

# Need to change your address?

To remain a qualified registered voter, the law requires you to notify your local voter registration office of any change in your name or address.

- This cannot be done over the phone or on-line.
- Any changes to your registration require your signature.
- You may submit your notice of change either in person, by mail, or by fax.

**1** Fill out the change of address form on the back of your Voter Card.

**2** If you do not have your Voter Card you can send a letter with the following information (**You must be a Virginia registered voter to do this. If you are not yet registered to vote in Virginia, go to 3.**):

- Full legal name (if this is a change of name, include old and new names)
- New residence address
- Birth date and/or last four digits of your Social security number
- Previous registration address
- A phone number or email address in case there is a question about your information
- Your signature and the date

**3** You can submit a new registration form, [Virginia Voter Registration Application](#).

**4** Mail your form/letter to our Manassas office, or visit us at either of our locations.

**PWC Voter Registration and Elections**  
**9250 Lee Avenue, Suite 1**  
**Manassas, VA 20110**  
**703-792-6470**  
**fax: 703-792-6461**

**Woodbridge DMV location**  
**2731 Caton Hill Road**  
**Woodbridge, VA 22191**

After your change is processed, you will be mailed a new Voter Card. If a new card does not arrive within four weeks, please call us to confirm that your notice was received.

You can also check your registration on-line through the [State Board of Elections' Web site](#).