginia Attorney General's Address Confidentiality Program.  
 Been approved to be a foster parent.

My mailing address (Complete only if you have checked a box in this section)

\_\_\_\_\_

\_\_\_\_\_

5.  I am currently registered to vote in another state: \_\_\_\_\_. (Indicate state of previous registration)

6.  I am interested in being an Officer of Election (poll worker) on Election Day. Please send me information.

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\* Signature \_\_\_\_\_ Today's date: \_\_\_\_\_

By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

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\_\_\_\_\_

Name, phone and e-mail of office, group or individual receiving application

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date application received

**Thank you for applying to vote in Virginia!**



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## Questions?

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## Privacy Act Notice

When registering to vote, Article II, Section 2 of the Constitution of Virginia (1971) requires you to provide your social security number, if you have one. If you do not provide your social security number, your application will be denied. Voting officials use the social security number as a unique identifier to ensure that no voter is registered in more than one place.

Your application will only be open to inspection by the public if the social security number is removed. Your social security number will appear on reports produced only for official use by voter registration and election officials, for jury selection purposes by courts, and all lawful purposes. Your decision to decline to register to vote as well as the office where you submit your application, if you choose to do so, are confidential and will only be used for voter registration purposes.

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## ID Requirements

All voters must show one acceptable form of ID or provide a written statement when voting in-person. In federal elections, all first time voters who registered by mail will be required to provide one acceptable form of ID; a written statement will not be accepted.

For a complete list of acceptable forms of ID visit: [www.elections.virginia.gov/voterID](http://www.elections.virginia.gov/voterID).

**Need more information?** Go Online: [www.elections.virginia.gov](http://www.elections.virginia.gov) Or Call: (800) 552-9745 TTY: 711

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★ VIRGINIA ★  
STATE BOARD *of* ELECTIONS

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# Revised SBE-701 Absentee Application

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BOARD WORKING PAPERS  
Dave Nichols  
Director of Election Services



★ VIRGINIA ★  
DEPARTMENT *of* ELECTIONS

**Memorandum**

To: Chairman Brink, Vice Chair O'Bannon, and Secretary LeCruise  
From: Dave Nichols, Election Services Director  
Date: April 21, 2020  
Re: Virginia Vote by Mail Application Form (SBE-701/703.1)

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**Suggested motion for a Board member to make:**

"I move that the Board adopt the Virginia Vote by Mail Application Form to become effective on July 1, 2020."

**Applicable Code Sections:**

- § 24.2-701 Application for absentee ballot
- § 24.2-703.1 Special annual applications for absentee ballots for eligible absentee voters

**Attachments:**

- Current SBE-701 Virginia Absentee Ballot Application Form
- Current ELECT-703.1 Annual Absentee Ballot Application
- DRAFT (for approval) SBE-701/703.1 Virginia Vote by Mail Application Form

**Background:**

The Department of Elections and a workgroup of general registrars have collaborated to produce this new Virginia Vote by Mail Application Form. This form combines the SBE-701 and the ELECT-703.1 forms into one easy-to-use form. This new form will simplify the vote by mail process for voters, and reduce the amount of forms processed for both the Department of Elections and the general registrar community. The Department made additional changes to this form to comply with numerous bills passed by the 2020 Virginia General Assembly Session. Specific changes to the form are as follows:

- To comply with Virginia's transition to no-excuse absentee voting, the absentee reason codes have been removed.
- The term "vote by mail" is used to clarify that voters are applying for mail-in absentee ballots.
- Registrars must capture certain information about uniformed and overseas citizen voters (UOCAVA voters) and first time voters. So, those sections of the application have been updated.
- The instructions for completing the form have been updated for clarity.
- Now, voters may choose either to receive a one-time vote by mail ballot, or to receive ballots by mail for the full calendar year.

**Recommendation:** The Department of Elections recommends the State Board of Elections adopt the draft SBE-701/703.1 Virginia Vote by Mail Application Form for use in elections in the Commonwealth beginning July 1, 2020.



Upon completion of the form, return this page only to the address on page 2 for the city/county where you are applying.

# Virginia Absentee Ballot Application Form



Unless otherwise indicated, all items on this form are required. Please print clearly. Instructions on page 4.

## Your Name & SSN

**1** Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
 Middle Name \_\_\_\_\_ Suffix \_\_\_\_\_ Social Security # 

N	N	N	-	N	N	-	N	N	N	N
---	---	---	---	---	---	---	---	---	---	---

  
(\*Last 4 digits required. Optional if completing in person.)

## Election

**2** I am applying to vote in:  General or Special Election  Democratic Primary  Republican Primary  
 Date of Election 

M	M	/	D	D	/	Y	Y
---	---	---	---	---	---	---	---

 I am registered to vote in the  
 County  City of \_\_\_\_\_

## Reason for Absentee Ballot

**3** Instructions on reason codes are on page 4 Your application will be denied if a qualifying reason and required information are not provided.  
 Reason Code 

N	N
---	---

 Supporting Info (if required) \_\_\_\_\_

## More Info (Optional)

**4** Birth Year 

Y	Y	Y	Y
---	---	---	---

 Telephone 

N	N	N	-	N	N	N	-	N	N	N	N
---	---	---	---	---	---	---	---	---	---	---	---

  
 Email/Fax \_\_\_\_\_

## Residence Address (If rural address/homeless describe residence)

**5** Address \_\_\_\_\_ APT/Suite # \_\_\_\_\_  
 City \_\_\_\_\_ State VA Zip Code 

N	N	N	N	N
---	---	---	---	---

## Delivery of Ballot (See instructions)

**6** I would like my ballot delivered to:  Residence Address (Provided in Part #5)  Mailing Address (Provide below)  
 Email (6A-6D Only) (Provide in Part #4)  Fax (6A-6D only) (Provide in Part #4)  
 Address \_\_\_\_\_ APT/Suite # \_\_\_\_\_  
 City \_\_\_\_\_ State/Country \_\_\_\_\_ Zip Code 

N	N	N	N	N	-	N	N	N	N
---	---	---	---	---	---	---	---	---	---

## Change of Name/Address (If changing registration name/address)

**7** Former Full Name \_\_\_\_\_ Date Moved 

M	M	/	D	D	/	Y	Y
---	---	---	---	---	---	---	---

  
 Former Address \_\_\_\_\_

## Assistance To Vote

**8**  I will need assistance in completing my ballot due to a disability, blindness, or inability to read or write. If checked, assistance form will be provided with ballot.

## Assistant's Statement/Info (If applicant is unable to sign due to disability)

**9** I swear/affirm, under felony penalty for making willfully false material statements, that the information I have provided on this form is true and I have written on the Applicant's signature line in part #10 "Applicant Unable to Sign."  
**Provide Information of Assistant**  
 Full Name \_\_\_\_\_  
 Address \_\_\_\_\_ APT/Suite # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code 

N	N	N	N	N
---	---	---	---	---

  
 Signature \_\_\_\_\_

## Applicant Signature

**10** I swear/affirm, under felony penalty for making willfully false material statements, that (1) the information I have provided on this form is true, and (2) I am not requesting a ballot or voting in any other jurisdiction in the U.S., except the jurisdiction to which this application relates.  
 Signature (or mark if unable to sign) \_\_\_\_\_ Today's Date 

M	M	/	D	D	/	Y	Y
---	---	---	---	---	---	---	---

### Office Use Only

Precinct \_\_\_\_\_ District/Senate/House \_\_\_\_\_ Application # \_\_\_\_\_ Application Accepted  Yes  No  
 Date Received 

M	M	/	D	D	/	Y	Y
---	---	---	---	---	---	---	---

 Received By \_\_\_\_\_  
 Method Received  In Person  By Mail  By Fax  Email  Other \_\_\_\_\_  
 Ballot Sent By  Mail  Email  Fax  In Person On Machine  Yes  No

Reason Not Accepted
12



To vote absentee you must be a registered voter of the city/county where you are applying

# Instructions

## To Vote Absentee

Select only one Code from the list of reason codes below. Write in the selected code on the form in part #3 and include any supporting information required. A separate form is required for each voter and for each election.

## First-Time Voters

Voters who registered by mail, and who have not previously voted in their locality, may vote absentee by mail only if the reason code is 1A, 2A, 2C, 6A, 6B, 6C, 6D, or 7A, or the voter is 65 or older and qualifies under another reason.

## Absent Military and 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 and information, visit [www.fvap.gov](http://www.fvap.gov). Submitting this Virginia Absentee Ballot Application form will be interpreted as a request by you to discontinue any pending FPCA.

## Apply Early

You can apply to vote absentee as early as one year before the election. Ballots are available 45 days before most elections. **If you register to vote in person, you must wait five days before you can vote in person or have your ballot mailed to you.**

The deadline for receipt of your application to vote absentee **by mail** is 5:00 PM the Tuesday before the election. Please mail this application to your general registrar listed on page 2. Please do not return this application to the State Board of Elections. You may also submit your application by fax or scanned email attachment.

The deadline to apply and vote absentee **in-person** is the Saturday before the election. Contact your general registrar for office or satellite office address and voting locations.

## Delivery of Ballot

Your ballot can only be mailed to one of the following:

- (1) Voter's residence address
- (2) Voter's location while outside voter's residence county/city; or
- (3) Place of temporary confinement for illness, disability, misdemeanor conviction or awaiting trial

**No ballot may be sent in care of any other person.**

Code	Reason	Supporting Information Required
1A	Student attending college or university outside of locality of residence in Virginia	Name of college or university
1B	Spouse of student attending college or university outside locality of residence in Virginia	Name of college or university
1C	Business outside County/City of residence on election day	Name of employer or business
1D	Personal business or vacation outside County/City of residence on election day	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	Name of employer or business <b>and</b> election day hours of working and commuting (AM to PM)
1F	I am a first responder (member of law enforcement, fire fighter, emergency technician, search and rescue)	Not required
2A	My disability or illness	Not required
2B	I am primarily and personally responsible for the care of a disabled/ill family member confined at home	Family Relationship
2C	My pregnancy	Not required
3A	Confined, awaiting trial	Name of institution
3B	Confined, convicted of a misdemeanor	Name of institution
4A	An electoral board member, registrar, officer of election, or custodian of voting equipment	Not required
5A	I have a religious obligation	Not required
6A	Active Duty Merchant Marine or Armed Forces	Branch of service
6B	Spouse or dependent living with a member of 6A	Branch of service
6C	Temporarily residing outside of US	Enter your last date of residency at your Virginia voting residence only if you have given up that address permanently or have no intent to return
6D	Temporarily residing outside of US for employment or spouse or dependent residing with employee	Name of business or employer
7A	Requesting a ballot for presidential and vice-presidential electors only (Ballots for other offices/issues will not be sent)	New state of residence and date moved from Virginia. Only eligible if you moved less than 30 days before the presidential election.
8A	Authorized representative of candidate or party serving inside the polling place	Not required
9A	Granted a protective order issued by or under the authority of a court of competent jurisdiction.	Name of the county or city in Virginia or the state of the issuing court.





<b>Office Use Only</b>			
Precinct: _____	Districts: _____	Date this app received: _____	
Date statement filed by physician/provider/practitioner: _____			
Registered to vote:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewed by: _____	
Application Accepted:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reason denied: _____	

<b>Change of Name/Address</b> (If changing registration name/address)	<b>9</b>	Previous Full Name: _____
		Previous Address: _____ APT/Suite #: _____
		City: _____ State: _____ Zip Code: _____

**About Temporary Addresses:** If you indicated in section 4 that absentee ballots should be delivered to a temporary address, when you return from the temporary address, you **MUST** notify the General Registrar by filing a revised Annual Absentee Ballot Application so that future absentee ballots will be sent to your residence. If your absentee ballot is returned as “undeliverable,” no additional absentee ballots can be sent until a new application is filed and accepted. (§ 24.2-703.1, Code of Virginia) Contact your General Registrar’s office if you have questions.

A “**provider**” is any person, entity, or organization, excluding an agency of the federal government by whatever name or designation, that delivers (i) services to individuals with mental illness, developmental disabilities, or substance abuse or (ii) residential services for persons with brain injury. The person, entity, or organization shall include a hospital as defined in § [32.1-123](#) of the Code of Virginia, community services board, behavioral health authority, private provider, and any other similar or related person, entity, or organization. It shall not include any individual practitioner who holds a license issued by a health regulatory board of the Department of Health Professions or who is exempt from licensing pursuant to §§ [54.1-3501](#), [54.1-3601](#), or [54.1-3701](#) of the Code of Virginia. The signature of the person who is a provider or a representative of an entity or organization that is a provider is acceptable. (§§ 24.2-703.1 and 37.2-403, Code of Virginia)

**Privacy Act Notice:** This form requires personal information. The last four (4) digits of your Social Security Number are required. Your application will be denied if you fail to provide the last four digits of your social security number or if you fail to provide any other information required to determine your qualification to vote absentee. Federal law (the Privacy Act of 1974; the Help America Vote Act of 2002) and state law (Virginia Constitution, article II, § 2; § 24.2- 701, Code of Virginia; the Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only.

**WARNING:** Intentionally voting more than once in an election or making a materially false statement on this form constitutes the crime of election fraud. Intentionally voting more than once in an election is punishable under Virginia law as a Class 6 felony and is punishable by a term of imprisonment of up to five years, or confinement in jail for not more than 12 months, and/or a fine of not more than \$2,500. Making a materially false statement on this form is punishable under Virginia law as a Class 5 felony and is punishable by a term of imprisonment of up to ten years, confinement in jail for not more than 12 months, and/or a fine of not more than \$2,500.

# Virginia Vote by Mail Application Form - DRAFT

<b>Print your Personal Information</b>	<b>1</b>	Last Name: _____ First Name: _____ Middle Name: _____ Suffix: _____ Birth Year (optional): <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Social Security # (last 4 digits required): <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Type + Date of Election</b>	<b>2</b>	I am applying to vote by mail in the: <input type="checkbox"/> General or Special Election <input type="checkbox"/> Democratic Primary <input type="checkbox"/> Republican Primary Date of Election: <input type="text"/> / <input type="text"/> / <input type="text"/> in the city/county of: _____
<b>Annual Vote by Mail</b> Optional	<b>3</b>	Do you want to vote by mail for <b>all elections</b> this calendar year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which party primary ballots would you like to receive? <i>If none selected, we won't send primary ballots.</i> <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> I do not wish to receive ballots for Primary Elections.
<b>Address Where You Live</b>	<b>4</b>	Address: _____ Apt/Suite #: _____ City: _____ VA Zip Code: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <i>If rural address or homeless, describe residence.</i>
<b>Ballot Mailing Address</b> if different from above	<b>5</b>	Address: _____ Apt/Suite #: _____ City: _____ State: _____ Zip Code: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Country: _____
<b>Contact info.</b> Optional	<b>6</b>	Telephone: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Email/Fax: _____

**Section 7 only applies to some voters. Leave blank and skip to Section 8 if it does not apply to you.**

<b>Change of Name/ Address</b>	<b>7a</b>	Former Full Name: _____ Former Address: _____ Date Moved: <input type="text"/> / <input type="text"/> City: _____ State: _____ Zip code: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>First Time Voter in this City/County</b> Does not apply to Federal Elections	<b>7b</b>	If you mailed in your voter registration application and this is your first time voting in this city/county, you have to vote in person unless you have a qualifying exemption. <i>If you plan to vote in an election for U.S. President, U.S. Senate, or U.S. House of Representatives, you can vote by mail no matter what.</i> <b>Turn the form over to find your reason for voting by mail in your first election. →</b> I need to vote by mail because (turn page over for excused reasons): _____
<b>Military or Overseas Voters</b>	<b>7c</b>	If you are a military/overseas voter OR a spouse/dependent, we need to know more: 1. Turn the form over to find your category under the Military and Overseas Section. 2. Print category letter code here: _____. If applicable, last date of residency: _____. 3. Deliver my ballot to: <input type="checkbox"/> Residence address from Section 3 <input type="checkbox"/> Email address from Section 5 <input type="checkbox"/> Ballot mailing address from Section 4 <input type="checkbox"/> Fax number from Section 5
<b>Assistance with Ballot</b>	<b>7d</b>	<input type="checkbox"/> I need assistance completing my ballot due to a disability, blindness, or inability to read or write. <i>If checked, an assistance form will be sent with the ballot.</i>
<b>Assistance with this Form</b>	<b>7e</b>	<b>Assistant, fill in your information below and sign if applicant is unable to sign due to disability:</b> Assistant's Full Name: _____ Phone: _____ Assistant's Address: _____ Apt/Suite: _____ City: _____ State: _____ Zip code: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <i>I swear/affirm, subject to felony penalties for making false statements pursuant to VA Code § 24.2-1016, that (1) the information provided in this form is true, and (2) I have written "Applicant unable to sign" on the applicant's signature line in section 7.</i> Assistant, sign here: _____ Date: _____
<b>Voter's Statement + Signature</b>	<b>8</b>	<i>I swear/affirm, subject to felony penalties for making false statements pursuant to VA Code § 24.2-1016, that (1) the information provided in this form is true, (2) I am not requesting a ballot or voting in any other jurisdictions in the US, (3) I am registered to vote in the city/county where I am applying to vote, and (4) if I checked the box (in Section 2) to vote by mail for the calendar year, I will likely remain eligible to vote throughout the calendar year.</i> <b>Voter, sign here (or mark if unable): X</b> Date: <input type="text"/> / <input type="text"/> / <input type="text"/>

<b>Office use only</b>	Precinct: _____ District/Senate/House: _____ Application # _____	App accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date received: _____	Received by: _____	Reason not accepted
Method received: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> In person <input type="checkbox"/> Other		
Ballot sent by: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail		



# Virginia Vote by Mail Application Form

**Privacy Act Notice:** This form requires personal information. The last four (4) digits of your Social Security Number are required. Your application will be denied if you fail to provide the last four digits of your Social Security Number or if you fail to provide any other information required to determine your qualification to vote by mail. Federal law (the Privacy Act of 1974; the Help America Vote Act of 2002) and state law (Virginia Constitution, article II, § 2; § 24.2- 701, Code of Virginia; the Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only.

## Instructions

### How to Vote by Mail

To vote by mail, complete this form and **submit it to your local voter registration office**. You can find the contact information for your local voter registration office through the Department of Elections website, <https://vote.elections.virginia.gov/VoterInformation/PublicContactLookup>.

If you prefer to vote in person, this form is not needed.

If you mailed in your voter registration application and this is the first time you are voting in your current city/county, please see the **First Time Voting in This City/County** section below for additional instructions.

If you are a military or overseas voter or the spouse or dependent of a military or overseas voter, please see the **Military and Overseas Voters** section below for additional instructions.

### When to Vote by Mail

You can apply to vote by mail for an election as early as one year before that election.

A separate form is required for each voter and each election.

The deadline for receipt of your request by mail, email, or fax is **5:00 pm on the eleventh (11th) day before the election**.

Ballots are available 45 days before an election. *(If you register to vote in person, you must wait five days before you can have your ballot mailed to you.)*

### First Time Voting in This City/County (Section 7b)

If you registered to vote by mail and have not previously voted in your current city/county, **you may only apply to vote by mail if you meet one of the qualifying exemptions**; otherwise, **you must vote in person**. If you meet one or more of the exemptions listed below, enter the code(s) in section **7b** on the front of this form.

Exemption Codes:

1. I am a student attending college/university outside of my city/county of residence in Virginia.
2. I have a disability or illness that prevents me from voting in person.
3. I am pregnant.
4. I am confined either awaiting trial or convicted of a misdemeanor.
5. I am active duty merchant marine or in the armed forces, or a spouse or dependent of an active duty member.
6. I am temporarily residing outside of the U.S. for a non-employment related reason. (Voter Registration Office: review [VA Code § 24.2-453](#))
7. I am temporarily residing outside of the U.S. for employment or a spouse or dependent living with a person temporarily residing outside of the U.S. for employment.
8. I have moved to another state less than 30 days before a presidential election **and** am requesting a ballot for the presidential and vice-presidential electors only (ballots for other offices/issues will **not** be sent).
9. I am 65 years of age or older.

**Warning:** Intentionally voting more than once in an election or making a materially false statement on this form constitutes the crime of election fraud. Intentionally voting more than once in an election is punishable under Virginia law as a Class 6 felony and is punishable by a term of imprisonment of up to five years, or confinement in jail for not more than 12 months, and/or a fine of not more than \$2,500. Making a materially false statement on this form is punishable under Virginia law as a Class 5 felony and is punishable by a term of imprisonment of up to ten years, confinement in jail for not more than 12 months, and/or a fine of not more than \$2,500.

### Annual Vote by Mail Selection (Section 3)

If you checked the box in Section 3, you are indicating that you wish to receive your ballot in the mail for every election this calendar year. In doing so, you swear/affirm that you will likely remain eligible to vote in Virginia during that calendar year.

If you move during the calendar year, complete a new form and submit it to your new General Registrar to continue receiving ballots.

If you want to receive a primary ballot, you must indicate a political party preference in Section 3. If you do not want a ballot for primary elections, please mark the last box or leave the answer to this question blank.

### Military and Overseas Voters (Section 7c)

The Uniformed and Overseas Citizen Absentee Voting Act (UOCAVA) entitles certain individuals to receive their vote by mail ballots by email or fax. If you meet one or more of the following UOCAVA voter categories, please enter the code(s) for that category in section **7c** of this form.

- A. I am an active duty merchant marine or in the armed forces.
- B. I am a spouse or dependent living with an active duty merchant marine or armed forces member.
- C. I am temporarily residing outside of the U.S. for a non-employment related reason. (Voter Registration Office: review [VA Code § 24.2-453](#))  
If you have given up your address permanently or have no intent to return, enter your last date of residency in section 7c, line 2.
- D. I am temporarily residing outside of the U.S. for employment or a spouse or dependent living with a person temporarily residing outside of the U.S. for employment.

While UOCAVA voters may use this form, they are encouraged to use the **Federal Post Card Application (FPCA)** (which also serves as a voter registration application/update). If you do submit this Virginia Vote by Mail form (ELECT-701), it will be interpreted as a request by you to discontinue any FPCA you have previously submitted. For more information on or to obtain the FPCA, visit <https://www.fvap.gov/>.

If your ballot is being **emailed** to you, ensure you monitor your junk/spam email folders. The Department of Elections and your local voter registration office are **not** responsible for emailed ballots that end up in a junk/spam email folder.

If your ballot is being **faxed** to you, ensure you monitor your fax machine. The Department of Elections and your local voter registration office are **not** responsible for faxed ballots that are not received by you.

### Delivery of Ballot (Section 4 and 5)

Ballots may not be forwarded or sent "in care of"/"to the attention of" another person. Your ballot can only be mailed to one of the following:

1. Your residence address
2. Your location while outside your city/county of residence
3. Your place of temporary confinement for illness, disability, misdemeanor conviction, or awaiting trial



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# Satellite Voting Location Security Regulation

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BOARD WORKING PAPERS

James Heo  
Confidential Policy  
Analyst



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DEPARTMENT *of* ELECTIONS

**Memorandum**

To: Chairman Brink, Vice Chair O'Bannon, and Secretary LeCruise  
From: James Heo, Confidential Policy Advisor  
Date: April 21, 2020  
Re: Regulation Related to Security Requirements for Absentee Satellite Offices

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**Suggested motion for a Board member to make:**

“I move that the Board approve the Department’s proposal for regulatory action and put forward 1VAC20-70-60 for public comment”

**Applicable Code Section:** § 24.2-701.2

**Attachments:**

- Proposed regulation 1VAC20-70-60
- Readiness Checklist

**Background:**

Virginia Code section 24.2-701.2 (effective July 1, 2020) states that all early voting satellite offices “shall have adequate facilities for the protection of all election materials...and any voting systems in use at that location.” This regulation outlines the criteria that satellite offices must meet in order to have “adequate facilities” for the protection of voting systems.

Specifically, the proposed regulation would require localities to meet certain physical security and cyber security standards at any early voting satellite office that they wish to operate. Localities would show that their offices meet those standards by completing a “readiness checklist” for each office. ELECT will provide the readiness checklist to the localities, and the checklist must be completed for a satellite office before that office can begin conducting absentee voting.



**Proposed Regulation**

To: Chairman Brink, Vice Chair O'Bannon, and Secretary LeCruise  
From: James Heo, Confidential Policy Advisor  
Date: April 21, 2020  
Re: Regulation Related to Security Requirements for Absentee Satellite Offices

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**Agency:** The Department of Elections

**Virginia Administrative Code (VAC) citation(s):** 1VAC20-70-60

**Regulation title(s):** Security Requirements for Early Voting Satellite Offices

**Action title:** Defining Adequate Facilities for the Protection of Election Materials and Voting Systems

**Date this document prepared:** 04/21/2020

**Brief Summary:** The purpose of this regulation is to provide guidance to localities and general registrars regarding the term “adequate facilities” as used in Virginia Code section 24.2-701.2. The Virginia Code states that all early voting satellite locations “shall have adequate facilities for the protection of all election materials...and any voting systems in use at the location.” Currently, neither the Virginia Administrative Code nor the Virginia Elections Code discusses what physical protections and cyber security protections are necessary to make voting systems safe and secure at satellite offices.

**REGULATION TEXT**

To guarantee that their facilities are adequate for the protection of all election materials and voting systems, each locality that operates a satellite offices or satellite offices pursuant to Virginia Code section 24.2-701.2 must comply with the following:

- 1) Each satellite office must maintain an adequate number of ballots of each ballot style from all precincts within their locality.
- 2) Each satellite office must balance its voter credit records nightly by reconciling the public count with the electronic pollbook count at the end of each day.
- 3) Each satellite office must have reliable connectivity for the entire in-person absentee period. Here, “reliable” means that the connection meets the National Institute of Standards and Technology (NIST) standards and the likelihood of interruptions is low.
- 4) Computer systems at the satellite locations will be directly connected to VERIS. Electronic pollbooks (EPB) connected to the cloud or VPN will be linked to each other across various



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satellite locations as well as the General Registrar's office. Voter credit will be uploaded into VERIS at the end of each day and updated files will be uploaded at the beginning of each day to the electronic pollbooks.

5) Each satellite office must be equipped such that it can a) confirm that any attempted voter is eligible to vote in the election; b) confirm that any attempted voter has not previously voted in the election; and c) record each voter's participation in the election in real time.

To comply with these requirements, localities must submit a list of all expected satellite locations no more than ninety (90) days before and no less than sixty (60) days before Election Day. Additionally, each locality must complete a readiness checklist for each satellite location and submit the completed readiness checklist to the Department of Elections. The readiness checklist will be promulgated by the Department of Elections. The Department of Election may deny a satellite office's ability to connect to VERIS or an electronic pollbook if a locality fails to timely complete the readiness checklist.

No later than sixty (60) days before Election Day, each locality will provide the final address of each of its satellite offices to the Department of Elections. Eight (8) days before absentee voting begins at a satellite location, the locality will conduct a test to validate internet connectivity for that location and submit confirmation of connectivity to the Department of Elections. Continued failure means that the Department of Elections will not grant the satellite office access to VERIS or authorize the use of a connected electronic pollbook. A satellite office that cannot meet these internet connectivity standards before absentee voting begins at that office may apply for an emergency location change under Virginia Code section 24.2-701.2(F).



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# General Registrar Certification Program

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BOARD WORKING PAPERS  
Michael Dixon  
eLearning  
Specialist/Instructional Designer



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STATE BOARD *of* ELECTIONS

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**Memorandum**

**To:** Chairman Brink, Vice Chair O'Bannon, and Secretary LeCruise

**From:** Michael Dixon, eLearning Specialist/Instructional Designer

Buddy Murr, Training & Development Specialist

**Date:** April 21, 2020

**Re:** General Registrar Certification Program

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**Suggested motion for a Board member to make:**

Move that the Board adopt the proposed General Registrar Certification Program effective July 1, 2020.

**Applicable Code Section:** VA. Code § 24.2-103 Subsection C.

**Attachments:**

Your Board materials include the following:

- Proposed Program Plan Overview
- Proposed Curriculum Course List and Descriptions

**Background:**

Pursuant to VA Code § 24.2-103 Subsection C, the State Board of Elections is required to “Provide for a certification program to be conducted by the State Board of Elections for the general registrars. Each general registrar is required to complete the certification program and receive his certification within the 12 months following initial appointment or any subsequent reappointment; failure to do so shall result in removal from office. The State Board is authorized to grant a waiver requested by a local electoral board to extend, on a case-by-case basis, the 12-month deadline. The State Board is required to develop a training curriculum for the certification program and standards for completing the program and maintaining certification, including required hours of annual training.”

**Recommendation:**

The Department of Elections recommends the State Board of Elections adopt the proposed GR Certification Program beginning July 1, 2020.



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**Proposed General Registrar Certification Program: Plan Overview**

In developing the general registrar certification program and curriculum, ELECT reviewed the election official certification programs of other states, enlisted the assistance of members of the Training Work Group consisting of general registrars and electoral board members, and consulted with election administration policy and subject matter experts.

The overall approach in creating the certification program was to develop a plan detailing the program description, goals, delivery methods, structure, measures and documentation of progress and completion. In addition, a ‘Core’ curriculum was developed detailing 11 courses, each approximately 60 minutes in duration, which represent the core competencies and responsibilities required of the role of a general registrar in Virginia. As detailed in the curriculum plan, general registrars must complete the core curriculum within 12 months of the program’s institution and within one year of first appointment and any subsequent reappointment.

Elective courses will be identified from which general registrars must complete at least 3 in years they are not completing the Core curriculum in order to maintain their certification. It is expected that the elective courses will be updated as needed and additional courses will be developed to address new legislation or relevant changes to job responsibilities or expectations.

Certification of General Registrars:

- **Initial Certification.** All current general registrars in Virginia will be required to successfully complete a core curriculum within 12 months of the program’s institution to earn initial certification. The core curriculum consists of 11 courses; each approximately 60 minutes in duration. The delivery method of the core curriculum will be self-paced virtual instruction and completion of the course will be demonstrated in the passing of a quiz with a score of at least 80% or better. Curriculum progress and completion will be documented in ELECT’s Learning Management System (LMS).

The State Board of Election and/or ELECT may add additional required core or elective courses at their discretion.

- **Certification Maintenance.** In years in which general registrars are not completing the core curriculum, at least 3 elective courses are required to maintain certification.

In addition to elective courses provided by ELECT, certification elective courses may also be offered at annual training events or regional training opportunities.

Submitted By:	Date:
Buddy Murr (Training & Development Specialist) Mike Dixon (eLearning Specialist/Instructional Designer)	April 21, 2020





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Curriculum Title:	Related Curriculum:
General Registrar Certification Curriculum	N/A

Intended Audience:
General Registrars in Virginia

Goal of Training (Business Need):
Pursuant to legislation § 24.2-103 Subsection C, the State Board through the Department of Elections is required to conduct a certification program for all General Registrars serving in Virginia. The goal of this program is to ensure General Registrars receive training detailing the core competencies and responsibilities required of the position, as well as training to expand and enhance their knowledge of Virginia elections and related processes.

Curriculum Description:
<p>The General Registrar Certification program will consist of a ‘Core’ curriculum, which must be completed within one year of its institution by all General Registrars and within one year of first appointment and any subsequent reappointment. Cyber security training will be required annually.</p> <p>In years when General Registrars are not completing the Core curriculum, at least 3 electives must be completed in order to maintain their certification. Electives will change and/or evolve year to year.</p> <p>Certification electives via courses offered at an annual training event or regional training opportunities may also be offered.</p> <p>The State Board of Election and/or ELECT may add additional required Core or elective courses at their discretion.</p>

Common Delivery Method:
<input type="checkbox"/> In Person (Instructor Led) <input type="checkbox"/> Online
<input type="checkbox"/> Virtual (Instructor Led) <input checked="" type="checkbox"/> Blended



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Delivery Notes (If blended, please describe how):

The majority of the course content will be developed for online, self-directed learning. Online delivery will be managed by a learning management system capable of monitoring annual requirements for individual GRs and providing reminders on expiration and deadlines.

Select courses will be developed for virtual, instructor-led and/or in-person instructor-led delivery.

The intended delivery method will be noted in the associated course design documentation.

Estimated Duration of the Curriculum:

It is expected that participants will be able to complete the Core curriculum, consisting of 11 individual courses within twelve months.

Participants holding current certifications will complete 3 courses from the electives offered within twelve months in order to maintain their current certification in years when the Core curriculum is not required.

Please provide curriculum plan details (Learning/Behavioral Objectives, Materials, Content Description, Activities, Is a Script Provided?)

Each course will have its own associated learner objectives, content descriptions, materials, assessments and activities.

How will learners demonstrate the objectives are met? What is the criteria for success? (i.e. quiz/80% required to pass)

Each course will include an assessment of learning objectives. Some courses may include assignments designed to enable learners to demonstrate mastery of the content.

The participants of this curriculum will demonstrate mastery of the information through the successful completion of related quizzes with a minimum score of 80%.



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How will course completion be documented?

All GR Certification course work will be documented and managed in ELECT's Learning Management System (LMS). The LMS will monitor individual certification progress, provide automated reminders of due dates and expiration of certification.

Please identify learner resources and /or related material for further study and their location.

Each course will contain a list of additional resources and learning materials.



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**Proposed General Registrar Certification: Core Curriculum Course Descriptions**

**ELCT 101: Introduction to Elections in VA**

Elections are administered at the local level in Virginia. Each county and independent city is considered a political ‘locality’ and administers its own elections. In this course, participants will learn basic concepts and terminology, types of elections, how elections are administered and timelines within the elections cycle. Participants will view self-paced content and will be required to pass a quiz with a score of 80% or better.

**ELCT 102: Introduction to State and Federal Election Law and Regulations**

Understanding state election law and knowing where to find statutes/regulations is a critical part to being an effective general registrar. Participants in this course will explore the differences between federal and non-federal elections, what is covered under statutes and regulations, and available resources available. Participants will also receive an introduction on how to read code and work with local attorneys and local governance. Participants will view self-paced content and will be required to pass a quiz with a score of 80% or better.

**ELCT 103: The Role of a General Registrar/Director of Elections**

The general registrar, along with a three-member electoral board, is responsible for virtually all aspects of voter registration and election administration in their locality. This course will explore the GR’s roles and responsibilities, the code of conduct and the Department of Elections’ role and responsibility to the GR. Participants will view self-paced content, have an opportunity to reflect on their time as a GR, and pass a quiz with a score of 80% or better.

**ELCT 104: Introduction to Maintaining Records**

General registrars in Virginia have an important responsibility for managing records and protecting the privacy of voter data. In this course, participants will learn best practices in records retention, understanding and protecting personal identifiable information (PII), and handling Freedom of Information Act (FOIA) requests. The course will also provide details on the schedules of the Library of Virginia, ELECT and local government. Participants will view self-paced content and will be required to pass a quiz with a score of 80% or better.

**VREG 101: VERIS Basics**

The Virginia Election and Registration Information System (VERIS) is a critical tool general registrars use to manage voter registration in their locality. It is important for GRs to have a basic understanding of what VERIS is used for and how to retrieve data from the system. This course will detail VERIS processes on how to handle candidates and petitions, issue voter credit, handle election results data, and manage electronic pollbook data. Participants will view self-paced content and will be required to pass a quiz with a score of 80% or better.

**VREG 102: Voters and Voter Registration**

One of the primary duties of the general registrar is to provide services and support pertaining to their locality’s voter registration efforts. Participants in this course will explore various processes associated with voter registration, including understanding eligibility standards, application requirements, the “motor voter” process, list maintenance, assigning voters to districts/precincts, and their role in polling places. Participants will view self-paced content, have an opportunity to reflect on their own efforts related to what is learned in this course, and will be required to pass a quiz with a score of 80% or better.



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**ABSV 101: Absentee Voting and UOCAVA**

General registrars manage the important handling and processing of absentee voting, as well as following the requirements of the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA). In this course, participants will explore processes involved in handling in-person, by-mail, and no-excuse absentee voting. UOCAVA is covered, as well as VERIS processing of absentee voting. Participants will view self-paced content, have an opportunity to reflect on what improvements they could make, and will be required to pass a quiz with a score of 80% or better.

**CFIN 101: Campaign Finance Basics**

Political party candidates seeking office are often required to file campaign finance reports to local general registrar's offices. This requires GRs to be aware of SBYA (Stand by Your Ad) and the Campaign Finance Disclosure Act (CFDA). Participants in this course will learn campaign finance guidelines, campaign advertising disclosure requirements and details on the Committee Electronic Tracking (COMET) system. Participants will view self-paced content, have an opportunity to reflect on what they have learned, and will be required to pass a quiz with a score of 80% or better.

**ELCT 110: Pre-Election Day**

A general registrar plays an important role in pre-election day efforts. In this course, participants will learn about ballot access requirements, petitions, managing candidates and petitions in VERIS, handling ballots and ballot security, officers of elections, getting ready for Election Day, and managing electronic pollbook data in VERIS. Participants will view self-paced content, have an opportunity to reflect on what they have learned, and will be required to pass a quiz with a score of 80% or better.

**ELCT 111: Election Day & Post-Election**

The culmination of a general registrar's work shines through on Election Day and efforts post-election. In this course, participants will explore required efforts of GRs for overseeing issues related to polling locations, officers of election, provisional ballots, closing polls and end of night duties on Election Day. Absentee vote processing on Election Day is also covered. Post-election efforts are explored with regard to the processes of canvassing, recounts, provisional ballot handling, and post-election audits. Participants will view self-paced content, have an opportunity to reflect on what they have learned, and will be required to pass a quiz with a score of 80% or better.

**ESEC 101: Election Security and Emergency Preparedness**

Ensuring that the locality's election process is safe and secure for voters and election officers is an important part of a general registrar's job. This course will provide important information with regards to both physical and cyber security awareness. In addition, the course will provide participants with critical knowledge on emergency preparedness in both the polling place and election official offices. Participants will view self-paced content, have an opportunity to reflect on what they have learned, and will be required to pass a quiz with a score of 80% or better.