★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

the Handbook

Chapter 7
Absentee Voting

September 2026

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7. ABSENTEE VOTING

APPLICATIONS AND FORMS	REFERENCE	ENVELOPES
Virginia Vote by Mail Application Form (SBE-701/703.1) Virginia Permanent Absentee Voter Single Election Change (SBE-703.1C) Federal Post Card Application (FPCA) Federal Write-In Absentee Ballot (FWAB) Emergency Absentee Ballot Application (ELECT-705) Request for a Replacement Absentee Ballot (Certain Disabled or Ill Voters) (SBE-703.2(1)) Voter Affidavit – AB Cure (ELECT-707AF) Ballot Collection From Drop-Off Locations	ELECT Absentee and Early Voting Webpage ELECT Military & Overseas Webpage ELECT Accessible Voting Webpage FVAP Virginia Voting Assistance Guide Code of Virginia Title 24.2 Chapter 4.1: Uniform Military and Overseas Voters Act Code of Virginia Title 24.2 Chapter 7: Absentee Voting Forms Warehouse: Absentee OAG Official Opinion Wurzer 21.040	Absentee Envelope A (VA-VBM-Envelope-A) Absentee Envelope B (VA-VBM-Envelope-B)

REGULATIONS	INSTRUCTIONS	ADDITIONAL RESOURCES
1VAC20-45. Absent Military and Overseas Voters 1VAC20-70. Absentee Voting https://www.oag.state.va.us/files/Opinions/2021/21-040-Wurzer-Issued.pdf	Absentee Voting Instructions (ELECT-706.4) Absentee Voting Instructions (With Asst Form) UOCAVA Mail Instructions (ELECT-706.4) UOCAVA Email Instructions (ELECT-706.4) Instructions for Voting an Emergency Absentee Ballot (ELECT-705) Instructions for Voting a Replacement Absentee Ballot (SBE-703.2)	HAVA Notice to Absentee Voters (ELECT HAVA-1) Statement of Voter: AB Ballot Not Received or Lost (SBE-708) Virginia Request for Assistance with Voting an Absentee Ballot (ELECT-704(AB)) Ballot On Demand Printing Guidance What Ifs

7.1 CHAPTER ORGANIZATION

This chapter serves as a guide to help registrars and electoral boards perform their responsibilities for absentee voting in accordance with the Code of Virginia, the Virginia Administrative Code, and the State Board of Elections' policies. This chapter follows the sequence of absentee ballot processes during an election cycle and explains steps and preparations that both general registrars and local electoral boards must take to facilitate absentee voting.

This chapter begins with guidance for administering a locality's absentee program. §7.2 provides general information on absentee voting, highlights the 45-day deadline, and the 3 days within the receipt deadline. §7.3 provides a list of important absentee deadlines at a high level. §7.4 addresses records, and §7.5 briefly outlines the three kinds of special ballots Virginia voters may use in certain circumstances.

Part One: Pre-Election Day Absentee Voting includes §7.6, discussing absentee readiness, including ballot printing and certification. §7.7, the largest section in the Absentee Voting chapter, outlines the different types of absentee applications to vote by mail, the requirements of each application, and general processes related to each specific kind of absentee application. §7.8 addresses in-person absentee voting. Both §§7.7 and 7.8 discuss the procedures that must be taken by general registrars and local electoral boards and establish requirements of voters to be eligible to vote either by mail or absentee in-person. §7.9 discusses change of address issues for In-Person Voters.

Part Two: Military and Overseas Voters includes §§7.10 and 7.11, which explain how to administer absentee voting with respect to military and overseas voters.

Part Three: Election Day addresses curbside voting and provides guidance on what to do if a voter needs assistance voting at the absentee precinct.

Part Four: Processing Absentee Ballot outlines how to receive mailed ballots, issue replacement ballots, process ballots before Election Day, and what to do if a UOCAVA voter's ballot has been returned after the polls close. This part also discusses the requirement to pre-process absentee ballots, the absentee ballot cure process, and material omissions on absentee ballot envelopes.



Note
For questions on polling place requirements during the early voting period, please refer to Chapter 3 (Precincts and Polling Places), Chapter 5 (Accessibility), and Chapter 18 (Satellite Locations).

7.1.1 Who is Entitled to Vote by Absentee Ballot

Any registered voter may vote by absentee ballot. Registered voters may choose to vote absentee by-mail or in-person. By-mail absentee voters may return their ballots to a drop-off location.[1] The rules for each kind of absentee voting are discussed later in this chapter.

The absentee ballot option includes individuals who are confined for a misdemeanor conviction or are awaiting trial.[2] The institution or facility will need to provide the voter with (i) means and opportunity to complete and submit an absentee application, (ii) the means and opportunity to mark his absentee ballot in accordance with the provisions of § 24.2-707, and (iii) ensure such voter's marked absentee ballot is returned in accordance with the provisions of § 24.2-709. General registrars may need to work with local sheriffs and Department of Corrections staff to help facilitate this process.

[1] See §24.2-707.1.
[2] See §24.2-700.1.

7.1.2 The 45 Day Absentee Deadline

Send ballots for all absentee applications on hand as soon as the ballots are received from the printer, but "**not later than 45 days prior** to any election **or within three business days of the receipt** of a properly completed absentee ballot application, whichever is later. In-person absentee voting begins when printed ballots for the election are available and continues through the Saturday prior to Election Day.[3]

Exception: For **non-federal special elections**: "if time is insufficient to meet the applicable deadline [45 days before an election], then the general registrar [must] make printed ballots available as soon after the deadline as possible."[4] The Department of Elections will send a survey at the deadline to verify compliance.

7.1.3 Required to send Absentee Ballot within 3 Days of Receiving Complete Application

Ballots must be sent within 3 business days of receipt of a properly completed application following the 45-day absentee deadline. Electoral boards and general registrars have shared statutory responsibilities under §§24.2-612 and 24.2-706 to send ballots out on time.

- Process absentee ballot applications on a regular schedule throughout the year.
- Enter absentee ballot applications promptly into VERIS as they are received for the upcoming election. Entering applications into VERIS allows the voter to check their absentee ballot status online and assures the voter that the application has been received.
- Run absentee reports regularly, check the applications against the report, and make corrections as needed.
    - Daily Absentee Application List for the majority of data keyed for SBE-701, SBE-703.1, SBE-703.1(C), and Federal Post Card Applications (FPCA).
    - Ongoing Absentee Applications List for SBE-703.1 to verify the voter's political party primary selection.
      The ongoing report might be rather large in certain jurisdictions. Requesting to receive the report in CSV format for conversion to Excel will greatly improve the user's ability to filter and sort for easier data review.

EXCEPTION: An absentee ballot application from an applicant who has registered to vote in person "[must] be held and processed no sooner than [five days] after the date that the applicant registered to vote." **Military and overseas voters are exempt from this requirement.**[5]

7.2 ABSENTEE DEADLINES

Deadlines stated as a time of day must be adjusted for daylight savings time when applicable.

Timeline	Action

[3] See §§24.2-612 and 24.2-701.1.
[4] *Id.*
[5] See §24.2-701.

12 months before the election:	Earliest opportunity to apply for an absentee ballot.[6]
45 days before the election:	Deadline for absentee ballots to be mailed or emailed for applications on file.[7]
11 days before the election:	Deadline to register to vote a regular ballot.[8] • 5 days after registration: Absentee application can be processed after in-person registration.[9]
11 days before the election by 5 pm EST	Deadline to apply for an absentee ballot by mail[10]
10 days before the election:	Books are closed (same-day registration begins).[11]
7 days before the election:	Deadline for the general registrar to begin pre-processing absentee ballots as described in § 24.2-709.1(B).
Friday before Election Day:	Any ballot received on or before this date is subject to the absentee ballot cure process described in the Code of Virginia.[12]
Noon on Saturday before the election:	The earliest that a person can learn of his/her need for an emergency absentee ballot due to their business, profession, or occupation, or a family medical emergency.[13]
Afternoon on Saturday before the election:	An officer of election who accepts an Election Day assignment outside his/her voting precinct and has not yet voted can request an emergency absentee ballot.[14]
5 pm on Saturday before the election:	Deadline to vote in-person absentee.[15]
5 pm on Saturday before the election:	Deadline for a voter with a disability or illness who has been sent an absentee ballot to request a replacement ballot using a designated representative.[16]
2 pm on the day before the election:	Deadline to request an Emergency Absentee Ballot Application for either: • an individual who was unable to apply for an absentee ballot by the deadline

[6] See §24.2-701(A).
[7] See §24.2-612. See *also* 52 U.S.C. § 20302.
[8] See §24.2-414.
[9] See §24.2-701.
[10] See §24.2-701(B)(2).
[11] See §24.2-416.
[12] See §24.2-709.1.
[13] See §24.2-705(B1).
[14] See §24.2-705(B2).
[15] See §24.2-701.
[16] See §24.2-703.2.

	due to hospitalization or illness of himself or a family member, death of a family member, or other emergency found to justify receipt of an absentee ballot • an individual who is unable to vote on election day due to hospitalization or illness, the hospitalization, illness, or death of a spouse, child, or parent, or other emergency found to justify receipt of an emergency absentee ballot that occurred after the deadline for applying for an absentee ballot;.[17] • An individual who applied to receive an absentee ballot by the deadline but did not receive their ballot within 10 days of the election and will be unable to vote on election day due to their hospitalization or illness, the hospitalization, illness, or death of a spouse, child, parent or other emergency found to justify an absentee ballot.[18] Deadline for late in-person Business/Personal/Emergency voters to vote and late assigned officers of election.[19]
5 pm on the day before the election:	Deadline for the designated representative to return with the completed application for the hospitalized voter and to pick up a ballot.
Election Day:	Electoral board members must deliver all returned absentee ballots to precincts or CAP.[20]
Immediately after 7 pm on Election Day:	Deliver any remaining returned ballots to precincts or CAP.[21]
Noon* the third day after Election Day:	Deadline for FWAB to be received and serve as the absentee application and ballot based on voter affirmation of a timely completed

[17] See §24.2-705.
[18] See *Id*
[19] See §24.2-705(B).
[20] See §24.2-710.
[21] See §24.2-709.

	FPCA, if registered or eligible for late registration.[22] Deadline to receive absentee ballots that were postmarked on or before Election Day.[23] Deadline for voters to cure their absentee ballot.[24]
After the completion of the canvass:	The registrar must transmit original absentee ballot applications to the clerk of the circuit court.[25]
5 pm on the second business day before the State Board of Elections meets to certify results:	Deadline for a returned absentee ballot of a UOCAVA voter to be counted **only if**:[26] • The ballot was received after Election Day • The ballot was requested on or before the 45-day deadline but sent after the 45-day deadline in §24.2-612.[27] • The voter is confirmed to be a UOCAVA voter.
After the Election on a date as instructed by the Department of Elections (normally 30 days after):	Deadline to send late ballots received after the election to the clerk of the circuit court, provided the ballots were not eligible to be counted late.[28]

***Effective January 1, 2027**, the deadline to receive absentee ballots that were postmarked on or before election day will be extended to 5 pm. The deadline to cure absentee ballots or provide changes to provisional ballots will be 5 pm the Monday following the election. [29]

Frequently Asked Question
What happens when a major election deadline falls on a state holiday?
Outside of Title 24.2 of the Code, ELECT may reference § 1-210(C) of the Code (Computation of time) to provide localities with direction. It states that "when an act of the General Assembly specifies a maximum period of time in which a legal action may be brought and the last day or part of a day on which the clerk's office is closed as authorized by an act of the General Assembly, the act may be performed on the next day that is not a Saturday, Sunday, legal holiday, or day or part of a day on which the clerk's office is closed as authorized by an act of the General Assembly."

[22] See §24.2-702.1.
[23] See §24.2-709.
[24] See §24.2-709.1.
[25] See §24.2-710.
[26] See §24.2-709(C).
[27] See §24.2-612.
[28] See §24.2-711.
[29] Va. Code § 24.2-709.1. (Effective January 1, 2027).

Regulation Note

1VAC20-60-40: When Ballot Cast. A voter has not cast a vote until a permanent record of the person's vote is preserved. 20-60-40(B) provides that this can be done by **inserting an optical scan ballot** into a counter. A vote is not cast until the voter (or an officer of election or assistant if requested and desired by the voter) completes one of those actions.

Remember: No one else can cast a voter's ballot unless doing so at the direction of the voter. However, if a voter inserts a ballot into an optical scanner, leaves, and then the ballot is returned by the scanner due to an over vote or under vote, the officer of election can cast the ballot for that voter. Absentee voters are considered to have cast their ballots at the moment they personally deliver the ballot to the general registrar, electoral board, or an authorized carrier for returning the ballot.

7.3 ABSENTEE BALLOT RECORDS

7.3.1 Copies Requested for Inspection

If copies of AB applications are requested for inspection by a Virginia registered voter, inspect the absentee ballot applications prior to being copied and redact the full/partial social security number and day and month of birth, if provided, so those elements are not visible. "No list or application containing an individual's social security number, or any part thereof, or the individual's day and month of birth, shall be made for inspection or copying by anyone."[30]

- For Protected Voters, **redact the residence address in addition to all other personally identifying information.**
- Please see Chapter 9 Records Retention for the appropriate retention schedule.

7.3.2 Absentee Ballot Application Chain-of-Custody

The general registrar is required to deliver all applications, under seal, to the clerk of the circuit court after the electoral board canvass is complete. A voter's permanent absentee ballot application, i.e., SBE-703.1, must be maintained in the general registrar's office. Therefore, a copy of the voter's permanent absentee ballot application must be sent to the clerk of court after each applicable election. A voter's original single election absentee ballot application, i.e., SBE-701, must be sent to the clerk of court. A review of a voter's permanent absentee ballot change application, i.e., SBE-703.1(C), will be necessary before determining if the original or a copy is sent to the clerk of court. A request to permanently change a voter's political party for primary elections must be maintained along with the voter's permanent absentee ballot application until such time as another political party change is submitted or the voter requests to be removed from the permanent absentee program.

[30] See §24.2-706.

Exception: This does not include the original FPCAs and FWABs that are retained for registration. Retention for registration records is 4 years after cancellation.[31] Send copies of these to the clerk instead of the originals.

7.4 SPECIAL BALLOTS

Virginia provides special ballots to certain voters in certain situations. The three special ballots are:

- Federal-only absentee ballot (every even numbered year).
- Presidential-only absentee ballot (every fourth year from 2024).
- Federal write-in absentee ballot (FWAB – any Federal election).

In ordering federal-only and presidential-only ballots, the Department recommends ordering a small quantity of each for allocation to the Election Day voting precincts. There is a greater chance of using presidential-only ballots in a presidential election than federal-only ballots. However, the availability of each will serve the locality well should such a voter appear to vote on Election Day. The main use of these special ballots will be for by-mail absentee voting versus paper ballots for the federal-only and presidential-only ballot styles.

7.4.1 Federal-Only Absentee Ballots

7.4.1.1 In General

Some overseas voters only qualify for ballots for federal offices. These are voters who have moved overseas, have no place of abode in Virginia, and did not provide an employment reason for being overseas.[32] Voters must request a federal-only ballot using either the Virginia Absentee Ballot Application Form or the FPCA.

7.4.1.2 Eligibility

Federal-only ballots are issued to applicants residing overseas who meet the following qualifications:

- No longer have a Virginia place of abode, but their last place of residence in the U.S. was in Virginia;[33]
- Are not military voters or the spouse or dependents residing with the member of the military;
- Did not provide an employment reason for moving overseas or show that the applicant "is the spouse or dependent of a person employed overseas."[34]

7.4.1.3 General Registrar Action

- Mark these applications with "Federal-Only Ballots" in the upper right corner of the form.
- Enter into VERIS in the usual manner.[35]

[31] See §24.2-114(8).
[32] See §24.2-453.
[33] See §24.2-101 for definition of residency.
[34] See §24.2-453.
[35] See VERIS Step-by-Steps (instructions for data entry).

- Select the applicable Military and Overseas Voter category from the Virginia Absentee Ballot Application Form or FPCA.
- Enter all information concerning registration and the last date of residence.
- Registration is permanent under 2012 legislation.
- VERIS will set the default for the ballot to Federal-Only.
- Issue the ballot in the usual manner.

7.4.2 Presidential-Only Absentee Ballot

Federal and Virginia law require issuing an absentee voter a ballot limited to Presidential and Vice-Presidential electors in **one situation only**:[36]

- A registrant who has moved from the Commonwealth of Virginia fewer than thirty days before a Presidential Election. Enter these applications into VERIS using the "Presidential-Only" exception code, which is available for selection during the presidential election.
- After the election, these presidential-only voters must be cancelled based on moving their residence to a new state shown on the application.[37]
- Keep a copy of completed applications, as the original needs to go to the clerk of court, for voters who qualify for Presidential-Only ballots to process as voter requests for cancellation after the election. Retain with voter registration records as per the Library of Virginia's retention schedule.

This provision does not apply to a Presidential Primary.

An application that indicates a voter is moving overseas rather than to another state must be processed under the procedures for UOCAVA voters; the FPCA may be a better choice for the voter.[38]

Like "federal only" ballots required for certain overseas citizens, these "presidential only" ballots for departing citizens moving to other states require special handling to assure voters entitled to full ballots are not disenfranchised on the one hand, and voters ineligible for the full ballot do not vote illegally on the other.

7.4.3 Federal Write-In Absentee Ballots (FWAB)

The FWAB is designed "for use in general, special, primary, and runoff elections for Federal office by absent uniformed services voters and overseas voters who make timely application for, and do not receive, States absentee ballots."[39] Applicants often mail an FWAB about the same

[36] See 52 U.S.C. §§20302(a)(2) and §20310(5)(B),(C). *See also* §24.2-402. *See* Section 11.7. The *presidential only* ballot differs from a *federal only* ballot required in federal elections for an overseas citizen eligible to vote absentee under UOCAVA or UMOVA who has no Virginia place of abode.
[37] See §§24.2-402 and 24.2-427(B)(v).
[38] See Federal Post Card Application (FPCA, Standard Form 76).
[39] See 52 U.S.C. §20303.

time as an FPCA. Additionally, Virginia Code Sections §§ 24.2-454 and 24.2-461 allow for FWAB use in non-federal elections.[40]

- "An absent uniformed services voter or overseas voter who submits a Federal write-in absentee ballot and later receives a State ballot, may submit the State absentee ballot, regardless of whether a FWAB has been received.[41] §24.2-1004 clarifies that there is no double voting since the FWAB is not counted if the regular state ballot is also received in time.
  - The regular state ballot will be easier to process and count than if the choices on the FWAB are handwritten.

Please see Section 7.8.2 for more information about the FWAB.

7.5 PART ONE: PRE-ELECTION DAY ABSENTEE VOTING

7.5.1 Absentee Ballot Readiness

7.5.1.1 When and How to Order Printed Ballots

When? As soon as the general registrar receives confirmation from the Department of Elections that the candidate and referendum, if applicable, VERIS data is stable for ballot proof generation, the general registrar should request one of the available VERIS reports for distribution to the voting equipment vendor/ballot printer (see list below).

Available VERIS Reports:

- Ballot Proofing Mock-up Report
- Ballot Styles Detail Report
- Ballot Styles Summary Report
  Reminder: For CAP by precinct reporting post-election, make sure to choose "Yes" as the answer for "Show Precincts:" in the VERIS report description set-up screen.

Along with the VERIS report, provide the quantities of each precinct ballot needed for both by-mail and in-person absentee voting methods. Verify that the voting equipment vendor/ballot printer has all the information required to prepare the ballot proofs. Remember that your ballots must be proofed and approved by ELECT before printing. The Department of Elections provides SBE's ballot standards that should be followed when producing ballots.[42]

Consider the following when ordering ballots:



- Number of active registered voters[43]
- Historical election data, including voter turnout, in similar elections[44]

[40] See §§24.2-454 and 24.2-461.
[41] See 52 U.S.C. §20303.
[42] See Forms Warehouse, Election Management/Ballots/SBE Ballot Standards and Verification Procedures.
[43] See §24.2-612.
[44] *Id.*

- Number of ongoing applications
- Expected turnout for any race that appears to have greater local interest than expected
- Extra ballots (for the precincts and early voting)
- When applicable, quantities of federal-only or presidential-only ballots.
- With increased by-mail applications, there are likely to be more voters who bring their marked or unmarked ballot to early voting or to the polling place on Election Day and need a replacement ballot.

Note: The number of ballots to be printed is subject "to approval by the electoral board" and the Department of Elections.[45]

7.5.1.2 Common Ballot Proofing Errors

Review for the following errors when proofing ballots:

- Either the precinct number, name, or both are left out. Both must be listed in either the header or the footer of the ballot.
- The write-in instruction is omitted. Examples can be found in the SBE Ballot Standards.
- Either an incorrect candidate, office ballot order, or both are incorrect. The correct office ballot order can be found in the SBE Ballot Standards.
- Stating "no candidates" for an office. If an office does not have any qualified candidates, then only the write-in line(s) should be there. Do not indicate that there are no candidates.
- The middle name or middle initial is missing in the ballot name. If the candidate's voter record indicates they have a middle name, it must be represented in their ballot name. Guidelines for ballot names are located on the back of the Certificate of Candidate Qualification (501) and in the SBE Ballot Standards.
- The middle name or initial is not listed before the nickname.
- An instruction is not listed at the bottom of the ballot pointing voters to the back of the ballot if it continues to the back for more offices, issues, or both.
- Spelling errors.
- A vendor or VERIS report is submitted instead of the actual ballot proofs.
- A mock-up from the vendor is submitted instead of the actual final ballot proof (generally, mock-ups will not have the full header or any instructions). If it doesn't look exactly like the final ballot, it's not what ELECT needs and will not be accepted.
- Only submitting the front page of the ballot. ELECT also needs the back of the ballot to confirm that the seal or seal placeholder is present.

7.5.2 Distribute Ballot Oaths and Ensure Timely Return of Signed Documents

Virginia Code Sections §§24.2-616 – 24.2-621 require localities to treat ballot printing with purpose, security, and with a delineated chain of custody. A locality might strongly consider distributing the ballot printer oath statements identified below at the time it submits its ballot order with its voting equipment vendor/ballot printer. Establish the expected return of signed oaths based on the "Signature Trigger" event, also identified.

[45] *Id.*

Ballot Printer Oath	Signature Trigger
Oath, Statement of Printer SBE-616	Vendor or printer accepts printing assignment. No more than a few days after receipt of GR's print request.
Oath, Statement of Electoral Board or General Registrar Representative SBE-617	Printer completes printing quantities requested.
Oath, Statement of Person Affixing Seal and Packaging Ballots SBE-619	For ballot artwork electronic files, after insertion of the electoral board's seal within the voting equipment vendor's proprietary software Rare: For printed ballots on a printing machine that will affix the electoral board's seal during printing, after the print job is complete.
Oath, Certificate of Number of Ballots Delivered to Electoral Board or General Registrar SBE-618	At the time of ballot quantity delivery to the electoral board or general registrar.

Reminder: If additional absentee ballot quantities are ordered, additional ballot printer oaths will be needed, except for SBE-619 when electronic ballot artwork files already containing the electoral board's seal are used.

7.5.3 Third Party Mailing and Assembly of Printed Ballots

General registrars may contract with a third party for the printing, assembly, and mailing of ballots.[46] The State Board of Elections has promulgated regulatory action 1VAC20-70-90, which regulates the process of forming these contracts. Any contract executed must be provided to ELECT.[47] Signed contracts should be uploaded as part of the AB compliance survey provided by ELECT.

Under 1VAC20-70-90, the general registrar is ultimately responsible for guaranteeing compliance with all relevant requirements under the Code of Virginia, including but not limited to the requirements of § 24.2-612 and § 24.2-706.[48]

7.5.4 Start Absentee Voting When Ballots are Received From Printer

First, certify the number of all ballots received from the printer, including the ballots to be used for absentee voting.[49] Remember to file a copy of the receipt in the electoral board minutes.[50]

- The applications for absentee ballots must be entered into VERIS and proofed before the printed ballots are received.

[46] See §24.2-706(D).
[47] See Virginia Admin. Code 1VAC20-70-90(B)(7).
[48] See Virginia Admin. Code 1VAC20-70-90.
[49] See §24.2-618.
[50] *Id.*

Begin absentee voting as soon as the ballots are received; general registrars do not have to wait for the mandated 45-day deadline to begin sending out absentee ballots.[51]

Best Practice
Conduct logic and accuracy testing on the voting systems before you send out any absentee ballots.

7.5.4.1 Be Ready to Email Ballots

Localities should have a specific email address established for eligible overseas, military, and print disabled voters who have requested to receive ballots via email. The Department offers the software Enhanced Ballot to localities as an option to facilitate the distribution of email absentee ballots. Access to the Enhanced Ballot application is through the OKTA single sign-on home page. Localities will be able to access the Enhanced Ballot user guide once logged into the application through the "Support" button. Once in the system, local users should pay particular attention to managing locality-specific configurations and settings.

Elections within Enhanced Ballot are established by the Department prior to the commencement of absentee voting. VERIS data is the source of ballot content displayed within Enhanced Ballot. If a candidate name or office detail is changed within VERIS, the change will need to be moved from VERIS to Enhanced Ballot. Communication with ELECT's Elections and Registration Specialist (ERS) staff when changes occur is essential for swift updates to Enhanced Ballot.

Prior to the commencement of absentee voting, a locality will need to add its absentee email voters to Enhanced Ballot. The VERIS report that will accomplish importing voters into Enhanced Ballot is the "Absentee Ballots To Be Emailed" report. The report must be requested in the CSV file format for proper importation to Enhanced Ballot. The normal course of action is a main upload of a locality's email absentee voters performed prior to absentee commencement. Thereafter, manual entry of new email absentee voters may be done within Enhanced Ballot. Be sure that all absentee ballot application processors recognize and alert the appropriate member of the general registrar's staff when new email absentee voters are identified so that post-commencement email absentee voters are not overlooked.

Print disabled absentee voters may request to receive absentee ballots by email. To facilitate a private and independent voting method, a locality must use Enhanced Ballot.[52] The permission for a non-UOCAVA voter to receive an absentee ballot by email is relatively new, and some absentee voters are unfamiliar with the assistance choices presented. Traditional human assistance is available, as well as the Enhanced Ballot private and independent path. Attention is needed when processing absentee ballot applications for situations where an applicant has designated a print disabled situation

[51] See §24.2-612 (The general registrar shall make printed ballots available for absentee voting *not later than* 45 days prior to any election).
[52] See §24.2-103.2.

but neither requested to receive the ballot via email nor selected the "Needs Assistance" designation. Correspondence with the voter, either by phone or email, normally addresses the issue. Make written notes of the voter's selection on the absentee ballot application with the time, date, and initials of the person corresponding with the voter. Also, make the necessary changes to the voter's absentee ballot application in VERIS. If the print disabled voter declines the use of Enhanced Ballot, the voter must be mailed the request for assistance form.[53]

A locality will be required to mail the print disabled voter his/her postage-paid return mailing envelope with tactile marking, envelope B, and ADA absentee ballot instructions. The VERIS report "Absentee Email Return Labels" will be needed to begin the mailing process. Having a prepared batch of print disabled mailing bundles with the supplies needed will reduce preparation time when supplies are needed. The Department offers two ADA absentee ballot instructions, so be sure to identify the difference and keep supplies of each available, i.e., FormsWarehouse > Absentee > Absentee Mail Instructions > ADA Enhanced Ballot Voting Instructions without assistance and with assistance. Additional labels will be needed to mail the materials to the print disabled voter, i.e., a delivery label with the voter's address and a return label for the general registrar's office. These additional labels must be generated by the means available within the general registrar's office. Therefore, the return label to the general registrar's office will not contain an Intelligent Mail barcode. This is the one exception to 1VAC20-70-70(B).[54]

A locality may choose to use its own email account for sending email ballots. Once you have approved ballots, create template email files ready to send to UOCAVA voters. The voting equipment vendor or ballot printer can provide a PDF file of all precinct ballots used in your locality. Incorporate these PDF files into the email to UOCAVA voters, along with the additional materials the voter will require to complete the ballot.[55]

In the case of an emergency that will not allow sufficient time for the distribution and handling of absentee ballot applications and absentee ballots, the Commissioner of the Department of Elections shall have the authority to designate alternative methods and procedures to handle such applications and ballots.[56] The reference is made within this section of the Chapter to acknowledge that the alternative methods designated may include an expansion to the email ballot process.

7.5.4.2 Be Ready with Ballots for In-Person Absentee Voting

In-person absentee voting may take place in the office of the general registrar, or at another location or locations in the county or city approved by the governing body.[57]

Most absentee voters in the Commonwealth cast ballots in-person. Therefore, you should plan accordingly to ensure that a sufficient number of each precinct ballot in your locality

[53] See §24.2-704.
[54] See Virginia Admin. Code 1VAC20-70-70.
[55] See FormsWarehouse, Absentee Voting/Ballots-UOCAVA.
[56] See §24.2-713.
[57] See §§24.2-701.2 and 24.2-712.

is on hand. If your locality uses a ballot on demand printing system, please follow the Department's 8/30/2023 ballot on demand guidance.

The Department of Elections highly recommends operating all in-person absentee voting with officers of election. The Department is aware of the permission granted for the general registrar and staff to operate in-person absentee voting and understands that resources and officer availability drive this permission. However, officer of election utilization for in-person absentee voting allows for an improved voter experience, improved officer of election performance through repetition, and improved general registrar staff availability. Advanced planning will be needed with the ranks of officers of election. A summer availability survey for fall service is advisable. Additionally, communicate with the county or city payroll department about the officer of election pay. Certain officers may earn enough pay to require withholding. The ability for the general registrar/staff to observe the officers of election work in an Election Day environment is invaluable.

7.5.5 Certify Ballot Readiness to ELECT

The general registrar must certify to the Department of Elections that ballots were ready by the required date and that all applicants on file were sent ballots by the 45-day deadline.[58]

If the general registrar's office is closed on Saturday, the certification must be provided to the Department of Elections after the close of business on Friday. If the office is open on Saturday, the certification must be provided to the Department after the close of business on Saturday. If Friday is a holiday and the office is closed both Friday and Saturday, the certification must be provided on Thursday.

Additional reporting may be required. For each election, the Department of Elections will provide notice when an electronic survey is available to collect the required certification of the compliance deadline and review of ballot orders.

7.6 APPLICATIONS TO VOTE ABSENTEE BY MAIL

The following are the types of applications and instructions used for voters requesting a ballot by mail.

7.6.1 Virginia Absentee Ballot Application Form (SBE 701/703.1)

7.6.1.1 In General

The Virginia Absentee Ballot Application form lets registered voters apply to vote absentee for an upcoming election within the next twelve (12) months.[59] The form also allows a registered voter to request to receive at his or her residence address by mail absentee ballots for all future elections.[60] Anyone may request an application. Applications must be returned to the Registrar's office completed in full and signed. Applications may be filed no more than twelve (12) months before an election. The application must be submitted to the appropriate registrar no later than 5:00 p.m. on

[58] See §24.2-612.
[59] See §24.2-701.
[60] See §24.2-703.1.

the eleventh day prior to the election, which would be the second Friday preceding an election held on a Tuesday. In-person absentee voting does not require an application. A registered voter may vote absentee in-person through the Saturday immediately preceding any election.

Applications may be signed electronically and can be received by mail, fax, in person, or by email with an electronic signature, or through ELECT's Citizen Portal website. Applicants who apply in person may wish to request that a ballot be mailed to them.

Ballots are sent by mail to applicants who apply by mail, fax, or email (see exception below). Citizens covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) may apply on the Virginia application, though they are encouraged to use the Federal Post Card Application (FPCA). UOCAVA voters are eligible to have their ballots sent to them by email, fax, or mail.[61]

7.6.1.2 Virginia Permanent Absentee Voter Change Form (SBE 703.1C)

Permanent absentee voters may use this form to change where their ballot is mailed for one election, change the political party primary ballot mailed for one primary election, change the political party primary ballot mailed for all primary elections, or cancel their permanent absentee voter status.[62]

7.6.1.2.1 Eligibility

All Virginia registered voters are eligible to vote by absentee ballot.[63] UOCAVA citizens who apply using the Virginia Absentee Ballot Application are eligible to have their ballots sent to them by email or fax, but only for the one election requested. Print disabled voters may also have their ballots sent to them by email.[64] Those confined awaiting trial or for a misdemeanor conviction must be provided the opportunity to apply for an absentee ballot by the institution in which they are held.[65]

If the absentee applicant is not currently registered and the books are not closed, the applicant may apply to register to vote. If absentee voting has not yet begun, this individual may apply for a mail absentee ballot. However, that voter must wait at least five days after his registration application is granted before his absentee ballot application can be processed or before voting absentee in-person.[66] If absentee voting has begun, this individual may vote in person after the five-day waiting period (military and overseas voters are exempt from this requirement). If the voter wants to vote immediately and does not want to wait, they may vote provisionally. If books are closed, the same-day registration process must be used, and the person will vote provisionally in person.

[61] See below discussion on use of the Federal Post Card Application (FPCA).
[62] See §24.2-703.1(C).
[63] See §24.2-700.
[64] See §§24.2-103.2 and 24.2-704.
[65] See §24.2-700.1.
[66] See §24.2-701.

- Some voters may be eligible for late registration if they qualify under §24.2-419 or §24.2-420.1.

7.6.1.3 How to Process the Virginia Vote by Mail Application Form (SBE 701/703.1)[67]

- Check each application for missing information. Each application **must** contain the following:
  - The election for which the ballot is being requested, **unless the voter elects to complete the "Permanent Absentee Option" section of the form**.
  - The applicant's **printed name** and the **last four digits** of the applicant's **social security number**.
  - The applicant's residence address in Virginia.
  - Unless the applicant is disabled, all applications for absentee ballots must be signed by the applicant.
- Additionally, please review the following non-mandatory information:
  - Assistance with Ballot: If checked, indicate this in VERIS and be certain to send the *Request for Assistance in Voting an Absentee Ballot* form with the ballot (ELECT-704 (AB)). **Print disabled voters may also indicate that they would like to receive their ballots electronically by email.**
  - If the voter has moved:
    - Enter the change of address in VERIS if a *Vote by Mail Application* is received before the books close.
    - **Do not** enter a change of address in VERIS if the books have closed.
    - **Note**: Moving conditions apply.[68]
- Then, look up the voter in VERIS:
  - Compare the information on the application with the data recorded in VERIS.
  - If the information matches, move to "Absentee History" in VERIS and check for any absentee application already on file.
  - If the registration address provided does not match and the voter has not completed the "Change of Name/Address" section, contact the voter and confirm the residence address. With confirmation and voter registration open, edit the voter's registration address to match the address provided before proceeding. With confirmation and voter registration closed, apply the move conditions before proceeding, but retain a copy of the application with other voter registration applications that did not meet the deadline for processing after the election.
  - If VERIS information for the voter shows "Vote in Person" or "Verify ID" flags, refer to these sections in this Chapter.
  - **If there is no absentee application on file, enter the absentee data and process the application.**
- Refer to VERIS Step-by-Steps for detailed processing instructions.
- Complete the "Office Use Only" block on the form.
- The voter is now ready for a ballot to be mailed, emailed, or faxed.
- Follow instructions for mailing, emailing, and faxing ballots.

[67] See §24.2-701.
[68] See section on changes of address in this Chapter for details.

7.6.1.4 *Incomplete Virginia Vote by Mail Application (SBE 701/703.1)*

"In reviewing the application for an absentee ballot, the general registrar [must] not reject the application of any individual because of an error or omission on any record or paper relating to the application, if such error or omission is not material in determining whether such individual is qualified to vote absentee."[69]

Best Practice
If information is missing from an application for an absentee ballot, try to collect the missing information by phone, email or fax for anything other than the signature.

Indicate the name of the person providing the information, the date and initial the form or attach a copy of the fax or email response. If no one can be reached within 3 business days, deny the application in VERIS.

If the voter is registered, send a new application to the voter with the letter generated by VERIS requesting the missing information. If the voter has provided a fax number or email, save time by faxing or emailing the letter and a new application.

If the voter is not registered**,** contact ELECT for a template or create your own to notify the voter.

Please note that the voter's *full* SSN is requested on the application to assist in finding the voter's record, but it is *not* required.[70] A voter cannot be denied an absentee ballot for failure to provide the full SSN.[71]

Frequently Asked Questions
What if the voter forgets to include the last four digits of SSN?
§24.2-706 requires the general registrar to determine if the omission prevents determining qualification to vote absentee.

What if the voter forgets to sign the application?
The voter's signature is required, as the voter must attest to the accuracy of the information provided in order to determine whether the voter is qualified. The voter must be denied for failure to sign. You should send a new application to the voter with the denial letter generated by VERIS.

[69] See §24.2-706.
[70] See §24.2-701. §24.2-701(C) provides authority for the application to collect the last four digits of the voter's social security number.
[71] See *also* 52 U.S.C. §10101(a)(2)(B).

Policy Note on Electronic Signatures for Absentee Ballot Applications

The State Board of Elections in May 2015 determined that applications requesting absentee ballots may be signed electronically. Registrars are directed to accept electronic signatures as long as the applicant is required to affirmatively check a box confirming acknowledgement of the Affirmation Statement on the Vote by Mail Application and the completed Application includes a disclaimer indicating that it includes an electronic signature. Accepting electronic signatures increases voter convenience and makes it easier for currently registered voters who are qualified to cast an absentee ballot.

7.6.1.5 Help America Vote Act (HAVA) ID Requirement by Mail[72]

In a federal election, first-time voters who registered by mail will be noted with the "Verify ID" flag in VERIS**.**

- **Permissible forms of ID** for these voters *when voting by mail* include the following:[73]
  - Virginia Voter Card
  - Virginia Driver's License/Identification Card
  - Copy of a current and valid photo identification
  - Copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter.
- **Exemptions** from HAVA ID when voting by mail:[74]
  - Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) voters
  - Other federal entitlement
  - Commissioner of Elections determines that no accessible polling place is available for a voter with physical disability or age 65 or older.

Nonexempt first-time voters must be sent the HAVA ID notice (ELECT-HAVA-1) with ballots for *federal elections*; this includes students.

- Must return a copy of the required ID with his or her ballot.
- If HAVA ID is returned, edit absentee ballot information in VERIS to indicate that ID was returned by checking the "ID Provided" box in VERIS.
- Failure to return proper HAVA ID requires Provisional Ballot processing.[75]
- Change the ballot status in VERIS to "Provisional" and note on the absentee ballot record that the ballot was cast as Provisional.

[72] See §24.2-706.
[73] *Id.*
[74] See 52 U.S.C. §21083. *See also* §24.2-706.
[75] See Chapter 13 Provisional Ballots.

7.6.1.6 Change of Address Scenarios for Ballots by Mail[76]

The action taken is dependent upon whether the books are open or closed. After the books close, the date the voter moved is essential in determining whether the voter is qualified to vote in the election(s) in which he/she applies to vote. Ballots must be mailed within 3 business days upon receipt of a properly completed application (if the voter registered in person, count the 3 business days from acceptance of the registration application).[77] Act on missing information or problems immediately, and document your actions. If problems cannot be resolved quickly, deny the *Vote by Mail Application* in VERIS.

Use your resources. Refer to the "What Ifs" document for current moving conditions. Below are change of address scenarios with guidance on how to process these applications.

7.6.1.6.1 The Voter has Moved to a New Address Within Your Locality and Wants a Ballot by Mail[78]

- If the application is received **before** the books close and the "Change of Name/Address" section is completed, change the address in VERIS and process the application using the voter's new address.
- If the application is received **before** the books close and the "Change of Name/Address" section is not completed, contact the voter for confirmation of the voter's address, date of move, and eligibility. Once all elements are present to proceed, edit the voter's registration record before processing the absentee ballot application.
- If the application is received **after** the books close:
    - Do not change the address in VERIS.
    - If the voter meets the moving conditions in §24.2-401 and is submitting SBE-701, process the application in VERIS using the old address, but mail the ballot to where the voter resides.
    - If the voter meets the moving conditions in §24.2-401 and is submitting SBE-703.1, immediately contact to the voter and proceed by either (i) denying the application for voter's submission of SBE-703.1 or (ii) having the voter submit SBE-703.1(C) before processing the application in VERIS using the old address but mail the ballot to the address provided on SBE-703.1(C).
        - Keep a copy of the *Virginia Absentee Ballot Application* to make an address change *after* the election.
    - If the voter does not meet the moving conditions in §24.2-401, the application must be denied.
        - Enter the denial in VERIS and state the reason.
        - Mail denial notice to the voter.
        - Voter may not vote by mail or in person.

[76] See §24.2-401.
[77] See §24.2-612.
[78] See §24.2-401.

- If applicable, keep a copy of the *Virginia Absentee Ballot Application* to make an address change *after* the election.

- In all cases where voter registration is closed, a discussion with the voter about Virginia's Same Day Voter Registration process is warranted. Document voter decisions with written notes on the Virginia Absentee Ballot Application when an application is abandoned. Abandoned applications will still go to the circuit court clerk after the election.

7.6.1.6.2 The Voter has Moved to a New Address Within Your Locality but is Registered in Another Virginia Locality and Wants a Ballot by Mail[79]

If the application is received **before** the books close, request a copy of the voter's record from the other locality to be sent to you immediately. In cases where the applicant provided a full Social Security number, redaction of the first five digits is necessary,[80] Even when sent via encrypted email.[81]

With receipt of the voter's record, update the voter's registration record in VERIS and process the application for a ballot by mail. Comment on the VERIS voter record that you are waiting for the original voter registration record to be received from the previous locality.

In cases where the losing locality has associated a *Virginia Voter Registration Application* to the voter's record in VERIS, process the change of address and proceed with accepting the absentee ballot application. Make sure to check that the associated voter registration application is complete before processing.

If the application is received **after** the books close, send the voter's *Virginia Absentee Ballot Application Form* to the voter's old locality with the first five digits of the Social Security number redacted, if provided. The old locality will determine whether the voter is eligible to vote under moving conditions in §24.2-401 or if the application should be denied. The old locality is responsible for sending the denial notice, if needed.

[79] See §24.2-401.
[80] Redact means to alter or truncate data so that no sensitive personal information is accessible.
[81] See Virginia Admin. Code 1VAC20-20-20.

Regulation Note

1VAC20-20-20. Electronic Transmission of Records Containing Sensitive Personal Information; Encryption or Redaction Required.

Election officials must use encryption technology that meets the Security Requirements for Cryptographic Modules, FIPS PUB 140-2, with change notices through December 2002, of the National Institute of Technology of the United States Department of Commerce to transmit any records containing sensitive personal information. This includes e-mails and faxes including sensitive information. This regulation defines "sensitive personal information" as: more than four digits of a social security number or other identifier other than a voter identification number, day and month of birth, and the residence address of voters qualified for protection under 24.2-418. If encryption is not used, all sensitive personal information must be redacted before being electronically transmitted. "Redact" means to alter or truncate data so no sensitive personal information is accessible.

7.6.1.6.3 The Voter has Moved to a New Address in Another Virginia Locality and Wants a Ballot by Mail[82]

If the application is received **before** the books close, send a copy of the voter record with the *Virginia Absentee Ballot Application* to the new locality. Alternatively, scan and associate the voter's registration application to the record in VERIS before sending the *Virginia Absentee Ballot Application* to the new locality.

Remember: The **full** Social Security number must always be covered before faxing or emailing unless encrypted.[83]

- The new locality will process the transfer, then process the *Vote by Mail Application* and send the ballot.
- **Do not send a ballot from the old locality.**

If the application is received **after** the books close, confirm the date the voter moved into the new address on *the Virginia Absentee Ballot Application Form.*

- If not listed on the *Virginia Absentee Ballot Application Form*, the voter must be contacted.
- If the voter meets the allowable moving conditions in §24.2-401 and is eligible to vote in the old locality:
  - Look up the voter in VERIS.
  - Check for any absentee ballot record.
  - Process the *Virginia Absentee Ballot Application Form* SBE-701 using the voter's old address and mail the ballot to where the voter resides.
  - Process Virginia Absentee Ballot Application Form SBE-703.1 by either (i) denying the application for the voter's submission of SBE-701 or (ii) having the voter submit SBE-703.1(C) before

[82] See §24.2-401.
[83] See Virginia Admin. Code 1VAC20-20-20.

processing the application in VERIS using the old address but mail the ballot to the address provided on SBE-703.1(C).

- If the voter does not meet the moving conditions, the application must be denied.
  - Enter the denial in VERIS and state the reason.
  - Mail denial notice to the voter.
  - The voter may not vote by mail or in person.
  - Keep a copy of the *Virginia Absentee Ballot Application Form* to make an address change *after* the election
- After the election, use a copy of the *Virginia Absentee Ballot Application Form* as authorization to transfer the voter to his/her new locality. Send the application copy to the new locality.
- In all cases where voter registration is closed, a discussion with the voter about Virginia's Same Day Voter Registration process is warranted. Document voter decisions with written notes on the Virginia Absentee Ballot Application when an application is abandoned. Abandoned applications will still go to the circuit court clerk after the election.

7.6.1.6.4 The Voter has Moved to a New Address in Another State and Wants a Ballot by Mail[84]

"The general registrar may cancel the registration of any person for whom a notice has been submitted […] and forwarded to the general registrar that the voter has moved from the Commonwealth."[85] The signed *Virginia Absentee Ballot Application Form* is your authorization to cancel the voter. Thus, the *Virginia Absentee Ballot Application* should be denied and his/her voter registration cancelled.

- Before cancellation, the general registrar must "mail notice of such cancellation to the person at both his new address, […] and the address at which he had most recently been registered in Virginia."[86]
- Send a denial letter and keep a copy of the *Virginia Absentee Ballot Application Form* as your authorization for the cancellation. The original application will go to the circuit court clerk after the election.

Exception for Presidential Election only: If a voter has moved to another state less than 30 days before a Presidential General Election, he/she may be eligible for a Presidential Only ballot from his/her old Virginia address.[87] After the election, the voter's Virginia voter registration must be cancelled in VERIS.

[84] See §§24.2-402 and 24.2-427.
[85] *Id.*
[86] *Id.*
[87] See §24.2-402.

7.6.1.6.5 The Voter has Moved to Your Locality but VERIS Flags a Warning that the Voter has Been Issued a Ballot from His Old Locality and the Voter Wants a Ballot by Mail

- **Application received before the books close:**
  - Begin processing the transfer.
  - A warning message will appear in VERIS depending on "Ballot Status."
  - **If Status = Issued**
    - Warning message will read "Warning: Active Absentee Application in _____ County/City will be cancelled."
    - Update voter's registration.
    - VERIS will automatically cancel/void any ballot in the old locality after the transfer is complete (The ballot cannot be counted in the old locality).
    - Process the *Virginia Absentee Ballot Application* and send the ballot from the new locality.
  - **If Status = Marked or On Machine or Pre-Processed**
    - Warning message will read "Warning: Voted ballot in _____ County/City."
    - The voter cannot vote in the new locality because the ballot has already been cast.
    - The application and the ballot from the old locality will remain unchanged, as this voter has already cast his/her ballot.
    - DO NOT process the new *Virginia Absentee Ballot Application Form* in VERIS.
    - The new locality should notify the voter that the application has been denied because a ballot has already been cast in this election from his/her old locality.
    - Inform the voter that his/her new address will be updated after the election.
    - Keep a copy of the application to request an alpha card from the old locality and update it after the election. In cases where the voter has a voter registration application associated with his/her record, update after the election.
    - If the voter denies having already cast a ballot, offer a provisional ballot.
- **Application received after the books close:**
  - The new locality should notify the voter that the application has been denied because it is past the deadline to update their registration record to the new address. The notice should also inform the voter if a ballot has already been issued for this election from the old locality. If the voter claims not to have received the absentee ballot, discuss using the Statement of Voter Affidavit.
  - Inform the voter that his/her new address will be updated after the election.
  - Keep a copy of the *Virginia Absentee Ballot Application Form* to request an alpha card and update after the election.

7.6.1.6.6 The Voter Did Not Complete the Change of Address Option and Wants a Ballot by Mail

- If the applicant did not specifically request a change of address and the residence address does not match the address listed in VERIS, call or email the voter to confirm he/she has moved.
  - Note the information provided by the voter on the *Virginia Absentee Ballot Application Form* and date and sign in red pen.
  - If the voter is qualified, send a ballot.
  - If the voter is not qualified, deny the *Virginia Absentee Ballot Application Form.*
- If the applicant is not registered in your locality, call or email the voter to confirm whether to update his/her voter registration.
  - If the voter is qualified, send a ballot.
  - If the voter is not qualified, deny the *Virginia Absentee Ballot Application Form.*
- The *Virginia Absentee Ballot Application Form* can serve to transfer voters because it is a signed statement indicating a change of address.
- Prior address and date moved are not required to be stated on the *Virginia Absentee Ballot Application Form,* but may be needed after the books close to apply the moving conditions of §24.2-401.

7.6.1.6.7 Managing Permanent Absentee Voters Throughout the Year as They Depart Your Locality

Request the VERIS Absentee Report "Cancelled Absentee Applications Due to Transfer" every week or two, depending on the size of your locality. For the individuals found on the report, send them ELECT's "Absentee Cancellation Template.docx" letter along with a Virginia Absentee Ballot Application Form. The file is available on Forms Warehouse > Absentee > Absentee Voting > Cancellation. Pull the voter's Virginia Absentee Ballot Application Form SBE-703.1 out of the active file and transfer it to the cancelled file. Cancelled Virginia Absentee Ballot Application Forms may be collected throughout the year and transmitted to the circuit court clerk after the November election.

7.7 FEDERAL POST CARD APPLICATION (FPCA, STANDARD FORM 76)

7.7.1 In General

Most FPCAs are submitted by military members, overseas citizens, and their families. The FPCA can serve as both a registration application and an absentee ballot request.[88] All revisions of the form containing the required information are acceptable.

7.7.1.1 Attorney General 1971 Opinion on "Place of Abode" for Military

In a 1971 opinion, the Virginia Attorney General stated that servicemen who had a place of abode in Virginia prior to their assignment to active duty elsewhere must constructively retain the Virginia place of abode; otherwise, these members of society

[88] See §24.2-703.

would be deprived of the electoral franchise. Such servicemen should be permitted to register to vote as though they still resided at this old place of abode and should be put in the precinct where such place of abode is located.[89]

7.7.1.2 *Who is Eligible to Use FPCA*

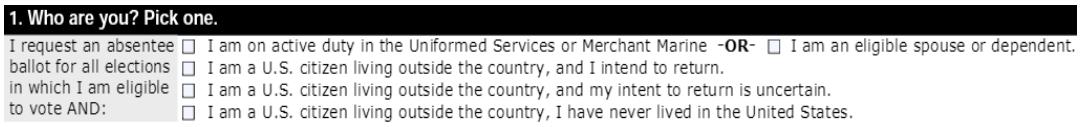
Block 1 of the FPCA identifies the following eligible classes of voters:

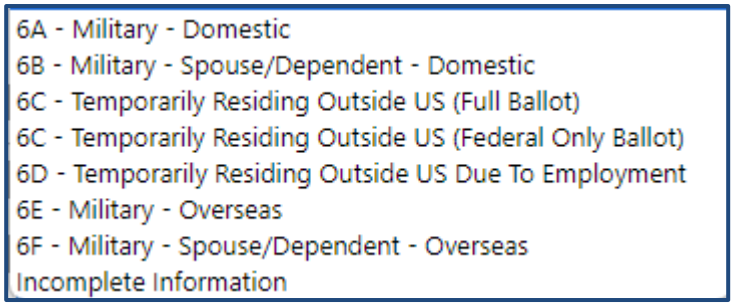
- "A member of a uniformed service on active duty who […] is absent from the place of residence where […] otherwise qualified to vote."[90]
- "A member of the merchant marine who […] is absent from the place of residence where […] otherwise qualified to vote."[91]
- "A spouse or dependent of a member [of a uniformed service or merchant marine] who […] is absent from the place of residence where the spouse or dependent is otherwise qualified to vote."[92]]
- U.S. citizens residing outside the U.S. and who are qualified to vote in the last place in which the person was domiciled before leaving the U.S.[93]

The registrations for uniformed service, merchant marine, spouses, and dependents are permanent with full ballot eligibility. The registrations for U.S. citizens residing outside the U.S. are permanent, dependent upon whether the application indicates:

- The voter retains a place of abode in Virginia.
- The voter is employed overseas or is the spouse or dependent of the individual employed overseas.[94]

To provide further assistance in processing FPCA, an illustration of Block 1 of the FPCA is provided. An illustration of the VERIS Absentee Reason Codes is also provided.





Uniformed Service, merchant marine, spouse, and dependents applicants will be keyed in VERIS using Reason Codes 6A, 6B, 6E, or 6F depending on the address provided in Block 3 on the FPCA.

[89] See 1971-1972 Op. Atty Gen. Va. 153.
[90] See 52 U.S.C. §20310.
[91] *Id.*
[92] *Id.*
[93] *Id.*
[94] See §24.2-453.

U.S. citizens living outside the country with an intent to return will be keyed in VERIS using Reason Code 6C – Temporarily Residing outside US (Full Ballot).

U.S. citizens living outside the country with uncertain intentions to return must be contacted if the application does not indicate employment abroad. With confirmation of employment, key in VERIS using Reason Code 6D – Temporarily Residing Outside US Due to Employment. Without confirmation of employment, key in VERIS using Reason Code 6C – Temporarily Residing Outside US (Federal Only Ballot).

U.S. citizens who have never lived in the United States will be keyed in VERIS using Reason Code 6C – Temporarily Residing Outside US (Federal Only Ballot).

7.7.1.3 State Law Definitions – Uniform Military and Overseas Voting Act (UMOVA)[95]

- Provides additional definitions expanding federal law protections on voting rights of absent military and overseas citizens.
- Permits U.S. citizens residing overseas, whose last residence in the U.S. was in Virginia but who no longer maintain an abode in Virginia, to receive absentee ballots for elections for federal office.[96]
- Persons born overseas to Virginia parents may be eligible to vote in Virginia elections.[97]
- Eligibility for a full ballot is defined by state law based on retaining a place of abode in Virginia or employment overseas.[98]

7.7.1.4 Late Military Registrant By Mail[99]

The applicant must:

- Be eligible to register and otherwise qualified to vote.
- Be a member of the uniformed services of the US on active duty, a member of the merchant marine, or the spouse or dependent residing with the same, and
- By reason of active duty or merchant marine service, be normally absent from the city or county in which he/she resides.[100]

Persons eligible for late voter registration may do so after the books are closed up to and including Election Day.[101] They must be given a registration date equal to the final day of registration (effective date).

7.7.1.5 FPCA Duration of Eligibility – How Long Ballots Must be Sent

"An application […] that is received by the general registrar no later than 5:00 p.m. on the eleventh day prior to the election shall be considered a standing request for

[95] See §§24.2-451 and 24.2-470.
[96] See §24.2-452.
[97] *Id.*
[98] See Va. Const. Art. I, §1; *See also* §24.2-453.
[99] See §24.2-419.
[100] *See also* §24.2-452.
[101] See §24.2-419.

absentee ballots through December 31 of the year following the calendar year of [their] application."[102]

7.7.1.6 How to Process the FPCA

Board regulation 1 VAC 20-45-30 allows accepting a faxed or scanned email attachment as an original application for registration and absentee ballot request.[103]

- FPCA may be signed electronically for registration and absentee ballot requests.
- FPCA may be returned by mail, in person, by fax, or by email.
- The FPCA is both a voter registration and absentee ballot request.
  - Make a copy of the FPCA for the absentee application.
- Overseas voters on short vacations or business trips less than a year should use the "Virginia Absentee Ballot Application SBE-701", not the FPCA, which provides continuing ballots through the next calendar year.

Regulation Note

1VAC20-45-30: Electronic Submission of Federal Post Card Application

An applicant who is eligible for registration and applies for registration and requests an absentee ballot on a Federal Post Card Application may apply for registration and the absentee ballot by facsimile or e-mail. Electronically submitted FPCA applications are sufficient for registration and requesting an absentee ballot if signed and otherwise complete.

7.7.1.7 FPCA Acknowledgment

If ballots are not ready to be mailed and the FPCA is properly completed and ready for a ballot, the applicant should receive an acknowledgement notice or email. The content of the notice or email should include:

- The type of ballot he or she will receive, i.e., Full Ballot or Federal Only Ballot.
- How you will send the ballot (i.e., mail, email, or fax).

7.7.1.8 Checking the FPCA

- Section 1 is the classification of voter type (uniformed services, etc.) The applicant also provides name, suffix, previous name, date of birth, and Social Security Number.
  - **Social Security Number**: If the applicant is already registered, only the last four digits of the Social Security Number (SSN) are needed. **If the person is not yet registered, the full SSN is required in Section 6.**
  - If a voter does not have a Social Security number and "none" is written in the box, VERIS will assign an identification number. Department of Elections staff can check the DMV record to verify no SSN.[104]
- Section 2 is for a valid residence address in your locality.
- Section 3 is for the mailing address of the applicant, i.e., where the applicant is now.
  - Current military or overseas address to which the ballot should be sent.
  - An alternate address to mail the ballot.

[102] See §24.2-703.
[103] See §24.2-457.
[104] See §46.2-208(B)(9).

- Section 4 is for contact information (email, alternate email, phone, and fax).
- Section 5 is the preference of method for receiving ballot (mail, email, fax). The applicant may also provide political party preference for primary elections:
  - If a party is provided, primary ballots are sent for that party's primary.
  - If no party is provided, no primary ballot is sent.
- Section 6 is for additional information. **If this is a new registrant, the full SSN should be provided here.**
- Section 7 is for the applicant's signature to the affirmation statement.



Regulation Note

1VAC20-45-20: Voter Registration. No presumption for or against residence may be based on a person's presence or absence in the following circumstances: being employed in the service of the Commonwealth or the United States, whether military or civilian.

With respect to material omissions on Federal Write-In Absentee Ballots, the following omissions are **not material**: omitting service identification number, rank, grade, or rate on an application that declares active military duty status, employer name and address on an application that declares temporary overseas residence with no date of last residence, employer name and address on an application that declares temporary overseas residence with a date of last residence, and date of last residence on an application that declares indefinite overseas residence (20-45-20(B)(4)).

Eligibility for a full absentee ballot requires providing the name and address of an employer outside the United States (20-45-20(B)(3)). Lastly, the date of last residence for an application declaring indefinite overseas residence without indicating the date of last residence in the United States is the **date the application is signed** (20-45-20(B)(4)).

7.7.1.9 Processing a Properly Completed FPCA

- Perform a "Voter Search" in VERIS to determine if the voter is registered to vote at the address given in Part 2.



  - If the voter is not registered and the books are open, process as a new registration in VERIS according to the VERIS Step-by-Steps. Use the original FPCA you received for registration and a copy for the absentee ballot application.
  - If the voter is registered, proceed to "Absentee History" and check for an AB application already on file. If no application has been processed, enter the data into VERIS according to the Step-by-Steps.
- If the voter is not registered and the books are closed, consider whether the applicant is eligible for late military registration.[105]

[105] See *above* late military registration.

- If needed, you may attach the properly completed FPCA to a sheet of paper on which an "Office Use Only" section *Virginia Absentee Ballot Application Form* has been printed and complete that information.
- Check VERIS to verify that the proper full or federal-only ballot status is assigned based on the information provided. Federal-only ballots are for US citizens residing abroad who have no current place of abode in Virginia and who are neither employed overseas nor the eligible family of a person employed overseas or a uniformed services voter. "To be eligible to vote in state and local elections, the application of an overseas voter who has given up his place of abode in Virginia must show that the applicant is employed overseas or the spouse or dependent of a person employed overseas."[106]

7.7.1.10 Processing an Incomplete FPCA

- Contact the voter to obtain any missing information. Email is usually the fastest method.
- Process the application as soon as the missing information is obtained.
- If the signature is missing, the voter must send a new completed FPCA.
  - Deny the application in VERIS.
  - Send a new FPCA or the link to FVAP.
  - Send the denial by email whenever possible.

7.7.1.11 Using the FPCA for Multiple Elections – Ongoing Application

The FPCA is valid for all elections and is "considered a standing request for absentee ballots through December 31 of the year following the calendar year of the date of the application."[107]

- Once the FPCA has been processed and approved, VERIS treats it as an ongoing application through the expiration date, and it does not have to be reentered for each eligible upcoming election.
- The application for ongoing ballots may be submitted at any time after the previous year's November general election.
- The applicant must meet applicable deadlines for both voter registration and absentee ballot requests.
- Ongoing applicants on file are eligible for ballots for special elections held in November or December, provided their applications have not yet expired, **unless otherwise specified in the FPCA**.
- Any voter sending in the FPCA after the November general election for the *next year* and at least 11 days before the special election is also eligible to receive ballots for that special election, provided the voter has met the voter registration deadline.
- "If an official reply to the application or an absentee ballot sent to the applicant is returned as undeliverable, no other ballots [may] be sent" to the voter until a new application is filed and accepted.[108]

[106] See Va. Const. Art. II, §1; *see also* §24.2-453.
[107] See §24.2-703.
[108] *Id.*

- Double-check mailing and email addresses.
- The default method to send the ballot is **by mail** if nothing is selected.[109]

7.7.1.12 *Activating the Ongoing Application*



Activating the ongoing applications will allow VERIS to generate a ballot line for the specified election in which the applicant is eligible for a ballot. All ongoing applications for a specified election are activated at one time.

- To activate ongoing applications, take the following steps:
  - Click on the "Absentee" tab on the VERIS Tool Bar.
  - Click on the "Ongoing Absentee Ballots" link.



VERY IMPORTANT: You *must* activate your ongoing applications *for every election* before you set your ballot ready date *for every election*! All ongoing applications are activated at one time. Permanent absentee ballot applications will be updated along with any military or overseas voters if you have them.

  - Select the appropriate election from the dropdown menu.
  - Click on the "Generate Ballots" button.
  - Request and print/review the Daily Absentee Applications List and the Ongoing Absentee Application List VERIS reports after the activation of the ongoing applications finishes.
    - When PDF files are viewed rather than printed, save the report with a review date added to the file's name.
  - Review each application that is eligible for a ballot and proof it against the reports. The reports and applications should match.
    - The Daily Absentee Applications List report will confirm the mailing address or email address of the applicant.
    - The Ongoing Absentee Application List report will confirm the applicant's selected political party for primary ballots or that no political party was selected.
  - Resolve any issues with missing applications or missing entries on the report.
  - Complete this process in time to mail your ballots. "The general registrar [must] make printed ballots available for absentee voting not later than 45 days prior to any election or within three business days of the receipt of a properly completed absentee ballot application."[110]
  - When ballots are ready and the ballot-ready date is set, each ongoing ballot line will be updated to show the ballot sent date.
  - Refer to the Absentee Processing VERIS Step-by-Steps for additional details.

[109] See §24.2-706.
[110] See §24.2-612.

7.7.2 Federal Write-In Absentee Ballots (FWAB)

7.7.2.1 In General

The FWAB is designed "for use in general, special, primary, and runoff elections for Federal office by absent uniformed services voters and overseas voters who make timely application for, and do not receive, States absentee ballots."[111] Applicants often mail a FWAB around the same time as an FPCA.

- "An absent uniformed services voter or overseas voter who submits a Federal write-in absentee ballot and later receives a State ballot, may submit the State absentee ballot" regardless of whether a FWAB has been received.[112] §24.2-1004 clarifies there is no double voting since the FWAB is not counted if the regular state ballot is also received in time.
  - The regular state ballot will be easier to process and count than if the choices on the FWAB are handwritten.

FVAP has developed technology on its website for federal elections to enable voters to print a FWAB with their choices from ballot data provided by the Department of Elections. This technology makes it less important for these voters to return the regular state ballot. The Department of Elections offers similar technology to enable localities to issue ballots by sending links a voter can use to download and print a ballot for return by mail. Please contact your Liaison if your locality would like more information on this program.

7.7.2.2 What the FWAB is Used For

"A covered voter may use the […] federal write-in absentee ballot to apply to register to vote simultaneously with the submission of the federal write-in absentee ballot, if [the declaration accompanying the FWAB] is received by the applicable deadline."[113]

- "If the declaration is received after that date, [the FWAB] must be treated as an application to register to vote for subsequent elections."[114]
- "A covered voter may use the […] federal write-in absentee ballot as an application for a military-overseas ballot simultaneously with the submission of the federal write-in absentee ballot."[115]
- Absentee Ballot Application for the enclosed ballot only.
- Voted Ballot for one election only.

7.7.2.3 Who May Use the FWAB

"Covered voters" include[116]:

[111] See 52 U.S.C. §20303.
[112] *Id.*
[113] See §24.2-457(B).
[114] *Id.*
[115] See §24.2-458(D).
[116] See §24.2-452(1) (defining "covered voters").

- "A uniformed-service voter or an overseas voter who is registered to vote in this state;"[117]
- "A uniformed-service voter […] whose voting residence is in this state and who otherwise satisfies this state's voter eligibility requirements;"[118]
- "An overseas voter who, before leaving the United States, was last eligible to vote in this state and, except for a state residency requirement, […] satisfies this state's voter eligibility requirements;"[119]
- "An overseas voter who, before leaving the United States, would have been last eligible to vote in this state had the voter been of voting age and, except for a state residency requirement, […] satisfies this state's voter eligibility requirements;"[120]
- "An overseas voter who was born outside the United States, is not described in [the bullets above] and, except for a state residency requirement, […] satisfies this state's voter eligibility requirements, if:"[121]
    - "The last place where a parent or legal guardian of the voter was, or […] would have been, eligible to vote before leaving the United States is within this state; and"[122]
    - "The voter has not previously registered to vote in any other state."[123]

7.7.2.4 When Can the FWAB Be Used

Federal law mandates, and Virginia law allows, that UOCAVA applicants may use the FWAB as a backup ballot.[124] A qualified absentee voter who is eligible for an absentee ballot under subdivision 2 of §24.2-700 may use a federal write-in absentee ballot in any election.[125] A FWAB cannot be rejected on the basis that no FPCA can be found or because the applicant indicates on the FWAB that no FPCA has been submitted.[126] However, no regular ballot can be sent without a FPCA or Virginia Absentee Ballot Application SBE-701, nor will ballots continue without a FPCA. General registrars should encourage absent military and overseas citizens to submit a FPCA, using a FWAB only if concerned a regular ballot will not arrive on time.[127] When the FWAB is received affects the action to take if no FPCA can be found:

- More than 45 days before the election, with sufficient time to submit an FPCA, the general registrar should contact the voter to request an FPCA so a regular ballot can be issued and ballots sent for future elections.
- Less than 11 days before the election from an unregistered overseas citizen—FWAB is valid as registration for future elections only.

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[117] *Id.*
[118] *Id.*
[119] *Id.*
[120] *Id.*
[121] *Id.*
[122] *Id.*
[123] See §24.2-452(1).
[124] See 52 USC §20303.
[125] See §24.2-702.1.
[126] See §§24.2-457 and 24.2-458.
[127] See ELECT website and FVAP Virginia Voting Assistance Guide.

- Less than 7 days before election—if military or registered overseas citizen, a voted ballot can be accepted; if unregistered overseas citizen, FWAB is valid as registration for future elections only.[128]

7.7.2.5 *FWAB Mailing Deadlines Allowed*

Active duty military, their spouses, and dependents may mail their FWAB from any location in the US or overseas. Federal law stipulates that non-military overseas citizens must mail their FWAB from outside the United States for the ballot to count.[129] The FWAB instructions include addressing the voted ballot to the appropriate general registrar or Electoral Board.[130] FWABs may not be returned electronically as a voted ballot. Any applicant sending a FWAB electronically should be notified immediately that this method of return is not authorized for any voted ballot, and a FPCA is required to request ballots sent.[131]

7.7.2.6 *How the FWAB is to be Mailed*

The timely mailing rule provided in § 24.2-416(4) applies if FWAB is used for registration. There is no five-day hold for mailed applications from military and overseas applicants under § 24.2-701.[132]

- **Before Books Close:** "A covered voter may use the […] federal write-in absentee ballot to apply to register to vote simultaneously with the submission of the [FWAB], if the declaration is received by the applicable deadline for registration."[133] This means that accepting a completed FWAB received by the ***registration*** deadline is timely for registration, absentee ballot application, and voted ballot.
- **After Books Close:** "If the [completed FWAB] is received after [the registration deadline], it must be treated as an application to register to vote for subsequent elections."[134] This means that accepting a completed FWAB received by the deadline for returning ballots (postmarked on or before Election Day) is timely for registration, absentee ballot application, and voted ballot **only if** the applicant is eligible for late registration.[135] You can accept a completed FWAB received by the deadline for returning ballots, but after the close of books, as timely for an absentee ballot application and voted ballot if the applicant is already registered to vote in the jurisdiction.[136]

[128] See §24.2-459.
[129] See 52 USC §20303.
[130] See §24.2-462.
[131] See §§24.2-702.1 and 24.2-707. See *also* FVAP Virginia Voting Assistance Guide.
[132] See §§24.2-416.4 and 24.2-706.
[133] See §24.2-457(B).
[134] *Id.*
[135] See §24.2-419 (addressing late military registration).
[136] See §24.2-702.1.

Regulation Note

1VAC20-45-40: Material Omissions from Federal Write-in Absentee Ballots (FWAB). Timely received FWAB applications are valid, unless an omission from the application is material. In order to be accepted as timely, the applicant must meet the applicable registration deadline, but §24.2-419 extends the mail in deadline for certain military applicants (20-45-40(B)).

The following are **always considered material omissions**; any application containing these omissions are invalid: the applicant did not sign or check the assistance box, there is no declaration/application page, information on the declaration/application page needed to determine the voter's identity or eligibility, which may include, but is not limited to, current military or overseas address. Under §24.2-707 and 1VAC20-70-80, failure to provide the year of birth *or* the last four digits of the voter's social security number, or if the voter was never issued a social security number the unique identifier assigned to the voter, are always considered material omissions *unless* there is a declared state of emergency related to a communicable disease of public health threat.

The following are **immaterial omissions** that **do not render the application invalid**: not listing the applicant's name as "Last, First, Middle," listing a middle initial or maiden name instead of a full middle name, omitting the street identifier, such as "Street" or "Avenue", the county or city if the locality is clearly identifiable based on the address given, omitting the zip code, omitting the date the voter signed the ballot, not sealing the ballot in the security envelope, so long as the outside envelope containing the ballot and declaration/affirmation page was sealed (20-45-40(D)(7)), and submitting a ballot containing offices or issues for which he is not eligible (20-45-40(D)(8)).

7.7.2.7 *Additional Tools Available*

- How To Process a FWAB VERIS Step-by-Steps.
- Department of Elections Regulation 1VAC20-45-40:[137] "Material Omissions from Federal Write-in Absentee Ballots."

7.7.2.8 *Tables*

- **Table 1** summarizes the action to be taken when only an FWAB is received.
- **Table 2** summarizes the action to be taken when both an FPCA and an FWAB are received for the same applicant.
- **Table 3** summarizes the action to be taken when both a voted state ballot and FWAB are received from the same applicant.
- **Table 4** summarizes the action to be taken when an FWAB is received after the election.

[137] See Virginia Admin. Code 1VAC20-45-40.

Best Practice:

Ensure that each FWAB voter that has the Official Backup Ballot counted or rejected receives voting credit for the election in VERIS. Most General Registrars keep the voter's "Ballot Status" as "FWAB" for tracking purposes. The "FWAB" designation will not provide the voter voting credit. A general registrar may edit the "Ballot Status" to "Marked" or "Rejected" which will automatically provide voting credit. An alternative approach is to manually add the voter's voting credit. When this is done, the voting credit must be designated as "Absentee" and the "Ballot" designation as either "Full Ballot" or "Federal Only." In the "Comments" section, please indicate that the "Voter's FWAB was either counted or rejected."

Table 1—Instructions for Processing FWABs Alone

Description	Action to Take with FWAB	Code
Applicant is registered or meets applicable registration deadline and FWAB is received by the deadline for returning ballots.	• Retain original FWAB Voter Information page for registration file and make 2 additional copies of the Voter Information page, one for AB Application and one to go with the ballot to serve as the Statement of Voter. • Enter Voter Information pages that have made the applicable deadline for permanent registration[138] • Enter the FWAB as both an AB Application and a received ballot. • Indicate the date, time received, and the precinct code. • Indicate Congressional, Senate, and House as needed. • Send FWAB to CAP on Election Day. • **No further ballots are issued under the FWAB.**	§24.2-416 §24.2-419 §24.2-702.1
An unregistered applicant does not meet the applicable registration deadline and is not eligible for late registration (e.g., an FWAB received for an unregistered overseas citizen after the COB deadline).	• FWAB is eligible for registration; FWAB ballot not counted, and no ballot sent without FPCA. • Keep the original FWAB Voter Information page and make one or two copies for a denied absentee application. • Write "VOID" on the original FWAB Official Backup Ballot. • Place the ballot in the "Federal Write-In Absentee Ballots Voided" (SBE-FED) envelope for your locality. • Within 90 days of rejection, the electoral board must "send a written explanation of the reason for rejection of an absentee ballot to the voter whose absentee ballot was rejected" (e.g., no timely registration application, ballot received after election, etc.).[139] • The FWAB Voter Information page is effective for registration after the election. • Voter must submit a new FPCA to request ballots for future elections.	§24.2-416 §24.2-419 §24.2-702.1

[138] See §§24.2-457(B) and 24.2-458(D).
[139] See §24.2-711.1.

Table 2—FPCA and FWAB for Same Applicant—Ballot Issuance

Description	Action to Take with FPCA	Action to Take with FWAB Official Backup Ballot (OBB)	Code
FPCA and FWAB are received together and meet the Absentee Ballot Application deadline, and the applicant is registered or meets the applicable registration deadline.	● Process as AB Application. ● Issue regular state absentee ballot, full or federal only, depending on registration status.	● Hold the FWAB OBB until noon on the third day after the election to allow time for the state ballot to be returned. ● If the state ballot does not come back by noon on the third day after the election, process the FWAB as a voted ballot and send it to CAP.	§24.2-702.1 §24.2-703 §24.2-706 §24.2-709
Neither FPCA nor FWAB meets the applicable registration deadline, and the voter is *not* eligible for late registration (e.g., a FWAB is received for an unregistered overseas citizen after the COB deadline).	● FPCA is not eligible for this election. ● Retain FPCA to process after the election. After the Election ● If not registered, use FPCA for registration. ● Process FPCA as an AB Application for future elections. This application will continue as an ongoing AB Application for the statutory period.	● FWAB Voter Information page is *not* eligible for registration, Absentee Ballot Application, or voted ballot for the current election. ● Keep the original FWAB Voter Information page and make one or two copies to keep for registration and a denied absentee application. ● Write "void" on the original FWAB OBB. ● Place the ballot in the "Federal Write-In Absentee Ballots Voided" (SBE-FED) envelope for your locality. ● Within 90 days of rejection, the electoral board must "send a written explanation of the reason for rejection of an absentee ballot to the voter whose absentee ballot was rejected" (e.g., no timely registration application, ballot received after election, etc.).[140]	§24.2-416 §24.2-419 §24.2-702.1 §24.2-703
FPCA and FWAB are received together, but FPCA has NOT met the regular AB Application deadline (11 days before Election Day).	● FPCA not eligible for this election ● Retain FPCA to process after the election. After the Election: ● If not registered, use FPCA for registration. ● Process FPCA as an AB Application for future elections. ● This application will continue as an ongoing AB Application for the statutory period.	If the voter is registered or eligible for late registration: ● Process FWAB Voter Information page as AB Application and FWAB OBB as a voted ballot. ● *Do not* send a state ballot. If the voter is not registered: ● Follow instructions under "Does not meet applicable registration deadline" found above.	§24.2-702.1 §24.2-703

[140] *Id.*

Table 3—State Ballot Issued and FWAB Received for Same Applicant Before Election—Counting Ballots

Description	Action to Take with State Ballot	Action to Take with FWAB Official Backup Ballot (OBB)	Code
A regular state ballot was issued. Both the state ballot and FWAB are received before Election Day (VERIS shows state ballot was sent but not yet received).	• Enter the state ballot as received, selecting "Marked" as the ballot status. • Send state ballot to CAP on Election Day.	• Write "VOID" on the FWAB OBB. • Place the FWAB in the "Federal Write-In Absentee Ballots Voided" (SBE-FED) envelope for your locality.	§24.2-702.1 §24.2-703 52 USC §20303
Regular state ballot was issued but *not* received; only FWAB was received by deadline for returning ballots.	• No action needed	• Enter FWAB ballot as received, using the edit function. • Select "FWAB" as the ballot status. • Indicate the date, time received and precinct code. • Indicate Congressional, Senate and House as needed. • Place this ballot with the other "hand count" CAP ballots.	§24.2-702.1 §24.2-709 52 USC §20303

Table 4—FWAB Received After Election

State Ballot Sent on Time		
Description	**Action to Take with FWAB**	**Code**
FWAB is received after the election but VERIS shows state ballot was issued and received as a voted ballot.	• No VERIS action needed for keying FWAB Voter Information page as AB application as state ballot was already received. • Place the FWAB Official Backup Ballot (OBB) in envelope labeled "Ballots Received after Election" for Clerk of the Court.	§24.2-710
FWAB is received after the election but VERIS shows state ballot was issued on time but was *not* received as a voted ballot.	• **Best Practice:** Registrars may choose to process the FWAB as a ballot returned "LATE" on VERIS for tracking purposes. Use the edit function on the ballot line. • Rejecting the ballot will allow the voter to check the status of the FWAB on the Department of Elections website after the election. • Place the FWAB OBB in envelope labeled "Ballots Received after Election" for Clerk of the Court.	§24.2-710
State Ballot NOT Sent on Time		
Original state ballot requested by FPCA or SBE-701 on or before, but *not* sent by, the 45-day deadline. State ballot NOT returned, only FWAB is received after election	• FWAB is received before 5 pm on the second business day before the State Board of Elections meets to ascertain the results of the election. • Process as a received "FWAB" ballot using the edit function on the ballot line. • Count FWAB OBB or reject for material omission.[141]	§24.2-612 §24.2-709(B)
NO State Ballot Sent		
FWAB is received after the election and VERIS shows **NO** state ballot was issued.	• The FWAB Voter Information page is effective for registration after the election. • Place the FWAB OBB in envelope labeled "Ballots Received after Election" for Clerk of the Court. • **Best Practice:** Inform voter that FWAB was received after the election and that a FPCA must be submitted to request ballots for future elections.	§24.2-702.1 §24.2-710

[141] See Virginia Admin. Code 1VAC20-45-40.

7.7.3 Permanent Absentee Voting with the Vote By Mail Application Form (SBE 701/703.1)

7.7.3.1 In General

By completing the "Permanent Absentee Option" section of the SBE 701/703.1 form, a voter may receive all ballots for which he is eligible.

If a voter who has already completed the "Permanent Absentee Option" section of the form submits a new SBE 701/703.1, you should contact the voter to confirm whether he/she intends to supersede the active ongoing application.

7.7.3.2 Eligibility

Any registered voter is eligible to complete the "Permanent Absentee Option" section of the form and to receive all ballots they are entitled to, unless or until the voter is removed or cancelled from the Permanent Absentee List.[142]

7.7.3.3 Registrar Requirements

- Keep the original application on file indefinitely.
- Voters who join the permanent absentee voter list must have their ballots sent to "the address in the voter's registration record…"[143] If the voter wishes to use a different mailing address for a single election, the voter must complete and submit the form SBE-703.1C "Virginia Permanent Absentee Ballot Change Application."[144]

7.7.3.4 Removal from the Permanent Absentee List

A voter is removed from the permanent list under the following conditions:[145]

- The voter requests in writing to be removed from the list.
- The voter's registration is cancelled.
- The voter's registration is placed on inactive status.
- The voter moves to a different address not in the same county or city as his registration.
- If a voter is removed from the permanent list, the General Registrar should send a notice of removal and explain the reason for removal. VERIS will automatically generate this letter.

7.7.3.5 Processing the Application

Confirm the application is properly completed and contains all of the required information to process an absentee ballot application.

- Printed name and address, last four digits of the SSN, and signature.[146]
    - "No action undertaken to fulfill any requirement […] to register or vote [is] valid or complete when the action is based on the exercise of a power of attorney."[147]

[142] See §§24.2-700 and 24.2-703.1.
[143] See §24.2-703.1.
[144] *Id.*
[145] *Id.*
[146] *Id.*
[147] See §24.2-123.

- "No ballot [can] be sent to, or in care of, any other person."[148]
- Which party's primary ballot would the voter like to receive for any relevant primary election. If neither party is checked, primary ballots will not be sent.
- Assistant's Statement (only required when the first box is checked in the "Assistance with Ballot" section is checked)
  - Assistant's full name, residence address, and signature;[149]
  - Voter unable to sign, if applicable.[150]
- Change of Address
  - Look up the voter in VERIS.
  - Enter the change of address in VERIS if a Virginia Absentee Ballot Application is received before the books close.
  - **Do not** enter a change of address in VERIS if the books have closed.
    - **Note: Moving** conditions may apply.
  - Compare the information on the application with the data recorded in VERIS.
  - If the information matches, move to "Absentee History" in VERIS and check for any Virginia Absentee Ballot Application already on file.
  - If there is no Virginia Absentee Ballot Application on file, enter the absentee data and process the application.
  - Refer to VERIS Absentee Processing Step-by-Steps for detailed processing instructions.
  - Complete the "Office Use Only" block in the top right corner of the form.
  - The voter is now ready for a ballot to be mailed.
  - Follow instructions for mailing ballots.
- UOCAVA voters
  - Military and Overseas voters, unless using an FPCA, can only be processed as a 701 application when using a different mailing address from their residence address.
  - Permanent AB requires that the ballot be mailed to the same address as the voter's registration address. Thus, not allow them to use the permanent option.
  - Applications should be processed as you would any other 701. However, in this scenario, you should make sure that the mailing address is different from the residence address.

7.7.3.6 Activating Ongoing Applications

Activating the ongoing applications will allow VERIS to generate a ballot line for the specified election in which the applicant is eligible for a ballot. All ongoing applications for a specified election are activated at one time. Follow the steps below to activate ongoing applications in VERIS:

- Hover the cursor over the "Absentee" tab on the VERIS toolbar.
- Click on the "Ongoing Absentee Ballots" link in the drop-down menu.
- Select the appropriate election from the dropdown menu.
- Click on the "Generate Ballots" button.

[148] See §24.2-701(C)(3).
[149] See §24.2-704.
[150] *Id.*

VERY IMPORTANT: You must activate your ongoing applications for every election before you set your ballot ready date for every election.
All ongoing applications are activated at one time. Annual applications will be updated along with any military or overseas voters if you have them.

- Request and print the "Daily Absentee Application List" and the "Ongoing Absentee Application List" VERIS reports after the activation of the ongoing applications finishes.
    - When PDF files are viewed rather than printed, save each report with a review date added to the file's name.
- Review the applications that are eligible for a ballot and proof them against the reports. The reports and applications should match.
    - The Daily Absentee Applications List report will confirm the mailing address or email address of the applicant.
    - The Ongoing Absentee Application List report will confirm the applicant's selected political party for primary ballots or that no political party was selected.
- Resolve any issues with missing applications or missing entries on the report.
- Complete this process in time to mail your ballots.[151]
- When ballots are ready and the ballot-ready date is set, each ongoing ballot line will be updated to show the ballot sent date.
- Refer to the Absentee Processing VERIS Step-by-Step instructions for additional details.

7.7.4 Emergency Absentee Ballot Application – Request Prior to 2:00 p.m. the Day Before the Election (ELECT-705)

7.7.4.1 In General

"Any person registered and otherwise qualified to vote may request at any time prior to 2:00 p.m. on the day preceding the election that he be permitted to vote by emergency absentee ballot with the assistance of his designated representative."[152]

7.7.4.2 Eligibility

- Registered voters may request an emergency absentee ballot for the following reasons:
    - They were unable to apply for an absentee ballot by the deadline due to their hospitalization or illness, or the hospitalization, illness, or death of a spouse,

[151] See §24.2-612.
[152] See §24.2-705(A).

child, or parent, or other emergency found to justify the receipt of an absentee ballot[153] or

- They will be unable to vote on Election Day due to their hospitalization or illness, the hospitalization, illness, or death of a spouse, child, or parent, or other emergency found to justify receipt of an emergency absentee ballot after the deadline for applying for an absentee ballot. [154] Or
- They applied to receive an absentee ballot by the deadline but did not receive their ballot within 10 days of the election and will be unable to vote on election day due to their hospitalization or illness, the hospitalization, illness, or death of a spouse, child, parent or other emergency found to justify the receipt of an absentee ballot.[155]

- Request must be made prior to 2:00 p.m. on the day before an election.[156]

7.7.4.3 *Request for Emergency Absentee Ballot Application (ELECT-705)*

The voter or designated representative must ask the Registrar to provide an *Emergency Absentee Ballot Application* by phone, email, or in writing at any time prior to 2 pm on the day preceding the election and provide the name of the person selected to be the representative.[157] The designated representative must "be age eighteen or older and [cannot] be an elected official, a candidate for elected office, or the deputy, spouse, parent, or child of an elected official or candidate."[158]

- The *Emergency Absentee Application* (ELECT-705) is given to the designated representative for delivery to the hospitalized voter or to the voter at the voter's current residence as shown on the registration records. The *Emergency AB Application* may be faxed or emailed to the designated representative or the voter.[159]

7.7.4.4 *Return of Completed Application*

"On receipt of the completed form and a determination of the qualification of the requesting voter to vote, the general registrar shall provide, in accordance with the applicable provisions of this chapter, an absentee ballot to the designated representative for delivery to the requesting voter."[160]

- The general registrar must verify the following:[161]
  - That the applicant is a qualified voter;
  - That the name of the designated representative is listed;
  - That the completed application is received "no later than 5:00 pm on the day preceding the election."[162]
  - That the requesting voter has properly completed and signed the application;

[153] *Id.*
[154] *Id.*
[155] *Id.*
[156] *Id.*
[157] *Id.*
[158] See §24.2-705.
[159] See §24.2-705.
[160] *Id.*
[161] *Id.*
[162] *Id.*

- That the designated representative has signed and completed the witness portion of the form.

7.7.4.5 *Providing the Absentee Ballot for the Hospitalized/Incapacitated Voter*

- Prepare the absentee ballot in the same manner as a mailed absentee ballot but include the *Instructions for Voting an Emergency Absentee Ballot* (SBE-705(2)).
- Request ID from the designated representative to assure that he/she is the person designated by the voter. Photo ID is preferred, but any item bearing the representative's name is acceptable.
  - Failure to provide identification will not disqualify the application.
- Enclose the instructions with the ballot that advises the representative that the completed absentee ballot must be delivered to the general registrar's office prior to 7:00 pm on Election Day.
- Enclose a *Request for Assistance* (ELECT-704 (AB)) form if the voter indicates he/she will need assistance with the absentee voting materials.
- Enter the hospitalized or incapacitated applicant's name on the Emergency Absentee Ballot Applicants List (SBE-710-Supp).

7.7.4.6 *Statement of Designated Representative*

Upon returning the absentee ballot, the representative must complete the *Statement of Designated Representative of Hospitalized or Incapacitated Voter* (SBE-705(2)), stating under oath that he:

- Is the designated representative,
- Meets the qualifications of a representative,
- Personally delivered the ballot to the voter who applied,
- Was in the presence of the voter when he/she marked the ballot; that it was placed in the envelope provided; the envelope sealed and the statement on its reverse side completed by the voter, and
- Returned the sealed ballot to the Electoral Board at the Registrar's office.

7.7.4.7 *Registrar's Certification*

After the representative has executed the affidavit, the registrar or deputy registrar must complete the lower portion of the form by inserting the following:

- Application number,
- Precinct name and number,
- Date ballot returned, and
- Time ballot returned.

- The Registrar or deputy registrar must sign the form and attach it to the *Emergency Absentee Ballot Application* for that voter.

Entering Into VERIS

- Enter the application information into VERIS.
- The *Emergency AB Application* is listed as an application type in the absentee application drop down menu.
- Select "*Emergency Application*" (SBE-705).
- Received by method will automatically populate with "designated representative."
- The reason type will populate and only allow "2A – Disability or Illness."
- Use "2A – Disability or Illness" even if the reason is bereavement or otherwise incapacitated and use the comments field to explain.
- Select "Designated Representative" form the "Ballot Sent by" drop down menu.

7.7.4.8 Delivery of Ballots

"The ballot shall be counted only if the ballot is received by the general registrar prior to the close of polls, and the general registrar shall deliver the ballot to the officers of election at each appropriate precinct."[163] "Before the polls close on [Election Day], the electoral board [must] deliver the absentee ballot containers to, and obtain receipt from, the officers of election at each appropriate precinct."[164] "Any ballot returned to the electoral board or general registrar prior to the closing of the polls, but after the ballot container has been delivered, [must] be delivered in an appropriate container to the officers of election at each appropriate precinct."[165]

7.7.5 Emergency Absentee Ballot Application – Voting In-Person up to 2:00 pm the Day Before the Election (Emergency Travel for Business, Hospitalization or Death in Immediate Family and Late Assignment of Election Officer ELECT-705)

7.7.5.1 Eligibility

Code of Virginia §24.2-705(B) states "A qualified voter may vote absentee in person in the office of the general registrar through 2:00 p.m. on the day immediately preceding the election by complying with the requirements of §24.2-643 and affirming that one of the qualifying reasons will prevent him from voting on Election Day."

7.7.5.2 Qualifying Reasons[166]

- Voter will be absent on business, profession, or occupation;[167]
- Voter or a member of voter's immediate family has been hospitalized;[168]

[163] See §24.2-705.
[164] See §24.2-710.
[165] *Id.*
[166] See §24.2-705(B).
[167] See §24.2-705.
[168] See §24.2-705.

- Death of a member of [voter's] immediate family;[169] which means child, grandchild, parent, grandparent, legal guardian, sibling, or spouse of the voter.
- The voter is an officer of election who was assigned after 12:00 p.m. on the Saturday before the election to work in a precinct other than his own on Election Day.[170]



Enter into VERIS

- Application type = emergency application
- Received by method = in-person or other
- Reason type = business, illness or disability or election official
- Ballot sent by method = in-person
- Complete the application process and the received ballot process.
- *See* VERIS Step-by-Steps.

7.7.6 Mailing Absentee Ballots

7.7.6.1 In General

"The general registrar [must] make printed [absentee] ballots available […] not later than 45 days prior to any election or within three business days of the receipt of a properly completed absentee ballot application, whichever is later."[171]



Best Practice
Proof applications against labels/reports for every mailing. Check for "Needs Assistance (NA)" or "ID Required" on the label and make sure the corresponding additional form(s) is\are including in the outgoing envelope.



VERY IMPORTANT: Per 1VAC20-70-70 All absentee ballot envelopes used for mailing the ballot and materials to the voter and for the voter to return their ballot must contain the following elements:

- An Intelligent Mail barcode (IMb) that is unique to the voter.
- The official U.S. Postal Service Election Mail insignia.

7.7.6.2 Assembling Ballots

Assemble as follows for each ballot to be mailed on the Certificate of Mailing (COM):

- Obtain *Instructions for Voting an Absentee Ballot* for ballot type (ELECT-706-4).

[169] *Id.*
[170] See §24.2-705.
[171] See §24.2-612.



VERIS

VERIS reports are used for processing ballots for applications previously entered. Reports can be scheduled one time, daily, weekly, or monthly.

- Daily Absentee Applications List
- Certificate of Mailing
- Absentee Ballot Mailing Labels
- Generated Ongoing Ballots List

If a voter has applied in-person for a ballot but would like the ballot to be mailed, be certain to change "In Person" to "Mail" in the "Ballot Sent By" field in VERIS.

- **Note**: when there is a proposed constitutional amendment or statewide referendum on the ballot, the instructions ***must*** include a link to the ELECT webpage explaining the proposed amendment or referendum.[172]
- Seal the ballot in Ballot Envelope A Ballot within.
- Use *Envelope B - Statement of Voter* - for which there are two versions:
  - UOCAVA (for UOCAVA voters only).[173]
  - Statement of Voter (for all voters other than UOCAVA).
- Self-address a return envelope with the VERIS generated return label.
- Use the left-hand label printed from VERIS for the "Return Envelope."
- Insert the "Return Envelope" and all the above materials into the "Mailing Envelope."
- Affix the right-hand label to the "Mailing Envelope" and seal.
- Use postage free "Mailing Envelope" for UOCAVA ballots.

7.7.6.3 *Special Forms that may also be Included*

- *Request for Assistance Form* if needed (ELECT-704(AB))
- *HAVA ID Form* if needed (ELECT-HAVA-1)
- FPCA if needed[174]

7.7.6.4 *Certificate of Mailing*

- Print labels first
- Printing labels generates the "Certificate of Mailing"

7.7.6.5 *Order for Printing Labels and Certificate of Mailing*

- Ballot Style – Full or Federal Only
- Congressional District
- Senate District
- House District
- Voting Precinct
- Alpha Order

[172] See §24.2-706(C)(4).
[173] See 52 U.S.C. §20302(b).
[174] See §24.2-706(5).

Postage free ballots are listed after the "Certificate of Mailing" labels and are repeated in the same order.

Mail the absentee ballots using the "Certificate of Mailing." The Certificate provides the proof that the ballots were mailed and the address to which they were mailed. The number of ballots mailed must equal the number of names on the "Certificate of Mailing." Make corrections and adjustments to the totals within VERIS for the "Certificate of Mailing. Print or reprint the "Certificate of Mailing" when finished.

Deliver the ballots and the "Certificate of Mailing" to the Post Office. USPS will stamp the "Certificate of Mailing" as proof that the ballots were mailed.

Note: the Code of Virginia authorizes expedited mailing of ballots through commercial carriers other than USPS and authorizes use of alternative forms of evidence of mailing that may be less costly such as intelligent mail bar coding. Work with your local administration and USPS on procedures that may be available to lower absentee mailing costs.[175]

7.7.7 Emailing or Faxing the Ballots

The general registrar is required to send the blank ballot, the form for the envelope for returning the marked ballot and instructions to the voter by these electronic procedures if the UOCAVA applicant so requests.[176]

7.7.7.1 Procedures

- UOCAVA and Print Disabled voters may request ballots emailed or faxed.[177]
- Proof your daily email/fax ballot applications against the "Daily Absentee Applications" list.
- If arranging for a time to send the ballot by fax is a problem, you can inform the voter that emailing the ballot is also an option.

7.7.7.2 E-mailed or Faxed Ballot Assembly for a Locality not using Enhanced Ballot

Include the following with each e-mailed or faxed ballot:

- VotingInstructions.pdf
- BallotWithin.pdf = Envelope A
- ABEnvelope.pdf = Envelope B
- ReturnEnvelopeTemplate.pdf = Outside Return Envelope
- FPCA, if needed[178]

7.7.8 Drop-off Locations

7.7.8.1 In General

Each year the Department is required by October 1st to provide the Chairman of the House and Senate Committees on Privileges and Elections, the Senate Committee on Finance and Appropriations, and the House Committee on Appropriations with the

[175] See §§24.2-704 and 24.2-706.
[176] *Id.*
[177] *Id.*
[178] See §24.2-706(5). See ELECT, FormsWarehouse, Absentee for forms.

standards for the establishment and operation of drop-off locations, which includes necessary security requirements.

These standards address required drop-off locations, including hours of operation and required notices to the public, accessibility requirements, physical security requirements for both secured drop-boxes and staffed drop-off locations, chain of custody requirements, recordkeeping requirements, corrections or cures for voter errors in use of drop-boxes, and emergency considerations. The Standards are found on FormsWarehouse[179]

7.8 VOTING ABSENTEE IN-PERSON / EARLY VOTING

7.8.1 In General

All rules for voting at a polling place apply to In-Person Absentee Voting at the general registrar's office or at a satellite office, including:

- Prohibiting voters from being accompanied by anyone other than an authorized assistant or his/her child age 15 or younger.
- Prohibiting political activity within 40 feet of the entrance of the polling place structure.[180]
- Prohibiting voters from carrying on their person a firearm within 100 feet of any building, or part thereof, used as a polling location. [181]
- Offering in person absentee voters a provisional ballot if, for example, the voter does not have ID or is not listed in VERIS and claims to have registered at the DMV.[182]
- Offering Same Day Voter Registration for early voters on the day after voter registration ends.
- Allowing voters to drop-off ballots at drop-off locations without providing identification.[183]
- Allowing a voter until Friday at noon following the election to provide a copy of acceptable identification to the electoral board.[184]

Virginia law prohibits persons registering to vote in person while the books are open from also voting absentee in person at the same time; "an application that is completed in person at the same time that the applicant registers to vote [must] be held and processed no sooner than the fifth day after the date that the applicant registered to vote."[185]

EXCEPTION: **This five-day waiting period does not apply to "covered" military and overseas voters voting absentee as defined in §24.2-452.[186]**

[179] See §24.2-707.1. See ELECT, FormsWarehouse, Absentee for the latest Drop Off Standards.
[180] See Chapter 3 Precinct or Polling Place Requirements and Procedures (discussing polling places).
[181] See § 24.2-604
[182] See Chapter 13 Provisional Ballots (discussing provisional voting).
[183] See §24.2-706.
[184] See Chapter 13 Provisional Ballots.
[185] See §24.2-701.
[186] See §§24.2-452 and 24.2-701(A).

7.8.2 No Application is Required for Voting In-Person

The requirement for in-person absentee voters to complete an absentee ballot application in order to vote absentee has been removed.

Any registered voter offering to vote absentee in person shall provide his name and his residence address in the county or city in which he is offering to vote.

7.9.2.1 Procedures

In-Person absentee voting shall be available on the forty-fifth day prior to any election and shall continue until 5:00 pm on the Saturday immediately preceding the election.[187] Pursuant to § 24.2-701.1, the electoral board or general registrar is required to provide in-person absentee voting for a minimum of eight hours between 8:00 a.m. and 5:00 p.m. on the first and second Saturday immediately preceding all elections, and for a minimum of five hours between the hours of 11:00 a.m. and 5:00 p.m. on the second and third Sunday immediately preceding all elections. The electoral board or general registrar may also provide for absentee voting in person on additional Sundays.[188] The deadline to vote in person is close of business on the Saturday before the election.[189] If an early voter changes his or her mind and wishes to vote by mail, direct voters to the Virginia Absentee Ballot Application. Be sure to check the application while the voter is present. This will greatly reduce errors or inconsistencies over voter registration changes.

Take the following steps for in-person absentee voting when VERIS is Used to check-in voters:

- Ask the voter to provide their name and address. Ask the voter for *one* form of acceptable identification before the voter is allowed to vote. ID is for identifying the voter only.[190] If the voter does not have an acceptable form of ID, they can fill out and sign the ID Confirmation Statement.
- Look up voter in VERIS to determine if the voter is registered in your locality and at the address they provided.[191]
- Check for flags, including Military, Overseas, Verify ID, and Vote in Person.
- Check Absentee History for any absentee application already on file.
- If there is no current absentee application on file, enter the absentee information and process the voter.
  - Refer to VERIS Step-by-Steps for detailed processing instructions.
- If there is an application on file, see sections addressing Voter Listed as Absentee, Military, and Overseas voters.
- Complete the In-Person information for “On Machine” or “Marked” in VERIS.
- If voter requests assistance, be sure to check the “Assistance Requested” box in VERIS.

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[187] See §24.2-701.1.
[188] *Id.*
[189] See §§24.2-701.1.
[190] See §24.2-706; see *also* Chapter 13 Provisional Ballots for acceptable ID changes and provisional voting for lack of acceptable ID and other reasons.
[191] See Late Voter Registration (describing eligibility for late registration).

- The voter is now ready to use the voting equipment or a paper ballot. See related sections for details.
- As on Election Day, if the voter is in line to vote in-person absentee when the general registrar's office (or other location used for absentee voting) closes, the voter must be allowed to vote.

Take the following steps for in-person absentee voting with Electronic Pollbooks (EPBs):

- Ask the voter to provide their name and address. Ask the voter for *one* form of acceptable identification before the voter is allowed to vote. ID is for identifying the voter only.[192] If the voter does not have an acceptable form of ID, they can fill out and sign the ID Confirmation Statement.
- Type in the voter's name to find the voter in the EPB.
- If the voter needs assistance or is voting curbside, make sure to check those flags within the voter's EPB record.
- Confirm the record on the screen matches the voter and check-in the voter.
- If the EPB produces a voter check-in receipt, hand the receipt to the voter.
- If the EPB check-in also facilitates the printing of the voter's ballot, hand the voter his or her ballot.
- Voters will proceed to the privacy booths to vote their ballot.
- Voters with voted ballots will proceed to the voting equipment to insert their ballot into the voting equipment.
- If possible, have the voter acknowledge the "Ballot Counted" or "Thank you for voting" message displayed on the voting equipment.
- At the end of each early voting day, upload EPB check-in data to VERIS for assignment of voting credit.
- Each morning after early voting commencement, upload the locality's "supplemental voter file" from VERIS into the EPBs operating software in accordance with the manufacturer's specifications.

Note: In the case of a special election, if time is insufficient between the issuance of the writ calling for the special election and the date of the special election for there to be 45 days of absentee voting, absentee voting in person shall be available as soon as possible after the issuance of the writ.

7.8.3 Voting Machines Used for Absentee Voting

- Follow the proper control procedures established for the equipment used in your locality.
- Provide the voter with a private place to vote.
- Instruct the voter on how to insert the ballot into the voting machine.

[192] See §24.2-706; *see also* Chapter 13 Provisional Ballots for acceptable ID changes and provisional voting for lack of acceptable ID and other reasons.

7.8.4 Voter Listed as an Absentee Voter Comes to Vote in Person

7.8.4.1 In General

A voter who has already been issued an absentee ballot might come to the general registrar's office before Election Day, or to the Central Absentee Precinct (CAP) or regular precinct polling place on Election Day. The action to take depends on the "Ballot Status" in VERIS and whether the voter has the absentee ballot in hand. The following can occur:

- Voter comes in with a ballot already voted.
- Voter comes in with a blank ballot.
- Voter comes in with a defaced ballot.
- Voter comes in without the ballot because it has been lost, defaced or not received.

To void a ballot, a general registrar or officer of election should mark the ballot as spoiled. Record the name, voter ID, and precinct for all voided ballots on the *Statement of Results* or on a separate sheet to be attached to the *SOR*. The "What If" guide addresses the absentee voter who appears on Election Day at the CAP or regular polling place.

- If the absentee voter surrenders a damaged ballot to the officer of election, the voter can vote normally.[193]
- If the absentee voter brings a voted ballot, he may ask the officer to void his absentee ballot and vote normally.[194] Voided ballots are placed into Envelope 4.
- If the absentee voter has no ballot and lost or did not receive their ballot or received their ballot damaged, they may complete the Goldenrod form "Statement of Voter AB Ballot Not Received or Lost" available on Forms Warehouse. Voters sign this form subject to felony penalty for a false statement. If the voter completes the form, they may vote a regular absentee ballot. Otherwise, the voter may cast a provisional ballot. If the officer of election, general registrar or electoral board member can confirm return of the ballot unused or defaced before Election Day, then the voter may cast a regular absentee ballot.[195]
- If an absentee voter abandons his ballot at the polling place with no communication with an officer of election, the ballot should be voided and placed into Envelope 4. This action can be noted on the SOR.

7.8.4.2 The Process in the Office Before Election Day When a Voter brings in a By Mail Absentee Ballot

- Voter brings a voted ballot to the office before Election Day:
  - Follow your office procedures for receiving voted ballots.
- Voter brings the unmarked, damaged, and/or defaced ballot:
  - **Option A**: If unmarked, encourage voter to vote the ballot he/she has in hand and place in the drop box when done voting.
  - **Option B:** If the voter requests to vote on the machine proceed to the following:

[193] See §24.2-708.
[194] *Id.*
[195] *Id.*

- Confirm ballot belongs to voter.
- Look up the voter in VERIS.
- Ballot status should be "Issued" for the current election.
- Write VOID across the ballot envelope and place in Envelope 4.
- Have the voter provide his name and residence address in the county or city in which he is offering to vote.
- Process the voter as having a "new" *AB Application* in VERIS for an in-person/on machine voter. Please note that the voter himself does not need to complete an application to vote in person. However, you will select the "IN PERSON" application type in VERIS to process this voter.
  - Add a comment in the "Status Change Reason" box that the voter returned the paper ballot "Unmarked."

- Voter may now proceed to vote normally on equipment.

Keep in mind that a ballot initially issued by mail in VERIS would be superseded by a ballot later issued in person/on machine.

- Voter does not bring the ballot (ballot was lost, not received or defaced)
  - Look up the voter in VERIS.
  - Ballot status should be "Issued" for the current election.
- If the ballot status is "Marked" or "On Machine," the voter has already voted and cannot be reissued a second ballot.
- If the voter's status is "Marked" or "On Machine" and the voter insists that he/she has not voted, a provisional ballot should be offered.
  - If the voter's Ballot status is "Issued," have the voter complete the *Goldenrod Form*.
  - Maintain the *Goldenrod Form* with your absentee records.
  - Process the application as "new" in VERIS for an in-person/on machine voter.
- Add a comment in the "Status Change Reason" box that the voter's ballot was not received, was lost or was defaced and *Goldenrod Form* was signed.
  - Voter may now proceed to vote a regular absentee ballot.

Keep in mind that a ballot initially issued by mail in VERIS would be superseded by a ballot later issued in person/on machine.

7.9 CHANGE OF ADDRESS ISSUES FOR IN-PERSON VOTERS

7.9.1 In General

The action to be taken depends upon whether the books are open or closed. After the books close, the date the voter moved is key in determining whether the voter is qualified to vote in the election in which he/she offers to vote.

- "A person who is qualified to vote except for having moved his residence from one precinct to another within the Commonwealth may vote in the precinct from which he has moved […] unless his registration has been transferred or cancelled as provided in" the Code of Virginia Chapter 4.[196]

[196] See §24.2-401.

- "A person may continue to vote in the precinct from which he has moved [for a limited period of time], provided that:
  - He has moved his residence from one precinct to another in the same registrar's jurisdiction and the same congressional district;
  - He has failed to respond to the notice provided […];
  - His registration has not been transferred or cancelled […];
  - He has affirmed […] his new address before an officer of election."[197]

7.9.2 The Voter has Moved to a New Address within Your Locality

7.9.2.1 Voter Offers to Vote before the Books Close

- Ask the voter to fill out a Virginia Voter Registration Application and provide the new address.
- Change address in VERIS and process the voter using the voter's new address.
- In cases where EPBs are being used, making the voter's address change in the EPB application will be required before the voter is checked in. Follow the manufacturer's guidance in these situations as data transfer from the EPB application to the EPB units is needed before the voter can be checked in at the new address.

7.9.2.2 Application Received after the Books Close and Voter Does Not Wish to use Same Day Voter Registration

- Ask the voter to fill out a Virginia Voter Registration Application and provide the new address.
- Do not change address in VERIS.
- If the voter meets the moving conditions, process the *voter's offer to vote* using the old address.[198]
  - Keep a copy of the *Virginia Voter Registration Application* to make address change after the election.
- If the voter does not meet the moving conditions, the *offer to vote* must be denied for the current election.
  - Voter may not vote in person.
  - Enter the denial in VERIS and state the reason.
  - Keep a copy of the *Virginia Voter Registration Application* to make address change after the election.
- If voter is not eligible to vote at the old address and the voter says he has changed address by mail or at DMV, a provisional ballot may be offered.

Voters that choose to use SDR must complete the Provisional ballot envelope completely and vote a provisional ballot.

[197] *Id.*
[198] *See* §24.2-401 (describing the moving conditions).

7.9.3 The Voter has Moved to a New Address Within Your Locality but is Registered in Another Virginia Locality

7.9.3.1 Before the Books Close

- Voter should complete the name and address portions of the *Virginia Voter Registration Application* for his/her new address or otherwise provide the relevant address change information.
- Process the voter registration in VERIS as a new registrant.
- Process the offer to vote in VERIS using the new address.
- When using EPBs, update the voter's record in the EPB application before checking in the voter. Follow the manufacturer's guidance in these situations as data transfer from the EPB application to the EPB units is needed before the voter can be checked in at the new address.

The voter is now ready to vote according to office procedures.

Note: If VERIS flags that a voter has been issued/has marked a ballot from their past locality, please review section 7.9.5 below.

7.9.3.2 After the Books Close and the Voter Does Not Wish to use Same Day Voter Registration

- If eligible to vote in old locality under §24.2-401, offer the voter the option of going there to vote absentee.
- Have the voter complete a *Virginia Voter Registration Application* before he/she leaves your office to be processed after the election or offer another means for the voter to change her address.
- If the voter is not eligible to vote at the old locality and the voter says he/she has changed address by mail or at DMV, a provisional ballot may be offered.

Voters who choose to use SDR must complete the provisional ballot envelope completely and vote a provisional ballot.

7.9.4 The Voter has Moved to a New Address in Another State

- The offer to vote should be denied and his/her voter registration cancelled.
- **Exception** for Presidential elections only: "A person who is qualified to vote except for having moved his residence from the Commonwealth after the [30th] day preceding a presidential election may vote in the precinct from which he has moved only in that election and only for [the offices of President and Vice President]."[199] After the election, the voter's registration must be cancelled in VERIS.

7.9.5 The Voter has Moved to your Locality, but VERIS Flags a Warning that the Voter has been Issued a Ballot from his old Locality

7.9.5.1 Application Received Before the Books Closed

- Begin processing the transfer.
- Warning message will appear in VERIS depending on "Ballot Status."
- **Status = Issued**

[199] See §24.2-402.

- Warning message will read "Warning: Active Absentee application in _____ County /City will be cancelled."
- Update the voter's registration (5-day waiting period applies).
- VERIS will automatically cancel/void any ballot in the old locality after the transfer is complete (the ballot cannot be counted in the old locality).
- The voter may then vote in their new locality.
- **Explanation**: If a voter registered in locality A shows up at a locality B early voting location, they can be registered in that locality as a new registrant and issued a ballot. However, if VERIS indicates that locality A already issued a ballot, a waiting period is necessary to afford VERIS and EPBs time to process the registration transaction in locality B. Once the transaction has been processed in VERIS, the system will automatically void the issued ballot from locality A.

- **Status = Marked or On Machine**
  - Warning message will read "Warning: Voted ballot in _____ County/City."
  - Voter cannot vote normally in new locality because ballot has already been cast. However, if the voter denies having voted, then a provisional ballot must be offered.
  - The *Virginia Absentee Ballot Application* or in-person record and the ballot from the old locality will remain unchanged as this voter has already cast his/her ballot.
  - *Do not* process the new *AB Application* in VERIS.
  - Voter should complete a new *Virginia Voter Registration Application* to be processed after the election or provide another method of address change.

7.9.5.2 In-Person Absentee Voter Attempts to Vote After the Books Close and is Not Registered and Not Eligible for Late Registration

Voters who choose to use SDR must complete the provisional ballot envelope completely and vote a provisional ballot.

An individual who refuses to complete the Same Day Voter Registration cannot vote in the locality because registration has closed until after the election. Advise voter he may return to vote in old locality if eligible under moved voter rules or provisionally. If voter insists eligible in new locality, offer a provisional ballot.

Part Two: Uniformed, Overseas Citizen Voters

7.10 VOTERS FLAGGED IN VERIS – UOCAVA

7.10.1 In General

A UOCAVA flag is added to a voter's registration in VERIS in the following circumstances:

- A *Virginia Voter Registration Application* (VA-NVRA-1) is entered with a military or overseas mailing address and the UOCAVA flag is checked.
- A *Federal Post Card Application* (FPCA) is entered for registration and/or absentee ballot request.

- A *Federal Write-In Absentee Ballot* (FWAB) is entered for registration and/or absentee application and voted ballot.
- A *Virginia Absentee Ballot Application Form* (SBE 701/703.1) is entered as an absentee ballot request using a military or overseas voter category.

A UOCAVA flag does not automatically mean an active ongoing absentee record is on file:

- If the FPCA or FWAB has expired and the voter has not updated his registration, the UOCAVA flag still shows.
- If an SBE 701/703.1 Virginia Absentee Ballot Application Form is used, with a military or overseas voter category, the UOCAVA flag is not automatically deleted after the election, even though the application is a one-time use only.

The UOCAVA flag is automatically removed when a Virginia Voter Registration Application is processed in VERIS without a military or overseas voter category selected.

7.10.2 UOCAVA Voter Comes to Vote Absentee in Person before Books Close

7.10.2.1 UOCAVA, Federal Only Flags – Ballot not Issued

The voter should be asked "Have you returned to the U.S. permanently or separated from the Military?"

- If "yes," do the following:
  - Have voter complete a new *Virginia Voter Registration Application* to update address or provide another means for the voter to update her address.
  - Update the voter's record in VERIS.
  - VERIS will remove the UOCAVA flag.
  - Allow the voter to vote routinely.
  - When using EPBs, update the voter's record in the EPB application before checking in the voter. Follow the manufacturer's guidance in these situations as data transfer from the EPB application to the EPB units is needed before the voter can be checked in at the new address.
- If "no," do the following:
  - Have voter provide name and registration address.
  - Have voter complete a new FPCA for future elections.
  - A voter that is allowed to vote a full ballot may now proceed to vote routinely.
  - A voter that is allowed to vote a federal only ballot may now proceed to vote routinely.

7.10.2.2 Military, Overseas, Federal Only Flags – Ballot Issued

The voter should be asked "Have you returned to the U.S. permanently or separated from the Military?"

- If "yes" and the voter did *not* receive the ballot, do the following:
  - Have the voter complete a new *Virginia Voter Registration* application to confirm address, update other information, or provide another means for the voter to update her address.
  - Update the voter's registration record in VERIS.
  - VERIS will remove the UOCAVA flag.

- Have voter complete the S*tatement of Voter (Gold Form)* for the current election.
- Retain the *Gold Form* with your absentee records.
- Update voter's registration in VERIS.
- Process the *voter* as "new" in VERIS for an in-person/on machine voter.
  - Add a comment in the "Status Change Reason" box that the voter's ballot was not received, was received damaged, or was lost and *Gold Form* was signed.
- Voter may now proceed to vote routinely.

Keep in mind that a ballot initially issued by mail in VERIS will be superseded by a ballot later issued in person/on machine.

- If "yes" and the voter has the ballot in hand, do the following:
  - **Option A**: If voter's residence address has *not* changed
    - Encourage voter to vote the ballot he/she has in hand. Have the voter complete a new *Virginia Voter Registration Application* (VA-NVRA-1) to confirm address and other information.
    - VERIS will remove the UOCAVA flag once the application is entered after the election.
  - **Option B**: If voter's residence *has* changed
    - Have the voter complete a new *Virginia Voter Registration* (VA-NVRA-1) application to update address, update other information, or provide another means for the voter to update her address.
    - Update the voter's registration in VERIS.
    - VERIS will remove the UOCAVA flag.
    - Confirm that the voter's voting precinct is the same.
      - If the precinct is the same
        - The voter may vote the ballot in hand.
      - If the precinct is *not* the same
        - Write "VOID" across the ballot envelope and place in Envelope 4.
        - Process the voter as "New" in VERIS for an in-person/on machine voter.
        - Add a comment in the "Status Change Reason" box that the voter returned paper ballot "Unmarked" and has a new residence.
  - **Option C**: If the voter requests to vote on the machine and the voter's residence has *not* changed
    - Confirm ballot belongs to voter.
    - Search the voter in VERIS.
    - Ballot status should be "Issued" for the current election.
    - Write "VOID" across the ballot envelope and place in Envelope 4.
    - Have the voter confirm their name and address.
    - Process the voter as having a "New" "IN PERSON" application in VERIS for an in-person/on machine voter.
      - Add a comment in the "Status Change Reason" box that the voter returned paper ballot unmarked.

- Voter may now proceed to vote routinely.

Keep in mind that a ballot initially issued by mail in VERIS will be superseded by a ballot later issued in person/on machine.

- If "no," do the following:
  - Choose the scenario best suited to the voter from the previous section above for the applicable action to be taken noting the following:
    - Do *not* update voter's registration prior to voting.
    - No *Virginia Voter Registration Application* is needed.
  - Have the voter complete a new FPCA to request absentee ballots for future elections.
    - Process this FPCA *after* the election.

7.10.2.3 UOCAVA Voter Comes to Vote Absentee in Person after Books Close

For the applicable actions, determine which scenario is best suited to the voter from UOCAVA Voter Comes to Vote Absentee in Person before Books Close (§7.10.2) above. Follow those procedures while noting the following:

- Do not update voter's registration until after the election unless eligible for late registration.
- Discuss the voter's options on completing a Same Day Voter Registration transaction only if the voter has returned to the U.S. permanently or separated from the Military. Proceed with those steps as needed.
- A Federal Only voter is not eligible to vote in a Non-Federal election unless returning permanently and voter qualifies for late registration.
- Moving conditions apply to any voter that has changed *permanent* residence and not eligible for late registration.[200]
  - Apply moving conditions beginning with the day the voter returned to the U.S.
- Moving conditions may not apply in the following circumstances:
  - The voter has returned to the U.S. for a short-term assignment.
  - The voter is in temporary housing waiting to move into his/her new permanent residence. The moving conditions will not begin until the voter has acquired the new permanent residence.

7.11 UOCAVA VOTERS' LATE VOTER REGISTRATION (AFTER BOOKS CLOSE)

7.11.1 Eligibility

- "Any member of a uniformed service of the United States, as defined in §24.2-452, who is on active duty;"[201]
- "Any person who resides temporarily outside of the United States;"[202]

[200] See §24.2-420.1.
[201] See §§24.2-419 and 24.2-201.
[202] *Id.*

- "Any spouse or dependent residing with a person listed [above]."[203]
  - These individuals may apply by mail[204] or in-person.
  - Registration on the FPCA also serves as an absentee ballot application.[205]

- "Any person who was on active duty as a member of a uniformed service […] and discharged from the uniformed service during the sixty days immediately preceding the election, and his spouse or dependent."[206]
  - These individuals must apply in person to register late.
- Persons who, by reason of active duty or temporary overseas residence who are "normally absent from the city or county in which they reside or […] have been absent from such city or county and returned to reside there during the twenty-eight days […] preceding the election."[207]
  - These individuals must apply in person to register late.

7.11.2 Date of Registration

Persons eligible for late voter registration may "be entitled to register in person up to and including the day of the election."[208] They must be given a date of registration equal to the final day of registration.

Part Three: Election Day

7.12 VOTER NEEDS ASSISTANCE AT CENTRAL ABSENTEE PRECINCT

For any voter who needs assistance with using the voting equipment or reading or understanding the ballot and/or voting procedures take the following steps:

- The voter and assistant must complete the *Request for Assistance* form (ELECT-649).
- Follow the instructions on the form carefully.
- The voter may request assistance because of a physical disability or inability to read or write. "If [the voter] is unable to read and write or disabled for any cause other than blindness, [he or she] may designate an officer of election or some other person to assist […] other than the voter's employer or agent of that employer, or officer […] of the voter's union."[209]
- A blind voter may "designate an officer of election or any other person to assist him."[210]
- "In any precinct in which an electronic voting machine is available that provides an audio ballot, the officers of election shall notify a voter requiring assistance […] that such machine is available for him [or her] to use to vote in privacy without assistance."[211] However, the voter is not required to use this equipment.

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[203] *Id.*
[204] See §§24.2-419 and 24.2-201.
[205] See §24.2-419.
[206] See §24.2-420.1.
[207] *Id.*
[208] *Id.*
[209] See §24.2-649(B).
[210] *Id.*
[211] See §24.2-649(E).

- For any voter who indicates that they have a visual impairment or print disability and indicates that they will require assistance on their application, the general registrar is required to offer and provide the applicant with the ballot marking tool with screen reader assistive technology.
- **Blind or sight-impaired voters do not have to sign the assistance form**; however, their assistants must sign.[212]
- "Neutral observers" or "authorized representatives" from the party/candidate at the polling place "**shall not be allowed** in any case to provide assistance to any voter […] or to wear any indication that they are authorized to assist voters either inside the polling place or within 40 feet of any entrance to the polling place."[213]
- If a voter requests that her ballot be translated and has not designated an individual to assist her take the following steps:
  - "An officer of election, before he assists as interpreter, [must] inquire of the representatives authorized to be present […] whether they have a volunteer available who can interpret for the voter."[214]
    - However, authorized representatives or volunteer interpreters often will not be present at absentee voting locations.
  - If available, only one interpreter from each party shall be allowed to listen to interpretation by the Officer of Election.[215]
  - "The voter may designate one of the volunteer party or candidate interpreters to provide assistance."[216]
  - Whoever assists must be qualified to assist and must complete the necessary parts of *Request for Assistance* form.
  - If voter denies assistance, he/she must cancel the request on the *Request for Assistance* form.

7.13 ABSENTEE BY MAIL VOTERS VOTING EARLY OR ON ELECTION DAY

Under § 24.2-708, absentee by mail voters are allowed to vote in-person at the CAP, but only for the narrow reasons listed in the subsections of the statute, which include:

- Unused Absentee Ballots(A), "Any person who has applied for and received an absentee ballot may choose not to vote absentee and shall be entitled to cast a ballot in accordance with the provisions of this subsection… The voter shall then be entitled to vote a regular ballot in the office of the general registrar, or he may choose to vote at his proper polling place or *at a central absentee voter precinct on the day of the election*."

- Lost/Never Received Absentee Ballots(B), "Any person who has applied for and has been sent an absentee ballot but does not receive the ballot or loses the ballot shall be entitled to cast a ballot in accordance with the provisions of this subsection… The voter may, on the

[212] See §24.2-649(B).
[213] See §§24.2-604(C),(I).
[214] See §24.2-649(C).
[215] *Id.*
[216] *Id.*

day of the election, offer to vote at his proper polling place or *at a central absentee voter precinct*, and he shall be entitled to cast a provisional ballot pursuant to § 24.2-653.1."

- Spoiled/Defaced Absentee Ballots(C), "Any person who has applied for and has been sent an absentee ballot that has been unintentionally or accidentally defaced and rendered unfit for voting shall be entitled to cast a ballot in accordance with the provisions of this subsection… The voter shall then be entitled to vote a regular ballot in the office of the general registrar, or he may choose to vote at his proper polling place or *at a central absentee voter precinct on the day of the election*." [emphasis provided]

As absentee voters are allowed to cast their ballot at the CAP for these reasons, curbside voting must be provided, pursuant 24.2-649.1. Any voter with a disability or who is age 65 or older is entitled to utilize curbside voting.[217] However, during a declared state of emergency related to a communicable disease, any voter, regardless of age or disability is entitled to utilize curbside voting.[218]

*For additional information on curbside voting, see GREB Handbook Chapter 5.

7.13.1 Voting Procedures

When an absentee by mail voter requests to vote curbside, the officer of election or the general registrar staffer may need to revisit the vehicle if the voter does not express initially his absentee status. The permission to vote normally is only permitted after the voter completes the Statement of Voter AB Ballot Not Received or Lost (Goldenrod)(SBE-708). In cases where VERIS is being used to check-in voters, update voter's absentee record before beginning the in-person "Add Application" process. In cases where EPBs are being used, provided signed Statement of Voter to the Chief Officer or Deputy Chief so that the voter's absentee ballot designation within the EPB can be overridden for a normal check-in.

7.13.1.1 The Curbside Packet

- Prepare curbside voting materials in advance. The curbside voting packet should include:
  - Statement of Voter AB Ballot Not Received or Lost;
  - Privacy folders;
  - Ballot marking device (pen, pencil or special tool as needed; never use a highlighter);
  - Clipboard;
  - *Request for Assistance* form;
  - *ID Confirmation Statements;*
  - *Affirmation of Eligibility;*
  - *Virginia Voter Registration Applications;*
  - *Provisional ballot materials (*Envelopes, Notice to Voter, Officer of Election Instructions);[219]
  - "I Voted" sticker.

[217] See §24.2-649.1.
[218] See §24.2-649.1.
[219] See Chapter 13 Provisional Ballots.

7.13.1.2 The Process

- Perform a voter/absentee search in VERIS before going to the car if the voter has called the office from their car. If possible, write the voter's information on a piece of paper to assist with EPB check-in.
- Upon arrival at the vehicle, verify his/her identification. If no acceptable identification and the voter refuses to sign an ID Confirmation Statement, the voter can only vote provisionally.[220]
- Compare the information provided by the voter on the application with the information you have from VERIS. Be certain to check for any change of address.
    - Ask the voter to complete a new *Virginia Voter Registration Application* (VA-NVRA-1), if necessary.
    - It may be appropriate to offer the voter a provisional ballot; *e.g.*, the voter's record is marked "Verify ID" in VERIS and the voter does not have the acceptable photo ID, or the voter is not listed in VERIS and voter says he/she registered at the DMV.[221]
    - If appropriate, discuss and offer Same Day Voter Registration option.
    - If the voter is not eligible to vote, explain why he/she cannot vote.
- Once you have determined that the voter is eligible to vote in a locality, the Statement of Voter is complete, and the voter has been checked in, give the voter his/her ballot.
- Complete the *Request for Assistance* form, if needed, both voter and assistant sections.
- Allow "the voter [to] mark the printed ballot in a secret manner and, obscuring his [or her] vote," insert the ballot into the privacy folder.[222]
- Assist the voter as needed.
- The person accompanying the ballot to the curb may be the assistant.
- Have the voter place the voted ballot into the privacy folder. Give the voter his/her "I Voted" sticker.
- Return to the office immediately.
- When VERIS is used to check-in voter, update the voter's absentee record in VERIS.
- Click "Add Application" in VERIS and use the following designations:
    - Ballot Status "In Person"
    - Ballot status reason is "Voted in Person – OP"
- Make a note in the "Approval Box" that the voter voted outside the poll.
- Complete the "Office Use Only" box at the top of the application.
- In cases where EPBs are being used, provide signed Statement of Voter to the Chief Officer or Deputy Chief so the voter's absentee ballot designation within the EPB can be overridden for a normal check-in.
- Deposit the ballot into the voting machine.

[220] See Chapter 13 Provisional Ballots for details.
[221] See Chapter 13 Provisional Ballots (discussing provisional voting).
[222] See Code of Virginia §24.2-649.1.

Best Practice
Obtain the voter's information from the voter by phone or from the person accompanying the voter to the absentee precinct. Write down the voter's full name, address, and Voter ID number as it appears in VERIS. Having this information early will assist in the check-in procedures that follow and may provide the voter with a faster voting experience.

Part Four: Processing Absentee Ballots

7.14 RECEIPT OF MAILED VOTED BALLOTS

7.14.1 In General

Voted absentee ballots may only be returned by mail, through a commercial delivery service, to a drop-off location, or in person by the voter.[223]

If returned in person, voted ballots must be returned to the general registrar before the closing of the polls on Election Day.[224] Drop-off ballots must be returned to a drop-off location before the close of polls on Election Day.[225] Ballots returned by mail must be postmarked on or before Election Day and received by noon on the third day after the election.[226] Any ballot found abandoned at the polling place must be rejected.

7.14.2 Receipt of the Ballot – Marked or Unmarked

- Slit open the return envelope to determine whether the ballot was returned used or unused.
  - A ballot returned in Envelope A is *unused* with a VERIS "Ballot Status" of "Unmarked" and "Ballot Status Reason" is "Voter doesn't want to vote AB." A ballot returned in this manner is not subject to the absentee ballot cure process.
  - A ballot returned in Envelope B is *used* with a VERIS "Ballot Status" of "Marked" if the envelope has no material omissions or errors. If the envelope has a material omission or error, the VERIS "Ballot Status" is "Unmarked" and the "Ballot Status Reason" is "Needs Cure." The voter has an opportunity to cure the material omission or error under the absentee ballot cure process. Review 1VAC20-70-20 for a list of material and immaterial omissions.
  - A ballot returned as "*UNDELIVERABLE*" is *unused* with a VERIS "Ballot Status" of "Unmarked" and the "Ballot Status Reason" is "Undeliverable."

  Do not open Envelope B (Marked Ballot). Do not separate. Keep ballot contents with an outer return envelope.
- Perform an "Absentee Search" in VERIS and update the record by entering the date the ballot was received.
  - Enter the "Ballot Received by Method" and the "Ballot Status" to indicate whether the ballot was returned "Marked" or "Unmarked."

[223] See §§24.2-707 and 24.2-707.1.
[224] See §24.2-709.
[225] *Id.*
[226] *Id.*

- Enter "Ballot Status Reason" when necessary.
- Enter "Ballot Status Comment" when necessary. Entering ballot cure comments will be extremely helpful to staff that encounter cure voters.

- Secure the ballots in an appropriate locked container or secured location.
- The "*Daily Absentee Ballots List*" will include all applicants whose records are updated with returned ballots.
  - Proof the report to assure all records are properly updated.

  "A voter who has returned his unused ballot before the day of the election [is] entitled to vote a regular ballot in person on Election Day."[227]

7.14.3 Requirement for Last Four of Social Security Number and Year of Birth on Envelope B

Recent legislative changes, enacted during the 2023 Virginia General Assembly Session, removed the witness signature requirement for an absentee ballot Envelope B and replaced it with the last four digits of a voter's social security number and their year of birth. If a voter attested (when they registered to vote) that they were never issued a social security number, the voter is permitted to provide their voter ID in place of the last four digits of a social security number. If the voter fails to provide their year of birth or the last four digits of their social security number (or the unique identifier assigned to the voter in the voter registration system, if applicable), these are considered material omissions and the ballot will have to go through the absentee cure process outlined below before it can be counted. For additional information on what is considered a material omission on Envelope B, please reference 1VAC20-70-20.[228]

7.14.4 Absentee Ballot Cure Process

The cure process applies to absentee ballots returned to the General Registrar up to four days prior to the date of the election. This means that a ballot is received by mail at the General Registrar's office by that date or deposited at a drop-off location on or before four days before Election Day.

Follow the procedures below when you receive absentee ballot envelopes with an incomplete or incorrect voter statement or any error or failure that would render the ballot void by law.

- Set-aside any returned absentee ballot envelopes returned on or before the Saturday prior to the election that contain an error or failure that would render the ballot void.
- Within three days of receiving such an envelope, you are required to contact the voter either by phone, email, or in writing, and provide information to the voter as to how to correct the issue so that his ballot may be counted.
- Keep a record of each effort to contact a voter using the absentee cure log (found on forms warehouse). The record should contain the date and either the content of the message or, if you contact a voter by phone, a brief summary of the message or conversation.
- The voter is entitled to make the necessary correction any time before noon on the third day after Election Day.*

[227] See §24.2-708.
[228] See Virginia Admin. Code, 1VAC20-45-20 on material omissions.

- ***Effective January 1, 2027**, the deadline to receive absentee ballots that were postmarked on or before election day will be extended to 5 pm. The deadline to cure absentee ballots or provide changes to provisional ballots will be 5 pm the Monday following the election. [229]

- A corrected ballot shall then be counted pursuant to the procedures set forth in § 24.2-709.1 of the Code of Virginia, if the voter is found to be entitled to vote.
- Until the deadline to request an absentee ballot, when you contact a voter, you should provide the option for them to request a new ballot. If you issue a new ballot, then the first ballot shall be preserved with other spoiled absentee ballots.
- After the deadline to cure pursuant to §24.2-709.1 (B), let the voter know that it is past the date to issue a new ballot by mail.[230] Make the voter aware of the option to cure his envelope in person or to cast a new ballot in person. If the voter chooses to cast a new ballot in person, the first ballot shall be preserved with other spoiled absentee ballots.
- For voters whose completed ballots are missing the voter's signature or the last four digits of their Social Security Number (*or* assigned Voter ID number, if applicable) *or* the year of birth, you may issue the Voter Affidavit – AB Cure form (found on Forms Warehouse > Absentee > Absentee Voting > Absentee Cure Process) rather than issuing a new ballot. A voter's signed, returned affidavit will act in place of these material omissions for purposes of curing the voter's ballot. Please note that voters may return their affidavits electronically, following the instructions on the attached affidavit form.

7.14.5 UOCAVA Voters with Ongoing Ballots

- If a ballot is returned as "*UNDELIVERABLE,"* no other ballots shall be sent under that application.[231]
- *Do not* expire the application until after the election is over because this action would cancel the ballot line and remove the voter from the "Final Absentee Report." The report should reflect the return of the "Unmarked/Undeliverable" ballot.

Best Practice
If a UOCAVA voter returns a ballot as unused in *Envelope A* and his ongoing AB application has not expired, ELECT recommends that you contact the voter to see if they will continue to need ballots for the remainder of the ongoing application. It could be that the voter has returned the ballot unused because he chose not to vote in that election or maybe he has returned from overseas or military duty and no longer requires absentee ballots.

[229] Va. Code § 24.2-709.1. (Effective January 1, 2027).
[230] See §24.2-709.1(B).

[231] See §24.2-703.

7.15 ISSUING REPLACEMENT BALLOTS

7.15.1 Ballot not Received or Lost (Statement of Voter Form (ELECT-708)

7.15.1.1 In General

- "If for any reason a person who has applied for and has been sent an absentee ballot does not receive the ballot, receives the ballot defaced/damaged, or loses the ballot, he [is] entitled to cast another ballot."[232]
- The voter must complete the *Statement of Voter* form (ELECT-708).[233]
- The *Statement of Voter* can be completed and signed in-person, by mail, email attachment or fax. If time is short for sending the *Statement of Voter*, it may be included with the replacement ballot. However, if time is so short that the ballot will likely not arrive to the individual in time, it is recommended to contact the voter and inform them that voting in person is advised.
- If a replacement ballot is mailed with the *Statement of Voter* included, omission of that document may be material if the omission prevents determining eligibility;[234] provisional treatment may be needed if it cannot be determined whether the voter has already voted.[235]

7.15.1.2 The Process

- The voter must attest to the following information on the *Statement of Voter* form:[236]
  - Full legal name.
  - A choice of ballot not received ballot lost, or ballot damaged.
  - Current legal residence address.
  - Last four (4) digits of the voter's Social Security number are required.
  - The voter *must* sign the form or request assistance.
  - Fill in the date signed.

- The Absentee Precinct staff must take the following steps:
  - Perform and "Absentee Search" in VERIS to acquire the voter's record.
  - Reissue the ballot in the manner requested by the voter.



Best Practice
Check the form for complete information and signature. Check the voter's absentee record in VERIS to be sure a ballot has not been returned before reissuing a ballot. Send the replacement ballot by the voter's chosen method: in person, by mail or by email or fax, if qualified. Follow VERIS Step-by-Step instructions for data entry. Attach the *Statement of Voter* to the *Virginia Absentee Ballot Application*.

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[232] See §24.2-708.
[233] *Id.*
[234] See Virginia Admin. Code 1VAC20-70-20.
[235] See §24.2-651.1.
[236] See ELECT-708.

7.15.2 Replacement Ballots for Certain Disabled or Ill Voters. (SBE-703.2)

7.15.2.1 In General

- A person with a disability or illness who has applied for and has been sent an absentee ballot who did not receive or has lost the absentee ballot on or before the Saturday before the election may obtain a replacement absentee ballot using the *Statement of a Voter With a Disability, Illness, or Pregnancy* form (SBE 703.2(1).[237]
- If time allows for the routine replacement ballot process using the *Statement of Voter form*, designating a representative may not be necessary.

7.15.2.2 Conditions for Using

"A voter seeking to cast an absentee ballot may obtain a replacement absentee ballot subject to the following conditions:

- The voter who applied for an absentee ballot has a disability or illness.
- The application was approved and an absentee ballot mailed to the voter.
- The voter did not receive, received damaged, or has lost the absentee ballot on or before the Saturday before the election."[238]

7.15.2.3 Deadlines

- "The voter may request a replacement absentee ballot by the close of business for the local elections office on the Saturday before Election Day."[239]
- The voter must "designate, in writing, a representative to obtain a replacement absentee ballot on his behalf […] and to return the […] ballot […] no later than the close of polls on the day of election for which the absentee ballot is valid."[240]

7.15.2.4 The Process

- "The voter may request a replacement absentee ballot by the close of business for the local elections office on the Saturday before Election Day."[241]
- The voter must then designate a representative to obtain the replacement absentee ballot on his/her behalf.[242]
- "The representative [must] be age eighteen or older and [must] not be an elected official, a candidate for elected office, or the deputy, spouse, parent, or child of an elected official or candidate."[243]
- The voter and representative, if assistance is required, must complete the *Statement of a Voter With a Disability, Illness, or Pregnancy* form and sign to the following information:[244]

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[237] See §24.2-703.2.
[238] *Id.*
[239] See §24.2-703.2.
[240] *Id.*
[241] *Id.*
[242] *Id.*
[243] *Id.*
[244] *Id.*

  - That the voter did not receive, lost, or received defaced/damaged the requested ballot.[245]
  - That the voter is a citizen of the U.S. and is registered and qualified to vote in the city or county.
  - That the voter is a resident or qualified to vote under the allowable moving conditions.[246]
  - That the voter confirms residence address and eligibility to vote in the election.
  - That the designated representative meets the age and other qualifications noted above.
- The representative will receive the *Statement of Designated Representative of a Voter with a Disability, Illness, or Pregnancy* form (SBE-703.2(2)) with the ballot that he/she must complete and sign, stating that the instructions for the representative were followed.
- If the voter needs assistance in marking his/her ballot, a *Request for Assistance* form (ELECT-704(AB)) will also be given to the representative with the ballot.
- The voter and the representative must complete the *Request for Assistance* form.
- The representative must return the properly completed ballot "no later than the close of polls on the day of election for which the absentee ballot is valid" along with the *Statement of Designated Representative* form and *Request for Assistance* form, if used.[247]
- Statements on the *Statement of Designated Representative* form and *Request for Assistance* form are subject to felony penalties for making false statements.[248]

7.16 PROCESSING BALLOTS BEFORE ELECTION DAY – EXPEDITED PROCEDURES

7.16.1 In General

The general registrar is responsible for preprocessing absentee ballots before Election Day as needed. However, preprocessing becomes mandatory beginning on the seventh day immediately preceding the election.[249] Preprocessing extends to mailed ballots that are not optically scanned such as FWABs and ballots sent to the voter by email.[250]

7.16.2 Preprocessing Requirements

The registrar may begin pre-processing returned absentee ballots at any time. However, the registrar *must* begin pre-processing absentee ballots beginning on the seventh day immediately preceding the election.[251]

At the conclusion of that meeting, the general registrar's office will determine the number of mail absentee ballots in the locality that have been returned but not pre-processed. The locality

[245] *Id.*
[246] See §24.2-401.
[247] See §24.2-703.2.
[248] See §24.2-1016.
[249] See §24.2-709.1(B).
[250] See §24.2-709.1.
[251] *Id.*

shall hold an additional pre-processing meeting on either Friday or Saturday immediately preceding the election, if the total number of returned mail ballots awaiting pre-processing:

1. Is 10% or more of the total returned mail absentee ballots for the locality; and
2. Consists of at least 100 ballots.

If a general registrar's office is required to hold a pre-processing meeting on Friday or Saturday immediately preceding the election and is unable to process all ballots in their possession, or if no Friday or Saturday meeting was held, then the general registrar's office shall hold a final pre-processing meeting on Monday immediately preceding the election during which all returned mail absentee ballots must be processed.[252]

To pre-process, the general registrar must either:

- Open the sealed ballot envelope and insert the ballot in ballot scan counting equipment without initiating vote totals;[253] *or,*
- Open the sealed ballot envelope and deposit the ballot into a secured container that the general registrar has designated specifically for pre-processing.[254]

Additional requirements:

- At least two officers of election, one representing each political party, must be present during all hours when sealed ballot envelopes are opened for the purpose of pre-processing absentee ballots.
- Administrative code requires that notice be given to **both** political party chairs regarding the times and places for each pre-processing meeting to allow sufficient time for an authorized representative to be present. This applies to all races, even primaries.[255]
- If it is determined that a machine-readable ballot is damaged, defective, or contains an error that renders the ballot unreadable by the counting machine, a locality must designate that ballot for duplication.[256] Localities should follow the steps in *Virginia's Guide to Hand-Counting and Duplicating Ballots* when facing those pre-processing scenarios.[257]

> **Policy Reminder**
> Duplication is only available for machine-readable ballots that are damaged or defective. Electronically transmitted UOCAVA and print-disabled ballots are not eligible for duplication, as they are not machine-readable and would have to be hand-counted.

7.16.2.1 Administrative Steps

- GR or GR Staff ensure all VERIS ballot statuses are "Marked" before providing envelopes to the CAP officers.

[252] See Virginia Admin. Code 1VAC20-70-40.
[253] See §24.2-709.1.
[254] *Id.*
[255] See Virginia Admin. Code 1VAC20-70-40.
[256] See § 24.2-709.2.
[257] See Virginia Dept. of Elections: Election Management

- CAP officers examine the Statement of Voter on Envelope B and note its completion.[258]
- Mark the pollbook or the absentee applicant list that the voter has voted.[259]
  - You may also assign Pollbook Count Numbers to the *Final Absentee Report* or other similar report that indicates the voter has voted.
- If you are running the ballot through optical scan equipment, open the voted ballot envelopes (B) and insert the optical scan ballot into the tabulator without initiating any ballot count totals.[260]
  - See Chapter 12 Central Absentee Precinct (CAP) for requirements and procedures.
  - See The State Board of Election's Policy on the Counting and Reporting Results of Absentee Ballots from a Central Absentee Precinct.
- GR or GR Staff ensure all VERIS ballot statuses are edited to reflect "Pre-Processed."



Regulation Note

1VAC20-70-40: Alternative Processing Procedures for Absentee Ballots Returned Before Election Day. 1VAC20-70-40 states requirements general registrars must take when expediting counting absentee ballots returned before Election Day. General registrars are to: ensure that the general registrar staff follow all previously prescribed instructions for processing and verifying absentee ballots (1VAC20-70-40(1)), secure all absentee ballots at the end of each day following principles of dual custody and chain of control (1VAC20-70-40(4)), ensure that the staff are following the requirements of 24.2-709.1 including the requirement that at least 2 officers of election (one from each party plus one) be present (1VAC20-70-40(5)), and give notice to the local political party chairs of the time and place for processing absentee ballots with sufficient time to allow these party representatives to be present (1VAC20-70-40(6)). 1VAC20-70-40(2) also discusses the considerations for holding additional preprocessing meetings.

7.17 BALLOTS RETURNED AFTER POLLS HAVE CLOSED

7.17.1 Qualifications for Counting

Any ballot that is delivered in person by the voter to the General Registrar's office must be received by the time the polls close on Election Day to be counted. However, ballots mailed or sent by an expedited delivery service are required to be postmarked on or before Election Day as long as the ballot is received by 12:00 pm, noon, on the third day after the election* (Friday in most cases).[261] For the purposes of absentee voting, a postmark includes "any other official

[258] See §24.2-709.1.
[259] *Id.*
[260] *Id.*
[261] See §24.2-709(B).

indicia of confirmation of mailing by the United States Postal Service or other postal or deliver service."[262]

- ***Effective January 1, 2027**, the deadline to receive absentee ballots that were postmarked on or before election day will be extended to 5 pm. The deadline to cure absentee ballots or provide changes to provisional ballots will be 5 pm the Monday following the election. [263]

Some ballots mailed by voters may make it to the General Registrar with a missing or illegible postmark. These ballots should be processed according to regulation 1VAC20-70-20.

7.18 UOCAVA BALLOTS RETURNED AFTER THE POLLS CLOSE

7.18.1 Qualifications for Counting

Absentee ballots from a UOCAVA voter received after the polls close on Election Day must be counted according to the procedures set forth in §§ 24.2-700 - 24.2-713 if all of the following circumstances are met:[264]

- The ballot was received after noon on the third day after Election Day, and;
- The ballot was "received before 5:00 p.m. on the second business day before the State Board meets to ascertain the results of the election"[265] and;
- The ballot was "requested on or before but not sent by the deadline for making absentee ballots available under § 24.2-612"[266] and;
- The ballot was "cast by an absentee voter who is eligible for an absentee ballot under subdivision (A)(2) of § 24.2-700."[267]

7.18.2 Actions to be Taken

If any ballots meet all of the above criteria, the electoral board must immediately notify the Commissioner of Elections that qualifying late ballots have been received. If the electoral board has ascertained the results of the election and the absentee applications and provisional ballot materials have already been sent to the circuit court, permission from the Commissioner of Elections must be obtained to retrieve these materials, using the *Request to Inspect Sealed Election Materials* form (ELECT-659-669).

The qualified late ballots must be considered by the electoral board in a canvass according to the provisions of §24.2-671. Set this canvass after the time for receiving such ballots has passed. Notify the political party chairs and independent candidate(s) of the time, place, and purpose of the meeting so they may attend.[268]

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[262] *Id.*
[263] Va. Code § 24.2-709.1. (Effective January 1, 2027).
[264] See §24.2-709.
[265] *Id.*
[266] *Id.*
[267] *Id.*
[268] See §24.2-671.

7.18.3 Procedure for Counting Late UOCAVA Ballots

Determine if any UOCAVA voters are entitled to vote and to have their late ballot counted.[269] Prepare a separate pollbook marked "Late UOCAVA Ballots." Prepare an amended *Statement of Results*. Record the name of each voter in the pollbook whose ballot will be counted. Determine that the sealed envelope containing the ballot is properly completed and the oath is signed. Open the envelope to be sure that only one ballot or ballot set has been enclosed. Without looking at or disclosing how the ballot has been marked, place the ballot or ballot set in the ballot container. Repeat this process for all ballots to be counted. Count the ballots, certify on the *Statement of Results, and present SOR to the General Registrar so that amended election results can be added to the Enhanced Results application*.

Prepare an amended abstract for each office that was changed by the counted ballots.[270] All electoral board members present must certify the amended abstracts.[271] The electoral board secretary or acting secretary must prepare attested copies of the amended abstract(s). Submit an electronic copy of the amended abstracts immediately to the Department of Elections as directed by the Department. Send a copy of the attested document(s) immediately by overnight delivery or hand deliver to the Department of Election. Distribute the remaining amended abstract copies as directed by § 24.2-675.

Place the pollbook and one copy of the SOR in Envelope #2 labeled "Late UOCAVA Ballots" and send it to the circuit court for retention as provided in § 24.2-668. Place the counted ballots considered by the electoral board in Envelope # 3 labeled "Late UOCAVA Ballots" and send it to the circuit court for retention as provided in §§ 24.2-669 and 24.2-710. Within 90 days send written rejection notice to voter(s) whose ballot could not be counted.[272]



VERIS Step by Steps

Absentee Processing explains in detail how to process absentee ballots and applications.

Add-Update Voter explains how to update and/or add a voter. Add-Update Voter explains how to update and/or add a voter.

[269] See §24.2-709.
[270] *Id.*
[271] *Id.*
[272] See §24.2-711.1.

APPENDIX A

ABSENTEE REPORTS IN VERIS

The following chart may help in deciding which VERIS absentee reports to turn to produce first, the intended purpose and content of each report, and when it is to be used.

Name of Report	Recommended Order of use	What it is	When to use & When to Run	Helpful Tips
Daily Absentee Applications List	First	Contains list of absentee applicants processed, received or updated on a specified date or within a specified range (used to reconcile ballots with applications)	Daily	Use as a proofing tool
Ongoing Absentee Applications List	As needed	Contains list of Ongoing absentee applications processed as well as date & method application received, type, reason	Before you generate your ongoing and before setting ballot ready date	Use as a proofing tool
Generated Ongoing Absentee Ballots list	As needed	Contains list of ballots generated in the ongoing process. The list also contains the following: ballot sent method, application type, date, reason code, status change & returned date	After you generate your ongoing and before you set your ballot ready date.	Use as a reconciliation tool, to ensure that the ongoing applications eligible to vote in the selected election are listed
Daily Absentee Ballots List	Second	Contains list of absentee applicants processed as well as ballot types, ballot status, and returned date of ballots received or updated on a specified date or within a specified range (used to reconcile ballots with applications)	Daily	May also be used as a proofing tool
Certificate of Mailing (COM)	Third	Contains a list of absentee voters who were sent ballots. Additionally used as proof of mailing	Daily	Labels must be printed prior to running COM. This report should only be run once per day or names may be repeated on second COM

Name of Report	Recommended Order of use	What it is	When to use & When to Run	Helpful Tips
Final Absentee Report	As needed	Contains details on all absentee applications and ballots for the selected election	As needed	Run after Ballot Ready Date has been entered. Prior to that, no data will be produced. Can be used as a reconciliation document
Final Absentee Totals	As needed	Contains the final absentee totals for the selected election (such as total count of applicants, unused ballots returned and marked ballots returned by precinct)	As needed	Run after Ballot Ready Date has been entered. Prior to that, no data will be produced. A great report to reconcile totals with on a daily basis once mail out has begun
Cumulative Control Totals	As needed	Real-time statistics on all applications received, ballots sent (broken down by Ballot Sent By Method), and ballots received (broken down by Ballot Received by Method) by precinct for the selected Election	As needed	
Public Absentee Applications List – Cumulative (with or without email add)	As needed	Public inspection list of all absentee applications for an election	As needed	
Issued Absentee Ballots List	As needed	List of voters that have been issued an absentee ballot for a given date or date range. The report also lists the current status of the ballot (e.g., marked, on machine)	As needed	Run after Ballot Ready Date has been entered. Prior to that, no data will be produced
Absentee Email Labels	As needed			

Name of Report	Recommended Order of use	What it is	When to use & When to Run	Helpful Tips
Approved Absentee Applications list	As needed	The report displays absentee applications that were approved for a specified election and locality		
Absentee Application statistics	As needed	Number of Absentee applications received within a specified date range.		
Cancelled Absentee Applications due to transfer	Once a week	Absentee applications that have been cancelled because they have been transferred		This is a cumulative list
Deleted Ballots	As needed	The report displays the names and addresses of voters whose absentee ballots for the specified election have been deleted		

Town absentee reports are separate and must be selected when having a town election.

APPENDIX B

FREQUENTLY ASKED ABSENTEE QUESTIONS

1. **When does a voter's FPCA expire?**
   An FPCA expires on December 31 of the following year from the date received (§ 24.2-703). All applications received during this year (2025) will expire 12/31/2026. The applicant can also choose to specify an earlier date to end the standing request. **In the event that a second federal postcard application is received from the voter, any previous applications are considered superseded, and the duration of the most recently received application will apply.**

2. **If a voter was born overseas to US citizens can she vote? If so, what is her classification and what address do we use?**
   Yes, an adult born overseas to US citizens can vote. The classification is Federal Only unless the application notes that his/her parents are overseas for employment. Then the voter could qualify for a full ballot. The parents' last legal residence in the U.S. should be used. For more, see § 24.2-456, which states that a voter who was born outside the United States to parents who were/are eligible to vote in Virginia must be assigned to the voting precinct of the address of the last place of residence in Virginia of the parent or legal guardian of the voter.

3. **Does a registration for an FPCA Federal Only application expire at the same time the absentee ballot application expires?**
   No. Registration is now permanent. § 24.2-442 used to require that a Federal Only voter's registration would expire at the end of the FPCA's term. This law was repealed in 2012 and replaced with the Uniformed Military and Overseas Voter's Act. § 24.2-451.

4. **If on Item 3 the date of the election is not complete do I deny the AB application?**
   Do not deny the AB application if the date of the election is missing. If your locality is holding a primary election when you receive the application, try to call or email the voter to determine the election they are applying for if they marked a primary and general election box. If the voter cannot be reached, process the application for the primary and send another AB application to the voter in July for the November Election. Applications received after the primaries but before the next General Election should be processed for the upcoming November Election (because applications can be received up to one year ahead of an Election.)

5. **Does the 5 day wait period apply to transfers of registration?**
   Yes, if the voter is registering in the new locality in person and seeking to vote in person or applying to vote by mail.

6. **If I get a DMV OAB in my hopper for an election we are not having, what do I do with the application? How do I get rid of it?**
   VERIS will allow you to process the application as a "Denied-Not Eligible" for the election not being held.

7. **I have a voter that brings their ballot to my office during In Person absentee voting period. Do I allow them to vote that ballot? What are the procedures?**

Yes. Try to convince voter to vote the ballot they have in their hand. If voter insists on casting a ballot through the scanner, the issued absentee ballot must be rendered void, and the voter must be given an opportunity to vote in person. Place the void ballot in Envelope #4. **Note:** the Voter MAY NOT place a ballot received in the mail through the IN PERSON scanner at the registrar's office.

If voter did **not receive, received damaged, or lost their ballot**, they must sign the gold form. This applies only to In Person absentee voting (does not apply to precincts on Election Day). They would still be allowed to vote in-person. Note in comments "gold form signed" and (best practice) attach gold form to new application.

8. **I have a voter that brings their ballot to the precinct on Election Day; are they allowed to vote that ballot?**
   Try to have the voter drop the completed AB ballot package in the absentee drop box located in the precinct. However, an unvoted ballot brought to the precinct is considered void (place in Envelope 4) and, using EPB instructions per locality, the voter may be unchecked as issued an AB ballot and allowed to vote on scanner and issued a ballot from precinct ballot supply.

9. **I have a voter who comes to the polling place on Election Day. Their record is marked as voting Absentee in the pollbook, but they do not have a ballot with them. Can they vote?**
   Voter must vote provisional, UNLESS it is determined the ballot was returned to the Registrar's office unused. For more, see the What Ifs guide.

10. **When is a "mail" ballot considered cast?**
    An absentee voter who votes other than in person shall be deemed to have cast his ballot at the moment he personally delivers the ballot to the general registrar or electoral board or relinquishes control over the ballot to the U.S. Postal Service or other authorized carrier for returning the ballot as required by law. Virginia Administrative Code **VAC20-60-40 When Ballot Cast**

11. **How many AB applications can I give to a voter requesting multiples?**
    There is not a specific limit; however, if a large number of applications are being requested, we suggest giving them training. There is a registration training available through ELECT, but not one specific to AB at this time. It would be acceptable for the registrar to provide training on proper completion of application. The requestor can also make copies of the application instead of the registrar's office having to provide them.