



## Voting By Mail

Voters have the option to cast their ballot by mail in Virginia, including signing up to receive a mail ballot for every election. This document provides an overview of how this process works.

### APPLICATION

Voters complete an application to receive a ballot by mail. They can opt for one election or all elections, and select a primary preference if they so choose.

### REVIEW/ENTRY

Staff verifies the application is complete and enters the information in the state voter database.

### DATA PREP

Staff prepares data from voters that have requested a mail ballot and send it to our vendor.



### BALLOTS MAILED

Starting 45 days prior to the election, ballots, envelopes, and any notices are custom printed and mailed to each PWC voter that requested a mail ballot.

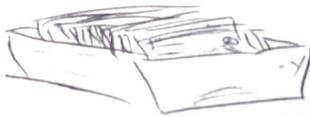


### DELIVERED

Ballots arrive at voters' homes and they can return them by mail or in person up until Election Day. Voters can track their ballot online.

### VOTING OPTIONS

Voters can return their mail ballot or still opt to vote in person instead.



### INTAKE

Ballots arrive at our office where they are date stamped, entered into the state voter database, and checked 3 times for accurate information provided by the voter. Tamper-evident seals are applied to make sure the ballot remains secret.

### ELECTION OFFICER REVIEW

In the final step, a bipartisan team of election officers review the envelope, check in the voter on a pollbook to make sure they have not moved or voted in person, and separate the ballot from the envelope. Any issues not already identified during intake go to Curing.

### BALLOT CURING

Ballots with missing or invalid information are documented and the voter is contacted to allow them to correct the issue. Curing may require the voter to correct information, complete an affidavit, or a new ballot may be sent to the voter.



### BALLOTS ARE COUNTED



Ballots are scanned with a high-speed scanner to make sure each ballot is counted. The batch total must match the scan total. Totals are not tabulated until after the polls close on Election Day. Hand counts are performed by officers for any unscannable ballots. Results are reported on election night and certified after ALL ballots are counted.