

NOTE: Advisory was issued on May 24, 2024



★ VIRGINIA ★  
DEPARTMENT *of* ELECTIONS

**Official ELECT Advisory**

**DATE:** May 25, 2024

**SUBJECT:** [Submission Process] - Certification of Annual Voting System Security Plan Review

**WHY THIS IS NEEDED:** Pursuant to [24.2-625.1\(D\)](#), Electoral Boards must annually review and update as necessary their locality's Voting System Security Plan (*separate from the LESS requirements*) to ensure the security and integrity of its electronic voting systems. Compliance with this requirement is certified in a letter submitted by the Electoral Board to the Department of Elections (on letterhead), dated and signed by all members of the board.

**HOW THIS AFFECTS YOU:** In past years, General Registrars submitted these annual certification letters through Integra. Since the Department of Elections (ELECT) no longer contracts use of Integra, we now request that annual certification statements/letters be uploaded to ELECT using a specified Formsite link no later than **60 days before the November elections**, annually.

**NOTE:** This letter should *not include* any additional information surrounding the security posture of the locality or systems specifically. The locality should **not** upload their Voting System Security Plan as part of this process. Only submit the annual certification letter with the Electoral Board's attestation that they have reviewed/updated their locality's Voting System Security Plan for the year.

**RESOURCES:** For more information, please review:

- [ESEC 101 Voting Systems Security Standards training](#) (General Registrar Certification Course training module revised 5-2024)
- [Voting System Security Program - Example Plan](#)

**ACTION ITEMS:** **By September 6, 2024**, ELECT requests submission of your locality's 2024 annual certification letter, as follows:

1. Electoral Board members should certify via signed letter (on letterhead) their annual review/update of the locality's Voting System Security Plan pursuant to Va. Code [§ 24.2-625.1\(D\)](#) (**Reminder, this letter should not include the**

**plan itself, nor any additional information surrounding the security posture of the locality or systems, specifically).**

2. General Registrar should upload the electoral board's annual certification letter to Formsite, here: [REDACTED]
3. For system security, please continue to submit all LESS documents via JIRA ticket (JIRA > Security Services > LESS Compliance).

**CONTACT:** **For Security matters:** Submit questions via JIRA ticket to the Security team (Go to JIRA > select "Security Services" > submit "Security Question")

**For all other matters:**

Region 1 (Tidewater) Viki Mainwaring 804-593-2274 [victoria.mainwaring@elections.virginia.gov](mailto:victoria.mainwaring@elections.virginia.gov)

Region 2 (South Central) Viki Mainwaring 804-593-2274 [victoria.mainwaring@elections.virginia.gov](mailto:victoria.mainwaring@elections.virginia.gov)

Region 3 (North Central) Conrad Faett 804-774-4700 [conrad.faett@elections.virginia.gov](mailto:conrad.faett@elections.virginia.gov)


Region 4 (South Western) Tanya Pruett 804-864-8931 [tanya.pruett@elections.virginia.gov](mailto:tanya.pruett@elections.virginia.gov)

Region 5 (Northern) Tanya Pruett 804-864-8931 [tanya.pruett@elections.virginia.gov](mailto:tanya.pruett@elections.virginia.gov)

Region 6 (Western) Conrad Faett 804-774-4700 [conrad.faett@elections.virginia.gov](mailto:conrad.faett@elections.virginia.gov)

Region 7 (Southern) Viki Mainwaring 804-593-2274 [victoria.mainwaring@elections.virginia.gov](mailto:victoria.mainwaring@elections.virginia.gov)

**ADVISORY NUMBER:**

 **COMM-14** - [Submission Process] - Certification of Annual Voting System Security Plan Review **CLOSED**