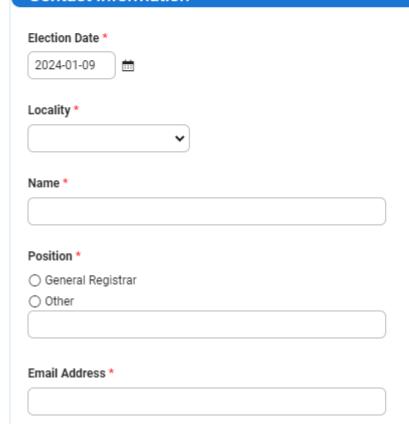## Locality Use of Satellite Locations and Drop Boxes

This form is to capture early voting satellite location and drop box use information, including satellite location readiness.

If you do not use satellite locations and/or drop boxes, you still must complete the form to indicate non-use.

For the purpose of this form:
- Your general registrar/voter registration office is <u>not</u> considered an early voting satellite location.

- We only want drop box information for drop boxes that are <u>not</u> at your general registrar/voter registration office, early voting satellite locations, or Election Day polling places.

-Administrative Code 1VAC20-70-60 B requires "...each locality must complete a readiness checklist for each satellite office location and submit the completed readiness checklist to the Department of Elections. The readiness checklist will be promulgated by the Department of Elections. The Department of Elections may deny a satellite office's ability to connect to VERIS or an electronic pollbook if a locality fails to timely complete the readiness checklist."

Contact Information

Election Date *

2024-01-09

Locality *

Name *

Position *

○ General Registrar
○ Other

Email Address *

Phone Number *

[   ]

Drop Box Use Information

Will you have drop boxes for the election date listed above at locations <u>other than</u> your office, satellite locations, and Election Day polling places? (Do not include the one(s) at your office, satellite locations, or Election Day polling places.) *

- ⦿ Yes
- ○ No

Number of drop boxes you will have at locations <u>other than</u> your office, satellite locations, and Election Day polling places. (Do not include the one(s) at your office, satellite locations, or Election Day polling places.) *

[   ]

Early Voting Satellite Location Use Information

Will you have any early voting satellite locations for the election date listed above? (Do not include your office.) *

- ⦿ Yes
- ○ No

Number of satellite locations you wil have (do not include your office). *

[▾]

Next >>

Satellite Location 1

Satellite Location 1 ID Number *

Satellite Location 1 Name *

Street Address *

Address Line 2

City *   State *

Zip Code *

Dates and times satellite location 1 will be open (day, mm/dd/yy, ##:## am/pm).

Saturdays and/or Sundays satellite location 1 will be open (day, mm/dd/yy).

Upload your early voting satellite location 1 schedule.

Choose File   No file chosen

Satellite Location 1 Readiness

Does satellite location 1 meet ADA Standards? *

○ Yes

○ No

Satellite Voter Check-In Method For Satellite Location 1

Select which method you will be using to check-in voters at location 1. Note: the combined use of VERIS and connected EPBs is not allowed. If entering voter credit directly into VERIS or through the use of an offline EPB then a connected EPB cannot also be used within the locality. *

☐ VERIS

☐ Electronic Pollbook (EPB)

☐ Offline EPB and input into VERIS

Number of devices that will be used in satellite location 1. *

[   ]

Connecting Your Devices For Satellite Location 1

How will you connect your device? Please see the Addendum (attached to the Locality Use of Satellite Locations and Drop Boxes Survey and Satellite Location Readiness Checklist advisory) for the standards that must be met at each location.

Localities must provide to the EPB vendor their approved network connections and the vendor will program the MDM (mobile device manager) to allow devices to access these specific networks during the early voting period. Additionally, if the same unit will be used for Election Day the unit must be configured <u>not</u> to connect to the VPN on Election Day.

Will the standards be met at satellite location 1? *

○ Yes

○ No

VPN for satellite location 1 *

[   ]

Secure Wireless connection for satellite location 1 *

[   ]

Tested by date for satellite location 1 *

[   ]

<u>Verification of Cellular Signal Strength For Satellite Location 1</u>

Does your cellular signal strength for satellite location 1 fall between the recommended -30 dBm to -110dBm? *

○ Yes

○ No

Is your original signal strength for satellite location 1 better than -85 dBm and considered usable? *

○ Yes

○ No

If no, is there a passive distributed antenna system (DAS) being utilized for satellite location 1 to boost signal strength? *

○ Yes

○ No

<u>Security of Satellite Location 1</u>

Number of doors that are in satellite location 1. *

[   ]

Who holds the key(s) to the entrance(s) of satellite location 1? List all names and positions; for example:
  Jane Doe - Chief OOE
  John Smith - Security
  Mary Tester - General Registrar *

[   ]

Where within satellite location 1 are the election materials secured? *

☐ In a separate room

☐ In a secure closet area

☐ In a vault and/or locked and sealed box

☐ Other

[   ]

Additional Readiness Comments For Satellite Location 1

List any concerns, issues, specifications, or directions. *

[<< Previous] [Next >>]

67% Complete

Certification

I certify that the information provided is true and correct to the best of my knowledge. *

☐ Yes

Full Name, Position *

[<< Previous] [Submit]

Success

Your form has been successfully submitted. Thank you for your time. You will receive an email confirmation with a copy of your completed survey.