

MAKE YOUR VOICE HEARD: How to Contact Your Virginia Representatives

FIND OUT WHO YOUR STATE REPRESENTATIVES ARE

You have two: one in the **Virginia House of Delegates** and one on the **Virginia State Senate**

- Go to the Virginia General Assembly website at <http://legis.state.va.us> and click on "Who's My Legislator".
- Contact your local voter registrar (look in phonebook or online for the phone number).

TO EXPRESS YOUR OPINION ON A BILL OR ISSUE CONTACT YOUR REPRESENTATIVES

By U.S. Mail

During the General Assembly session, Delegates and Senators can be reached at their offices in the General Assembly Building in Richmond. When the General Assembly is not in session, Delegates and Senators can be reached at their district offices.

During the legislative session

Mailing address for members of the House of Delegates (address your letter "Dear Delegate "Last name"):

The Honorable [NAME OF DELEGATE]
General Assembly Building
P.O. Box 406
Richmond, Virginia 23218

Mailing address for members of the Senate (address your letter "Dear Senator "Last name"):

The Honorable [NAME OF SENATOR]
Senate of Virginia
PO Box 396
Richmond, Virginia 23218

Out of legislative session: look on the website or call the office to find out the district mailing address.

By Phone

When the General Assembly is in session, the House of Delegates and Senate of Virginia jointly operate a toll-free telephone message center to accept calls from citizens of the Commonwealth wishing to express an opinion on legislation. The messages are received by the center and will be relayed to the members' offices as requested. **Call the Constituent Viewpoint operators at (800) 889-0229 (outside Richmond) or (804) 698-1990 (Richmond area) to express your opinion on a legislative issue.**

When the General Assembly is not in session, you may call (804) 698-1500 for the House of Delegates Legislative Information Office and (804) 698-7410 for the Senate Legislative Information Office.

Or you can look up the phone number for the direct phone number to your delegate or senator's district or General Assembly Building office. Look on the Virginia General Assembly website.

In Person

During the General Assembly session, you can try to meet with your Delegate/Senator at his/her office at the **General Assembly Building in Richmond**. When the General Assembly is not in session, Delegates and Senators can be reached at their **district office**. Go to <http://legis.state.va.us> and click on "Who's my Legislator?" to find your legislators and his/her district and General Assembly office (or look up in phone

book). *Call ahead to schedule an appointment if you can* (especially when out of session). If you can't meet directly with the legislator meet with the legislative aide.

By Email

Check the contact information page on the General Assembly website to find out the email address for your delegate and senator. Remember these tips for sending an email to your delegate/senator:

- Follow the same general rules that you would follow if you were sending an actual letter
- Stick to 1 – 2 issues per email
- State that you are a constituent; give your address and phone number for follow up.
- State why the issue/bill matters to you
- Be courteous and professional
- Be brief; 2 – 3 short paragraphs is sufficient