

VIRGINIA

The Federal Post Card Application (FPCA) is the primary form for requesting registration and/or an absentee ballot from your local election official. **Read all instructions printed below and on the FPCA before completing and signing your application.**

FEDERAL POST CARD APPLICATION

SAMPLE FORM

REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)			
APPLICATION FOR STATE OF _____		COUNTY OF _____	
		CITY OR TOWNSHIP OF _____ §	
I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE.			
1. APPLICANT INFORMATION (See instruction 1.)		6. POLITICAL PARTY AFFILIATION (This information is required by most states to send you a ballot for primary elections. See instructions.)	
a. TYPED OR PRINTED NAME (Last, First, Middle Initial)		b. SEX c. RACE	
d. DATE OF BIRTH		f. OTHER IDENTIFICATION NO. (passport, ID card)	
e. SOCIAL SECURITY NUMBER		7. REMARKS (Provide additional information which will assist local election officials in determining your eligibility to register and vote. See instructions.)	
2. I LAST VOTED or PLACE OF LAST REGISTRATION (Do not leave this section blank. See instructions.)			
a. YEAR b. COUNTY, CITY, OR TOWNSHIP		c. STATE d. VOTER REGISTRATION NO. (if known)	
3. VOTING RESIDENCE (For military, legal residence. For overseas civilians, last residence in U.S. IF USING RURAL ROUTE, SEE INSTRUCTIONS.)			a. LAST DAY OF RESIDENCY
b. NUMBER AND STREET (do not use Post Office Box)			M M D D Y Y
c. CITY, TOWN OR VILLAGE		d. STATE	
e. COUNTY OR PARISH		f. ZIP CODE (9-digit, if known)	
4. MAIL ABSENTEE BALLOT TO: (Mailing address where you want the ballot to be sent.)			
e. I am a U.S. Citizen, eligible to vote in the above jurisdiction, and subscribe to any required state/local oath or statement.			
f. I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated.			
g. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S.			
h. The information on this form is true and complete.			
5. YOUR FAX NUMBER (If this application is faxed, include all international prefixes. See Instructions.)		i. SIGNATURE OF APPLICANT	
		j. DATE	
		M M D D Y Y	
		9. WITNESS/NOTARY ADDRESS AND SIGNATURE (If required by state law)	
		DATE SIGNED	
		M M D D Y Y	

The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law.

Application Instructions

Circled letters on the form above correspond to the instructions below. You must complete all shaded areas.

- A** Your Social Security number is required. If you do not have a Social Security number, Virginia shall assign a number that will serve to identify you for voting purposes.
- B** Military members, merchant marine members, and their spouses and dependents must provide the service identification number of the member. Overseas electors and/or their spouses and dependents must provide an identification number or name and address of employer. (See H. below).
- C** All voters must complete. Write "None" if not applicable. If previously registered in Virginia, your voter registration number is your Social Security number.
- D** Enter last day of residency at your Virginia voting residence address only if that home is no longer available to you.
- E** Provide the complete street address of your Virginia voting residence. A post office box is not sufficient. If your address includes a rural route number, describe its location in Item 7. For example: "on Highway _____, 2 miles past Highway _____, across the street from the _____ gas station." This address must be different from the one provided in Item 4 and must be within the county or city where you claim legal voting residence.
- F** Print the complete address where you want your ballot sent - usually your current mailing address. It must be different from the address you provided in Item 3.

- G** If you do not list a party affiliation, you cannot vote in primary elections. You must indicate your political party affiliation when applying for a primary ballot (Example: Democrat, Republican) or write "none" in Item 6 of the FPCA. Primaries are held only if requested by the political party and then only if at least two candidates file for the office. Political party affiliation is not required if only requesting ballots for general elections. If you are currently registered and want to change your political party affiliation or you have previously declined to indicate a political party affiliation and you now want to vote in a primary election, you must submit a completed FPCA which includes your new political party affiliation to the General Registrar not later than 29 days before the election.
- H** Uniformed Service members, merchant marine members, and their spouses and dependents must provide the branch of service, and grade or rank of the military member. Citizens residing overseas for reason of employment and their accompanying spouse/dependents must provide the name and address of the employer. Please include an e-mail address here, if available, in case there are any questions about your application.
- I** Check ONE box.
- J** You must sign and date the FPCA. When signing, you are swearing or affirming that the information is true and correct. No notary or witness required except when a voter is unable to sign the application due to a physical disability or inability to read or write.

I. UNIFORMED SERVICES

A. Who Can Do It

These procedures apply to persons who are U.S. citizens, residents of Virginia and members of the Uniformed Services and their family members. Uniformed Services are defined as the U.S. Armed Forces, merchant marine, commissioned corps of the Public Health Service and the National Oceanic and Atmospheric Administration.

B. Registering and Requesting an Absentee Ballot

You should send an FPCA to your General Registrar early every year and whenever you change your mailing address (see Chapter 2).

To register permanently and request an absentee ballot, send a completed FPCA to the General Registrar so that it arrives as early as possible before the election and not later than 5 days before the election.

If you are already registered and only wish to request an absentee ballot, send a completed FPCA to the General Registrar so that it arrives as early as possible, but not earlier than 12 months before the election and not later than 5 days before the election.

C. Casting Your Vote

Ballot Return Deadline: Voted ballot must arrive by the close of polls on election day.

Local election officials mail absentee ballots approximately 45 days before an election.

Voted ballots may be returned by mail or by a commercial delivery service by the voter, but may not be delivered by a personal courier service or another individual who is not the voter.

If you are outside the U.S. and have not received your state ballot in a timely manner, use the **Federal Write-In Absentee Ballot**. See instructions below and in Chapter 2, page 12.

D. Notary/Witness Requirements

FPCA: No notary or witness required except when a voter is unable to sign the application due to a physical disability or inability to read or write.

Ballot Return Envelope: The oath on the envelope must be witnessed.

E. Electronic Transmission of FPCAs and Ballots

- Virginia allows you to send the FPCA for registration and absentee ballot by fax. After faxing, submit the FPCA by mail.
- Virginia does not allow you to receive the blank ballot by fax.
- Virginia does not allow you to return the voted ballot by fax.
- Ballots for some elections may be available for transmission by e-mail. To request that your ballot be sent to you by e-mail, if available, include your e-mail address on the FPCA. After receiving your e-mail ballot, you must print and return the voted ballot and oath by mail or a commercial delivery service. Refer to <http://www.sbe.state.va.us> for more information.

Please refer to Appendix C for specific instructions when transmitting election materials electronically. Use the following numbers:

DSN 223-5527
(703) 693-5527
1-800-368-8683

Additional international toll-free fax numbers are listed on the inside back cover.

F. Early Absentee Ballot

Virginia provides an early absentee ballot for the elections for governor, lieutenant governor or attorney general only. You are eligible to use this ballot if you are overseas and you will not be able to vote and return a regular absentee ballot within the time provided for regular absentee ballots.

Use the FPCA to request this early absentee ballot. In Item 7 of the FPCA, place one of the state special write-in labels from Section III.G. If no labels are available, write in Item 7: "I am unable to vote in any other manner due to overseas military service or due to living in an isolated or extremely remote overseas area. I request an early voting absentee ballot."

The early absentee ballot must be requested not later than 90 days before the election.

G. Federal Write-In Absentee Ballot

Virginia has expanded the use of the Federal Write-In Absentee Ballot (FWAB), SF 186. The instructions described in Chapter 2 of this Guide remain the same, except that Virginia also allows the FWAB to be used by any of the persons listed in Section A. above, whether voting from inside or outside the U.S. Virginia also allows

Notify Your Local Election Official About Your Current Mailing Address

the FWAB to be used in primary, general or special elections for Federal offices.

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

II. CIVILIANS OUTSIDE U.S.

A. Who Can Do It

These procedures apply to persons who are U.S. citizens and residents of Virginia, or overseas citizens. The term “overseas citizen” means a U.S. citizen who resides outside the U.S. and (except for living outside the U.S.) would be qualified to vote in Virginia.

- residents of Virginia temporarily living outside the U.S. who still have a Virginia place of abode available to them (for local, state and Federal office ballots)
- residents of Virginia living outside the U.S. by virtue of employment and their spouses and dependents living with them who were registered to vote immediately preceding the move overseas, who moved after July 1, 1999 and who no longer have a Virginia place of abode (for local, state and Federal office ballots)
- all other citizens whose last residence before moving overseas was Virginia (for Federal office ballots only)

B. Registering and Requesting an Absentee Ballot

You should send an FPCA to your General Registrar early every year and whenever you change your mailing address (see Chapter 2).

You may register permanently and request an absentee ballot if you are a Virginia resident residing temporarily outside the U.S. and you maintain your Virginia place of abode by sending a completed FPCA to the General Registrar as early as possible before the election and not later than 29 days before the election.

If you are already registered and only wish to request an absentee ballot, send a completed FPCA to the General Registrar so that it arrives as early as possible, but not earlier than 12 months before the election and not later than 5 days before the election.

Residents of Virginia living outside the U.S. by virtue of employment and their spouses and dependents living with them who were registered to vote immediately preceding the move overseas and who moved overseas on or after July 1, 1999 and other Virginians overseas who no longer have a Virginia place of abode may be registered temporarily. **To register temporarily and request an absentee ballot**, send a completed FPCA to the General Registrar so that it arrives

not earlier than 6 months or not later than 29 days before the election. You must submit a separate FPCA for each election in a calendar year.

C. Casting Your Vote

Ballot Return Deadline: Voted ballot must arrive by the close of polls on election day.

Local election officials mail absentee ballots approximately 45 days before an election.

Voted ballots may be returned by mail or by a commercial delivery service by the voter, but may not be delivered by a personal courier service or another individual who is not the voter.

If you have not received your state ballot in a timely manner, use the **Federal Write-In Absentee Ballot**. See instructions below and in Chapter 2, page 12.

D. Notary/Witness Requirements

FPCA: No notary or witness required except when a voter is unable to sign the application due to a physical disability or inability to read or write.

Ballot Return Envelope: The oath on the envelope must be witnessed.

E. Electronic Transmission of FPCAs and Ballots

- Virginia allows you to send the FPCA for registration and absentee ballot or the Virginia application for temporary registration by fax. After faxing, submit the FPCA or Virginia application by mail.
- Virginia does not allow you to receive the blank ballot by fax.
- Virginia does not allow you to return the voted ballot by fax.
- Ballots for some elections may be available for transmission by e-mail. To request that your ballot be sent to you by e-mail, if available, include your e-mail address on the FPCA. After receiving your e-mail ballot, you must print and return the voted ballot and oath by mail or a commercial delivery service. Refer to <http://www.sbe.state.va.us> for more information.

Please refer to Appendix C for specific instructions when transmitting election materials electronically. **Use the following numbers:**

DSN 223-5527
(703) 693-5527
1-800-368-8683

Additional international toll-free fax numbers are listed on the inside back cover.

F. Early Absentee Ballot

Virginia provides an early absentee ballot for the elections for governor, lieutenant governor or attorney general to any person voting from overseas who believes that he or she will not be able to vote and return a regular absentee ballot by normal mail delivery within the period provided for regular absentee ballots.

Use the FPCA to request this early absentee ballot. In Item 7 of the FPCA, place one of the state special write-in labels from Section III.G. If no labels are available, write in Item 7: “I am unable to vote in any other manner due to overseas military service or due to living in an isolated or extremely remote overseas area. I request an early voting absentee ballot.”

The early absentee ballot must be requested not later than 90 days before the election.

G. Federal Write-In Absentee Ballot

Virginia has expanded the use of the Federal Write-In Absentee Ballot (FWAB), SF 186. The instructions described in Chapter 2 of this Guide remain the same, except that Virginia also allows the FWAB to be used by any of the persons listed in Section A above, whether voting from inside or outside the U.S. Virginia also allows the FWAB to be used in primary, general or special elections for Federal offices.

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

III. UNIFORMED SERVICES & CIVILIANS OUTSIDE U.S.

A. Late Registration

The following persons, if otherwise qualified to register, may register in person up to and including the date of an election: (1) active duty military, and their spouses and dependents, who are discharged within 60 days of election day; (2) persons who are normally absent from their county or city of residence or who return to reside there during the 28 days preceding the election who are (i) active duty military, (ii) members of the merchant marine, (iii) persons who reside temporarily outside the U.S. by virtue of their employment, and (iv) spouses or dependents of (i), (ii), and (iii) who reside with them.

B. Bars to Registration and Voting

Persons convicted of a felony or declared mentally incapacitated by a court may not register or vote unless their rights have been restored.

C. Cancellation of Registration

Temporary registration for overseas citizens is canceled following each election.

D. Action on Registration Requests

Registration applications must be complete. Failure to complete all requests may result in denial of your application.

E. Action Upon Denial of Registration or Absentee Ballot Request

Upon denial of your voter registration application or absentee ballot request, Virginia shall provide you with the reason(s) for the rejection. Persons denied registration may appeal to the circuit court. A form for petitioning the court is provided on the reverse side of the denial. Consult a legal assistance officer or civilian counsel.

F. Where to Send It

Mail the FPCA to the [General Registrar](#), county or city of voting residence, as listed below:

County	Address	Zip Code
Accomack	PO Box 97, Accomack	23301-0097
Albemarle	536 Pantops Center, Charlottesville	22911-4596
Allegheny	212 N. Monroe Ave., Covington	24426-1410
Amelia	PO Box 481, Amelia	23002-0481
Amherst	PO Box 550, Amherst	24521-0550
Appomattox	PO Box 8, Appomattox	24522-0235
Arlington	2100 Clarendon Blvd, Ste 320, Arlington	22201-5400
Augusta	PO Box 590, Verona	24482-0590
Bath	PO Box 157, Warm Springs	24484-0157
Bedford	122 E. Main St., Bedford	24523-2000
Bland	PO Box 535, Bland	24315-0535
Botetourt	PO Box 62, Fincastle	24090-0062
Brunswick	100 Tobacco St., Lawrenceville	23868-1823
Buchanan	PO Box 975, Grundy	24614-0975
Buckingham	PO Box 222, Buckingham	23921-0222
Campbell	PO Box 103, Rustburg	24588-0103
Caroline	PO Box 617, Bowling Green	22427-0617
Carroll	605-3 Pine St. Rm B110, Hillsville	24343-1404
Charles City	PO Box 146, Charles City	23030-0146
Charlotte	PO Box 118, Charlotte Courthouse	23923-0118
Chesterfield	PO Box 1690, Chesterfield	23832-1690
Clarke	PO Box 555, Berryville	22611-0555
Craig	PO Box 8, New Castle	24127-0008
Culpeper	131 W. Davis St., Culpeper	22701-3017
Cumberland	PO Box 8, Cumberland	23040-0008
Dickenson	PO Box 1306, Clintwood	24228-1306
Dinwiddie	PO Box 365, Dinwiddie	23841-0365
Essex	PO Box 1561, Tappahannock	22560-1561
Fairfax	12000 Govt Center Pkwy, #323, Fairfax	22035-0081
Fauquier	32 Waterloo St., #207, Warrenton	20186-3238
Floyd	100 E. Main St. Box 9, Floyd	24091-2101
Fluvanna	PO Box 44, Palmyra	22963-0044
Franklin	70 E. Court St., #302, Rocky Mount	24151-1720
Frederick	107 N. Kent St. Suite 102, Winchester	22601-5000
Giles	120 N. Main St. Suite 3, Pearisburg	24134-1625
Gloucester	PO Box 208, Gloucester	23061-0208
Goochland	PO Box 1013, Goochland	23063-1013
Grayson	PO Box 449, Independence	24348-0449
Greene	PO Box 341, Stanardsville	22973-0341
Greensville	PO Box 1092, Emporia	23847-1092
Halifax	PO Box 400, Halifax	24558-0400
Hanover	PO Box 419, Hanover	23069-0419
Henrico	PO Box 27032, Richmond	23273-7032
Henry	PO Box 7, Collinsville	24078-0007
Highland	PO Box 386, Monterey	24465-0386
Isle of Wight	PO Box 77, Isle of Wight	23397-0077
James City	PO Box 3567, Williamsburg	23187-3567

County	Address	Zip Code
King and Queen	PO Box 56, King and Queen C.H.	23085-0056
King George	PO Box 1359, King George	22485-1359
King William	PO Box 173, King William	23086-0173
Lancaster	PO Box 159, Lancaster	22503-0159
Lee	PO Box 363, Jonesville	24263-0363
Loudoun	26-C Fairfax St. SE, Leesburg	20175-3621
Louisa	PO Box 220, Louisa	23093-0220
Lunenburg	11441 Courthouse Rd., Lunenburg	23952-9999
Madison	PO Box 267, Madison	22727-0267
Mathews	PO Box 328, Mathews	23109-0328
Mecklenburg	PO Box 436, Boydton	23917-0436
Middlesex	PO Box 358, Saluda	23149-0358
Montgomery	755 Roanoke St, Ste 1F, Christiansburg	24073-3175
Nelson	PO Box 292, Lovingston	22949-0292
New Kent	PO Box 128, New Kent	23124-0128
Northampton	PO Box 510, Eastville	23347-0510
Northumberland	PO Box 84, Heathsville	22473-0084
Nottoway	PO Box 24, Nottoway	23955-0024
Orange	146 Madison Rd., Suite 204, Orange	22960-1449
Page	117 S. Court St., Luray	22835-1289
Patrick	PO Box 635, Stuart	24171-0635
Pittsylvania	PO Box 1136, Chatham	24531-1136
Powhatan	3834-G Old Buckingham Rd., Powhatan	23139-7051
Prince Edward	Box J, Farmville	23901-0269
Prince George	PO Box 34, Prince George	23875-0034
Prince William	9252 Lee Ave., Manassas	20110-5557
Pulaski	52 W. Main St., Rm 300, Pulaski	24301-5045
Rappahannock	PO Box 236, Washington	22747-0236
Richmond	PO Box 1000, Warsaw	22572-1000
Roanoke	PO Box 20884, Roanoke	24018-0089
Rockbridge	1 E. Washington St., Lexington	24450-2528
Rockingham	PO Box 1252, Harrisonburg	22803-1252
Russell	PO Box 383, Lebanon	24266-0383
Scott	PO Box 1892, Gate City	24251-4892
Shenandoah	600 N. Main St., Suite 103, Woodstock	22664-1855
Smyth	121 Bagley Circle, Suite 108, Marion	24354-0067
Southampton	PO Box 666, Courtland	23837-0666
Spotsylvania	PO Box 133, Spotsylvania	22553-0133
Stafford	PO Box 301, Stafford	22555-0301
Surry	PO Box 264, Surry	23883-0264
Sussex	PO Box 1302, Sussex	23884-0302
Tazewell	PO Box 201, Tazewell	24651-0201
Warren	220 N Commerce Av #700, Front Royal	22630-3372
Washington	25552 Lee Hwy, Suite 1, Abingdon	24211-7466
Westmoreland	PO Box 354, Montross	22520-0354
Wise	PO Box 309, Wise	24293-0309
Wythe	245 S. Fourth St., Suite 101, Wytheville	24382-2598
York	PO Box 451, Yorktown	23690-0451

Independent		
Cities	Address	Zip Code
Alexandria	132 N. Royal St., Suite 100, Alexandria	22314-3283
Bedford	PO Box 807, Bedford	24523-0807
Bristol	300 Lee St., Bristol	24201-4327
Buena Vista	2039 Sycamore Ave., Buena Vista	24416-3133
Charlottesville	PO Box 911, Charlottesville	22902-0911
Chesapeake	PO Box 15225, Chesapeake	23328-0225
Clifton Forge**		
Colonial Heights	PO Box 3401, Colonial Heights	23834-9001
Covington	1011-A N. Rockbridge Ave., Covington	24426-1534
Danville	515 Main St., Danville	24541-1317
Emporia	PO Box 1092, Emporia	23847-1092
Fairfax	10455 Armstrong St., Fairfax	22030-3627

Independent		
Cities	Address	Zip Code
Falls Church	300 Park Ave., Rm 101, Falls Church	22046-3332
Franklin	PO Box 42, Franklin	23851-0042
Fredericksburg	PO Box 7447, Fredricksburg	22404-7447
Galax	PO Box 1045, Galax	24333-1045
Hampton	101 Kings Way, Hampton	23669-3500
Harrisonburg	PO Box 20031, Harrisonburg	22801-3638
Hopewell	309 N. 2nd Ave., Hopewell	23860-2704
Lexington	PO Box 922, Lexington	24450-0922
Lynchburg	3236 Odd Fellow Rd., Lynchburg	24501-0060
Manassas	9025 Center St., Manassas	20110-5403
Manassas Park	1 Park Center Court, Manassas Park	20111-2395
Martinsville	PO Box 1323, Martinsville	24114-1323
Newport News	2400 Washington Ave., Newport News	23607-4305
Norfolk	PO Box 1531, Norfolk	23501-1531
Norton	PO Box 225, Norton	24273-0225
Petersburg	PO Box 1031, Petersburg	23804-1031
Poquoson	500 City Hall Ave. Rm 139, Poquoson	23662-1996
Portsmouth	801 Crawford Sr. 1st floor, Portsmouth	23704-3822
Radford	106 Arlington Ave., Suite A, Radford	24141-1540
Richmond	PO Box 61037, Richmond	23261-1037
Roanoke	PO Box 1095, Roanoke	24005-1095
Salem	PO Box 203, Salem	24153-0203
Staunton	PO Box 58, Staunton	24402-0058
Suffolk	PO Box 1966, Suffolk	23439-1966
Virginia Beach	PO Box 6247, Virginia Beach	23456-0247
Waynesboro	PO Box 1028, Waynesboro	22980-0748
Williamsburg	PO Box 3538, Williamsburg	23187-3538
Winchester	15 North Cameron St., Winchester	22601-4764

**Note: The City of Clifton Forge has reverted to town status and become part of Allegheny County. Voters with residency in Clifton Forge should send their applications to the Allegheny County registrar.

The Best Decisions Are Made When Everyone Votes!

by Judith A. Brown, Civilian, Loudoun County, Virginia

