



Republican Party of Virginia
www.virginia.gop

August 15, 2025

General Registrar
VIA E-mail

Dear General Registrar,

I write on behalf of the Republican Party of Virginia and its nominees in the November 4, 2025, general election. All are grateful for the work you, your dedicated deputies, and officers of election do to ensure a well-run election.

The Party's "Protect the Vote" program this year is focused on recommending additional officers of election to represent the Republican Party. By doing so, we hope to help implement the opposite-party chief-assistant chief rule in the Code and to work towards party parity among officers of election generally.

Protect the Vote will also include as a second priority recruitment and scheduling of authorized representatives, to whom we refer as poll watchers. We include as part of this priority individuals who represent the Party at Logic & Accuracy Testing, Pre-Processing Meetings, the Canvass, and the Provisional Ballot Hearing. We hope to have observers at each of these critical events in election administration, as well as poll watchers during early voting and on Election Day.

We understand how much work you and your team have to do in preparation for the Gubernatorial election in Virginia's four-year cycle. We want to work to ensure that our requests for information and our efforts minimize any disruption to your work. We hope that by sharing our plans with you in advance, we can work together to have a well-run election and support the Party's rights and authorities in the Code.

Please consider this a FOIA request only for the items we identify as August 15. We are not requesting the other items at this time, but want to let you know that we intend to submit FOIA requests for those additional items on the dates listed (You're always welcome to send them on your own initiative so none of us have to deal with the formalities of FOIA, particularly with regard to scheduling items).

We anticipate making the following requests on the dates indicated and will send out those requests in the future.

- **Officers of Election List for 2024 November general election—August 15**—We would like the list of officers, their party designation, and their precinct assignments (including those not assigned) for the 2024 November general election pursuant to 24.2-115 (E).

- **Officers of Election List (current)—August 15**—we understand that assignments may not have been completed for the 2025 November election and that additional officers may continue to be appointed, but we would like the current list of officers and their party designation pursuant to 24.2-115 (E).
- **Logic & Accuracy Testing Schedule—September 1**—we understand that ballot proofs may not be approved until early September, but we would appreciate advanced notice of the schedule for L&A Testing, even if it may have to change due to ballot printing. We intend to have a representative present pursuant to 24.2-633. Our representative will request a list of the machines, including the numbered seal and the protective counter number.
- **Officer of Election List Update—October 1**—we would appreciate an updated list. If assignments have been made, even tentatively, or just for a portion of the officers, we would like to have the assignments, but we understand that some officers on the list will not yet have been trained or assigned.
- **Pre-Processing Schedule—October 1**—we would appreciate advanced notice of your planned pre-processing meetings. We understand that you may cancel or add meetings depending on the volume of by mail absentee voting, but it will help us for planning purposes. 24.2-709.1(B) requires particular meetings but allows additional meetings. It also requires the presence of two officers of election from opposite parties. The Department of Elections issued advisories requiring notice to political party chairs of the times and places of pre-processing meetings so that the parties may be represented, most recently on May 30, 2024.
- **Drop-Off Location Chain of Custody Completed Forms—October 15**—we request copies of these completed forms for all drop-off locations. As you know, the Department of Elections set standards for Drop-Off Locations pursuant to 24.2-707.1, which include recordkeeping requirements using the Department-issued Ballot Collection from Drop-Off Locations form. In a 2021 Fairfax County Circuit case, the Court ruled that these records are not subject to the security exemption in 24.2-625.1. *Jones v Fairfax County Electoral Board et al.*, Va. Cir. Ct. Fairfax CL-2021-0014797.
- **Post-Election Schedule and Materials—October 15**—With the longer canvass period now provided by Code, we would be grateful to have information about the schedule for the Canvass and Provisional Ballot Hearing so that we can schedule our observers. We would also like a copy of the notice provided to those offering provisional ballots and a copy of the Statement of Results form used in your locality (we are happy to have a copy marked SAMPLE or otherwise clearly not an official form, but our observers can more effectively follow the canvass process if they have a copy of the form). If the electoral board intends to use teams of officers of election to assist them with the canvass, please let us know how many teams will be used.
- **Officer of Election List Update—October 30**—we would appreciate a final (or as close to final as you have) list of officers, including party designation and assignment. This does not take the place of the requirement to notify both parties no later than October 26 if the chief and assistant chief of a precinct will not be of opposite parties. 24.2-115 (C).
- **Drop-Off Location Chain of Custody Completed Forms—November 5**—we request the remainder of the drop-off location forms, including for precinct drop-off locations on Election Day.
- **Provisional Ballot Log—November 5**—we request a copy of the provisional ballot log as soon as it's available. The Department issued an advisory on September 27, 2023, noting

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that a redacted log should be made available to party representatives electronically or in paper form after the polls close, but no later than the start of the provisional ballot hearing.

We intend to collect the following information from the Department based on information you provide to them:

- Early Voting Locations and Hours
- Drop-off Locations
- Absentee Ballot Readiness
- Number of Ballots Ordered
- Requests from Organizations to send neutral observers to polling places

The Protect the Vote program appreciates your assistance in providing the requested information.

If you have questions or concerns about any of these requests, please feel free to contact me directly by email at chris@virginia.gov or by phone on 571-482-7690.

If at any point you have question or concerns about authorized representatives of the Republican Party or any volunteers with whom you or your team interact, please feel free to reach out to our Protect the Vote Hotline. You can reach it by e-mail at help@virginia.gov or by phone on 804-600-4809. Prior to early voting, we aim to respond within 2 business days. Once early voting begins, we hope to respond same day, but definitely within 1 business day. On Election Day, we hope to answer calls and e-mails immediately, or within 20 minutes. We have a team of volunteer attorneys staffing the hotline.

If you could send the requested information to the help@virginia.gov e-mail address, that will ensure that it gets to the appropriate Party officials.

Sincerely,



Chris Marston
General Counsel

Summary of Requests by Date

August 15 [CURRENT FOIA REQUEST]

- 2024 November Officer of Election List
- Officer of Election List (current)

September 1

- Logic & Accuracy Testing Schedule

October 1

- Officer of Election List (Update)
- Absentee Ballot Pre-Processing Meeting Schedule

October 15

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- Drop-Off Location Chain of Custody Forms
- Post-Election Schedule (Canvass, Provisional Ballot Hearing, Number of Teams assisting Board at Canvass, if any)
- Post-Election Materials (Provisional Ballot Hearing Notice, Statement of Results)

October 30

- Officer of Election List (Update)

November 5

- Drop-Off Location Chain of Custody Forms
- Provisional Ballot Log

(Send to help@virignia.gop)