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| **LOC CODE** |  | **LOCALITY NAME (REQUIRED)** |
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|  **County or City Polling Place Required To Be Moved** |

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| --- | --- | --- |
| **PCT CODE** |  | NAME OF POLLING PLACE REQUIRED TO BE RELOCATED |
|  |  |  |  |  |   |

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| --- |
| **ADDRESS OF POLLING PLACE REQUIRED TO BE RELOCATED****AREA CODE AND FAX NUMBER** |
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| --- |
| **CITY/ZIP OF POLLING PLACE REQUIRED TO BE RELOCATED****AREA CODE AND FAX NUMBER** |
|  |
|  **County or City Polling Place Relocation Information - See page 2 (required)** |

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|  **\*Permanent Relocation**  **\*Temporary Relocation – End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_**  **Voter cards will be printed Mailing Labels will be printed** |

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| NAME TO WHICH POLLING PLACE IS TO BE MOVED (information must not exceed over 40 characters including spaces) |
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| **POLLING PLACE ADDRESS** **AREA CODE AND FAX NUMBER** |
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| --- |
| **POLLING PLACE CITY/ZIP** **AREA CODE AND FAX NUMBER** |
|  |

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| --- |
| **LOCAL USE ONLY**  |
| **DATE ENTERED IN VERIS: / /** | **BAIL Y ENTERED BY:** |
| **VOTER CARDS OR MAILING LABELS SORT SEQUENCE:** **ALPHABETICAL BY VOTERS LAST NAME** **ZIP CODE**  |
| **COMMENTS:** |
| **DEPARTMENT OF ELECTIONS USE ONLY**  |
| **DATE RECEIVED: / /** **ORDINANCE OR MINUTES RECEIVED:**  **Yes**  **No**  |
| **APPROVED** **DISAPPROVED COMMISSIONER OF ELECTIONS/DEPUTY SIGNATURE:** |
| **COMMENTS:** |

**Emergency Polling Place Relocation Approval Request Form—page 2 of 2**

**Description of Emergency Circumstances that Make Polling Place “Unusable” or Inaccessible”: Va. Code § 24.2-304(D): “’**emergency’ means a rare and unforeseen combination of circumstances, or the resulting state, that calls for immediate action.”

*E.g*., Polling place is burned out, flooded or the access road to the polling place is washed out and the alternative access, if any, is too far using normal means of transportation to make it reasonable for voters to use the alternative route.

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**NOTICE CONTENTS**

Name of old precinct and name and address of its old polling place; and

Reason for moving the polling place: and

The precise location (name and address) of new polling place; and

The phone number of the General Registrar’s office with a statement that any voter may call the Registrar for clarification.

**CANDIDATES—Describe Method of Notice to all Candidates on Ballot in Precinct. Va. Code § 24.2-310(D) requires individual notice.**

 Emailed. \_\_\_ Date

 Mailed. \_\_\_ Date

 Telephoned.\_\_\_ Date

 Given to the chairman of the respective parties\_\_\_ Date

 Other (describe with date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VOTERS—Describe Method of Notice to all Voters in Precinct. Va. Code § 24.2-306(B) requires individually mailed notice 15 days before election if possible.**

 Individual Mailed Notice to Voters: New Votercard \_\_\_\_\_\_ Date

 Labels \_\_\_\_\_\_ Date

 Correspondence \_\_\_\_\_\_ Date

 Posted at each polling place being moved to a new location; and

 Made to each officer of election;

Given to the chairman of the respective parties; and

Given to the public through all available news media, radio and TV, if possible. Identify news media \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_