



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods, and diverse communities of Fairfax County

Electoral Board

Hon. Katherine K. Hanley
Chairman

Jeffrey K. Shapiro
Vice Chairman

**Amb. (ret.)
Christopher P. Henzel**
Secretary

Eric L. Spicer
General Registrar and
Director of Elections

ELECTORAL BOARD MEETING

Date: March 16, 2023

Time: 4:00 p.m.

Location: Conference Room 315

AGENDA

- I. Call to Order, Welcome, and Introduction
- II. Adoption of the Agenda
- III. Approval of the Minutes
 - February 1, 2023
- IV. General Registrar's Report
- V. Electoral Board Reports
- VI. New Business
- VII. Public Comment
- VIII. Adjourn

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Suite 323
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www.fairfaxcounty.gov/elections

MINUTES
Fairfax County Electoral Board
February 1, 2023

The Fairfax County Electoral Board (Board) met on Wednesday, February 1, 2023, in Conference Room 315 at the Fairfax County Government Center located at 12000 Government Center Parkway, Fairfax. Chairman Hon. Katherine K. Hanley; Vice Chairman Jeffrey K. Shapiro; Secretary Amb. (ret.) Christopher P. Henzel; General Registrar Eric L. Spicer; Deputy Registrar Cheryl Jones; and Clerk to the Electoral Board Beth Dixon Methfessel were present.

IT Manager Cord Whitehouse; Election Operations Manager Ravi Udeshi; Election Equipment and Logistics Manager Tyrone Allen; Voter Registration Supervisor Bushra Ardalan; Business Analyst George Panagakos; Supply Manager Kay Garrison; Financial Specialist Maria Teresa Maza; Training Specialist Alina Selnick-Escobar; Jean Thoensen (Office of Elections (Office) staff); Gregory Brandon (Fairfax County Democratic Committee (FCDC) Central Communications); Peggy Morrison (FCDC Voter Registration and Education); Maggi Luca (Fairfax, League of Women Voters (LWV)); Christine Brim and Andrea Bayer (Fairfax County Republican Committee (FCRC) Election Integrity Task Force) and Jill Mobley (Fairfax County election officer and/or resident of Fairfax County) also attended the meeting in person.

The following individuals participated using the Zoom videoconferencing platform: Human Resources Manager Yoon Choi-Lee; IT Business Analyst Khamthakone Betts; Assistant Registrar for Voter Satellite Offices Helen Chaikovsky; Office staff and/or rovers Steve Barch, Lisa Hogle, B. Gissell Jimenez, Kathryn Martin, Abigale Peters, Sandy Raedels, and Todd Strelow; Carol Allen (FCDC Election Law and Voter Protection); Maria Vorel (FCDC Precinct Operations); Stephen Spitz (member FCDC); Arina van Breda (Fairfax LWV); Sandra Bellinghoven, William Denk, Phyllisa Goldenberg, David Lopez, William Maggi, Laurie Moore, and Debbie van Opstal (Fairfax County election officers and/or residents of Fairfax County or neighboring jurisdictions).

Ms. Hanley called the meeting to order at 4:00 p.m. and introduced the Board. Mr. Henzel moved approval of the agenda, and the motion passed by a vote of 3-0. Mr. Henzel made a motion to adopt the Draft Minutes of the Board meetings held on January 3, 2023, and January 11, 2023. By a vote of 3-0, the Minutes of the Board meetings held on January 3, 2023, and January 11, 2023, were adopted.

Ms. Hanley asked for a motion to appoint 5,972 election officers (3,129 Democrats, 1,532 Republicans, and 1,311 Unaffiliated) for a two-year term beginning March 1, 2023, and ending February 28, 2025. Nomination lists were received from the FCRC and the FCDC. After reappointment, election officers must submit a new oath form as well as complete a new training class prior to serving in an election. Mr. Henzel moved to adopt the appointment list, and by a vote of 3-0, the Board appointed 5,972 election officers (3,129 Democrats, 1,532 Republicans, and 1,311 Unaffiliated) for a two-year term beginning March 1, 2023, and ending February 28, 2025. Mr. Shapiro commended staff as well as the political parties for the timely completion of the appointment list.

Under the General Registrar’s (GR) report dated January 30, 2023 (attached and made a part of this record), Mr. Spicer updated the voter registration numbers since the last Electoral Board meeting:

Registered Voters	As of January 30, 2023	Change from 11/30
Active registered voters	745,924	+1,767
Inactive registered voters	36,360	-7,396
TOTAL	782,284	-5,629

Mr. Spicer explained that pursuant to state law (§ 24.2-428) and the National Voter Registration Act (NVRA), the Virginia Department of Elections (ELECT) conducts an annual address match of Virginia’s voters against records in the United States Postal Service’s (USPS) National Change of Address (NCOA) registry. This process is part of ELECT’s membership in the Electronic Registration Information Center (ERIC). ELECT enters voters into the confirmation mailing process when a voter has moved, and the new address differs from the current Virginia registration address in the statewide voter database (VERIS). ELECT sends an annual confirmation mailing to these voters, but in 2023, ELECT will now initiate two confirmation mailings. The first confirmation mailing is scheduled to be sent to Fairfax County voters during the first week of February. Voters who do not respond to the notice within 30 days or whose confirmation mailing is returned as undeliverable are classified as “Inactive” on the voter’s registration record in VERIS. Inactive voters are removed automatically from VERIS if they fail to vote or update their Virginia voter registration address over a period of two federal general elections. This process can take between two to four years. Voters who have been designated as “Inactive” may still cast a ballot on Election Day, however, before casting a ballot, these voters must sign a statement declaring that they are duly registered in the precinct where they have presented themselves to vote.

Mr. Henzel commented that given how cumbersome the law has made the process of list maintenance, and how long it takes to remove an inactive voter, he was pleased that ELECT will send two confirmation mailings in 2023. He also noted that ELECT has outsourced the task of checking voter’s addresses to ERIC, a non-governmental organization. Mr. Shapiro asked about the relationship between the two confirmation mailings. Mr. Spicer explained that the confirmations would be two separate and different groups with the second one capturing those moving later in the 2023. Ms. Ardalan added that those voters who are part of the first mailing and do not respond will be flagged as “Inactive” and will not receive the second mailing.

Mr. Spicer reported that at the February 21, 2023, meeting of the Board of Supervisors, the Office of Elections will request a public hearing on March 21, 2023, to make the following changes:

1. Change name of 404 Franconia #1 precinct to 404 Edison #1
2. Change name of 432 Franconia #2 precinct to #432 Edison #2
3. Change name of 732 Oak Marr precinct to #732 Oaktree Crossing
4. Change name of 924 Spindle #1 precinct to #924 Spindle

5. Change name of 935 Spindle #2 precinct to 935 Robinson Mill

The following changes will also be considered and if adopted, will take effect upon receipt of a Certification on No-Objection from the Attorney General (expected no later than May 21, 2023):

6. Divide 731 Tysons precinct to create 738 Jones Branch precinct with its polling place established at Providence Committee Meeting Room
7. Move the polling place for 731 Tysons precinct to The Parc at Tysons
8. Move the polling place for 929 Difficult Run to the U.U. Congregation of Fairfax Church
9. Move the polling place for 935 Spindle #2 precinct to Bull Run Elementary School

Also on February 21, 2023, the Board of Supervisors will adopt a resolution to apply to the State Board of Elections for a waiver to administer Pioneer, Garfield, Penderbrook, and Burke # 2 precincts, as split precincts. Because a waiver only applies for elections held in the year the waiver was granted, the Board of Supervisors must confirm its decision to again seek a split precinct waiver for 2023.

No later than fifteen (15) days before the June 20, 2023, Primary Elections, notices will be mailed to all voters impacted by precinct and polling place changes as well as those voters affected by the Lee to Franconia District name change. Before the mailings are sent, Mr. Henzel asked to review the notifications.

While staff does track election-related bills, Mr. Spicer clarified that information will be provided to the County lobbyists on the potential impact a bill may have on the voting process. The Office does not, however, “takes a position” on proposed legislation unless it is administrative in nature.

Mr. Spicer explained that each political party determines the method for nominating their candidates. If an open, or direct, primary is chosen, it will be held on Tuesday, June 20, 2023. If both political parties select a primary, each party will have a distinct ballot, and the election results will be reported by party. Voters may vote in only one open primary. The general format of primary election ballots will follow that of the June 2022 primary election with the name of the party at the top of the ballot (sample ballots attached and made a part of this record). Mr. Spicer added that ballot creation in Fairfax County is not outsourced; Mr. Panagakos is responsible for overseeing the production and approval of the ballots.

Offices on the ballot in Fairfax County in November 2023:

Member of the Senate of Virginia (Every district)
Member of the Virginia House of Delegates (Every district)
Commonwealth’s Attorney
Clerk of the Circuit Court
Sheriff
Soil and Water Conservation District (Northern Virginia District)
Chairman of the Board of Supervisors
Member of the Board of Supervisors (Every district)

Member of the School Board (Every district)
Member of the School Board (At Large)

Mr. Udeshi provided the following key dates:

Tuesday, March 7, 2023 (105 days before election) – Deadline for parties to choose an open primary (24.2-516)

Thursday, April 6, 2023 (75 days before election) – Candidates must file with their respective political parties (24.2-522)

Tuesday, April 11, 2023 (70 days before election) – Parties must submit list of official candidates after verifying signatures (24.2-527)

Ms. Hanley added that the Democratic Party will hold open primaries in June. The question remains whether each office eligible for a primary will have more than one candidate file to run for that office.

Mr. Spicer announced that Teresa Maza, the new Financial Specialist, began work on January 9. Yoon Choi-Lee, the new Human Resources (HR) Manager, started on January 23. Three additional positions will also be filled:

- HR Administrative Assistant
- FOIA Coordinator/Candidate Services Manager
- Communications Division Chief, whose responsibilities will include managing web-based content, voter information mailings, and overall communication activity.

Mr. Spicer reported that the FY2024 Office budget included requests for additional funding for critical services. Historically, the Office of Elections has been underfunded with substantial adjustments submitted each year during the third quarter of the fiscal year to continue to provide essential services. Mr. Spicer worked with staff in the Department of Management and Budget (DMB) during the past year to correct the annual budget. Mr. Shapiro commented that a renewed emphasis on the budget makes sense given the dramatic change in election law over the past several years that have placed an increased workload with additional inefficiencies on offices of election. He added that it is appropriate for Mr. Spicer to seek funding for state-issued mandates.

There was no Chairman's, Vice Chairman's, or Secretary's report.

There was no New Business.

Under Public Comments, Ms. Hanley reminded the public that comments are limited to three minutes. The Board may provide the information; however, an answer may be deferred if more research is required.

Mr. Brandon expressed some concern regarding the move of Difficult Run precinct to the U.U. Congregation of Fairfax. He observed that the entrance to the church building is rather narrow. Additionally, it will be a Sully District precinct voting in a Providence District polling place. Ms. Hanley explained that the current polling place for Difficult Run precinct could no longer support voting. In this area of Fairfax County, very few facilities are available that meet the legal requirements for polling places. Co-located precincts from different magisterial

districts generally work well especially when the facility can provide two independent voting rooms to help ensure that voters receive the correct ballot.

Ms. Morrison inquired if the Office was asked for the fiscal impact of HB1947, a bill that would eliminate the permanent voter absentee list, or HB1948, a bill that removes the witness requirement on the absentee ballot envelope and replaces it with the last four digits of the social security number or full date of birth. Mr. Shapiro commented that the Board has not been asked for a position on any legislation. Mr. Henzel remarked that he appreciates that the Office takes no position on these are the types of bills.

Ms. Bayer asked why Oak Marr precinct was being renamed to Oaktree Crossing. Ms. Hanley answered that the voters of Oak Marr precinct used to vote at Oak Marr Rec Center. To provide a larger and more accessible voting room, in March of 2021, the polling place for Oak Marr precinct was moved to Oakton Library. After redistricting, the newly created Island Pond precinct's polling place was established at Oak Marr Rec Center. The Island Pond election team reported that Oak Marr voters were still showing up to vote at Oak Marr Rec Center, so to mitigate confusion, the precinct name "Oak Marr" was retired.

Mr. Spitz asked Mr. Spicer about the plan for additional training for chief and assistant chief election officers on how to handle same-day registrations (SDR) and provisional ballots. Mr. Spicer explained that in future elections, an election officer will be assigned as an SDR specialist. This officer will have completed additional training in voter registration and provisional ballots. Mr. Udeshi added that a focus group was held with election officers who served in the January special election. The group reported that being able to draw on their experience from the November election, they felt more confident handling SDRs in this election. Mr. Udeshi commented that to reduce errors, ELECT is considering a provisional envelope that also includes voter registration information. Additionally, the reason codes for casting a provisional should be updated to reflect current law, e.g., 'no ID provisional' reason code no longer applicable since an affirmation of identity statement can be submitted. Ms. Hanley remarked that the SDR process will improve as election officers gain more experience. Mr. Henzel observed that the challenge election teams face is a result of adding new, complicated requirements to the voting process, and he agreed that training an SDR specialist will provide critical support.

Ms. Hanley moved that the Fairfax County Electoral Board go into Closed Session, pursuant to Virginia Code Section 2.2-3711(A)(8) for the purpose of conducting consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel. The subject matter to be discussed and considered is the application of specific guidance from Virginia state administrative bodies, as applied to Virginia and federal elections laws, concerning certain Electoral Board and General Registrar procedures in administering elections. She also moved that the Board go into Closed Session to discuss specific personnel matters, as permitted by Va. Code § 2.2-3711(A)(1). Without objection, and by a vote of 3-0, the Board entered a Closed Session at 4:33 p.m.

At 6:20 p.m. the Board concluded the Closed Session. Chairman Hanley read the following statement:

“In accordance with *Virginia Code* § 2.2-3712(D), I am asking the Secretary of the Electoral Board to conduct a roll call vote to certify that to the best of each member’s knowledge that (i) only public business matters lawfully exempted from open meeting requirements of the Virginia Freedom of Information Act were conducted in the closed meeting and (ii) only such public business as was identified in the motion for the closed meeting, by which the closed meeting was convened, was heard, discussed or considered in the closed meeting of the Electoral Board. That roll call vote shall be recorded and included in the minutes of the Electoral Board.”

Secretary Henzel then called the roll for the vote on the above statement:

Voting Yes: Chairman Hanley
 Vice Chairman Shapiro
 Secretary Henzel

There being no further business, Mr. Henzel moved to adjourn. The motion carried, and without objection, the meeting was adjourned at 6:22 p.m.

Attachments

Hon. Katherine K. Hanley, Chairman

Jeffrey K. Shapiro, Vice Chairman

Amb. (ret.) Christopher P. Henzel, Secretary



County of Fairfax, Virginia

GENERAL REGISTRAR'S REPORT

DATE: March 15, 2023

TO: Katherine K. Hanley, Chairman of the Fairfax County Electoral Board
Jeffrey K. Shapiro, Vice Chairman of the Fairfax County Electoral Board
Amb. (ret.) Christopher Henzel, Secretary of the Fairfax County Electoral Board

FROM: Eric L. Spicer, General Registrar and Director of the Office of Elections

CC: Beth Dixon Methfessel, Clerk to the Electoral Board
Office of Elections – All staff

SUBJECT: General Registrar's Report for the March 16, 2023, Electoral Board meeting

Voter Registration

Registered Voters	As of March 13, 2023	Change from 1/30
Active registered voters	744,226	-1,698
Inactive registered voters	35,694	-666
TOTAL	779,920	-2,364

Registration Transactions	(1/31 to 3/13)	Year-to-Date (1/1 to 3/13)
DMV online voter registration transactions	18,658	33,941
Web voter registration transactions	951	1,436
Third-party voter transactions	615	736
Other voter registration transactions	9,002	9,562
TOTAL	29,226	45,675

Voter Cancellations	March 2023 (1/31 to 3/13)	Year-to-Date (1/1 to 3/13)
Deceased	298	736
Out-of-state	4,449	4,685
Other	98	6,814
TOTAL	4,845	12,235

Fairfax County Office of Elections

12000 Government Center Parkway, Suite 323, Fairfax, Virginia 22035

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<https://www.fairfaxcounty.gov/elections>

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Confirmation Mailing – Sent by Virginia Department of Elections (ELECT) on February 3

The Virginia Department of Elections (ELECT) has informed us they will initiate two National Change of Address (NCOA) confirmation mailings in 2023. The first was sent to 40,851 Fairfax County voters on February 3, including 3,113 voters who informed the USPS that they moved within Fairfax County and 37,738 voters who moved out of Fairfax County.

As of March 13, we received a total of 18,785 pieces of mail from the confirmation mailing, including 13,800 pieces of returned undeliverable and 4,985 responses from voters that required action. Voters are changed to “Inactive” status if their confirmation mailing is returned undeliverable or they do not respond within 30 days. Due to issues that required ELECT to send a second confirmation mailing to some voters, we have been informed that voters will not be changed to “Inactive” status until March 17.

The following table summarizes the results of this mailing.

Actions Taken as of March 13, 2023	Quantity
Moved within Fairfax County - Address updated on voter list	300
Moved within Virginia – Voter information mailed to other jurisdictions	125
Incomplete or deceased – List of voters’ names sent to Elect	118
Moved out of the state – Voters removed from the voter list	4,442
Undeliverable	13,800
TOTAL	18,785

Polling Place Changes

At a Public Hearing on March 7, 2023, after receiving no public comment, the Board of Supervisors approved the following precinct name changes:

Original name	New name
404 Franconia #1	404 Edison #1
432 Franconia #2	432 Edison #2
732 Oak Marr	732 Oaktree Crossing
924 Spindle #1	924 Spindle
935 Spindle #2	935 Robinson Mill



Polling Place Changes (Continued)

At a Public Hearing on March 7, 2023, after receiving no public comment, the Board of Supervisors approved the following polling place changes that will take effect upon receipt of a Certification of No-Objection from the attorney general:

1. Divide 731 Tysons precinct to create an additional precinct, 738 Jones Branch, which will vote at Providence Committee Meeting Room
2. Move polling places for three precincts:

Precinct	New Polling Place
731 Tysons precinct	The Parc at Tysons
929 Difficult Run	U.U. Congregation of Fairfax Church
935 Spindle #2	Bull Run Elementary School

District Name Change

On February 25, we mailed notices to all voters impacted by the Lee to Franconia Supervisor District name change, informing them that supervisor district boundaries remain the same and that only the name has changed.

Notices to Voters for Polling Place Changes and District Name Change

We will send notices to the voters affected by the polling location or supervisor district name changes at least 15 days before the June Primary Election as required by § 24.2-306 of the Code of Virginia.

Legislation

The following election-related bills were approved by the legislature, and are awaiting the Governor’s signature:

Voter Registration Notice

HB 1683 requires notice of the last day of voter registration be posted on the locality’s official website. It also modifies the requirement to publish such notice in a general circulation newspaper in the locality to account for the availability of such a publication.

Absentee by Mail Voting

HB 1948 replaces the witness signature for absentee ballots with a requirement that the voter provide the last four digits of their social security number and their full date of birth. It also allows a voter to provide their assigned voter registration unique identifier in place of the last four digits of their social security number.



Legislation (Continued)

Recounts

HB 2324 directs the State Board of Elections to provide instructions for recounts in elections for an office to which more than one candidate can be elected. It also states that such instructions specify which candidates are required to be named in or served a copy of the recount petition.

Local Office Elections

HB 2443 applies to local office elections in a locality with a population of no more than 4,000 people. It provides for alternative certifications in the event an un-qualified candidate is elected by write-in votes.

General Registrar

HB 2471 amends the procedures for removing a general registrar by providing that the circuit court may cause such removal upon a petition signed by a majority of the State Board of Elections or the local Electoral Board. It also provides for the assignment of counsel to any local electoral board member or general registrar subject to a removal petition.

Special Elections

SB 944 requires the writ of election to fill a vacancy in the General Assembly to be issued within 30 days of the vacancy or receipt of notification of the vacancy, whichever comes first. It also requires that if the vacancy occurs between December 10 and March 1, the special election must be held no more than 30 days from the date of such vacancy.

June 2023 Primary Election

The Democratic Party has called for a primary for all districts and precincts in Fairfax County. At a minimum there will be one county-wide primary because two candidates have filed paperwork for the office of Commonwealth's Attorney.

The Republican Party has called for a primary in the 33rd Senate of Virginia District; the 14th, 17th, 18th, and 19th House of Delegates Districts; and the Springfield Supervisor District, encompassing a total of 100 precincts in Fairfax County. We will conduct a Republican Party primary in any of these districts with two or more candidates for an office.

Political parties have an April 11 deadline to certify their candidates with the Virginia Department of Elections. We will finalize ballots and establish our resource allocation for election officers, voting equipment, and ballots when we have this information.



Voting Equipment and Poll Pad Replacement Project

We are planning for the replacement of the county's voting equipment, which is nine years old and near the end of its useful life. This will include precinct ballot tabulators, ADA-compliant ballot marking machines, mail ballot tabulators, and related software and peripheral equipment. This project will also include the purchase of electronic voter check-in devices to replace the Poll Pads which are being leased through early 2025.

We secured part of the funding for this project in October 2022 as part of the budget carryover and we requested the second tranche of funding as part of the county's third quarter funding process. We will request the third tranche of funding during the carryover process in October 2023, which we expect to complete funding for the project.

We are required to purchase voting equipment that has been certified by ELECT. We will conduct a thorough review process both for the voting equipment and for the electronic check-in devices. This review process will begin with public demonstrations tentatively scheduled for July 27-28. A diverse group of individuals will be invited, including Electoral Board members, political party representatives, members of the Board of Supervisors, chief and assistant chief election officers, the Fairfax County Disability Rights and Resources Center, the Fairfax County branch of the NAACP, representatives of Asian and Korean languages groups, representatives from the county's budget office, DIT, DPMM, the County Attorney's Office, and other interested parties.

My staff and I will work closely with the Electoral Board to independently choose voting equipment and electronic check-in devices that best suit our requirements without influence or involvement from organizations outside the county. We expect to make a final decision by December 2023. At that time, we will begin working with county staff on the required contracts and purchasing processes associated with the new equipment. We expect to accept and test the new voting equipment and electronic check-in devices in early 2025 prior to the June primary election.

Third Party Ballot Mailing and Printing

Prior to July 2023, we will solicit proposals from third party ballot mailing and printing companies including K&H Integrated Print Solutions, Fort Orange Press, and PrintElect. Our goal is to ensure that we have the vendor that provides the service that best serves our absentee ballot operations and voters.

Office Personnel

In February, Pat Ferguson was promoted to the position of FOIA Coordinator/Candidate Services Manager and Carmen Frisbee joined the Department as our new HR Administrative Assistant.



Office Personnel (Continued)

We are in the process of filling two other positions:

- Election Manager
- Communications Division Chief

FOIA

Between January 1 and March 13, we received a total of 14 VFOIA Requests and 1 NVRA (National Voter Registration Act) Request.





PURPOSE: This form is intended to provide notification of the death of a Commonwealth of Virginia registered voter. Upon review by the general registrar of the locality in which the voter is registered in, the general registrar will **cancel** the voter's registration. This form may only be completed by a specified relative, a personal representative of the deceased voter's estate, or a general registrar or deputy registrar who personally knows the voter to be deceased.

INSTRUCTIONS

Complete this form as thoroughly as possible. Sign the form and then submit it to the general registrar's office of the locality in which the deceased voter was registered prior to death. The form may be submitted in person, mailed, or faxed. Contact information for local general registrar's offices can be found on ELECT's website here: [Voter Registration Office Lookup](#)

Deceased Voter Information				
Last Name (Please print)	First Name	Middle Name	Suffix	
Date of Birth <small>(MM/DD/YYYY)</small>	Date of Death <small>(MM/DD/YYYY)</small>	Gender	Last 4 of SSN (if known)	Voter Registration # (if known)
Voter Registration Address				
Number and Street name		City	State	Zip Code

Person Providing Information			
Last Name (Please print)	First Name	Middle Name	Suffix
Residential Address		Relationship to voter: (Required, please check one) Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Grandparent <input type="checkbox"/> Great-Grandparent <input type="checkbox"/> Grandchild <input type="checkbox"/> Great-Grandchild <input type="checkbox"/> Sibling <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Representative of Estate <input type="checkbox"/> General Registrar or Deputy Registrar <input type="checkbox"/>	
Number and Street Name			
City	State		
Signature			
X _____ Signature (Required)			_____ Date Signed

WARNING: Intentionally making a materially false statement on this form constitutes the crime of election fraud, 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.

This form must be retained for four (4) years after cancellation in compliance with the LVA [GS-01](#) records retention schedule