

# VIRGINIA VOTERS' ELECTION DAY COMPLAINT FORM

## How to file a Complaint Using the Voter Grievance process

If you feel your voting rights have been violated or that you may have witnessed an election law being broken, contact the State Board of Elections at 1-800-552-9745, or via email at [info@sbe.virginia.gov](mailto:info@sbe.virginia.gov).

First, review the "Voters' Rights and Responsibilities" poster in the polling place or on our web site ([www.sbe.virginia.gov](http://www.sbe.virginia.gov)). Make sure you meet the requirements that allow you to vote. If you do not understand the requirements, ask an election official to explain them to you.

If you feel you met all the requirements but were still not allowed to vote, ask an election official to contact the Voter Registrar's office about your case ***before you leave the polling place***. The Voter Registrar will investigate your case and may be able to resolve the problem immediately.

If you are still not satisfied with the outcome, call the State Board of Elections at 1-800-552-9745 as soon as possible, ***preferably before the polls close***. The sooner the State Board knows about your problem, the more likely you will get a satisfactory answer on Election Day.

If you still believe your voting rights may have been violated or may be violated in the near future, you may file a formal complaint with the State Board of Elections. Inside are instructions on how to file a complaint, time lines and the route your complaint will follow.

**NOTE: You have 10 days from the date of the incident to file a complaint.**

### **How to file a complaint:**

1. Fill out the Complaint Form (also available at [www.sbe.virginia.gov](http://www.sbe.virginia.gov)). Provide as much information as possible so we can fully understand the nature of the problem.
2. Have the Complaint Form notarized.
3. Mail the signed and notarized form to:

Deputy Secretary  
Virginia State Board of Elections  
1100 Bank Street, 1<sup>st</sup> Floor  
Richmond, VA 23219

### **The State Board will review and address your complaint using the following process:**

#### **First Level of Resolution: The Deputy Secretary of the State Board of Elections**

The Deputy Secretary has 15 days from the receipt of your complaint to:

- To determine if the complaint is valid and resolve it.
- If the complaint is not valid, the Deputy Secretary will list the reasons for this decision and inform you in writing of your right to use the Alternative Dispute Resolution Process (ADR).
- If there are several similar complaints then the Deputy Secretary may determine that the complaints can be resolved with a policy change. In this case, you will receive written notice of the steps taken to resolve the issue.

If you are unsatisfied with the Deputy Secretary's decision, you have 10 days from the date of the decision to appeal and use the second level (ADR.)

#### **Second Level of Resolution: Alternative Dispute Resolution (ADR)**

The ADR specialist has 30 days to resolve your issue. The ADR specialist will contact you to set up a meeting. At this meeting, the ADR specialist will assist the people in dispute to come up with a solution. If this recommendation does not satisfy everyone involved, you have 10 days to request a hearing before the full State Board of Elections.

#### **Third Level of Resolution: Hearing before the State Board of Elections**

If a Board meeting is not scheduled within 30 days, SBE will request additional time to hear the case. If you refuse the additional time request, the State Board of Elections will hold a special meeting to hear your complaint.

*The Help America Vote Act of 2002, requires that all grievances submitted to the State Board of Elections be resolved within 90 days. As a result, the timelines listed above must be followed exactly or you risk losing your right to have your complaint resolved.*

*At the hearing, you will have the opportunity to present your case before the Board. The Board will then determine, by majority vote, if there is a violation of any provision of the voting rights outlined above.*

The Board has the final say on all complaints filed. All complaints settled before the Board will be explained in full detail on State Board of Elections' website and in the Board minutes.

# VIRGINIA VOTERS' ELECTION DAY COMPLAINT FORM

Ask an Election Official to help you if you need assistance completing this form.  
Please write legibly.

Your Name (last, first, middle)		Today's Date	
Your Address (Number and Street)		City	State Zip Code
Your Daytime telephone number		Email address (optional)	
Polling Place Name			
Polling Place Address (Number and Street)		City	State Zip Code
Name of Election Official or Volunteer if known			
Date of Incident			
Describe Your Complaint			
Your Signature			
Notary's Signature		Date	
Notary's Commission Expiration Date			

## OFFICE USE ONLY

Complaint Number:
Date Received:
Date Sent to ADR Specialist:
Hearing Date:
Date Closed:

**VIRGINIA VOTERS' ELECTION DAY COMPLAINT FORM**

---

**How to File a Complaint  
Using the Voter Grievance Process**

---

MAIL COMPLETED FORM TO:  
DEPUTY SECRETARY  
STATE BOARD OF ELECTIONS  
COMMONWEALTH OF VIRGINIA  
1100 BANK STREET, 1<sup>st</sup> Floor  
RICHMOND, VIRGINIA 23219-3497