1. Determine if absentee ballot received after polls closed on Election Day is eligible for late counting—was the absentee ballot requested by FPCA on file or new application received on or before 45 days prior to the election under §24.2-700(2)?
2. Use the [excel spreadsheet in Forms Warehouse, Absentee Voting](https://voterinfo.sbe.virginia.gov/FormWarehouse/) to list those ballots.
3. General registrar notifies Clerk of Court of need to access election materials and upcoming meeting of electoral board. Requests room at Clerk’s office for purpose of public meeting.
4. General registrar notifies political parties of counting absentee ballots and electoral board meeting.
5. General registrar submits “[Request to Inspect Sealed Election Materials: SBE-659](https://voterinfo.sbe.virginia.gov/FormWarehouse/Docs/Records%2BAccess%2Band%2BRetention//Request%2Bto%2BInspect%2BSealed%2BElection%2BMaterials//Request%20to%20Inspect%20Sealed%20Election%20Materials%20-%20final.pdf)” to the Commissioner of Elections requesting access to election materials at Clerk’s office. Will need access to:
	1. Envelope 2
	2. Envelope 3
	3. Envelope 5
	4. SBE-710-2 or whatever container holds absentee ballots received after the election.
6. Department of Elections returns signed “Request to Inspect Sealed Election Materials: SBE-659” to general registrar.
7. Electoral board summons majority of officers of election who served in CAP on Election Day to general registrar’s office.
	1. If any of the officers of election are unable to attend, the electoral board shall note who was not able to attend and the reason why.
8. A majority of officers meet in general registrars’ office to acquire second copy of the Statement of Results and “Request to Inspect Sealed Election Materials: SBE-659.” After acquiring documents, officers proceed to the Circuit Court.
	1. Officers of election open the absentee ballots in question and count those absentee ballots that are valid according to §24.2-709.
	2. Officers of election complete two copies of the Statement of Results (SOR). The SOR shall indicate the vote totals certified originally, the late ballots counted under §24.2-709, and the total.
	3. Place counted absentee ballots in Envelope 3 and reseal.
	4. Place rejected absentee ballots in Envelope 5 and reseal.
	5. Place one copy of original SOR and revised SOR in Envelope 2
	6. Return to General Registrar’s office one copy of original SOR and revised SOR.
9. Electoral boards in each of the affected jurisdictions convene a public meeting for the purpose of certifying the election.
	1. General registrar needs to bring their copies of the original SOR and revised SOR.
10. Electoral board amends abstract of votes and forwards to Department of Elections.
11. Electoral board certifies local elections with new results.
12. General registrar updates VERIS to:
	1. Reflect that voter’s absentee ballot was / was not counted and apply voter credit.
	2. Update voter turnout.
	3. Update election results and include reason why results were changed. Reason is: “Per §24.2-709(B)”
	4. Send notice to any voter whose absentee ballot was not counted.
13. Department of Elections staff will record and review certified abstracts and prepare amended canvass book pages as needed.
14. Department of Elections meets and certifies election.
	1. Department of Elections staff will bring certified abstracts and any amended canvass book pages.
	2. The Board shall examine the certified abstracts and make statements of the whole number of votes given at the elections.
	3. The Board shall endorse and subscribe on such statements a certificate of their determination by signing the amended canvass book pages.