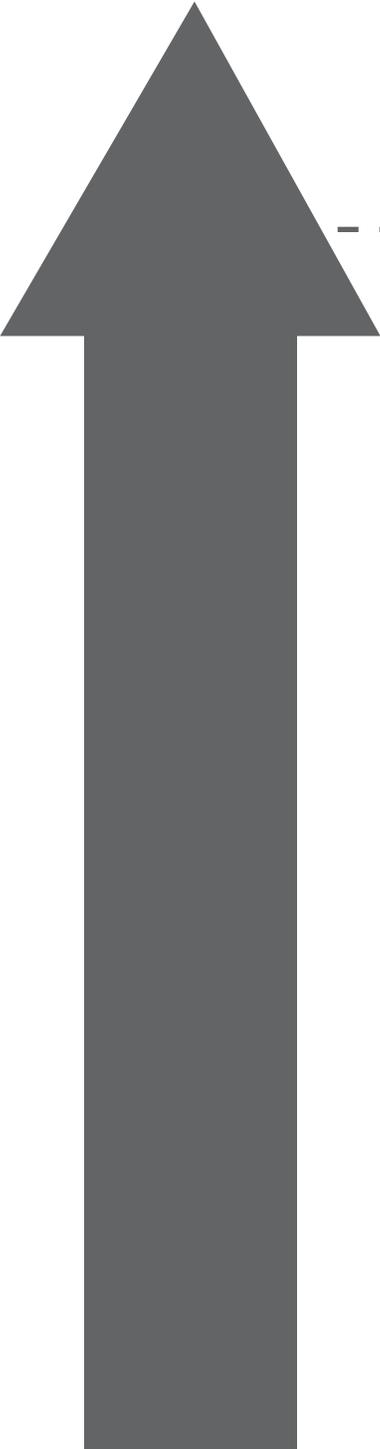


# VIRGINIA CIVIL RIGHTS RESTORATION GUIDE

2013



# HOW TO USE THIS GUIDE

Dear Reader,

This guide should help you learn about, and apply for, the civil rights restoration process in Virginia. It is intended to be a free self-help resource, which contains all of the information and forms that you might need.

However, as civil rights restoration is a legal process, it can be complicated. There are many experienced volunteers – community members and legal professionals – who can provide FREE local assistance. Please visit Advancement Project's website or call our organization for a trusted contact.

We would also like to hear what you think about this guide. Please tell us what you found helpful, what could be more helpful, or ideas that you have for the next version of our guide.

If you would like hard-copies of this guide for your community group or event, please call us to place a free order. If you would like a digital version of our guide, please visit our website.

Taking steps to restore your rights is courageous. We understand that you have been through a lot, and we want to support you in this effort.

Sincerely,

Advancement Project Rights Restoration Team

**Advancement Project**

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# TABLE OF CONTENTS

Ten Facts about Civil Rights Restoration That You Should Know . . . . .	4
Virginia Disenfranchisement in Numbers . . . . .	5
<b>AUTOMATIC OR APPLICATION?</b>	
“Non-violent” v. “Violent” (Five-Year) Convictions . . . . .	6
How To Get Information About Your Conviction . . . . .	7
<b>AM I ELIGIBLE?</b>	
Eligibility Checklist . . . . .	8
Eligibility Date Worksheet . . . . .	9
Other States’ Laws . . . . .	10
<b>AUTOMATIC RESTORATION FAQs . . . . .</b>	
<b>AUTOMATIC RESTORATION CONTACT PAGE . . . . .</b>	
<b>FIVE YEAR APPLICATION</b>	
Five Year Application Steps . . . . .	16
Five Year Application . . . . .	17
Letter to the Governor FAQs & Template . . . . .	27
Letter of Reference FAQs & Template . . . . .	28
How To Get Your Application Notarized . . . . .	29
<b>OTHER NECESSARY INFORMATION TO APPLY</b>	
State Circuit Court List . . . . .	30
State Certified Sentencing Order & Proof of Payment Request Letter . . . . .	39
Federal Certified Sentencing Order & Proof of Payment Request Instructions . . . . .	41
Federal District Court List . . . . .	42
Federal District Certified Sentencing Order Request Letter . . . . .	45
State District Probation & Parole Office List . . . . .	47
State Probation/Parole Discharge & Pre-Sentence Report Request Letter . . . . .	53
<b>ONCE YOUR RIGHTS ARE RESTORED</b>	
Voter Registration Application . . . . .	55
Becoming a Notary . . . . .	59
Volunteer to Help Others . . . . .	60
<b>THINGS THAT YOU MAY NEED TO BECOME ELIGIBLE</b>	
Paying Off Court Costs . . . . .	61
Getting Photo ID & VA Birth Certificate . . . . .	62
Name & Gender Correction for VA ID & Birth Certificate . . . . .	66
<b>MY RIGHTS RESTORATION FILE . . . . .</b>	

# 10 FACTS

## ABOUT VIRGINIA CIVIL RIGHTS RESTORATION

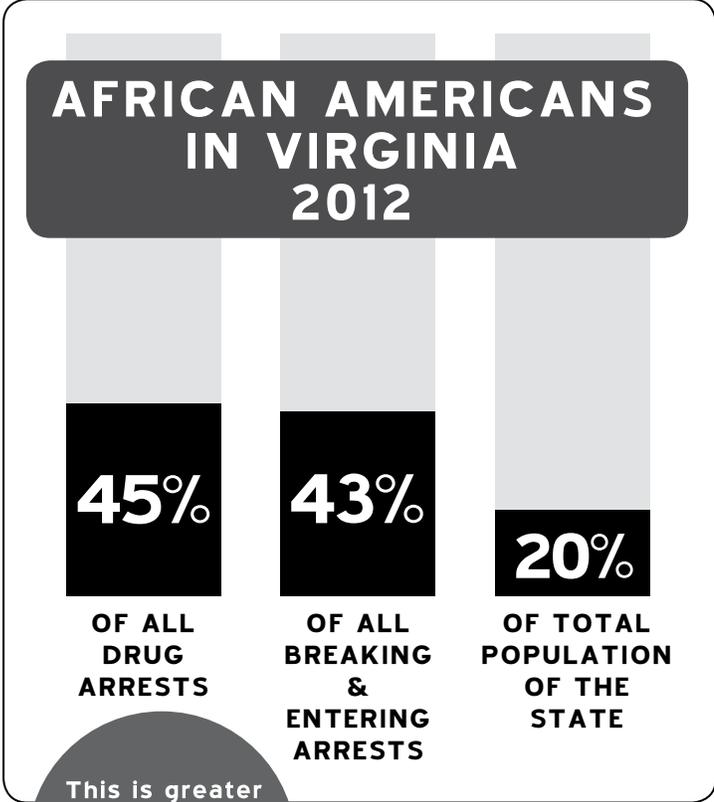
## THAT YOU SHOULD KNOW

- 1 Once you are convicted of a felony, **four *civil rights* are taken away**: right to vote, right to hold public office, right to serve as a juror, and right to serve as a notary public.
- 2 Virginia's law disenfranchises over **372,000 people** who have completed their prison time, and another 100,000 who remain incarcerated.
- 3 People with felony convictions may either register for **automatic restoration** ("non-violent convictions") or complete an application ("violent convictions"). The current approval rate is **80%** for five year applications.
- 4 The current approval rate is **80%** for five year applications.
- 5 **Virginia is still among the most restrictive rights restoration states.** It no longer has lifetime disenfranchisement for everyone, as in Kentucky, Florida, and Iowa. However, dozens of other states have automatic restoration for all after the completion of incarceration, probation or parole.
- 6 **For people with "violent" convictions, an applicant must meet ten requirements** just to be *eligible* to apply for rights restoration.
- 7 Before a person with a violent conviction can apply, there is a **five-year waiting period after finishing her/his sentence** (including release from prison, discharge from probation and payment of all court-ordered costs).
- 8 It takes the current Governor between **two to three months** to review an application, depending on the speed of record transfer between government agencies.
- 9 The Governor may use her/his **executive powers** to change the rights restoration process or the General Assembly may **amend the constitution**. Virginia's disenfranchisement and rights restoration laws are in the state constitution, and have remained about the same since **1851**.
- 10 **The Virginia General Assembly has voted down a rights restoration constitutional amendment for the past 13 legislative sessions.** History was made in the 2012 when a constitutional amendment bill passed the Senate (only to fail in the House of Delegates).

# VIRGINIA DISENFRANCHISEMENT IN NUMBERS

**1200  
CRIMES**  
ARE CLASSIFIED AS  
**FELONIES**  
IN VIRGINIA

Among the  
disenfranchised,  
more than  
**372,000**  
people are not  
incarcerated  
in Virginia.



This is greater  
than the voting  
age population of  
Wyoming.

Before May  
2013, the  
estimated  
percentage  
of people  
who had  
their rights  
restored  
throughout  
Virginia  
history:  
**2.77%**

**MORE THAN  
450,000**  
PEOPLE HAVE HAD THEIR CIVIL  
RIGHTS TAKEN AWAY.

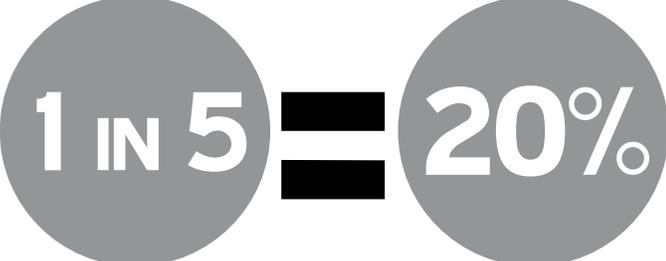
**NEARLY 7%**

**#** of the voting age  
population is  
disenfranchised.

**VIRGINIA  
3RD  
HIGHEST**

in the country for  
African American  
disenfranchisement

Virginia is TIED at  
**2nd**  
(with Kentucky)  
for the highest  
disenfranchisement  
rate in the nation.



African Americans  
is barred from  
voting due to a  
felony conviction

of the African  
American population  
is disenfranchised

# “NON-VIOLENT” V. “VIOLENT” CONVICTIONS

**Automatic restoration** is available to eligible people with “non-violent” convictions. If you have been convicted of a felony classified as “non-violent, then you must register with the Secretary of the Commonwealth. An **application** is required for eligible people with “violent” convictions. If you have ever been convicted of a felony that is classified as “violent,” then you must fill-out an application.

If you have a “non-violent” conviction, please move on to the “Eligibility Checklist” on **page 8**.

If you have a “violent” conviction, please go to “How To Get Information About Your Conviction” on **page 7**.

“What my experience has been so far with civil rights restoration is the empowerment it gives me personally...My life is recognized...My hard work is recognized.”

Mike Edwards, Galax, VA  
Rights Restored in 2010

“NON-VIOLENT” CRIMES	“VIOLENT” CRIMES
<ul style="list-style-type: none"> <li>• Bank Fraud</li> <li>• Breaking &amp; Entering under VA Code 18.2-92: Sentencing Commission Code BUR2219-F6 (Unless committed with a deadly weapon)</li> <li>• Credit Card Theft/Credit Card Fraud/Credit Card Forgery</li> <li>• Driving Under the Influence or Driving While Intoxicated, 3rd or Subsequent Offense</li> <li>• Drug Possession (must not be Drug Possession with the Intent to Distribute)</li> <li>• Embezzlement</li> <li>• False Statement on Firearm Transaction Record</li> <li>• Felonious Shoplifting/ Concealment/Price Altering</li> <li>• Felony Eluding Police</li> <li>• Forgery</li> <li>• Grand Larceny</li> <li>• Habitual Offender</li> <li>• Identity Theft</li> <li>• Issuing Bad Checks/Worthless Checks</li> <li>• Mail Theft/Mail Fraud</li> <li>• Obtain Money by False Pretenses</li> <li>• Perjury</li> <li>• Petit Larceny, 3rd or Subsequent Offense</li> <li>• Possession of Burglarious Tools</li> <li>• Prescription Fraud/Obtain Drugs by Fraud</li> <li>• Statutory Burglary under VA Code 18.2-91; Sentencing Commission Code BUR2213-F9 or BUR2216-F9 (Unless committed with a deadly weapon)</li> <li>• Unlawful Possession of a Concealed Weapon</li> <li>• Uttering</li> <li>• Welfare Fraud</li> </ul>	<ul style="list-style-type: none"> <li>• Breaking and Entering with Intent to commit a Felony/Larceny (with or without a deadly weapon)</li> <li>• Breaking and Entering with Intent to Commit Rape, Murder, Robbery, or Arson</li> <li>• Breaking and Entering Dwelling House with Intent to Commit other Misdemeanor (when committed with a deadly weapon)</li> <li>• Drug Possession with the Intent to Distribute</li> <li>• Drug Distribution</li> <li>• Drug Manufacturing</li> <li>• Robbery</li> <li>• Malicious/Unlawful Wounding</li> <li>• Felonious Assault</li> <li>• Maiming</li> <li>• Murder</li> <li>• Manslaughter – Involuntary or Voluntary</li> <li>• Production, publication, sale, financing, etc., of child pornography</li> <li>• Shooting into an Occupied Vehicle or Building</li> <li>• Arson of an Occupied Vehicle or Building</li> <li>• Hit &amp; Run/Leaving the Scene of an Accident with Injury</li> <li>• Election Fraud</li> <li>• Rape</li> <li>• Forcible Sodomy/Sodomy of a Minor</li> <li>• Carnal Knowledge of a Minor</li> <li>• Carnal Knowledge of an Inmate by Correctional or Law Enforcement Officer</li> <li>• Breaking and Entering with Intent to Commit Rape or Assault</li> <li>• Accommodation Sale of a Controlled Substance</li> <li>• Child Abuse/Neglect</li> <li>• Statutory Burglary with Intent to Commit Murder, Rape, Robbery or Arson</li> <li>• Statutory Burglary under VA Code 18.2-91 (when committed with a deadly weapon)</li> </ul>

# HOW TO GET INFORMATION ABOUT YOUR CONVICTION

## YOU NEED THESE DETAILS IF YOU MUST FILL-OUT AN APPLICATION FOR A “VIOLENT” FELONY CONVICTION:

- Legal names of which crimes you were convicted.
- The date that you were released from prison (if necessary).
- The date that you were discharged from probation (if necessary).
- The date that you paid all of your court-costs (if necessary).

## THERE ARE 3 WAYS TO LEARN YOUR CONVICTION INFORMATION:

- Supreme Court of Virginia website.
- Court sentencing order.
- State police background check.

### SUPREME COURT OF VIRGINIA WEBSITE

**STEP 1:** Go to the Circuit Court name search database: <http://wasdmz2.courts.state.va.us/CJISWeb/circuit.html>

**STEP 2:** Choose the city or county of conviction.

**STEP 3:** Enter the last name, then first name (names at the time of conviction).

**STEP 4:** Select the correct individual.

### SENTENCING ORDERS

*Note: You will need a certified sentencing order for each felony conviction (if you must fill-out a five year application).*

Go to “State Certified Sentencing Order & Proof of Payment Request Letter” on **page 39** or “Federal District Certified Sentencing Order Request Letter” on **page 45** for more information.

### STATE POLICE BACKGROUND CHECK

The Virginia State Police maintain criminal histories for every person in Virginia. If you are unsure of how many, or which convictions you have on your record, we recommend that you request a background check.

**STEP 1:** Print out SP-167: <http://www.vsp.state.va.us/downloads/SP167.pdf>

**STEP 2:** Choose “Other,” and write “Civil Rights Restoration” under the Purpose of the Request.

**STEP 3:** Fill-out “Name Information to be Searched” section.

**STEP 4:** Fill-out “Name and Mailing Address” section.

**STEP 5:** Choose either “Criminal History Search” or “Criminal History & Sex Offender Search” under “Fees for Service.”

**STEP 6:** Choose and enclose “Method of Payment.”

**STEP 7:** Find a notary (see **page 29**), sign “Affidavit for Release” in the notary’s presence, and have form notarized.

**STEP 8:** Send request. A report should be sent to you within 14 days.  
Contact Advancement Project if you experience delays.

# ELIGIBILITY CHECKLIST

---

## 1 HAVE YOU BEEN CONVICTED OF A FELONY?

If **YES**, go to Question 2.

If **NO**, then your civil rights have not been taken away.

Please register to vote at your local registrar's office.

*Note: A felony is a criminal offense considered "serious" under state or federal law. A conviction means that you either pled guilty or were found guilty by a judge or jury.*

## 2 DO YOU HAVE A VIRGINIA FELONY CONVICTION?

If **YES**, go to Question 3.

If **NO**, then you may not have to restore your rights.

Please check the law of the state of your conviction on **page 10**.

## 3 ARE YOU UNDER ANY CORRECTIONAL SUPERVISION (INCLUDING PRISON, PROBATION AND PAROLE)?

If **NO**, go to Question 4.

If **YES**, then you are ineligible for rights restoration at this time. You must complete your full sentence.

*Note: Correctional supervision also includes any court orders, such as rehabilitation, anger management classes, community service, etc. If you are no longer under supervised probation (e.g. good behavior, unsupervised probation, etc.) then you have completed your sentence for this process.*

## 4 HAVE YOU PAID ALL FINES, FEES, AND RESTITUTION ASSOCIATED WITH YOUR FELONY CONVICTIONS?

If **YES**, go to Question 5.

If **NO**, then you are ineligible for rights restoration at this time. You must pay all of your felony associated costs.

Please check "Paying Off Court Costs" on **page 61**.

## 5 DO YOU HAVE A "NON-VIOLENT" FELONY?

If **YES**, you are eligible for automatic rights restoration, if you do not have any pending felony charges. You may stop here. Please check the Automatic Restoration FAQs.

If **NO**, go to Question 6.

## 6 HAS IT BEEN FIVE (5) YEARS SINCE YOU COMPLETED YOUR SENTENCE (QUESTIONS 3 & 4)?

If **YES**, go to Question 7.

If **NO**, then you are ineligible for rights restoration at this time. You must complete the five year waiting period from the date of sentence completion. Please check the Eligibility Date Worksheet on **page 9**.

## 7 HAVE YOU BEEN CONVICTED OF A DWI IN THE LAST FIVE (5) YEARS?

If **NO**, go to Question 8.

If **YES**, then you are ineligible for rights restoration at this time. You must complete the five year waiting period from your DWI conviction. Please check the Eligibility Date Worksheet on **page 9**.

## 8 DO YOU HAVE ANY MISDEMEANOR CONVICTIONS WITHIN THE LAST FIVE YEARS?

If **NO**, go to Question 9.

If **YES**, then you are ineligible for rights restoration at this time. Your five year waiting period restarts from the date of your misdemeanor conviction. Please check the Eligibility Date Worksheet on **page 9**.

## 9 DO YOU HAVE ANY PENDING MISDEMEANOR OR FELONY CHARGES?

If **NO**, go to Question 10.

If **YES**, then you are ineligible for rights restoration at this time. You will become eligible if your charges do not result in a conviction.

## 10 HAVE YOU SUBMITTED AN APPLICATION, AND BEEN DENIED IN THE LAST YEAR?

If **NO**, then you are eligible to apply.

If **YES**, then you must wait a full year before re-applying.

*Note: A denial means that the Governor reviewed and rejected your application. You should have received a denial letter from the Secretary of the Commonwealth.*

# ELIGIBILITY DATE WORKSHEET

**THIS WORKSHEET IS ONLY FOR PEOPLE WITH "VIOLENT" CONVICTIONS WHO MUST COMPLETE THE APPLICATION.**

*When are you eligible to apply for rights restoration?*

1. What date did you complete <i>all the conditions of your sentence</i> for your most recent felony conviction?	<p style="text-align: center;">_____</p> <p style="text-align: center;"><b>Completion Date</b></p>
2. What is your eligibility date so far?	<p style="text-align: center;">_____ + 5 years</p> <p style="text-align: center;"><b>Question 1</b></p> <p style="text-align: center;">=</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><b>Eligibility Date</b></p>
3. Have you been convicted of a misdemeanor after your most recent felony conviction?	<p style="text-align: center;"><b>Yes      or      No</b></p> <p style="text-align: center;"><b>If NO, then you can STOP. #2 is your eligibility date.</b></p> <p style="text-align: center;"><b>If YES, go to Question 4a.</b></p>
4a. What was the date of your most recent misdemeanor conviction?	<p style="text-align: center;">_____</p> <p style="text-align: center;"><b>Conviction Date</b></p>
4b. What is your misdemeanor eligibility date?	<p style="text-align: center;">_____ + 5 years</p> <p style="text-align: center;"><b>Question 4a</b></p> <p style="text-align: center;">=</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><b>Misdemeanor Eligibility Date</b></p>
5. Have you been convicted of a DWI?	<p style="text-align: center;"><b>Yes      or      No</b></p> <p style="text-align: center;"><b>If NO, you can STOP. #4b is your eligibility date.</b></p> <p style="text-align: center;"><b>If YES, go to Question 6a.</b></p>
6a. What is your DWI eligibility date?	<p style="text-align: center;">_____</p> <p style="text-align: center;"><b>Conviction Date</b></p>
6b. Add <b>five years</b> to your date of conviction?	<p style="text-align: center;">_____ + 5 years</p> <p style="text-align: center;"><b>Question 6a</b></p> <p style="text-align: center;">=</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><b>DWI Date</b></p>
7. Which is the LATER date? The later date is your final eligibility date.	<p style="text-align: center;">_____</p> <p style="text-align: center;"><b>Question 4b (Misdemeanor Date)</b></p> <p style="text-align: center;">OR</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><b>Question 6b (DWI Date)</b></p> <p style="text-align: center;"><b>The later date is your eligibility date.</b></p>

# OTHER STATES' LAWS

If you were convicted of a felony outside of Virginia, you **may not need** to restore your rights.

## **If you only have out-of-state convictions, and you move to Virginia:**

Have your civil rights been automatically restored in the state of your conviction?

Check below for the state of your conviction.

If your rights were restored **BEFORE** moving to Virginia, then you may register to vote in Virginia. *Note: You must disclose your conviction on your voter registration application.* For states with automatic rights restoration, the date when you completed your sentence is the date your rights were restored.

**Example:** You were convicted in West Virginia for a felony and were sentenced to two years probation. You finish your probation, and two months later move to Virginia. West Virginia automatically restores your rights once you have completed your entire sentence. Because your rights have been restored *before* you move to Virginia, you may register to vote in Virginia.

**If your rights were NOT restored before moving to Virginia, then you must complete the Virginia rights restoration process.**

**Example:** You were convicted in Georgia for a felony, and were sentenced to three years probation. You move to Virginia during your second year on probation. Because your rights have not been restored in Georgia, you still do not have your civil rights back. You must complete the Virginia rights restoration process.

## **If a person with a Virginia felony conviction moves out-of-state:**

Most states apply their own law to new residents, so most people will be able to register to vote in their new states.

Register to vote in your new state, but disclose that you have a felony conviction in Virginia.

### **States In Which Your Rights are Automatically Restored Once You're Released from Prison**

**District of Columbia** - D.C. Code §1-1001.02(2) (2012).

**Pennsylvania** - Nixon v. Dep't of Pub. Welfare, 789 A.2d 376 (2001).

### **States In Which Your Rights Are Automatically Restored Once You've Completed Your Entire Sentence**

**Maryland** - Md. Election Law Code Ann. § 3-102 (2012).

**West Virginia** - W. Va. Code §3-1-3 (2012).

**Georgia** - O.C.G.A. § 21-2-216(b) (2011).

For information from other states, contact Advancement Project at (202) 728-9557.

# FREQUENTLY ASKED QUESTIONS

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## ABOUT VIRGINIA'S NEW AUTOMATIC RESTORATION RULES

### **Am I eligible?**

You are eligible if you have:

- 1) a **Virginia felony conviction** (state or federal),
- 2) **completed your entire sentence**, including supervised probation, community service, and the payment of costs related to your felony conviction (note that good behavior and unsupervised probation means that you have completed your sentence for this process), and
- 3) were convicted of an **non-violent crime** based on the Secretary of the Commonwealth's list.

### **What do I need to do?**

**If you completed your sentence after May 2013:** There is nothing that you need to do. The Secretary of the Commonwealth will process your rights restoration as soon as possible.

**If you have previously applied and are now eligible:** There is nothing that you need to do. The Secretary of the Commonwealth is currently processing your rights restoration. About 1500 applications were pending, and as of July 15, the Secretary's office has processed about a third. You should receive a rights restoration notification letter in the near future. Please contact Advancement Project if you encounter problems.

**If you are no longer under correctional supervision, and have not applied to this administration:** You must register with the Secretary of the Commonwealth. Downloadable registration forms are available at <http://www.commonwealth.virginia.gov/JudicialSystem/Clemency/restoration.cfm>. **Online registration is at <https://solutions.virginia.gov/RestorationOfRights>.** To speed up the process, you may provide a certified sentencing order from your court of conviction, and proof of payment of fees, fines or restitution. Providing these documents is optional and NOT required.

### **How long will this take?**

**Uncertain.** The Secretary of the Commonwealth believes that they can handle between 15,000 – 16,000 requests with its current staff. The goal is to restore rights to as many people as possible leading up to the October 15 voter registration deadline.

### **What if my conviction does not qualify as “non-violent?”**

**You still may be eligible for the application (formerly known as “violent”) process.** There are, however, more eligibility requirements, including a five year waiting period from the date that you completed your sentence. To check your eligibility, use Advancement Project's Eligibility Checklist. Or contact (202) 728-9557 to leave a message for our Virginia attorney.

### **How many people will this impact?**

**The Commonwealth predicts that 100,000 people might be eligible for automatic restoration.** The challenge is having people come forward to register with the Commonwealth to have their rights restored. The Governor plans to restore rights to approximately 10,000-15,000 more people before his term ends in early January 2014.

### **Where can I get more assistance?**

You may contact Advancement Project at (202) 728-9557.





Office of the Secretary of the Commonwealth  
Non-Violent Restoration of Civil Rights Contact Form

Legal Name: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Name When Convicted: \_\_\_\_\_

Social Security Number: - - - - - Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number (if available): \_\_\_\_\_ Email (if available) \_\_\_\_\_

Please indicate the court in which you were convicted (circle all that apply):

Virginia Circuit Court Military Court\*\* Out-of-State\*\* Federal Court District if known \_\_\_\_\_

\*\*If you were convicted in Military/Out-of-State Court you must attach copies of the sentencing order or equivalent & proof of payment of all court ordered costs, fines and /or restitution associated with your felony convictions\*\*

**I meet the following criteria and am eligible for non-violent automatic restoration of civil rights:**

\_\_\_\_\_ Have been convicted of a non-violent felony in a Virginia court, or in a U.S. District Court, military court or a court of another state or territory

\_\_\_\_\_ Have completed serving the prison sentence and been released from probation or parole; and

\_\_\_\_\_ Have paid all court costs, fines to the Commonwealth and restitution to the victims, satisfied all court-ordered conditions, and have no pending felony charges.

**\*\*SEE REVERSE SIDE\*\***

**Persons who have been convicted of any violent offense, any drug manufacturing or distribution offense, any crime involving children, or any election law offense must fill out an application. Call 1-855-575-9177 or go online to [www.commonwealth.virginia.gov/ror](http://www.commonwealth.virginia.gov/ror) to get the appropriate form.**

The civil rights restored through this process include the rights to:

- Register to vote
- Hold public office
- Serve on a jury
- Serve as a notary public

The restoration of rights does not restore the right to possess a firearm. You must petition the appropriate circuit court pursuant to Va. Code §18.2-308.2. This is not a pardon nor does it expunge a criminal conviction, which can only be done by petitioning a circuit court pursuant to Va. Code §§19.2-392.1 and 19.2-392.2.

Non-violent offenders residing outside the Commonwealth of Virginia must include a certified copy of their Criminal Record from the state in which they reside.

The Secretary of the Commonwealth will request a copy of your criminal record. If you were convicted in a Virginia Circuit or Federal Court and have a copy of your sentencing order(s) and proof of payment of court ordered costs, fines and /or restitution associated with your felony conviction(s), please mail them in with this form. It will expedite the processing of your request. Otherwise, the Secretary of the Commonwealth will request this information from the appropriate Court.

**If you have any questions about automatic non-violent felon restoration, please visit [www.commonwealth.virginia.gov/ror](http://www.commonwealth.virginia.gov/ror) or call 1-855-575-9177.**

**Please complete the top portion of this form and return via mail to:  
Office of the Secretary of the Commonwealth  
Restoration of Rights Division  
P.O. Box 2454  
Richmond, VA 23218**



# **FIVE YEAR APPLICATION**

# FIVE YEAR APPLICATION STEPS

---

"I had to turn my life around because I had kids. . . I didn't want them to grow up the way I did. . . I wanted to be able to see other people and show them . . . that I changed my life, got my rights back, that I made my life complete."

Myrtle Jones, Centreville, VA  
Rights Restored in 2012

- STEP 1:** Complete the 'Personal Information' section of the Application (**guide page 17**).
- STEP 2:** Complete the 'Conviction Information' section of the Application (**guide page 17**).
- STEP 3:** Complete the 'Affidavit' of the Application, and have it notarized (**guide page 18**).
- STEP 4:** Complete the Letter of Petition within the Application (**guide page 19**).
- STEP 5:** Write your own Letter to the Governor.
- STEP 6:** Identify three people (not related to you and without felony convictions) to write letters of reference.
- STEP 7:** Have Reference 1 complete the Letter of Reference page within the Application (**guide page 21**).
- STEP 8:** Have Reference 2 complete the Letter of Reference page within the Application (**guide page 23**).
- STEP 9:** Have Reference 3 complete the Letter of Reference page within the Application (**guide page 25**).  
*\*We encourage your references to write full letters and attach them to the form letters.*
- STEP 10:** Attach your certified sentencing orders and proofs of payment. Please check "State Certified Sentencing Order & Proof of Payment Request Letter" on **page 39** and "Federal District Certified Sentencing Order Request Letter" on **page 45**.
- STEP 11:** Attach your probation and parole letter, if necessary (see **guide page 53** for a template request letter).
- STEP 12:** Attach your current DMV driving history (if you are out-of-state).
- STEP 13:** Attach any copies of any achievements that you would like to share with the Governor (diploma or certificates, newspaper clips, event programs, etc.).

# RESTORATION OF RIGHTS

## Violent Offenders / Drug Offenders / Election Law Offenders Application

Before filling out this application, be sure to read the instructions thoroughly and print or type the complete information in each blank. If a question does not apply, put "N/A" in the blank. Attach certified copies of all required documents to this application. The affidavit on the reverse side must be signed in the presence of a notary public or other official empowered to administer oaths.

A. Legal Name Now Used (Please Print): \_\_\_\_\_

B. Name as Convicted (Please Print): \_\_\_\_\_

C. Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

D. Prison Number (If any): \_\_\_\_\_

E. Home Address: \_\_\_\_\_

F. City and State: \_\_\_\_\_

G. Mailing Address: \_\_\_\_\_

H. Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I. Cell Phone: \_\_\_\_\_ Email (If any): \_\_\_\_\_

J. Present Employer: \_\_\_\_\_

K. Employer's Address: \_\_\_\_\_

Felony Offense(s): \_\_\_\_\_

Court: \_\_\_\_\_ County/State: \_\_\_\_\_

Date(s) of Conviction: \_\_\_\_\_ Date(s) of Sentence: \_\_\_\_\_

Date of Release from Incarceration (If Applicable): \_\_\_\_\_ Date of Release from Supervised Probation or Parole: \_\_\_\_\_

If necessary, you may use the space below to include additional information.



1. If you were on supervised probation or parole:

\_\_\_ Obtain a letter from the District Probation/Parole office outlining your period of supervision or parole.

\_\_\_ **IF** a Pre-sentence Report was prepared, request that the Probation/Parole office forward this report to: Restoration of Rights, Secretary of the Commonwealth P.O. Box 2454, Richmond, VA 23218. **Please Note:** The Pre-sentence Report will not be directly given to the applicant but mailed upon your request to the Secretary of the Commonwealth's Office.

2. \_\_\_ Attach a certified copy of the sentencing order for each felony conviction.

3. \_\_\_ Attach a certified copy of each order that modifies or changes the **sentencing order** for each felony conviction, if applicable. This includes any order reducing or terminating any sentence, suspended sentence, or any term of probation.

4. \_\_\_ Attach certified receipt (s) of proof of payment of any fines, court costs, or restitution.

5. \_\_\_ Attach a letter addressed to the Governor describing the circumstances of your offense, community or comparable service and any other information you may want the Governor to know when reviewing your petition.

6. Have you ever had your rights restored for any criminal conviction in Virginia or any other state? \_\_\_ YES \_\_\_ NO  
(If you have checked "YES", please attach document)

7. Have you ever had been granted a pardon for any criminal conviction in Virginia or any other state? \_\_\_ YES \_\_\_ NO  
(If you have checked "YES", please attach document)

8. Have you completed all prison/jail terms, probation or parole, and/or supervised release for a minimum of five (5) years? \_\_\_ YES \_\_\_ NO (If the answer is "NO", you may not be eligible for this process at this time)

Instructions: This affidavit must be **signed in the presence of a notary public** or other official empowered to administer an oath.

#### AFFIDAVIT

I, the undersigned, do solemnly swear (or affirm) that the information on this application, including all attachments, is complete, accurate, and true.

\_\_\_\_\_  
Signature of Applicant  
Commonwealth of Virginia

City/County of \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

Mail this application and all required documentation to:  
Restoration of Rights  
Secretary of the Commonwealth  
P.O. Box 2454, Richmond, VA 23218

**LETTER OF PETITION**

Governor of Virginia  
c/o Secretary of the Commonwealth  
Post Office Box 2454  
Richmond, VA 23218

Date: \_\_\_\_\_

Dear Governor:

I am enclosing my application for the restoration of my civil rights. I believe that the information contained herein is complete and accurate. I understand that an incomplete or ineligible application will not be accepted and may be returned to me.

I have attached certified copies of all orders of conviction and/or sentencing pertaining to my felony conviction(s), as well as all other required documents. In addition, I am submitting three letters of reference from reputable citizens who can attest to my character and reputation in the community.

I believe that my application will prove that I have earned the privilege to have my civil rights restored. I understand that the decision to restore my rights is vested solely in the office of the Governor of Virginia.

Thank you for your consideration.

Respectfully yours,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zipcode



**LETTER OF REFERENCE**

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Print Name

---

Occupation or Title

---

Address

---

City, State, Zip code

Governor of Virginia  
c/o Secretary of the Commonwealth  
Post Office Box 2454  
Richmond, VA 23218

Dear Governor:

I am writing at the request of \_\_\_\_\_ whom I have known personally for \_\_\_\_ years.  
I am not a relative by birth or by marriage, and I believe that he/she is a law abiding citizen of good  
character. My relationship with the applicant is \_\_\_\_\_,  
and I am enclosing additional comments below:

I hope this information will be helpful to you.

Respectfully,

---

Signature of Reference



**LETTER OF REFERENCE**

---

Print Name

---

Occupation or Title

---

Address

---

City, State, Zip code

Governor of Virginia  
c/o Secretary of the Commonwealth  
Post Office Box 2454  
Richmond, VA 23218

Dear Governor:

I am writing at the request of \_\_\_\_\_ whom I have known personally for \_\_\_\_ years.  
I am not a relative by birth or by marriage, and I believe that he/she is a law abiding citizen of good  
character. My relationship with the applicant is \_\_\_\_\_,  
and I am enclosing additional comments below:

I hope this information will be helpful to you.

Respectfully,

---

Signature of Reference



**LETTER OF REFERENCE**

---

Print Name

---

Occupation or Title

---

Address

---

City, State, Zip code

Governor of Virginia  
c/o Secretary of the Commonwealth  
Post Office Box 2454  
Richmond, VA 23218

Dear Governor:

I am writing at the request of \_\_\_\_\_ whom I have known personally for \_\_\_\_ years.  
I am not a relative by birth or by marriage, and I believe that he/she is a law abiding citizen of good  
character. My relationship with the applicant is \_\_\_\_\_,  
and I am enclosing additional comments below:

I hope this information will be helpful to you.

Respectfully,

---

Signature of Reference

**SAMPLE  
LETTERS**



# LETTER TO THE GOVERNOR FAQs & TEMPLATE

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## What should a letter include?

- Any regret for the events leading to your conviction.
- Details about your personal situation that led to, or contributed toward, your conviction(s).
- A description of your life after your convictions, including any life events of which you are proud, any personal achievements or any community/public service that you could share.

## How long should the letter be?

We recommend a full-page.

## Does it need to be typed?

No. It can be neatly hand-written.

## Can I have help, if I can't write well?

Yes. You may have another person to assist you. We recommend having another person write down what you say.

## THIS LETTER IS JUST AN EXAMPLE. YOU DO NOT NEED TO FOLLOW THE PROMPTS.

Governor of Virginia , c/o Secretary of the Commonwealth  
Post Office Box 2454  
Richmond, VA 23218  
Date: \_\_\_\_\_

Dear Governor:

It is my honor to submit this application to have my civil rights restored. I have worked hard since my conviction(s) for \_\_\_\_\_ to rebuild my life and to remain a contributing member of my community.

**[Paragraph 1] Describe the Circumstances of Your Conviction.** *If you think it helpful, you can express regret for your conviction, and provide details surrounding the events of your conviction to explain any special circumstances to the Governor.*

On [date], I was convicted of ...

**[Paragraph 2] Describe how you have rebuilt your life.** *Include any paid or non-paid work, volunteering, family obligations, or anything else that shows your new life's direction.*

**[Paragraph 3] Describe why it is very important to have your rights restored.**

Thank you for your consideration of my application. Please contact me at [phone number] or [email] if you have any additional questions.

Respectfully,

\_\_\_\_\_  
Applicant's Signature

"My brother was convicted of selling drugs...It has been 12-13 years ago. He made a mistake and paid the price. He comes out of jail, he can't find a job, he can't do anything. He can't support himself or his kids without a job. It was a driving factor for me to be a part of [helping people get their rights restored]...I thought you get in trouble like everyone else and get your rights back."

Kim Smith, Montross, VA,  
Family Member & Rights  
Restoration Activist

# LETTER OF REFERENCE FAQs & TEMPLATE

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## What should a letter include?

- How and for which length of time you have known the applicant.
- Actions that show the applicant's good character.
- Why you believe that the applicant should have her/his rights restored.

## How long should the letter be?

We recommend a full-page.

## Does it need to be typed?

No. It can be neatly hand-written.

**THIS LETTER IS JUST AN EXAMPLE. YOU DO NOT NEED TO FOLLOW THE PROMPTS.**

Date: \_\_\_\_\_

Dear Governor:

I am [*reference's name and title (if necessary)*]. I have known [*applicant*] for [*number of*] years as a person of good character. I strongly recommend [*applicant's name*] for rights restoration.

### [Paragraph 2] *How do you know the applicant today?*

- How the reference knows the applicant (co-worker, employer, pastor, friend, etc.).
- Speak to the applicant's personal or community achievements.

### [Paragraph 3] *Why do you think the applicant's rights should be restored?*

Describe the applicant's moral character (respect for the law, no use of drugs or alcohol, honesty).

Thank you for your consideration of [*applicant's name*] application.

Please contact me at [*phone number*] or [*email*] if you have any additional questions.

Respectfully,

\_\_\_\_\_  
Reference's Signature

# HOW TO GET YOUR APPLICATION NOTARIZED

## **What is a notary?**

A notary public is a person appointed by the state government to serve as a witness for the signing of important documents.

## **Why do I need to have my application notarized?**

The rights restoration application contains an “affidavit,” which is a sworn statement under penalty of law. When you sign the affidavit in front of a notary, you are certifying that you are telling the truth about what is in the application.

## **Where can I find a notary?**

You can find free notaries at local courts, government offices, public libraries, and banks (banks do not charge customers). Many Advancement Project local partners can help you find a free notary, if necessary.

## **Does a notary cost money?**

Sometimes. Many notaries at public offices do not charge. However, notaries are allowed to charge up to \$5.00 for your application. They may also charge for reasonable travel expenses if you ask them to leave their office or home.<sup>1</sup>

## **How do I know if it's properly notarized?**

A notary must check your ID, print and sign her name, list the end of her commission, and stamp the document.

## **How do I become a notary?**

Please see “Becoming a Notary” on **page 59** for more information.

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1 Information from <http://www.commonwealth.virginia.gov/notary/NotaryHandbook.pdf> (last visited in May 2013)

# VIRGINIA CIRCUIT COURT LIST<sup>2</sup>

COUNTY/CITY	ADDRESS	PHONE
<b>Accomack</b>	P.O. Box 126 Courthouse Road Accomack, VA 23301-0126	Tel: 757-787-5776 Fax: 757-787-1849
<b>Albemarle</b>	Albemarle County Courthouse Court Square 501 East Jefferson Street Charlottesville, VA 22902	Tel: 434-972-4083 434-972-4085 Fax: 434-293-0298
<b>Alexandria</b>	Courthouse 520 King Street Alexandria, VA 22314	Tel: 703-746-4044
<b>Allegheny</b>	Alleghany County P.O. Box 670 Courthouse 266 W. Main Street Covington, VA 24426-0670	Tel: 540-965-1730
<b>Amelia</b>	P. O. Box 237 Courthouse Square Amelia, VA 23002-0237	Tel: 804-561-2128 Fax: 804-561-6364
<b>Amherst</b>	P. O. Box 462 113 Taylor Street Amherst, VA 24521	Tel: 434-946-9321 Fax: 434-946-9323
<b>Appomattox</b>	297 Court Street, Suite B P.O. box 672 Appomattox, VA 24522-0672	Tel: 434-352-5275 Fax: 434-352-2781
<b>Arlington</b>	1425 N. Courthouse Road, Sixth Floor, Suite 6700 Arlington, VA 22201	Tel: 703-228-7010 (Civil)
<b>Augusta</b>	P. O. Box 689 Augusta County Courthouse 1 East Johnson Street Staunton, VA 24402-0689	Tel: 540-245-5321 Fax: 540-245-5318
<b>Bath</b>	P. O. Box 180 Courthouse Warm Springs, VA 24484-0180	Tel: 540-839-7226 Fax: 540-839-7248
<b>Bedford</b>	123 East Main St. Suite 201 Bedford, VA 24523  Judges' Address: 123 East Main St., Suite 301	Tel: 540-586-7632 Fax: 540-586-6197
<b>Bland</b>	612 Main Street, Suite 104 P. O. Box 295 Bland, VA 24315-0295	Tel: 276-688-4562 Fax: 276-688-2438
<b>Botetourt</b>	P. O. Box 219 Courthouse Main Street Fincastle, VA 24090-0219	Tel: 540-473-8274 Fax: 540-473-8209

<sup>2</sup> Information from [www.courts.state.va.us/courts/courts.html](http://www.courts.state.va.us/courts/courts.html) (last visited in May 2013)

<b>COUNTY/CITY</b>	<b>ADDRESS</b>	<b>PHONE</b>
<b>Bristol</b>	Courthouse 497 Cumberland Street Bristol, VA 24201	Tel: 276-645-7321 Fax: 276-821-6097
<b>Brunswick</b>	216 North Main Street Lawrenceville, VA 23868-0160	Tel: 434-848-2215 Fax: 434-848-4307
<b>Buchanan</b>	P. O. Box 929 Courthouse Grundy, VA 24614	Tel: 276-935-6567
<b>Buckingham</b>	13061 W. James Anderson Hwy P. O. Box 107 Buckingham, VA 23921-0107	Tel: 434-969-4734 Fax: 434-969-2043
<b>Buena Vista</b>	Municipal Building 2039 Sycamore Avenue Buena Vista, VA 24416	Tel: 540-261-8627 ext. 127 Fax: 540-261-8625
<b>Campbell</b>	P. O. Box 7 732 Village Highway Rustburg, VA 24588-0007	Tel: 434-592-9517
<b>Caroline</b>	P. O. Box 309 112 Courthouse Lane, Suite A Bowling Green, VA 22427-0309	Tel: 804-633-5800
<b>Carroll</b>	P. O. Box 218 605 Pine Street Hillsville, VA 24343-0218	Tel: 276-730-3070 Fax: 276-730-3071
<b>Charles City</b>	P. O. Box 86 10780 Courthouse Road Charles City, VA 23030-0086	Tel: 804-652-2105 804-652-2107 Fax: 804-829-5647
<b>Charlotte</b>	125 David Bruce Ave P. O. Box 38 Charlotte Courthouse, VA 23923-0038	Tel: 434-542-5147 Fax: 434-542-4336
<b>Charlottesville</b>	315 East High Street Charlottesville, VA 22901	Tel: 434-970-3766
<b>Chesapeake</b>	General District and Circuit Court Building 307 Albemarle Dr., Suite 300A; Judges: Suite 400A Chesapeake, VA 23322-5579	Tel: 757-382-3000 Fax: 757-382-3034 Fax Criminal and Civil: 757-382-3035 Judges' Chambers: 757-382-3050
<b>Chesterfield</b>	P. O. Box 125 9500 Courthouse Road Chesterfield, VA 23832-0125 P.O. Box 57 (Judges)	Tel: 804-748-1241 Fax: 804-796-5625

<b>COUNTY/CITY</b>	<b>ADDRESS</b>	<b>PHONE</b>
<b>Clarke</b>	P. O. Box 189 102 N. Church Street Berryville, VA 22611-0189	Tel: 540-955-5116 Fax: 540-955-0284
<b>Colonial Heights</b>	401 Temple Ave P.O. Box 3401 Colonial Heights, VA 23834	Tel: 804-520-9364
<b>Craig</b>	182 Main Street, Suite 4 P. O. Box 185 New Castle, VA 24127-0185	Tel: 540-864-6141 Fax: 540-864-7471
<b>Culpeper</b>	Courthouse Bldg 135 W. Cameron Street Culpeper, VA 22701-3097	Tel: 540-727-3438 Fax: 540-727-3475
<b>Cumberland</b>	P. O. Box 8 Cumberland, VA 23040-0008	Tel: 804-492-4442 Fax: 804-492-4876
<b>Danville</b>	P. O. Box 3300 Courts and Jail Building 401 Patton Street Danville, VA 24543	Tel: 434-799-5168 Fax: 434-799-6502
<b>Dickenson</b>	Box 190 293 Main Street Clintwood, VA 24228-0190	Tel: 276-926-1616 Fax: 276-926-6465
<b>Dinwiddie</b>	P. O. Box 63 Dinwiddie, VA 23841-0063	Tel: 804-469-4540
<b>Essex</b>	P. O. Box 445 305 Prince Street Tappahannock, VA 22560	Tel: 804-443-3541 804-443-4381
<b>Fairfax</b>	Jennings Building Judicial Center 4110 Chain Bridge Road Fairfax, VA 22030	Tel: 703-246-4111 Fax: 703-691-7320
<b>Fauquier</b>	29 Ashby St. Warrenton, VA. 20186	Tel: 540-347-8610 Fax: 540-347-0512
<b>Floyd</b>	100 E. Main Street Room 200 Floyd, VA 24091	Tel: 540-745-9330 Fax: 540-745-9303
<b>Fluvanna</b>	72 Main St. P. O. Box 550 Palmyra, VA 22963	Tel: 434-591-1970 Fax: 434-591-1971
<b>Franklin</b>	P.O. Box 567 275 South Main Street Suite 212 Rocky Mount, VA 24151  P.O. Box 601 (Judge)	Tel: 540-483-3065 Fax: 540-483-3042
<b>Frederick</b>	5 North Kent Street Winchester, VA 22601	Tel: 540-667-5770 Fax: 540-667-6638

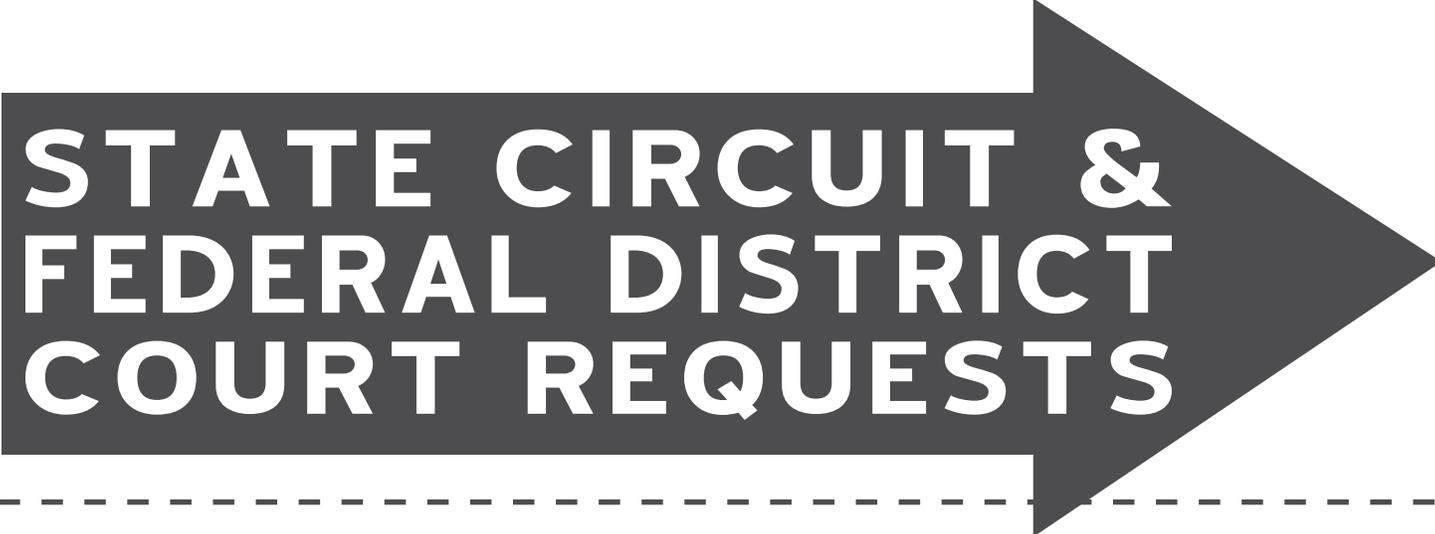
<b>COUNTY/CITY</b>	<b>ADDRESS</b>	<b>PHONE</b>
<b>Fredericksburg</b>	815 Princess Anne Street P. O. Box 359 Fredericksburg, VA 22404-0359	Tel: 540-372-1066 Fax: 540-310-0637 Judges' Chambers: 540-372-1171 Judges' Chambers Fax: 540-372-1174
<b>Giles</b>	P. O. Box 502 501 Wenonah Avenue Pearisburg, VA 24134	Tel: 540-921-1722 Fax: 540-921-3825
<b>Gloucester</b>	7400 Justice Drive Room 327 Gloucester, VA 23061	Tel: 804-693-2502 Fax: 804-693-2186
<b>Goochland</b>	P. O. Box 196 2938 River Road West Goochland, VA 23063	Tel: 804-556-5353
<b>Grayson</b>	P. O. Box 130 129 Davis Street Independence, VA 24348-0130	Tel: 276-773-2231 Fax: 276-773-3338
<b>Greene</b>	P. O. Box 386 Standardsville, VA 22973-0386 22 Court Street	Tel: 434-985-5208 Fax: 434-985-6723
<b>Greensville</b>	P. O. Box 631 337 South Main Street Emporia, VA 23847-0631	Tel: 434-348-4215 Fax: 434-348-4020
<b>Halifax</b>	P. O. Box 729 Main Street Halifax, VA 24558-0729	Tel: 434-476-6211 Fax: 434-476-2890 Judges' Office: 434-476-2890 Judges' Fax: 434-476-6076
<b>Hampton</b>	P. O. Box 40 101 King's Way Mall Hampton, VA 23669-0040	Tel: 757-727-6105 Fax: 757-728-3505
<b>Hanover</b>	P.O. Box 7507 Library Dr. Hanover, VA 23069	Tel: 804-365-6150 Fax: 804-365-6278
<b>Henrico</b>	P.O. Box 90775 4301 East Parham Road Henrico, VA 23273-0775	Tel: 804-501-4202
<b>Henry</b>	Suite B 3160 Kings Mountain Rd. Martinsville, VA 24112-3966	Tel: 276-634-4880
<b>Highland</b>	P. O. Box 190 Monterey, VA 24465-0190	Tel: 540-468-2447 Fax: 540-468-3447
<b>Hopewell</b>	P. O. Box 310 100 E. Broadway Room 251 Hopewell, VA 23860	Tel: 804-541-2239 Fax: 804-541-2438
<b>Isle of Wight</b>	17000 Josiah Parker Circle P.O. Box 110 Isle of Wight, VA 23397	Tel: 757-365-6233

<b>COUNTY/CITY</b>	<b>ADDRESS</b>	<b>PHONE</b>
<b>James City County/Williamsburg</b>	5201 Monticello Avenue Suite Six Williamsburg, VA 23188-8218	Tel: 757-564-2242 Fax: 757-564-2329 Judges' Chambers: 757-564-2300
<b>King and Queen</b>	P. O. Box 67 Court House King And Queen, VA 23085-0067	Tel: 804-785-5984 Fax: 804-785-5698
<b>King George</b>	9483 Kings Highway Suite 3 King George, VA 22485-0105	Tel: 540-775-3322
<b>King William</b>	351 Courthouse Lane P. O. Box 216 King William, VA 23086-0216	Tel: 804-769-4936 804-769-4937 804-769-4938 Fax: 804/769-4991
<b>Lancaster</b>	P. O. Box 99 8265 Mary Ball Road Lancaster, VA 22503	Tel: 804-462-5611 Fax: 804-462-9978
<b>Lee</b>	P. O. Box 326 Main Street Jonesville, VA 24263-0326	Tel: 276-346-7763 Fax: 276-346-3440
<b>Loudoun</b>	P. O. Box 550 18 E. Market St. Leesburg, VA 20178	Tel: 703-777-0270 Fax: 703-777-0376
<b>Louisa</b>	Box 37 100 W. Main Street Louisa, VA 23093-0037	Tel: 540-967-5312 Fax: 540-967-2705
<b>Lunenburg</b>	11435 Courthouse Road Lunenburg, VA 23952	Tel: 434-696-2132 Fax: 434-696-3931
<b>Lynchburg</b>	P. O. Box 4 900 Court Street Lynchburg, VA 24505-0004	Tel: 434-455-2620 Fax: 434-847-1864
<b>Madison</b>	P. O. Box 220 1 Main Street Madison, VA 22727-0220	Tel: 540-948-6888 Fax: 540-948-3759
<b>Martinsville</b>	P. O. Box 1206 55 W. Church Street Martinsville, VA 24114-1206	Tel: 276-656-5106 Fax: 276-656-5232
<b>Mathews</b>	P. O. Box 463 10622 Buckley Hall Road Mathews, VA 23109	Tel: 804-725-2550
<b>Mecklenburg</b>	393 Washington Street P. O. Box 530 Boydton, VA 23917-0530	Tel: 434-738-6191 ext. 298 Fax: 434-738-6861
<b>Middlesex</b>	P O Box 158 Routes 17 & 33 Courthouse Saluda, VA 23149	Tel: 804-758-5317 Fax: 804-758-8637
<b>Montgomery</b>	1 E. Main Street, Suite B-5 Christiansburg, VA 24068-6309	Tel: 540-382-5760 Fax: 540-382-6937
<b>Nelson</b>	P. O. Box 10 84 Courthouse Square, 1 <sup>st</sup> Floor Lovington, VA 22949-0010	Tel: 434-263-7020 Fax: 434-263-7027

<b>COUNTY/CITY</b>	<b>ADDRESS</b>	<b>PHONE</b>
<b>New Kent</b>	P. O. Box 98 Courthouse 12001 Courthouse Circle New Kent, VA 23124-0098	Tel: 804-966-9520 Fax: 804-966-9528
<b>Newport News</b>	2500 Washington Avenue Courthouse Building Newport News, VA 23607	Tel: 757-926-8561 Fax: 757-926-8531
<b>Norfolk</b>	100 St. Paul's Boulevard Norfolk, VA 23510	Tel: 757-664-4580
<b>Northampton</b>	P.O. Box 36 5229 The Hornes Eastville, VA 23347-0036	Tel: 757-678-0465 Fax: 757-678-5410
<b>Northumberland</b>	P. O. Box 217 39 Judicial Place Heathsville, VA 22473-0217	Tel: 804-580-3700 Fax: 804-580-2261
<b>Nottoway</b>	328 West Courthouse Road Nottoway, VA 23955-0025	Tel: 434-645-9043 Fax: 434-645-2201
<b>Orange</b>	110 North Madison Rd Suite 300 P. O. Box 230 Orange, VA 22960	Tel: 540-672-4030 Fax: 540-672-2939
<b>Page</b>	116 South Court Street Suite A Luray, VA 22835	Tel: 540-743-4064 540-743-6902 Fax: 540-743-2338
<b>Patrick</b>	P. O. Box 148 101 Blue Ridge Street Stuart, VA 24171-0148	Tel: 540-694-7213 Fax: 540-694-6943
<b>Petersburg</b>	7 Courthouse Avenue Petersburg, VA 23803	Tel: 804-733-2367 Fax: 804-732-5548
<b>Pittsylvania</b>	Drawer 31 3 N. Main Street Chatham, VA 24531	Tel: 434-432-7887 Fax: 434-432-7913
<b>Portsmouth</b>	P. O. Box 1217 601 Crawford Parkway Portsmouth, VA 23705-1217	Tel: 757-393-8671
<b>Powhatan</b>	P. O. Box 37 3880 Old Buckingham Road Suite C Powhatan, VA 23139-0037	Tel: 804-598-5660 Fax: 804-598-5608
<b>Prince Edward</b>	Courthouse Building P. O. Box 304 North Main Street Farmville, VA 23901-0304	Tel: 434-392-5145 Fax: 434-392-3913
<b>Prince George</b>	P. O. Box 98 6601 Courts Drive Prince George, VA 23875-0098 Judges: P.O. Box 280	Tel: 804-733-2640 Fax: 804-861-5721 Court Administrator: 804-733-2623
<b>Prince William</b>	9311 Lee Avenue Manassas, VA 20110	Tel: 703-792-6015 Criminal Fax: 703-792-4721 Civil Fax: 703-792-7750

<b>COUNTY/CITY</b>	<b>ADDRESS</b>	<b>PHONE</b>
<b>Pulaski</b>	45 Third Street, NW Suite 101 Pulaski, VA 24301	Tel: 540-980-7825 Fax: 540-980-7835
<b>Radford</b>	619 Second Street, West Radford, VA 24141	Tel: 540-731-3610 Fax: 540-731-3612
<b>Rappanhannock</b>	238 Gay Street P. O. Box 517 Washington, VA 22747-0517	Tel: 540-675-5350 Fax: 540-675-5351
<b>Richmond</b>	400 North Ninth Street John Marshall Courts Building Richmond, VA 23219	Tel: 804-646-6505 Fax: 804-646-6562
<b>Richmond County</b>	P. O. Box 1000 101 Court Circle Warsaw, VA 22572-0956	Tel: 804-333-3781 Fax: 804-333-5396
<b>Richmond Manchester</b>	10th & Hull Streets Manchester Courthouse Richmond, VA 23224-0129	Tel: 804-646-6553 Fax: 804-646-8122
<b>Roanoke City</b>	P.O. Box 2610 315 Church Avenue, S.W. Roanoke, VA 24016	Tel: 540-853-6702 Fax: 540-853-1024
<b>Roanoke County</b>	305 East Main Street, Room 200 P. O. Box 1126 Salem, Virginia 24153-1126	Tel: 540-387-6205 Fax: 540-387-6145
<b>Rockbridge</b>	Rockbridge County Courthouse 20 South Randolph St Suite 101 Lexington, VA 24450	Tel: 540-463-2232 Fax: 540-463-3850
<b>Rockingham</b>	Rockingham County Courthouse Court Square Harrisonburg, VA 22801	Tel: 540-564-3111 Fax: 540-564-3127
<b>Russell</b>	P. O. Box 435 Main Street Lebanon, VA 24266-0435	Tel: 276-889-8023 Fax: 276-889-8003
<b>Salem</b>	2 East Calhoun Street Salem, VA 24153	Tel: 540-375-3067 Fax: 540-375-4039
<b>Scott</b>	202 West Jackson St Suite102 Gate City, VA 24251	Tel: 276-386-3801 Fax: 276-386-2430
<b>Shenandoah</b>	P.O. Box 406 112 South Main Street Woodstock, Virginia 22664	Tel: 540-459-6150 Fax: 540-459-6155
<b>Smyth</b>	109 W. Main Street Room 144 Marion, VA 24354-1025	Tel: 276-782-4044 Fax: 276-782-4045
<b>Southampton</b>	P. O. Box 190 22350 Main Street Courtland, VA 23837	Tel: 757-653-2200
<b>Spotsylvania</b>	P. O. Box 96 9115 Courthouse Road Spotsylvania, VA 22553-0096	Tel: 540-582-7600 Fax: 540-582-2169
<b>Stafford</b>	P.O. Box 69 1300 Courthouse Road, Stafford, VA 22555	Tel: 540-658-8750

<b>COUNTY/CITY</b>	<b>ADDRESS</b>	<b>PHONE</b>
<b>Staunton</b>	113 E. Beverley Street Staunton, VA 24402-1286	Tel: 540-332-3874 Fax: 540-332-3970
<b>Suffolk</b>	P. O. Box 1604 Mills E. Godwin, Jr. Courts Bldg. 150 North Main Street Suffolk, VA 23439-1604	Tel: 757-514-7800 Fax: 757-514-7103
<b>Surry</b>	28 Colonial Trail East Routes 10 And 31 Surry, VA 23883-0203	Tel: 757-294-3161 Fax: 757-294-0471
<b>Sussex</b>	P. O. Box 1337 15088 Courthouse Road Route 735 Sussex, VA 23884	Tel: 434-246-5511 434-246-1012 Fax: 434-246-2203
<b>Tazewell</b>	101 Main Street Tazewell, VA 24651-0968	Tel: 276-988-1222 Fax: 276-988-7501
<b>Virginia Beach</b>	2425 Nimmo Parkway Virginia Beach, VA 23456	Tel: 757-385-4181 Fax: 757-426-5686
<b>Warren</b>	1 East Main Street Front Royal, VA 22630	Tel: 540-635-2435 Fax: 540-636-3274
<b>Washington</b>	189 East Main Street Abingdon, VA 24212-0289	Tel: 276-676-6224 276-676-6226 Fax: 276-676-6218
<b>Waynesboro</b>	250 South Wayne Avenue P.O. Box 910 Waynesboro, VA 22980-0910	Tel: 540-942-6616 Fax: 540-942-6774
<b>Westmoreland</b>	P. O. Box 307 Courthouse Montross, VA 22520-0307	Tel: 804-493-0108 Fax: 804-493-0393
<b>Williamsburg James City County</b>	5201 Monticello Avenue Suite Six Williamsburg, VA 23188-8218	Tel: 757-564-2242 Fax: 757-564-2329
<b>Winchester</b>	5 North Kent Street Winchester, Virginia 22601	Tel: 540-667-5770 Fax: 540-667-6638
<b>Wise</b>	P.O. Box 1248 206 E. Main Street, Court House Wise, Virginia 24293-1248	Tel: 276-328-6111 Fax: 276-328-0039
<b>Wythe</b>	Circuit Court Building 225 S. Fourth Street Room 105 Wytheville, VA 24382	Tel: 276-223-6050 Fax: 276-223-6057
<b>York</b>	300 Ballard Street P.O. Box 371 Yorktown, Virginia 23690	Tel: 757-890-3350 Fax: 757-890-3364



**STATE CIRCUIT &  
FEDERAL DISTRICT  
COURT REQUESTS**

\_\_\_\_\_  
(Mailing Address)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Circuit Court of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_, 201 \_\_\_\_\_

Dear Circuit Court Clerk,

I am writing to request a **certified copy or copies of any and all felony sentencing orders** issued for me in this jurisdiction. My request includes any and all original felony sentencing orders, and any and all modified sentencing orders. I would also like to request any and all **certified receipts or proof of payment** for any court-ordered costs, such as fines, fees, or restitutions that I have paid, as part of my felony sentence(s).

I understand that obtaining felony sentencing orders and/or proof of payment for associated fines, fees, or restitution can be delayed or impossible because the records are archived or otherwise unavailable. If this is the case with my records, I request that the Circuit Court write a letter stating that I have requested my records but they are unavailable. This letter is considered valid documentation by the Secretary of the Commonwealth, to whom I am submitting a civil rights restoration application.

I also understand that I have to pay for the Circuit Court to certify my record(s) and there generally is a flat-rate charge for the first-page and a lower, flat-rate copy charge for the additional pages. I would appreciate if your office could indicate the total amount owed for my certified records, and accepted forms of payment.

If the Circuit Court does not maintain receipts or proof of payments I would appreciate being directed to the office and its contact information that holds these records within the jurisdiction.

Thank you for your assistance.

Sincerely,

\_\_\_\_\_  
(Full Name)

Date of Birth: \_\_\_\_\_

Last four-digits of Social Security Number: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

Evening phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Conviction Month/Year: \_\_\_\_\_



# FEDERAL SENTENCING ORDER REQUEST INSTRUCTIONS

"I think that the information and how to get it is not readily available and is not out there for people to see. Most people think they have to pay lawyers and jump through hoops and that is what hinders a lot of people."

Myrtle Jones, Centreville, VA  
Rights Restored in 2012

Some people do not have state convictions but have federal convictions. There are two federal districts in Virginia—Eastern and Western. Both districts have multiple courts. Follow the steps below to request a certified sentencing order (also sometimes known as a judgment) from the federal district court of conviction.

**STEP 1:** Learn your "Case Number."

- If you no longer have your case number, you may access it by using the Public Access to Court Electronic Records (PACER) portal or contact Advancement Project.
- Go to: <https://pacer.login.uscourts.gov/>.
- Register for a "Case Search" account.

*Note: Each search results page is 0.10. You will need to enter credit or debit card information for a monthly invoice.*

- Select "PACER Case Locator" under the "Find the Case" menu on the left-hand side.
- Select the "Criminal" tab.
- Enter the last name, then first name under the "Party Search" option.
- Identify your felony case with the case number.

**STEP 2:** Find the specific court of your conviction (below).

**STEP 3:** Call your court of conviction to learn fee costs. If you have paid fines, fees, or restitution, you may request copies for your payment history as well.

- Please confirm the following fees:
  - Copy fee (.10 to .50/page).
  - Certification cost (often \$11.00).
  - Archive retrieval cost (if necessary, \$45.00 - \$55.00).

**STEP 4:** Submit a written request for a certified sentencing order or judgment (**form letter on page 45**), providing your name, mailing address, phone number, case number, and month/year of your conviction. Please enclose a check or money order for your fee.

*Note: Federal courts often call criminal sentencing orders "judgments."*

## U.S. DISTRICT COURT EASTERN DISTRICT OF VIRGINIA

CITY	COURTHOUSE
Alexandria	703-299-2100 <b>Mailing Address:</b> Albert V. Bryan U.S. Courthouse 401 Courthouse Square Alexandria, VA 22314
Newport News	757-247-0784 <b>Mailing Address:</b> United States Courthouse 2400 West Avenue Newport News, VA 23607
Norfolk	757-222-7200 <b>Mailing Address:</b> Walter E. Hoffman United States Courthouse 600 Granby Street Norfolk, VA 23510
Richmond	804-916-2200 <b>Mailing Address:</b> Spottswood W. Robinson III and Robert R. Merhige, Jr., Federal Courthouse 701 East Broad Street Richmond, VA 23219

## U.S. DISTRICT COURT WESTERN DISTRICT OF VIRGINIA

CITY	COURTHOUSE CONTACT INFORMATION	PROBATION CONTACT INFORMATION
Abingdon	276-628-5116 <b>Street Address:</b> 180 W. Main Street Room 104 Abingdon, VA 24210 <b>Mailing Address:</b> 180 W. Main Street Room 104 Abingdon, VA 24210	276-628-3183 <b>Street Address:</b> 312 Cummings Street Suite D Abingdon, VA 24210 <b>Mailing Address:</b> P.O. Box 621 Abingdon, VA 24212-0621
Big Stone Gap	276-523-3557 <b>Street Address:</b> 322 E. Wood Ave. Room 204 Big Stone Gap, VA 24219 <b>Mailing Address:</b> P.O. Box 490 Big Stone Gap, VA 24219	276-523-0272 <b>Street Address:</b> 322 E. Wood Avenue Room 301 Big Stone Gap, VA 24219 <b>Mailing Address:</b> P.O. Box 209 Big Stone Gap, VA 24219

<b>CITY</b>	<b>COURTHOUSE CONTACT INFORMATION</b>	<b>PROBATION CONTACT INFORMATION</b>
<b>Charlottesville</b>	434-296-9284 <b>Street Address:</b> 255 W. Main Street Room 304 Charlottesville, VA 22902 <b>Mailing Address:</b> 255 W. Main Street Room 304 Charlottesville, VA 22902	434-295-6909 <b>Street Address:</b> 255 West Main Street Room 101 Charlottesville, VA 22902 <b>Mailing Address:</b> 255 West Main Street Room 101 Charlottesville, VA 22902
<b>Danville</b>	434-793-7147 <b>Street Address:</b> 700 Main Street Room 202 Danville, VA 24541 <b>Mailing Address:</b> P.O. Box 1400 Danville, VA 24543	434-792-6397 <b>Street Address:</b> 700 Main Street Room 307 Danville, VA 24541 <b>Mailing Address:</b> P.O. Box 732 Danville, VA 24543
<b>Harrisonburg</b>	540-434-3181 <b>Street Address:</b> 116 N. Main Street Room 314 Harrisonburg, VA 22802 <b>Mailing Address:</b> 116 N. Main Street Room 314 Harrisonburg, VA 22802	540-434-4145 <b>Street Address:</b> 2 East Wolfe Street Harrisonburg, VA 22802-4115 <b>Mailing Address:</b> P.O. Box 442 Harrisonburg, VA 22803
<b>Lynchburg</b>	434-847-5722 <b>Street Address:</b> 1101 Court Street Suite A66 Lynchburg, VA 24504 <b>Mailing Address:</b> 1101 Court Street Suite A66 Lynchburg, VA 24504	434-846-0842 <b>Street Address:</b> 1101 Court Street Floor 1, Room 106 Lynchburg, VA 24504-4503 <b>Mailing Address:</b> P.O. Box 1333 Lynchburg, VA 24505
<b>Roanoke</b>	540-857-5100 <b>Street Address:</b> 210 Franklin Road Room 540 Roanoke, VA 24011 <b>Mailing Address:</b> P.O. Box 1234 Roanoke, VA 24006	540-857-5180 <b>Street Address:</b> 210 Franklin Road Room 402 Roanoke, VA 24011-2204 <b>Mailing Address:</b> P.O. Box 1563 Roanoke, VA 24007-1563



\_\_\_\_\_  
(Mailing Address)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Court Address)  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_, 201 \_\_\_\_

Dear Federal District Court Clerk,

I am writing to request a **certified sentencing order or judgment** issued under case number:

\_\_\_\_\_  
The case was adjudicated on \_\_\_\_ / \_\_\_\_ .

I would also like to request a copy of my payment history as well under the same case number. I have contacted the District Court about copy, certification, and retrieval costs. I have enclosed payment of \$\_\_\_\_ . \_\_\_\_\_. Please send the record copies to the address above. Do not hesitate to contact me regarding any questions.

Thank you for your assistance.

Sincerely,

\_\_\_\_\_  
Full Name)

Daytime phone: \_\_\_\_\_

Evening phone: \_\_\_\_\_



# STATE PROBATION & PAROLE DISTRICT OFFICES

AREA	DISTRICT	OFFICE NUMBER	PHONE	PHYSICAL ADDRESS	MAILING ADDRESS
City of Richmond	Central	1	(804) 786-0251	829 Oliver Hill Way Richmond, VA 23219	829 Oliver Hill Way Richmond, VA 23219
City of Norfolk	Eastern	2	(757) 683-8417	865 Monticello Avenue Norfolk, VA 23510	865 Monticello Avenue Norfolk, VA 23510
City of Portsmouth	Eastern	3	(757) 396-6845	601 Port Centre Parkway, Suite 200 Portsmouth, VA 23704	601 Port Centre Parkway, Suite 200 Portsmouth, VA 23704
Accomack and Northampton and Virginia's Eastern Shore	Eastern	4	(757) 787-5890	23318 Front Street, Accomack, VA 23301	P. O. Box 27, Accomack, VA 23301
Gloucester, King & Queen, King William, Mathews and Middlesex and the Town of West Point	Eastern	5	(804) 695-1693	6270 Professional Drive Gloucester, VA 23061	6270 Professional Drive Gloucester, VA 23061
Isle of Wright, the City of Suffolk and the Town of Smithfield	Eastern	6	(757) 925-2278	425 West Washington Street, 2nd Floor Suffolk, VA 23434	425 West Washington Street, 2nd Floor Suffolk, VA 23434
Amelia, Dinwiddie, Nottoway, and Powhatan and the City of Petersburg	Eastern	7	(804) 524-6542	26317 W. Washington St., Bldg. #2, Petersburg, VA 23804	PO Box 511, Petersburg, VA 23804
Halifax, Lunenburg and Mecklenburg and the Town of South Boston	Central	8	(434) 575-5774	2510 Houghton Avenue South Boston, VA 24592	2510 Houghton Avenue South Boston, VA 24592
Albemarle, Fluvanna, Goochland, and Louisa and the City of Charlottesville	Central	9	(434) 295-7194	750 Harris Street, Suite 202 Charlottesville, VA 22903	750 Harris Street, Suite 202 Charlottesville, VA 22903
Arlington and the City of Falls Church	Central	10	(703) 875-0100	3300 North Fairfax Drive, Suite 320 Arlington, VA 22201	3300 North Fairfax Drive, Suite 320 Arlington, VA 22201
Clarke, Frederick, Shenandoah, and Warren, the City of Winchester and the Towns of Front Royal and Woodstock	Central	11	(540) 722-3404	704 Ft. Collier Road Winchester, VA 22601	704 Ft. Collier Road Winchester, VA 22601

<b>AREA</b>	<b>DISTRICT</b>	<b>OFFICE NUMBER</b>	<b>PHONE</b>	<b>PHYSICAL ADDRESS</b>	<b>MAILING ADDRESS</b>
<b>Front Royal</b>	Central	11 Sub-Office	(540) 635-7101	N/A	N/A
<b>Woodstock</b>	Central	11 Sub-Office	(540) 459-5350	N/A	N/A
<b>Augusta, Bath, Highland and Rockbridge and the Cities of Buena Vista, Lexington, Staunton and Waynesboro</b>	Western	12	(540) 332-7780	500 Commerce Road, Staunton, VA 24401	PO Box 238, Staunton, VA 24402
<b>Lexington</b>	Western	12 Sub-Office	(540) 464-5855	N/A	N/A
<b>Amherst, Campbell and Nelson and the City of Lynchburg</b>	Western	13	(434) 947-6651	Allied Arts Bldg. - 2nd Floor 725 Church Street Lynchburg, VA 24504	Allied Arts Bldg. - 2nd Floor 725 Church Street Lynchburg, VA 24504
<b>Pittsylvania and the City of Danville</b>	Western	14	(434) 791-5231	220 Deer Run Road Danville, VA 24540	220 Deer Run Road Danville, VA 24540
<b>Roanoke, the Cities of Roanoke and Salem and the Town of Vinton</b>	Western	15	(540) 387-5257	305 Electric Road Salem, Virginia 24153	305 Electric Road Salem, Virginia 24153
<b>Bland, Carroll, Giles, Grayson, and Wythe and the City of Galax</b>	Western	16	(276) 228-5311	285 South Sixth Street Wytheville, VA 24382-2510	285 South Sixth Street Wytheville, VA 24382-2510
<b>Russell, Smyth and Washington and the City of Bristol</b>	Western	17	(276) 676-5477	252 West Main Street, Suite 4 Abingdon, VA 24210	252 West Main Street, Suite 4 Abingdon, VA 24210
<b>Bristol</b>	Western	17 Sub-Office	(276) 645-7221	N/A	N/A
<b>Russell</b>	Western	17 Sub-Office	(276) 889-7620	N/A	N/A
<b>Smyth</b>	Western	17 Sub-Office	(276) 783-8596	N/A	N/A

<b>AREA</b>	<b>DISTRICT</b>	<b>OFFICE NUMBER</b>	<b>PHONE</b>	<b>PHYSICAL ADDRESS</b>	<b>MAILING ADDRESS</b>
<b>Dickenson, Lee, Scott and Wise and the City of Norton</b>	Western	18	(276) 679-9201	1650 Park Avenue, SW Norton, VA 24273	1650 Park Avenue, SW Norton, VA 24273
<b>Lee</b>	Western	18 Sub-Office	(276) 346-0562	N/A	N/A
<b>City of Newport News</b>	Eastern	19	(757) 247-8000	2506 Warwick Blvd. Newport News, VA 23607	2506 Warwick Blvd. Newport News, VA 23607
<b>Bedford</b>	Western	20	(540) 586-7920	107-C Turnpike Road Bedford, VA 24523	107-C Turnpike Road Bedford, VA 24523
<b>King George, Spotsylvania, and Stafford and the City of Fredericksburg</b>	Central	21	(540) 710-2102	5620 Southpoint Centre Blvd., Suite 110 Fredericksburg, VA 22407-2601	5620 Southpoint Centre Blvd., Suite 110 Fredericksburg, VA 22407-2601
<b>Henry and Patrick and the City of Martinsville</b>	Western	22	(276) 666-2366	32 Bridge Street, Suite 300 Martinsville, VA 24112	32 Bridge Street, Suite 300 Martinsville, VA 24112
<b>City of Virginia Beach</b>	Eastern	23	(757) 385-6330	2425 Nimmo Parkway Judicial Complex, Building 10-B Virginia Beach, VA 23456-9011	2425 Nimmo Parkway Judicial Complex, Building 10-B Virginia Beach, VA 23456-9011
<b>Appomattox, Buckingham, Charlotte, Cumberland and Prince Edward</b>	Central	24	(434) 392-8671	601 Industrial Park Road, Farmville, VA 23901	PO Box 271, Farmville, VA 23901
<b>Fauquier, Loudoun and Rappahannock and the Town of Warrenton</b>	Central	25	(703) 771-2510	751-D Miller Drive, SE Leesburg, VA 20175	751-D Miller Drive, SE Leesburg, VA 20175
<b>Warrenton</b>	Central	25 Sub-Office	(540) 347-6354	N/A	N/A
<b>Culpeper, Greene, Madison and Orange</b>	Central	26	(540) 829-7369	1845 Orange Road Culpeper, VA 22701	1845 Orange Road Culpeper, VA 22701

<b>AREA</b>	<b>DISTRICT</b>	<b>OFFICE NUMBER</b>	<b>PHONE</b>	<b>PHYSICAL ADDRESS</b>	<b>MAILING ADDRESS</b>
<b>Chesterfield and the City of Colonial Heights</b>	Central	27	(804) 796-4225	6910 Courthouse Road Chesterfield, VA 23832	6910 Courthouse Road Chesterfield, VA 23832
<b>Floyd, Montgomery and Pulaski and the City of Radford</b>	Western	28	(540) 831-5850	1216 East Main Street Radford, VA 24141	1216 East Main Street Radford, VA 24141
<b>City of Fairfax and the Towns of Clifton, Herndon and Vienna</b>	Central	29	(703) 934-0880	10398 Democracy Lane, Suite 101 Fairfax, VA 22030	10398 Democracy Lane, Suite 101 Fairfax, VA 22030
<b>Alexandria</b>	Central	29 Sub-Office	(703) 704-6646	N/A	N/A
<b>City of Hampton</b>	Eastern	30	(757) 727-4855	136 Kingsway Hampton, VA 23669	P. O. Box 69222 Hampton, VA 23669
<b>City of Chesapeake</b>	Eastern	31	(757) 424-6760	808 Live Oak Drive, Suite 125 Chesapeake, VA 23320	808 Live Oak Drive, Suite 125 Chesapeake, VA 23320
<b>City of Henrico</b>	Central	32	(804) 672-7486	2914 Hungary Spring Road Richmond, VA 23228	2914 Hungary Spring Road Richmond, VA 23228
<b>Essex, Lancaster, Northumberland, Richmond and Westmoreland</b>	Eastern	33	(804) 333-3286	471 Main Street, Warsaw, VA 22572	PO Box 159, Warsaw, VA 22572
<b>Charles City, James City, New Kent and York and the Cities of Poquoson and Williamsburg</b>	Eastern	34	(757) 253-4860	5244 Olde Towne Road Williamsburg, VA 23188	5244 Olde Towne Road Williamsburg, VA 23188
<b>Prince William and the Cities of Manassas and Manassas Park</b>	Central	35	(703) 361-9149	9309 Center Street, Suite 204 Manassas, VA 20110-5599	9309 Center Street, Suite 204 Manassas, VA 20110-5599
<b>City of Alexandria</b>	Central	36	(703) 518-8000	108 South Washington Street, 2nd Floor Alexandria, VA 22314	108 South Washington Street, 2nd Floor Alexandria, VA 22314
<b>Franklin County and the Town of Rocky Mount</b>	Western	37	(540) 483-0854	245 Circle Drive, Rocky Mount, VA 24151	PO Box 2015, Rocky Mount, VA 24151

<b>AREA</b>	<b>DISTRICT</b>	<b>OFFICE NUMBER</b>	<b>PHONE</b>	<b>PHYSICAL ADDRESS</b>	<b>MAILING ADDRESS</b>
<b>Brunswick, Greensville, Prince George, Surry and Sussex and the Cities of Emporia and Hopewell</b>	Eastern	38	(434) 348-3211	420-A S. Main Street Emporia, VA 23847	420-A S. Main Street Emporia, VA 23847
<b>Page and Rockingham Counties, the City of Harrisonburg, and the Town of Luray</b>	Western	39	(540) 433-2404	30-A West Water Street Harrisonburg, VA 22801	30-A West Water Street Harrisonburg, VA 22801
<b>Luray</b>	Western	39 Sub-Office	(540) 743-7505	N/A	N/A
<b>Alleghany, Botetourt and Craig Counties, the Cities of Clifton Forge and Covington, and the Town of Fincastle</b>	Western	40	(540) 473-2056	450 South Church Street, Fincastle, VA 24090	PO Box 588, Fincastle, VA 24090
<b>Caroline and Hanover and the Town of Ashland</b>	Central	41	(804) 752-5507	103 Green Chimneys Court, Suite A Ashland, VA 23005	103 Green Chimneys Court, Suite A Ashland, VA 23005
<b>Southampton and the City of Franklin</b>	Eastern	42	(757) 562-0305	161 Stewart Drive Franklin, VA 23851	161 Stewart Drive Franklin, VA 23851
<b>Buchanan and Tazewell</b>	Western	43	(276) 963-3092	134 Taylor Road Cedar Bluff, VA 24609	PO Box 363 Pounding Mill, VA 24637
<b>Buchannon County/Grundy</b>	Western	43 Sub-Office	(276) 935-1854	N/A	N/A



\_\_\_\_\_  
(Mailing Address)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Probation and Parole District \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_, 201 \_\_\_\_

Dear District Probation and Parole Office,

I am writing to request a discharge letter indicating the completion of my probation and/or parole sentence for my civil rights restoration application. This letter is required by the Secretary of the Commonwealth's office, which is the executive office that administers the review process on behalf of the Governor, for an application to be deemed complete for final review. To the best of my knowledge, I completed the probation/parole sentence in \_\_\_\_\_ (month), \_\_\_\_\_ (year).

I understand that each district office has its own procedures for releasing rights restoration letters. I would prefer a letter to be sent directly to me. If your district office does not send letters to applicants, I request that your office notify me at the contact information below when the letter is sent to the Secretary of the Commonwealth and/or the Secretary of the Commonwealth requests the letter.

If there is a pre-sentence report on record, please send a copy directly to the Secretary of the Commonwealth, as required by the application, at: Office of the Secretary of the Commonwealth, Attn: Rights Restoration Department, 1111 East Board Street, 4<sup>th</sup> Floor, Richmond, Virginia 23219. I would also appreciate that your office notifies me when it is sent to the Secretary.

Thank you for your assistance. Please contact me if there are any questions regarding this request.

Sincerely,

\_\_\_\_\_  
(Full Name)

Date of Birth: \_\_\_\_\_  
Last four-digits of Social Security Number: \_\_\_\_\_  
Daytime phone: \_\_\_\_\_  
Evening phone: \_\_\_\_\_  
Email address: \_\_\_\_\_



# Virginia Voter Registration Application Form

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## Instructions

You are not officially registered to vote until this application is approved. You should receive a Voter Card in the mail. If you do not receive this acknowledgment within 30 days after mailing this form, please contact your city or county voter registration office or the State Board of Elections. If you are already registered to vote with your current name and address, you do not need to re-register. If you have any questions regarding your voter registration status, please call your local Voter Registration Office.

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## Address Requirements

All applicants must provide a street address/description of their physical dwelling place. If that address is not serviced by the U.S. Postal Service, the applicant should also list a mailing address.

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## Protected Voter Requirements

To legally qualify to non-publish your residence address on voter lists requires that you meet certain statutory requirements. Your application must claim one of four reason codes:

- LEO: active or retired law enforcement officer, judge, U.S. or Virginia Attorney General attorney;
- CPO: have a court issued protective order for your benefit;
- TSC: have a complaint with law enforcement about being threatened or stalked (must attach complaint); or
- ACP: registered with the Virginia Attorney General's Address Confidentiality Program.

An eligible applicant who wants to non-publish the applicant's residence address in voter lists must also provide an alternative post office box mailing address within Virginia to be used on the voter lists.

---

## Mailing Instructions

- Place completed application in an envelope.
  - Write your name and return address on the envelope.
  - Write the address of the voter registration office for the county or city where you live:
- 
- Must be postmarked at least 22 days before the next Primary or General Election in which you plan to vote.
- 

**Privacy Act Notice:** Article II, Section 2 of the Constitution of Virginia (1971) requires that a person registering to vote provide his or her social security number, if any. Therefore, if you do not provide your social security number, your application for voter registration will be denied. Section 7 of the Federal Privacy Act (Public Law Number 93-579) allows the Commonwealth to enforce this requirement, but also requires that you be advised that state and local voting officials will use the social security number as a unique identifier to ensure that no person is registered in more than one place. This registration card will only be open to inspection by the public if the social security number is removed. Your social security number will appear on reports produced only for official use by voter registration and election officials, for jury selection purposes by courts, and all lawful governmental purposes.

**Bilingual Election Requirements:** Section 203 of the Voting Rights Act of 1965, Title 42, United States Code (U.S.C.), §, 1973AA-1A mandates that a state or political subdivision must provide language assistance to voters if more than five (5) percent or more than 10,000 of voting age citizens are members of a single-language minority group and are limited-English proficient; and the illiteracy rate of such language minority citizen in the political subdivision is higher than the national illiteracy rate. Only those localities in Virginia meeting this threshold are required to provide bilingual language assistance for qualifying languages under Section 203. Localities covered: Fairfax County (Spanish).

**WARNING: INTENTIONALLY VOTING MORE THAN ONCE IN AN ELECTION OR MAKING A MATERIALLY FALSE STATEMENT ON THIS FORM CONSTITUTES THE CRIME OF ELECTION FRAUD, WHICH IS PUNISHABLE UNDER VIRGINIA LAW AS A FELONY. VIOLATORS MAY BE SENTENCED TO UP TO 10 YEARS IN PRISON, OR UP TO 12 MONTHS IN JAIL AND/OR FINED UP TO \$2,500.**

List of Voter Registration Offices  
(General Registrar) as of 7/01/2013

**Accomack County**

PO Box 97  
Accomack, VA 23301-0097  
(757) 787 - 2935

**Albemarle County**

PMB 404, 536 Pantops Center  
Charlottesville, VA 22911  
(434) 972 - 4173

**Alexandria City**

132 North Royal St, Ste. 100  
Alexandria, VA 22314-3283  
(703) 746 - 4050

**Alleghany County**

110 Rosedale Ave, Ste. D  
Covington, VA 24426-1294  
(540) 965 - 1690

**Amelia County**

PO Box 481  
Amelia, VA 23002-0481  
(804) 561 - 3460

**Amherst County**

PO Box 550  
Amherst, VA 24521-0550  
(434) 946 - 9315

**Appomattox County**

PO Box 8  
Appomattox, VA 24522-0008  
(434) 352 - 5302

**Arlington County**

2100 Clarendon Blvd, Ste. 320  
Arlington, VA 22201-5400  
(703) 228 - 3456

**Augusta County**

PO Box 590  
Verona, VA 24482-0590  
(540) 245 - 5656

**Bath County**

PO Box 157  
Warm Springs, VA 24484-0157  
(540) 839 - 7266

**Bedford County**

County Admin Building  
122 East Main St, Ste. 204  
Bedford, VA 24523-2000  
(540) 586 - 7649

**Bland County**

PO Box 535  
Bland, VA 24315-0535  
(276) 688 - 4441

**Botetourt County**

PO Box 62  
Fincastle, VA 24090-0062  
(540) 473 - 8235

**Bristol City**

300 Lee St  
Bristol, VA 24201-4327  
(276) 645 - 7318

**Brunswick County**

100 Tobacco St, Rm. 103  
Lawrenceville, VA 23868-1823  
(434) 848 - 4414

**Buchanan County**

PO Box 975  
Grundy, VA 24614-0975  
(276) 935 - 6534

**Buckingham County**

PO Box 222  
Buckingham, VA 23921-0222  
(434) 969 - 4304

**Buena Vista City**

2039 Sycamore Ave  
Buena Vista, VA 24416-3133  
(540) 261 - 8605

**Campbell County**

PO Box 103  
Rustburg, VA 24588-0103  
(434) 332 - 9579

**Caroline County**

PO Box 304  
Bowling Green, VA 22427-0304  
(804) 633 - 9083

**Carroll County**

Governmental Center  
605-3 Pine St, B 110  
Hillsville, VA 24343-1404  
(276) 730 - 3035

**Charles City County**

PO Box 146  
Charles City, VA 23030-0146  
(804) 652 - 4606

**Charlotte County**

PO Box 118  
Charlotte CH, VA 23923-0118  
(434) 542 - 5856

**Charlottesville City**

PO Box 911  
Charlottesville, VA 22902-0911  
(434) 970 - 3250

**Chesapeake City**

PO Box 911  
Charlottesville, VA 22902-0911  
(434) 970 - 3250

**Chesapeake County**

411 Cedar Rd  
Chesapeake, VA 23322-5566  
(757) 277 - 9797

**Chesterfield County**

PO Box 1690  
Chesterfield, VA 23832-1690  
(804) 748 - 1471

**Clarke County**

PO Box 555  
Berryville, VA 22611-0555  
(540) 955 - 5168

**Colonial Heights City**

PO Box 3401  
Colonial Heights, VA 23834-9001  
(804) 520 - 9277

**Covington City**

515 E. Pine St  
Covington, VA 24426-1534  
(540) 965 - 6380

**Craig County**

PO Box 8  
New Castle, VA 24127-0008  
(540) 864 - 6190

**Culpeper County**

151 North Main St, Ste. 301  
Culpeper, VA 22701  
(540) 825 - 0652

**Cumberland County**

PO Box 125  
Cumberland, VA 23040-0008  
(804) 492 - 4504

**Danville City**

515 Main St  
Danville, VA 24541-1317  
(434) 799 - 6560

**Dickenson County**

PO Box 1306  
Clintwood, VA 24228-1306  
(276) 926 - 1620

**Dinwiddie County**

PO Box 365  
Dinwiddie, VA 23841-0365  
(804) 469 - 4500 option 7

**Emporia City**

PO Box 1092  
Emporia, VA 23847-1092  
(434) 634 - 9533

**Essex County**

PO Box 1561  
Tappahannock, VA 22560-1561  
(804) 443 - 4611

**Fairfax County**

12000 Govt Ctr Pkwy, Ste. 323  
Fairfax, VA 22035-0081  
(703) 222 - 0776

**Fairfax City**

Sisson House  
10455 Armstrong St  
Fairfax, VA 22030-3640  
(703) 385 - 7890

**Falls Church City**

300 Park Ave, Rm. 101E  
Falls Church, VA 22046-3332  
(703) 248 - 5085

**Fauquier County**

32 Waterloo St, Ste. 207  
Warrenton, VA 20186-3238  
(540) 422 - 8290

**Floyd County**

100 East Main St, Rm. 302  
Floyd, VA 24091-2101  
(540) 745 - 9350

**Fluvanna County**

PO Box 44  
Palmyra, VA 22963-0044  
(434) 589 - 3593

**Franklin County**

1255 Franklin St, Ste. 106  
Rocky Mount, VA 24151-1289  
(540) 483 - 3025

**Franklin City**

PO Box 42  
Franklin, VA 23851-0042  
(757) 562 - 8545

**Frederick County**

107 North Kent St, Ste. 102  
Winchester, VA 22601-5039  
(540) 665 - 5660

**Fredericksburg City**

Executive Plaza  
601 Caroline St, Ste. 500-A  
Fredericksburg, VA 22401  
(540) 372 - 1030

**Galax City**

PO Box 1045  
Galax, VA 24333-1045  
(276) 236 - 7509

**Giles County**

201 N. Main St, Ste. 1  
Pearisburg, VA 24134-1611  
(540) 921 - 2802

**Gloucester County**

PO Box 208  
Gloucester, VA 23061-0208  
(804) 693 - 3659

**Goochland County**

PO Box 1013  
Goochland, VA 23063-1013  
(804) 556 - 5803

**Grayson County**

PO Box 449  
Independence, VA 24348-0449  
(276) 773 - 2842

**Greene County**

PO Box 341  
Stanardsville, VA 22973-0341  
(434) 985 - 5213

**Greensville County**

PO Box 1092  
Emporia, VA 23847-1092  
(434) 348 - 4228

**Halifax County**

PO Box 400  
Halifax, VA 24558-0400  
(434) 476 - 3322

**Hampton City**

1919 Commerce Dr, Ste. 280  
Hampton, VA 23666  
(757) 727 - 6218

**Hanover County**

PO Box 419  
Hanover, VA 23069-0419  
(804) 365 - 6080

**Harrisonburg City**

PO Box 20031  
Harrisonburg, VA 22801-7531  
(540) 432 - 7707

**Henrico County**

PO Box 90775  
Henrico, VA 23273-0775  
(804) 501 - 4347

**Henry County**

PO Box 7  
Collinsville, VA 24078-0007  
(276) 638 - 5108

**Highland County**

PO Box 386  
Monterey, VA 24465-0386  
(540) 468 - 2013

**Hopewell City**

309 North 2nd Ave  
Hopewell, VA 23860-2704  
(804) 541 - 2232

**Isle of Wight County**

PO Box 77  
Isle of Wight, VA 23397-0077  
(757) 365 - 6230

**James City County**

PO Box 3567  
Williamsburg, VA 23187-3567  
(757) 253 - 6868

**King & Queen County**

PO Box 56  
King & Queen CH, VA 23085-0056  
(804) 785 - 5980

**King George County**

PO Box 1359  
King George, VA 22485-1359  
(540) 775 - 9186

**King William County**

PO Box 173  
King William, VA 23086-0173  
(804) 769 - 4952

**Lancaster County**

PO Box 159  
Lancaster, VA 22503-0159  
(804) 462 - 5277

**Lee County**

PO Box 363  
Jonesville, VA 24263-0363  
(773) 346 - 7780

**Lexington City**

PO Box 922  
Lexington, VA 24450-0922  
(540) 462 - 3706

**Loudoun County**

750 Miller Drive, SE, Ste. C  
Leesburg, VA 20175-8916  
(703) 777 - 0380

**Louisa County**

PO Box 220  
Louisa, VA 23093-0220  
(540) 967 - 3427

**Lunenburg County**

160 Courthouse Sq  
Lunenburg, VA 23952-9999  
(434) 696 - 3071

**Lynchburg City**

3236 Odd Fellows Rd  
Lynchburg, VA 24501  
(434) 847 - 1609

**Madison County**

PO Box 267  
Madison, VA 22727-0267  
(540) 948 - 6533

**Manassas City**

9025 Center St  
Manassas, VA 20110-5403  
(703) 257 - 8230

**Manassas Park City**

City Hall, 1 Park Center Ct  
Manassas Park, VA 20111-2395  
(703) 335 - 8806

**Martinsville City**

PO Box 1323  
Martinsville, VA 24114-1323  
(276) 403 - 5122

**Mathews County**

PO Box 328  
Mathews, VA 2310  
(804) 725 - 3200

**Mecklenburg County**

PO Box 436  
Boynton, VA 23917-0436  
(434) 738 - 6191

**Middlesex County**

PO Box 358  
Saluda, VA 23149-0358  
(804) 758 - 4420

**Montgomery County**

755 Roanoke St, Ste. 1F  
Christiansburg, VA 24073-3175  
(540) 382 - 5741

**Nelson County**

PO Box 292  
Lovingsston, VA 22949-0292  
(434) 263 - 4068

**New Kent County**

PO Box 128  
New Kent, VA 23124-0128  
(804) 966 - 9699

**Newport News City**

2400 Washington Ave  
Newport News, VA 23607-4305  
(757) 926 - 8683

**Norfolk City**

PO Box 1531  
Norfolk, VA 23501-1531  
(757) 664 - 4353

**Northampton County**

PO Box 510  
Eastville, VA 23347-0510  
(757) 678 - 0480

**Northumberland County**

PO Box 84  
Heathsville, VA 22473-0084  
(804) 580 - 4655

**Norton City**

PO Box 225  
Norton, VA 24273-0225  
(276) 679 - 1162

**Nottoway County**

PO Box 24  
Nottoway, VA 23955-0024  
(434) 645 - 8148

**Orange County**

146 Madison Rd, Ste. 204  
Orange, VA 22960-1449  
(540) 672 - 5262

**Page County**

551 Mechanic St  
Luray, VA 22835-1820  
(540) 743 - 3986

**Patrick County**

PO Box 635  
Stuart, VA 24171-0635  
(276) 694 - 7206

**Petersburg City**

PO Box 1031  
Petersburg, VA 23804-1031  
(804) 733 - 8071

**Pittsylvania County**

110 Old Chatham Elementary Ln  
Chatham, VA 24531  
(434) 432 - 7971

**Poquoson City**

500 City Hall Ave, Rm. 139  
Poquoson, VA 23662-1996  
(757) 868 - 3070

**Portsmouth City**

801 Crawford St, 1st Fl  
Portsmouth, VA 23704-3822  
(757) 393 - 8644

**Powhatan County**

3834 Old Buckingham Rd, Ste. G

# Virginia Voter Registration Application Form

Use this form to register to vote in Virginia or report a change in name or address. If you are already registered with your current name and address, you do not need to re-register.

To register to vote in Virginia, you must:	· Be a United States citizen	· Have had your voting rights restored if you have ever been convicted of a felony
	· Be a resident of Virginia	· Have had your capacity restored if you have ever been declared mentally incapacitated in a Circuit Court
	· Be 18 years old by the next general election	

## Identification Requirement

**For Registration:** If you are registering for the first time by mail, federal law (the Help America Vote Act) requires you to provide identification the first time you vote in a federal election. Please enclose a copy of one of the following documents that shows your name and address with your application: (1) current and valid photo ID, (2) current utility bill, (3) bank statement, (4) government check, (5) paycheck, or (6) other government document. You can also present this required information at the polls, but may experience delays. If eligible to vote absentee by mail, your mailed absentee ballot will not be counted unless the required identification has been provided to your local electoral board no later than noon on the Friday following the election.

**For Voting:** Virginia law requires you also to provide identification when you vote in person. Your voter information card is acceptable identification. For information on other types of qualified identification, please visit: <http://www.sbe.virginia.gov/links/voterID> or call toll free at 1-800-552-9745 (TTY: 1-800 260-3466)

Starred (\*) items are required. If you do not complete all of the items that are marked with \*, your application may be denied. Once your local registrar approves your application, you will receive a voter card by mail.

<b>1</b> *Are you a citizen of the United States of America? <input type="checkbox"/> YES <input type="checkbox"/> NO	*Will you be at least 18 years of age on or before the next General Election day? <input type="checkbox"/> YES <input type="checkbox"/> NO	If you checked "NO" in response to either of these questions, do not complete this form.
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<b>2</b> <input type="text"/> - <input type="text"/> - <input type="text"/> *Social Security Number	<input type="checkbox"/> Male <input type="checkbox"/> Female *Gender	<input type="text"/> / <input type="text"/> / <input type="text"/> *Date of Birth	<input type="text"/> - <input type="text"/> - <input type="text"/> Daytime Telephone Number
*Last Name		*First Name	*Full Middle or Maiden Name <input type="checkbox"/> None
			*Suffix (Jr., Sr., III, Etc.) <input type="checkbox"/> None

<b>3</b> *Residence (Permanent) Home Address	Apt/Unit/Lot/Rm/Ste	City/Town	Zip Code
If Rural Address or Homeless, please describe where you reside		E-mail address	
Mailing Address (if different)/Virginia P.O.Box or Uniformed Service Address, if applicable (include Zip Code)		<input type="checkbox"/> City or <input type="checkbox"/> County:	
		Name of City or County of Residence	

<b>4</b> *Have you ever been convicted of a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO State where convicted	<input type="text"/> / <input type="text"/> / <input type="text"/>
If YES, have your voting rights been restored? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, when restored?	<input type="text"/> / <input type="text"/> / <input type="text"/>

<b>5</b> *Have you ever been judged mentally incapacitated? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/> / <input type="text"/> / <input type="text"/>
If YES, has court restored you to capacity? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, when restored?	<input type="text"/> / <input type="text"/> / <input type="text"/>

<b>6</b> Registration Statement: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true. I authorize the cancellation (entered in Box 7 below) of my current registration and I have read the Privacy Act Notice on the front of this form.	<input type="text"/> / <input type="text"/> / <input type="text"/>
* Signature (or mark if unable to sign)	

If applicant is unable to sign due to a physical disability, write the name/address of person who assisted. (Required)

Protected Voter Code if applicable. See instructions.

I'm interested in being an Election Official on Election Day. Please send me information.

Check if you have a disability that requires someone to assist you in order to vote.

<b>7</b> *Previous Voter Registration Information—Commonwealth of Virginia	
<input type="checkbox"/> No, I am not currently registered to vote in Virginia or another state.	
<input type="checkbox"/> Yes, I am registered to vote at another address in Virginia or in another state. If YES, the information below must be completed:	
Full Name as Registered	<input type="text"/> / <input type="text"/> / <input type="text"/> Date of Birth
	<input type="text"/> - <input type="text"/> - <input type="text"/> Social Security Number (last 4 digits required)
Address at which you were previously registered to vote	City/Town State Zip Code

City/County/Town of Residence (if applicable). This cancellation information will be sent to the county or city and state you entered above.

# Virginia Voter Registration Application Receipt

Name of Applicant \_\_\_\_\_

Date 

M	M	/	D	D	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

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Name of group or individual receiving application \_\_\_\_\_ E-mail address \_\_\_\_\_

Daytime telephone number of group or individual receiving application 

				-						-				
--	--	--	--	---	--	--	--	--	--	---	--	--	--	--

No receipt is required for application completed in the Voter Registration Office.

If you have not received a Voter Card within thirty (30) days of submitting a Voter Registration Application, please contact the Virginia State Board of Elections.

On-line: [www.sbe.virginia.gov](http://www.sbe.virginia.gov)  
 Voice: 800 · 552 · 9745  
 TTY: 800 · 260 · 3466  
 Richmond local: 804 · 864 · 8901

Notes

Deceased

Judged Incapacitated

Transferred Out

Re-Registered

Error Deleted

Inactive Status

Reactivated

Out of State

Personal Request

Convicted of a Felony

NVRA Cancel

Other changes	New PCT	Authorized by	Date changed

New Last Name \_\_\_\_\_ New First, Middle/Maiden Name and Suffix \_\_\_\_\_ Date changed \_\_\_\_\_

Registration date	PCT	Town code	Denial date & reason	Date changed

**For Office Use Only**

# BECOMING A NOTARY

## To become a paper-notary, you must be:

- 18 years old or older
- Legal resident of the United States
- Live or work in Virginia
- Able to read and write in English
- Either not have a felony conviction, or if you have a conviction, you must have had your civil rights restored.

## Steps to becoming a notary:

1. Complete the **notary application**
  - Online Application Wizard (including online payment):  
<https://solutions.virginia.gov/Notary/Notary/Edit/8c2a6741-1601-4114-bbb7-1acde24295dc>
  - Paper download: <http://www.commonwealth.virginia.gov/Notary/notaryapplication.pdf>
2. Properly **notarize the application**.
3. Enclose the **\$45.00 processing fee** (online payment receipt or check/money order).
4. Receive the **appointment notification letter**.
5. **Schedule to take commission oath** at local circuit court.  
There is a \$10 oath administration fee.

## Frequently Asked Questions:

- Virginia is a self-certifying state so there is no test or certification. You should, however, be familiar with the Virginia Notary handbook: <http://www.commonwealth.virginia.gov/Notary/NotaryHandbook.pdf>.
- An application takes 2 – 3 weeks to process.
- You must take your oath within 60 days of appointment.
- You may elect to become an electronic notary-only.
- You may contact the Secretary of the Commonwealth's Notary department via [notary@governor.virginia.gov](mailto:notary@governor.virginia.gov).

More information can be found at <http://www.commonwealth.virginia.gov/Notary/notary.cfm>.

# VOLUNTEER TO HELP OTHERS

“Before I had my rights restored, I helped people in the community behind the scenes. Now that I have had my rights restored, I feel like I can stand up for my community openly and be a community leader.”

Mercedes Harris,  
Waynesboro, VA,  
Rights Restored in 2012

Here are some ways that you can help others:

## **Share your story with Advancement Project.**

The best people to speak about rights restoration are people who have been through the process themselves. We collect stories from people affected by disenfranchisement as part of our Story Bank. You choose how your story is shared and with whom we share. By making yourself visible and your story known, you help others realize that they are not alone, and allow others to see an example of where they could be. Call Advancement Project at (202) 728-9557 to schedule an interview or visit our website, [www.takebackmyvote.org](http://www.takebackmyvote.org), to submit your story.

## **Share Advancement Project resources.**

Most people know very little about the rights restoration process. You can help change that by distributing our various resources, including our rights restoration guides and informational handouts to people you know. If you would like free guides or copies, contact Advancement Project at (202) 728-9557 or via email at [takebackmyvote@advancementproject.org](mailto:takebackmyvote@advancementproject.org).

## **Teach other community members.**

Would you like to teach others how the rights restoration process works? You are welcome to use Advancement Project's Nuts & Bolts presentation available online at [www.takebackmyvote.org](http://www.takebackmyvote.org). You may also contact Advancement Project at (202) 728-9557 to coordinate a training with one of our nearest local partners, in which you may co-teach with a more experienced trainer or help in some other way.

## **Organize/participate in a local clinic or event.**

One of the most effective ways to help others through the rights restoration process is to host an event where people can come to receive 1-on-1 assistance. Some choose to host “clinics” regularly – such as once a month – while others choose to host a one-time event. Please contact Advancement Project at (202) 728-9557 or via email at [takebackmyvote@advancementproject.org](mailto:takebackmyvote@advancementproject.org) to learn whether you can join another local partner in hosting a clinic/event or support in starting your own.

## **Speak to your legislator.**

Do you support automatic restoration? If so, you should join advocates in changing the state constitution. Each year advocates speak to their General Assembly representatives about different legislative proposals. Visit the General Assembly website (<http://virginiageneralassembly.gov/>) and check “Who’s My Legislator Service” to find your representatives. Contact Advancement Project at (202) 728-9557 or via email at [takebackmyvote@advancementproject.org](mailto:takebackmyvote@advancementproject.org) for help finding other local advocates.

# PAYING OFF COURT COSTS

## THERE ARE THREE TYPES OF COURT COSTS ASSOCIATED WITH YOUR FELONY CONVICTION, INCLUDING:

- **Fees.** Court fees are owed by every defendant to pay the costs of the court's operation.
- **Fines.** Under state law, certain offenses may have fines assessed as part of the sentence, with a maximum set forth in the law.
- **Restitution.** Also known as victim's compensation restitution, is assessed when there is a harm (such as stolen money or destroyed property) that can be fixed through monetary payment.
- **Interest.** A percentage rate that is added on each year of non-payment to your original balance. Interest may be up to 15% depending on your jurisdiction, and often accrues while a person is incarcerated.

These are the only court-associated costs that you need to pay to become eligible for rights restoration. Other debt that courts handle, such as child support, are considered "civil" costs, and is not considered for rights restoration. Remember, only costs related to your felony conviction(s) matter.

### What are the court's rules for payment?

Every city and county circuit court have different sets of rules for how costs accrue interest; whether and how payment plans are available; and which departments manage collection. Contact the circuit court of your conviction to learn whether you have outstanding debt to the court and different options for payment.

### What are my payment options?

Payment rules vary from city and county. Some courts offer:

- Payment plan on a sliding scale based on need.
- Payment plan with an initial deposit by amount or months' total.
- Payment plan with a monthly minimum.
- Community service to pay restitution.

### Shouldn't I know if I owe court costs?

While most courts report overdue debts to the Department of Motor Vehicles, which may suspend or revoke driving privileges, more than half of court debts are never collected. This means that some people may have fines, fees, or restitution that is owed but for some reason the courts never contacted you to collect payment. Ultimately, it is up to you to satisfy any debts related to your felony conviction.

# GETTING PHOTO IDENTIFICATION & VIRGINIA BIRTH CERTIFICATE

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## Getting an Identification Card

[http://www.dmv.state.va.us/drivers/#id/adult\\_id.asp](http://www.dmv.state.va.us/drivers/#id/adult_id.asp)

You must have original documents of:

- 1) primary proof of identity (such as a birth certificate, driver's license not expired for more than a year, unexpired military card);
- 2) secondary proof of identity (driver's license/ID card not expired for more than five years, unexpired social services/welfare card, certified school transcript);
- 3) proof of legal presence (U.S. birth certificate, naturalization papers);
- 4) proof of Virginia residency (utility bill, monthly bank statement not more than two months old, payroll stub not more than two months old).

## License Reinstatement

Many people have their license suspended or revoked after a felony conviction, either due to the failure to pay court or jail fees or fines or due to driving violations (driving while intoxicated, driving on a suspended license, etc). A license may be reinstated by paying an administrative fee (approximately \$145 - \$220 & an additional \$5 for each extra order) and proof of satisfying the outstanding issue, such as the payment of court fines or fees.

<http://www.dmv.state.va.us/webdoc/pdf/dmv201.pdf>

## Getting a Virginia Birth Certificate

Any person or immediate family member (mother, father, brother, sister, husband, wife) may request a birth certificate. To request a birth certificate, you need:

- 1) To fill-out an application on the next page.
- 2) Provide a copy of a primary document or two secondary documents (state ID card not expired more than five years, healthcare card, selective service card, etc).
- 3) Include a \$12.00 money order or check with your request.
- 4) Mail your application to:  
Division of Vital Records  
P. O. Box 1000  
Richmond, VA 23218-1000

For other states' vital records offices, visit here: <http://www.cdc.gov/nchs/w2w.htm>

**COMMONWEALTH OF VIRGINIA**  
**Application for Certification of a Vital Record**

Virginia statutes require a fee of \$12.00 be charged for each certification of a vital record or for a search of the files when no certification is made. Please make check or money order payable to **State Health Department**. There is a \$50.00 service charge for returned checks.

Name of Requester: \_\_\_\_\_  
(person requesting the certificate)

Daytime Phone Number \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

**What is your relationship to the person named on the certificate? (Check one)**

\_\_\_\_\_ Self \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Child \_\_\_\_\_ Current Spouse \_\_\_\_\_ Sister \_\_\_\_\_ Brother  
\_\_\_\_\_ Maternal Grandparent \_\_\_\_\_ Paternal Grandparent  
\_\_\_\_\_ Legal Guardian (submit custody order) \_\_\_\_\_ Other (Specify) \_\_\_\_\_

What is your reason for requesting this certificate? \_\_\_\_\_

I understand that making a **FALSE** application for a vital record is a **FELONY** under state and federal law.

Signature of Requester: \_\_\_\_\_

**IMPORTANT:** The person requesting the vital record must submit a copy of their identification. See list on reverse side.

BIRTH CARDS ARE NO LONGER AVAILABLE.

BIRTH

Number of Copies: \_\_\_\_\_ Paper: \_\_\_\_\_

Name at Birth: \_\_\_\_\_

**If name has changed since birth due to adoption, court order, or any reason other than marriage, please list changed name here:**

\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Hospital of Birth: \_\_\_\_\_  
(City/County in Virginia)

Full Maiden Name of Mother: \_\_\_\_\_

Full Name of Father: \_\_\_\_\_



DEATH / STILLBIRTH

Number of Copies: \_\_\_\_\_

Name of Deceased: \_\_\_\_\_

Date of Death: \_\_\_\_\_ Age at Death: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Place of Death: \_\_\_\_\_ Hospital Name: \_\_\_\_\_  
(City/County in Virginia)

Full Maiden name of Mother: \_\_\_\_\_

Full Name of Father: \_\_\_\_\_

MARRIAGE

Number of Copies: \_\_\_\_\_

Full Name of Husband: \_\_\_\_\_

Full Name of Wife: \_\_\_\_\_

**DIVORCE**

Number of Copies: \_\_\_\_\_

Marriage - Date: \_\_\_\_\_ Place: \_\_\_\_\_

Divorce - Date: \_\_\_\_\_ Place: \_\_\_\_\_

If Marriage, place where license was issued: \_\_\_\_\_  
(City/County in Virginia)

.....

Please indicate the address you wish the certificate(s) mailed to in the box below. -- Please type or print clearly.

Name	Send Completed Application To:
Address	Division of Vital Records P. O. Box 1000 Richmond, VA 23218-1000
City/State/Zip	(804) 662-6200 <a href="http://www.vdh.virginia.gov">www.vdh.virginia.gov</a>

## ACCEPTABLE IDENTIFICATION

Submit one (1) document from the primary list or two (2) documents from the secondary list

<b>PRIMARY LIST</b>	
	Photo Drivers License issued by US DMV office - unexpired or expired for not more than one year
	Photo Learners/Instruction Permit issue by US DMV office -unexpired or expired for not more than one year
	Photo Identification Card issued by US DMV Office - unexpired or expired for not more than one year
	Current Photo Identification Card - (school, employment). Check Cashing Cards are not acceptable
	Military Card - unexpired - active duty or retired member
	U.S. Passport – unexpired
	Foreign Passport with Visa, I-94 or I-94W - unexpired
	U.S. Certificate of Naturalization - (form N-550, N-570 or N-578)
	U.S. Certificate of Citizenship - (form N-560 or N-561)
	U.S. Citizen Identification Card - (form I-197)
	Temporary Resident Card - unexpired - (form I-688)
	Employment Authorization Card - unexpired - (form I-688A, I-688B)
	Refugee Travel Document - unexpired- (form I-571)
	Resident Alien Card – unexpired - (form I-551)
	Permanent Resident Card - unexpired - (form I-551)
	Northern Marianas Card - unexpired - (form I-551)
	Asylum - A copy of the first and last page of application for Asylum
	Birth Abroad (Consular Report) of a Citizen of the U.S.A. (form FS-240)
	Birth Abroad (Certification of Report) of a Citizen of the U.S.A.
	Virginia Criminal Justice Agency Offender Information Form
	United States Probation Offender Information Form
<b>SECONDARY LIST</b>	
	U.S. Selective Service Card
	U.S. Military Discharge Papers - (form DD214)
	Certified School Records/Transcript issued by a U.S. state or territory
	Enrollment, Certificate of - issued by VA Dept of Education
	Life insurance policy
	Health care insurance card
	Welfare/social services identification card with photo - unexpired – issued by municipality
	Photo Drivers License - issued by US DMV office expired not more than 5 years
	Photo Learners/Instruction Permit - issued by US DMV office expired not more than 5 years
	Photo Identification card - issued by US DMV office expired not more than 5 years
	U. S. Passport - expired not more than 5 years
	Foreign Passport - expired not more than 5 years, with a VISA,
	Military dependent ID card, with photo - unexpired
	Weapons or gun permit issued by federal state or municipal government-unexpired
	Pilots License – unexpired
	INS form I-797 (applicable only for individuals whose names appear on the form)
	IAP-66 U.S. Department of State form (applicable only for the individuals whose names appear on the form).
	Veterans Universal Access Identification Card

# Name & Gender Correction for Identification & Birth Certificate

The information below is by Whitman-Walker Health Legal Services. It is a partial re-production of its Virginia Name and Gender Change Guide (updated May 2013). Please contact Whitman-Walker Legal Services at (202) 939-7627 for more information or further assistance.

## COURT ORDER FOR CHANGE OF NAME

You have a right to change your name so long as you are not doing so for fraudulent purposes (i.e. to evade creditors or to escape criminal charges) or in a way that interferes with the rights of others.

You must obtain a court order recognizing your new name to legally change your name in Virginia. The first step toward receiving the court order is to file an Application for Change of Name with the circuit court of the county or city in which you live.<sup>3</sup> Once you have successfully filed the application, the court will either mail you the original signed court order recognizing your new legal name or if the court chooses to schedule a hearing, present it to you in person after the hearing.

Many cities/counties in VA have distinct requirements for individuals wishing to change their name, including a city/county specific application and court order that the client must complete in a very particular way. **YOU MUST check the website for the civil circuit court in the county or city where you live for specific instructions.** If none are provided, call the civil clerk's office for your city or county and ask what you must do. A list of circuit courts and their addresses is available on **page 30** of this guide.

For those cities and counties that do not offer specific instructions, the following steps should result in a successful name change.

### A. WHAT TO FILE / WHERE TO FILE:

#### FILE A COMPLETED AND NOTARIZED APPLICATION FOR CHANGE OF NAME.

The general state form and instructions can be found online at <http://www.courts.state.va.us/forms/circuit/cc1411.pdf>; the application should be typed – which you can do on the website before you print the document. You must sign the Application for Change of Name in the presence of a notary public. Whitman-Walker Legal Services offers this service for free at the NW office located at 1701 14<sup>th</sup> Street NW. Generally, each courthouse also offers notary public services for a small fee.

#### SUBMIT A PROPOSED (UNSIGNED) COURT ORDER.

This form can almost always be found on the website for your local city or county circuit court, and it **MUST** be specific to the county or city where you live. If the form is not available online, call the civil circuit clerk in the county or city where you live and ask where you can obtain this form (he/she may be able to give it to you to fill out when you go to the court to file your application for a name change).

The following is an example of Arlington's court order: <http://www.arlingtonva.us/departments/ClerkofCircuitCourt/CivilCourt/file72351.pdf>

#### PUBLICATION.

Only minors seeking a name change must fulfill a publication requirement. There is **no publication requirement** for adults seeking a name change in Virginia.

#### FEES.

When you file the application, the clerk will collect the required fee. The filing fee will vary depending on the city or county where you live. Check the website of your local circuit court for filing fee information. Note that certain jurisdictions only accept cash or money order.

**Double check that you have fulfilled all of the filing requirements in your city/county.**

Before filing your application, you should double check the filing rules applicable in your county and make sure you have complied with all of them – this includes the **number of copies you must file** with the Court, whether to include a proposed court order or a self-addressed, stamped-envelope, the amount of the filing fee, whether you may submit your filing by mail, and how to obtain additional certified copies of the court order. This information is often available online, but you may also consider calling the civil circuit clerk in the city/county where you live for more information.

Pay in advance for additional certified copies of your court order.

3 Va. Code § 8.01-217.

Unless you request additional copies of the order, you will usually receive only one original court order signed by the judge. **You must request several certified copies of the court order as these will be needed to support later name and gender changes with other agencies.** We suggest you request at least 3 certified copies. It may be most convenient for you to arrange for these copies at the time you submit your filing. Ask the clerk if you can pay in advance to have additional copies of the signed order sent to you. Courts charge a small fee for each additional copy requested and you must submit this fee in advance. See the attached Fee Schedule for more information.

#### **NOTE FOR MINORS.**

If you are a minor and wish to obtain a court order for a name change, you must typically receive the consent of your parents/legal guardians. In Virginia, there is a separate name change petition that minors and their parents/legal guardians must complete and submit to the courthouse in the city or county where they live. We encourage minors and their parents/legal guardians to speak to an attorney before pursuing the name change of a transgender minor as special legal issues surround this decision, especially if the parents/legal guardians of the minor share legal or physical custody of the minor with another parent/legal guardian.

#### **B. NEXT STEPS**

After you have filed the application, paid the required fee, and filed all other required documentation, if any, the court will process your application. Processing time will vary depending on the court. Arlington and Fairfax County each estimate that the order will be mailed to you in approximately 3 weeks. Prince William County estimates a wait time of 4-6 weeks.

On rare occasions, the court will choose to schedule a hearing, which you must attend in order to receive your court order for a name change. From our experience, these hearings are uncommon in VA and typically occur so the judge may ensure that you are not changing your name for fraudulent purposes. If the court chooses to schedule a hearing, you should receive a copy of the court order immediately following your hearing if the judge grants the order.

If you did not arrange in advance for the delivery of additional certified copies of the court order, you may go to the courthouse at any time during business hours to request (and pay for) additional certified copies.

### **CHANGING YOUR NAME AND/OR GENDER WITH THE VIRGINIA DEPARTMENT OF MOTOR VEHICLES (DMV)**

#### **A. HOW TO CHANGE YOUR NAME WITH DMV <sup>4</sup>**

##### **1. FIRST TIME APPLICANTS FOR A VIRGINIA DL OR ID CARD**

If you are applying for a Virginia driver's license or ID card for the first time and your name has changed from that on your birth certificate, you must submit either the original or a certified copy of the Court Order granting the name change (the DMV may refer to the certified copy as a "teste copy") along with all other documentation required by the VA DMV when applying for a driver's license/ID card, including:

**Two (2) items proving your identity** (it is okay if these documents use your former name); samples include (i) official birth document issued by a U.S. state, jurisdiction or territory (foreign birth certificates are not accepted) and (ii) unexpired or expired U.S. passport or U.S. passport card.\*

**One (1) item proving your lawful presence in the U.S.** (such as a passport, birth certificate or immigration document)

**One (1) item proving your Virginia residence\***, and

**One (1) item proving your Social Security number** (if you have been issued one).

\* The complete list of acceptable documents for each category above can be found online: <http://www.dmv.state.va.us/webdoc/pdf/dmv141.pdf>.

*Note that DMV will accept only original documents. The fee for a replacement license is \$20, and a new license ranges from \$20 to \$32. A photo ID is \$10.*

##### **2. UPDATING AN EXISTING VIRGINIA DL OR ID CARD**

If you already have a VA driver's license or identification card and wish to change your name, you must submit (1) your valid driver's license or ID card, and (2) either the original or a certified copy of the Court Order granting the name change.

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<sup>4</sup> See Change of Address or Name, Virginia Department of Motor Vehicles, available at [http://www.dmv.state.va.us/webdoc/citizen/records/update\\_add.asp](http://www.dmv.state.va.us/webdoc/citizen/records/update_add.asp).

## **B. HOW TO CHANGE YOUR GENDER WITH DMV**

In order to change the gender marker on your Virginia driver's license or ID card, your doctor must fax a completed form DL-17 Gender Change Request form<sup>5</sup> to the following address:

Virginia Department of Motor Vehicles  
Post Office Box 27412  
Richmond, VA 23269-0001  
Fax (804) 367-1604, or  
Fax (804) 367-0520.

The DL-17 form requires you to provide your basic information, including the current gender marker on your driver's license/identification card and to certify that the request for gender designation is "for the purpose of ensuring that [the] driver's license/identification card accurately reflects [the applicant's] gender identity and is not for any fraudulent or other unlawful purpose."

The lower section of the DL-17 form requires that your physician, psychiatrist, nurse practitioner, clinical social worker, psychologist, or professional counselor "certify that [their] practice includes the treatment and counseling of persons with gender identity issues, including the applicant" and that in the practitioner's "professional opinion, the applicant's gender identity is 'either male or female' and can reasonably be expected to continue as such for the foreseeable future."

Once you submit your completed DL-17 form, allow at least 5 days for processing. You should receive a letter in the mail approving your request for a gender change. You will take that letter to any full service DMV and apply for a new license (or identification card) reflecting the proper gender marker while you wait. You should be prepared to take a new photo and to pay the relevant fee. See the attached Schedule of Fees for more information.

## **CHANGING YOUR NAME AND GENDER ON A BIRTH CERTIFICATE**

### **A. BIRTH CERTIFICATES ISSUED IN A STATE OTHER THAN VA**

The law in the state that issued your birth certificate (the state where you were born) governs the rules for amending your birth certificate. Some states allow you to amend your birth certificate with relative ease, while others will not amend birth certificates at all.

Many states require that an applicant for an amended birth certificate present a court order for a gender change (issued in the state where you live) before that state is willing to amend the gender marker on a birth certificate.

Of the states that will amend your birth certificate, some insist that the information on your original birth certificate (your name and gender at birth) remain on the amended birth certificate, which will simply make note of the amendment.

The Office of Vital Records in the state where you were born can give you more information about what is required to amend your birth certificate to reflect your new name and gender and what an amended birth certificate would look like.

### **B. BIRTH CERTIFICATES ISSUED IN VA**

VA allows an individual to amend their VA issued birth certificate to reflect both a new name and gender.<sup>6</sup>

You may change your name on your VA birth certificate upon receipt of a court order changing your name.<sup>7</sup> To change your gender on your VA birth certificate, you must present a court order for a gender change,<sup>8</sup> along with "acceptable evidence (preoperative diagnosis, postoperative diagnosis and description of procedure) and a notarized affidavit from the physician performing the surgery."<sup>9</sup>

Virginia will issue you a new birth certificate with your new name and/or gender. Your old name and/or gender will not appear on the newly issued birth certificate.

5 The form is available here: <http://www.dmv.state.va.us/webdoc/pdf/dl17.pdf>.

6 Va. Code § 32.1-269 (C), (E) (2012).

7 Va. Code § 32.1-269 (C) (2012).

8 Va. Code § 32.1-269 (E) (2012).

9 12 Va. Admin. Code § 5-550-320 (2012).

Submit the following to Virginia Department of Health,  
 Division of Vital Records, Attn: Special Services Department,  
 PO Box 1000, Richmond, VA 23218-1000:



Certified copies of the Court Orders for Change of Gender and/or for Change of Name;  
 Letter from your surgeon described above;  
 Copy of your current identification card (this should include your changed name and/or gender); and  
 A statement or application requesting that your birth certificate be amended.

There is a \$10 administrative fee for this service. Copies of your updated birth-certificate can be purchased for \$12 per copy.

## SCHEDULE OF FEES

Below is a list of projected costs associated with legal name and/or gender changes for Virginia residents.

COMMON STEPS TAKEN IN ORDER TO LEGALLY CHANGE NAME AND/OR GENDER IN VA	PROJECTED COSTS (IN DOLLARS)
<b>OBTAINING A COURT ORDER FOR CHANGE OF NAME</b>  <i>Note: As part of the application process, a certified copy of your existing birth certificate may be required. If born in Virginia, this can be obtained from the Virginia Dep't of Health for a fee of \$12.</i>	
<b>COURT FILING FEE (BY COUNTY)</b> <i>Note: Persons who receive public assistance and can demonstrate financial hardship can fill out a Petition for Proceeding in Civil Case Without Payment of Fees or Costs.</i>	
Arlington County	\$44 <sup>1</sup>
Fairfax County	\$41 <sup>2</sup>
Loudoun County	\$39 <sup>3</sup>
Prince William County	\$41 <sup>4</sup>
Fees are payable to "Clerk of the Circuit Court"	
<b>PUBLICATION OF LEGAL NOTICE OF INTENT TO CHANGE NAME</b> <i>Note: There is no mention of a publication requirement for adults in Virginia.</i>	
Corrected Driver's License	\$20 <sup>5</sup>
New Driver's License	\$20-32 <sup>6</sup>
<i>Note: There is a \$20 fee for a license. A driver can pay an additional \$4 to keep his/her license valid an additional year for up to 3 additional years.</i>	
Fees are payable to "Virginia Dept. of Motor Vehicles"	
Non-Driver's License Photo ID (New or Corrected)	\$10 <sup>7</sup>
<b>AMENDING A BIRTH CERTIFICATE TO REFLECT NEW NAME AND/OR GENDER</b>	
<b>OBTAINING A COPY OF AMENDED BIRTH CERTIFICATE WITH NAME AND/OR GENDER CHANGE INFORMATION</b>	
	\$12 <sup>8</sup>

# MY RIGHTS RESTORATION CASE FILE

Please use this page to track where you are in the rights restoration process. It can be also be used as a record if you are receiving assistance from a volunteer.

Date Completed	Volunteer Name & Contact (if applicable)	Confirmed Eligibility (Y/N)	Date of Eligibility (if ineligible)	Automatic Restoration or Five-Year Application

Date Completed	Volunteer Name & Contact (if applicable)	Registered with Secretary of the Commonwealth (Automatic Restoration-Only)	Completed Application (Five-Year Applicants-Only)	Application Notarized (Five-Year Applicants-Only)

Date of Request	Certified Sentencing Order	Proof of Payment	Probation/Parole Discharge Letter (Five-Year Applicants - Only)
	City/County: Phone: Address:	City/County: Phone: Address:	City/County: Phone: Address:
	City/County: Phone: Address:	City/County: Phone: Address:	City/County: Phone: Address:
	City/County: Phone: Address:	City/County: Phone: Address:	City/County: Phone: Address:

Date Completed	Signed Letter of Petition (Five Year Applicants-Only)	Clemency Letter (Five Year Applicants-Only)	Letters of Reference (Five Year Applicants-Only)
			Letter 1:
			Letter 2:
			Letter 3:

Five Year Applicants-Only								
	Completed & Notarized Application	Certified Sentencing Order Received	Proof of Payment Received	Discharge Letter Received (if needed)	Letter of Petition (if needed)	Clemency Letter (if needed)	Letters of Reference (if needed)	Items Copied & Sent
Date								

# ENDNOTES

- 1 Circuit Court for Arlington County, <http://www.arlingtonva.us/departments/ClerkofCircuitCourt/CivilCourt/page64984.aspx> (last visited February 1, 2013).
  - 2 Circuit Court for Fairfax County, <http://www.fairfaxcounty.gov/courts/circuit/pdf/CCR-A-20.pdf> (last visited February 1, 2013).
  - 3 Circuit Court for Loudoun County, [http://webdev.courts.state.va.us/cgi-bin/DJIT/ef\\_djs\\_ccfees\\_calc.cgi#ID\\_CALC\\_FRM](http://webdev.courts.state.va.us/cgi-bin/DJIT/ef_djs_ccfees_calc.cgi#ID_CALC_FRM) (last visited February 1, 2013).
  - 4 Circuit Court for Prince William County, [http://webdev.courts.state.va.us/cgi-bin/DJIT/ef\\_djs\\_ccfees\\_calc.cgi#ID\\_CALC\\_FRM](http://webdev.courts.state.va.us/cgi-bin/DJIT/ef_djs_ccfees_calc.cgi#ID_CALC_FRM) (last visited February 1, 2013).
  - 5 Virginia Dep't of Motor Vehicles, <http://www.dmv.virginia.gov/webdoc/pdf/dmv201.pdf> (last visited February 12, 2013).
  - 6 *Id.*
  - 7 *Id.*
  - 8 Virginia Dep't of Health Contact: 804-662-6200.
  - 9 Virginia Dep't of Health, [http://www.vdh.virginia.gov/Vital\\_Records/documents/appform.pdf](http://www.vdh.virginia.gov/Vital_Records/documents/appform.pdf) (last visited February 1, 2013).
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