



OFFICE OF ELECTIONS

2100 Clarendon Boulevard, Suite 320 Arlington, VA 22201  
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## 10 Ways to Assure Your Mailed Absentee Ballot Will Count

1. Verify you are registered to vote at your current residence address before the registration deadline for the election. For most elections, the registration deadline is 22 days before the election date. Call 703.228.3456 or visit [vote.virginia.gov](http://vote.virginia.gov) to check your registration status.
2. Submit an Absentee Ballot Application well in advance of the election, if possible. If you know you will be absent or unable to go to the polls, try to submit your absentee application at least two months before the election. The deadline for applications is one week before the election, but that doesn't leave much time for you to get your ballot, vote it, and return it in time, so we recommend you apply as soon as possible.
3. Apply for your ballot. Most voters should use the Virginia Absentee Ballot Application. If you are in the armed forces or a citizen residing overseas, you should use the Federal Post Card Application. When you apply online at [vote.virginia.gov](http://vote.virginia.gov), the system automatically completes the correct application for you.
4. As soon as you receive your ballot package, open it and review the contents carefully. Read the voting instructions before you unseal your ballot.
5. In the presence of a witness, open the sealed "Ballot Within" envelope. Anyone can serve as your witness.
6. Mark your ballot, review your selections carefully, and then fold and seal it in the "Marked Ballot" envelope enclosed with your ballot package.
7. In the presence of a witness, complete the section printed on the "Marked Ballot" envelope. Be sure both you and your witness sign and date the envelope where indicated.
8. Enclose the "Marked Ballot" envelope in the pre-printed return envelope enclosed.
9. Attach first-class postage to the envelope (or return it via commercial courier, such as FedEx, UPS, or DHL).
10. Return your ballot in plenty of time for the Office of Elections to receive it by no later than 7 p.m. on Election Day. The Post Office recommends you mail it 7-10 days before Election Day. Don't wait until the last minute!