



SBE - 15 FILING INSTRUCTIONS

Please read through all instructions before completing the form.

1. OVERVIEW

This document details the associated information/documentation needed when filing the SBE-15 with the VERIS help-desk at verishelp@elections.virginia.gov.

For each check-box highlighted in section 3 ensure the required information is entered either in the description box or on attached documentation. Please ensure all this information is supplied to allow for timely processing of your request.

2. REQUIRED INFORMATION

In section 1, input the effective date and then attach any relevant ordinances or minutes when you submit the form.

In section 2, complete the locality information.

In section 3, check any relevant boxes. For each box checked ensure that the required information is either entered in section 4, or on attached documentation. Please ensure that all information is supplied to allow for timely processing of your request.

a) Polling Place:

i. New Polling Place

- Address of all affected facilities
- Facility Type
- Facility Name
- Electrical Company Information
- ADA Compliance

ii. Relocated

- New Addresses of all affected facilities
- Facility Type
- Facility Name
- Electrical Company Information
- ADA Compliance

iii. Correction

- Itemize information needed for the correction (e.g. name change of building)

b) Precinct:i. New Precinct

- Precinct name and code district association (Congressional, State Senate, House, and Town)
- Detail Town or Super district information as applicable
- Description of what is happening to cause the new precinct to be formed. Detail clearly if the precinct is split over multiple districts
- Supply GIS information as needed

ii. Remove Precinct

- Precinct name and code affected
- Description of reason for removal of precinct

c) District/ Election Office:i. New District

- Detail new district information
- Full description of the changes required

ii. Remove District

- Detail district to be removed
- Full description of the changes required

iii. New Office

- Name of office
- Full description of changes required
- Expiration date if a Special Office
- Include district information, if applicable. Include :
 - a) Term
 - b) Date of next election
 - c) Date of primary if applicable
 - d) Number of seats
 - e) Number of signatures if petition eligible
 - f) Ballot order
 - g) Ballot description
 - h) Any special instructions from the ordinance regarding office setup

iv. Remove Election Office

- Name of office to be removed
- Description of changes required

d) Registrar Office:

i. New Registrar Office

- Address of new office
- Description of reason for change

ii. Relocated Office

- Address of old office
- Relocation address

e) Other

i. Town Election Changed to November

- Copy of ordinance
- Description of reason for change

3. SUBMISSION

The completed form should now be sent to the VERIS help-desk at verishelp@elections.virginia.gov or faxed to (804) 371-0194. Please do not enter any of this information into VERIS until this forms information is approved by the Virginia Department of Elections.



Submit all documents along with this form to verishelp@elections.virginia.gov or fax to (804) 371-0194. Please refer to the *instructions* to assure the form and detailed description is completed correctly. Do not enter any information into VERIS until this form has been approved by the Virginia Department of Elections. *Not following the instructions will delay your request.*

1

Attach ordinance or minutes with this form.

Effective Date | M | M | / | D | D | / | Y | Y | Y | Y

LOCALITY INFORMATION

2

Locality Name _____

Contact Person _____

Email _____ Telephone | | | | - | | | - | | | | |

REASON FOR SUBMITTING FORM

3

a) Polling Place

- New Polling Place
- Relocated
- Correction

b) Precinct

- New Precinct
- Remove Precinct

c) District / Election Office

- New District
- Remove District
- New Election Office
- Remove Election Office

d) Registrar Office

- New Registrar Office
- Relocated

e) Other

- Town Election Changed to November

DESCRIPTION

4

Please provide a detailed description of the request. *If submitting for polling place or registrar office reasons please include address details of all affected locations.*