

Specifications for: Envelope 5 for unused/rejected ballots Rev. 10/15

Must be printed in accordance with the following specifications and conditions:

PAPER: 20# brown kraft envelope

SIZE: 12 x 15.5"

STYLE: Reinforced seams with gummed end flap – no clasp.

INK: Black

PRINT: One side. Vendor must print from top edge of envelope, centering text across 15" flap edge of envelope.

ARTWORK: Artwork is attached.

LOGO: No manufacturer's logo is to be printed on forms.

PACKAGING: Boxed in multiples of 250 or less and labeled:
Envelope 5

5

- ABSENTEE BALLOTS RETURNED UNUSED**
[EACH IN ITS RETURN ENVELOPE AND UNOPENED ENVELOPE A]
- REJECTED ABSENTEE BALLOTS**
[EACH IN ITS RETURN ENVELOPE AND UNOPENED ENVELOPE B]
- EMPTY ABSENTEE BALLOT ENVELOPES**
- EMPTY ABSENTEE RETURN ENVELOPES**
- EMPTY USED OUTSIDE POLLS ENVELOPES**

NOTE: COUNTED ABSENTEE BALLOTS GO IN ENVELOPE 3

Election Date: _____

City OR
County OR Town: _____

Precinct: _____

District: _____
ENTER ONLY IF PRECINCT IS SPLIT BY CONGRESSIONAL, STATE SENATE OR HOUSE DISTRICT

INSTRUCTIONS TO OFFICERS OF ELECTION:

- SEAL THIS ENVELOPE WITH LABEL
- **Two OFFICERS MUST** SIGN AND DATE LABEL

TO: CLERK OF THE CIRCUIT COURT

OPEN THIS ENVELOPE ONLY . . .

- ON ORDER OF A COURT
- WITH AUTHORIZATION OF THE STATE BOARD OF ELECTIONS - § 24.2-669, CODE OF VIRGINIA

RETENTION . . .

- FEDERAL ELECTIONS = TWO (2) YEARS
- ALL OTHER ELECTIONS = ONE (1) YEAR

DISPOSITION

DESTROY