



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Official ELECT Advisory

DATE: October 23, 2025

SUBJECT: **[RETAIN for EN/CANVASS]** 2025 November Elections -
Election Night and Post-Election Process

WHY THIS IS NEEDED: The items and information outlined in this advisory will help you perform the tasks that must be completed between polls closing on election night and the State Board of Elections certifying the election at its December 1, 2025 meeting.* The Action Items listed below will ensure the accuracy of election results and other election-related data.

***NOTE:** Information on the 2025 November General Election Risk Limiting Audit (RLA) will be provided separately.

HOW THIS AFFECTS YOU: Some of the items listed below have been recently updated. Ensure you review and use the *newest* versions for the November 4, 2025 election.

NOTE: The version of this advisory from previous years containing multiple guidance documents and advisories has been condensed and divided for increased usability. Separate advisories will be sent next week consolidating pertinent information by topic (Absentee Process, SDR and non-SDR Provisional Process).

- ACTION ITEMS:**
- Review and use the following:
 - **Code of Virginia**, [Title 24.2, Chapter 6, Article 4 Conduct of Election; Election Results](#). (*VERIS > Links*)
(See Summary of 2025 Election Law Changes)
 - **GREB Handbook** (*VERIS > Links*) **(All chapters updated August, 2025)**
 - **2025 update:** Chapter 7 Absentee Voting, Sections **7.17 and 7.18**, **Appendix A**
 - Chapter 10 Election Day Prep, Sections 10.14 through 10.22
 - **2025 addition to this list:** Chapter 11 Election Day Manual, **Appendix B**
 - Chapter 12 Central Absentee Precinct, Section 12.6.4

- Chapter 13 Provisional Ballots, Sections 13.6 through 13.9
 - Chapter 14 Canvass
- **VERIS User's Manual - Step by Steps** (*VERIS > General Info*)
 - Absentee Processing **(Revised 5/29/25)**
 - Election Setup
 - Voter Correspondence
 - Voter Credit Import **(Revised to add the new provisional credit upload process. Will be available tomorrow, 10/24/25)**
 - Voter History
- **Same Day Registration (SDR) online training** (*FormsWarehouse > [Training](#)*)
 - PDF print version of the online training is available in: 1) LMS > My Courses > Course: November 2025 Election Night and Post-Election Process and 2) FormsWarehouse > [Election Management](#) > Canvass Documents.
 - **2025 November Deadline Extension:** The deadline to enter all SDR applications was extended to **Monday, November 10, 2025 at 5:00 PM.** The Duplicate Report will be emailed to general registrars around noon on Tuesday, November 11, 2025.
- **Enhanced Results Training Materials (Revised 10/2025)** (*LMS > My Courses > Course: November 2025 Enhanced Results Training Materials*)
 - **2025 updates:** Updated the 2025 June Primaries Use Procedures and Checklists to create General and Special Elections versions; also updated for legislative and software changes.
- Review, use, forward, and/or complete the following: (*All of the items listed below are located in: 1) LMS > My Courses > Course: November 2025 Election Night and Post-Election Process and 2) FormsWarehouse > [Election Management](#) > Canvass Documents.*)
 1. **NEW! Electoral Board Overview of Certification Period**
 - This document was created for and presented at the 2025 Virginia Election Workshop in July 2025.

- Provide this document to your Electoral Board for review before Canvass and for use during Canvass.

2. Circuit Court Clerks Guidance (rev. 10/2025)

- **2025 update:** Now clarifies that Envelope 7 is to be returned to the general registrar after the recount/contest period, or after initiated recount /contest proceedings are over. While the envelope is in the court's possession, an ELECT-659 is required to gain access to its contents.
- Provide this document to your Circuit Court Clerk before or when submitting election materials to the Clerk.
- This document may also be useful to election officers while performing election night duties.

3. Definitions v3

- This document provides election-related definitions and useful information/FAQs about the defined items, such as what is turnout and where you find it.

4. Election Results Certification Checklist - ELECT-103(A) Fillable

- This checklist is to be completed **after ELECT has confirmed acceptance** of the data entered in Enhanced Results and documents submitted via the online submission form.
- This checklist must be completed and **mailed to ELECT with your original accepted Abstracts.**
- **REMINDER:** Several items previously in this checklist were moved to the [Abstract of Votes Submission form](#) in 2024.

5. What to do with your numbers Checklists (rev. 10/2025)

- **2025 updates:** Reorganized for process flow, added steps, clarified and cleaned up information provided.
- This document contains basic checklists that will guide you through the tasks you must complete on election night through the end of the post-election process.

6. What to do with your numbers How-To Supplement (rev. 10/2025)

- **2025 updates:** Reorganized for process flow, added steps, clarified and cleaned up information provided.
 - This document is an expanded version of the "What to do with your numbers Elections Checklists." It provides you additional instructions, explanations, and ELECT/GR recommendations not found in the VERIS User's Manual Step-by-Steps or GREB Handbook.
- **Submit all required items to ELECT:**

1. **As soon as canvass and certification are complete (Friday, November 14, 2025 at the latest)**, the following items must be **submitted electronically** to ELECT through the [Abstract of Votes Submission form \(rev. 9/2025\)](#). *This electronic submission meets the requirements set out in Va. Code §§ 24.2-532 and 24.2-678.*

- Abstracts of Votes (*certified copies*)
- If applicable, Abstracts of Referendum Votes (*certified copies*)
- If applicable, required ELECT-675 Write-Ins Certifications with Continuation pages (*certified copies*) *Template located in FormsWarehouse > Election Management > Canvass Documents.*
- If applicable and obtained from the candidate, ELECT 673(B) Form for Write-In Refusal (copy) *Template located in FormsWarehouse > Election Management > Canvass Documents.*
- Voided ballots from **each precinct/split** (please provide in **ONE pdf** or as few pdfs as possible). The PDF must include the **front and back side** of each, marked "**VOID**."
- If applicable, any explanations/supporting documents if unable to clear validation issues or for any other requested reason.
- **2025 update:** The [Abstract of Votes Submission form questions section](#) has been updated for **general and special elections**. Screenshots of the form are attached to help you prepare for completing the form.

2. **After ELECT has confirmed acceptance** of both the data entered into Enhanced Results [and](#) the

documents submitted via the online submission form, you must **mail to ELECT** (ATTN: Election Administration):

- The ELECT-approved Abstracts (*certified copies*)
- The ELECT-approved Write-In Certifications (*certified copies*)
- A completed Election Results Certification Checklist
- **NOTE:** you need only submit voided ballots and explanation/supporting documents electronically. Only mail original voided ballots if you cannot submit them electronically.

NOTE: Some items listed in this advisory include screenshots from VERIS or Enhanced Results. These screenshots contain information that cannot be disclosed for various reasons, including security restrictions and the proprietary nature of the information. Therefore, the **VERIS and Enhanced Results screenshots must be redacted** before providing any of these items to a person who does not have either VERIS or Enhanced Results access.

CONTACT: **For ELECT After Hours Support:** See attached schedule

For VERIS technical matters: Submit a JIRA ticket to the System Support team for all VERIS-related issues

For Election Admin: EA@elections.virginia.gov

For all other matters:

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

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

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Region 5 (Northern) Matthew Norcutt 804-801-6435 matthew.norcutt@elections.virginia.gov

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ADVISORY NUMBER:

 **COMM-934** - [RETAIN for EN/CANVASS] 2025 November
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PUBLISH ADVISORY