



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Official ELECT Advisory

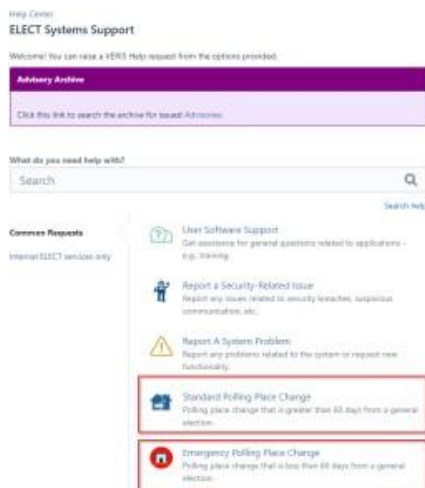
DATE: July 23, 2021

SUBJECT: Polling Place Relocation Submissions: New JIRA Process

WHY THIS IS NEEDED: Localities may now submit non-emergency polling place or office changes directly through JIRA **without** completing the paper SBE-15 Polling Place Relocation form.

HOW THIS AFFECTS YOU: The new JIRA process streamlines polling place or office change submissions by allowing you to submit any relocation request directly through the ELECT Systems Support ticket portal. This new process also ensures any temporary changes automatically revert back to their original location by the temporary location's end date.

ACTION ITEMS: Select a Standard Polling Place Change or Emergency Polling Place Change request through the Systems Support ticket portal to initiate the process.



This will bring up an online form which details all the necessary information and documentation required to process the request. All required documents can be attached directly to the form. To ensure all preclearance requirements are met, the form cannot be submitted until all the appropriate fields are completed.

You will receive a confirmation email once your request is submitted and your liaison will contact you if there are any issues.

CONTACT: For technical matters:

Submit questions via JIRA ticket to the System Support Team

For all other matters:

Regions 1 & 3 (Tidewater & North Central) Zakia Williams:
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ADVISORY NUMBER:

 **CAB-608** - Polling Place Relocation Submissions: New JIRA
Process **CLOSED**