



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Official ELECT Advisory

DATE: June 6, 2025

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

WHY THIS IS NEEDED: All of the items and information outlined in this advisory will help you perform the tasks that must be completed between polls closing on election night and the end of canvass. Completing the action items listed below will ensure the accuracy of election results and other election-related data.

HOW THIS AFFECTS YOU: Some of the items listed below have been recently updated. Ensure you review and use the *newest* versions for the June 17, 2025 Primaries.

Note: The guidance documents and advisories that were included in previous years have been removed. New advisories are being created that consolidate the pertinent information helpful to localities by topic (Absentee, SDR). These advisories will be sent to localities over the next few weeks when appropriate for the advisory topic.

- ACTION ITEMS:**
- Review and use the following:
 - **Code of Virginia, Title 24.2, Chapter 6, Article 4**
Conduct of Election; Election Results. (*VERIS > Links*)
 - **GR/EB Handbook** (*VERIS > Links*)
 - Chapter 7 Absentee Voting, Sections 7.18 and 7.19
 - Chapter 10 Election Day Prep, Sections 10.14 through 10.22
 - Chapter 12 Central Absentee Precinct, Section 12.7.4
 - Chapter 13 Provisional Ballots, Sections 13.6 through 13.8
 - Chapter 14 Canvass
 - **VERIS User's Manual - Step by Steps** (*VERIS > General Info*)
 - Absentee Processing
 - Election Setup

- Voter Correspondence
 - Voter Credit Import
 - Voter History
- **Same Day Registration (SDR) online training** (As of 2024, this replaced the SDR Processes and Procedures guidance document): FormsWarehouse > [Training](#)
- **Enhanced Results Training Materials (rev. 6/5/25):** LMS > My Courses > Course: June 2025 Enhanced Results Training Materials
- Review, use, forward, and/or complete the following.
(All of the items listed below can be found in 1): LMS > My Courses > Course: June 2025 Election Night and Post-Election Process; and, 2) FormsWarehouse > [Election Management](#) > Canvass Documents.
 1. **Circuit Court Clerks Guidance** (rev. 10/18/24)
 - This document should be provided to your Circuit Court Clerk before or when submitting election materials to the Clerk.
 - This document could also be useful to election officers, while performing election night duties.
 2. **Definitions v3**
 - This document provides election-related definitions and useful information/FAQs about the defined items, such as what is turnout and where you find it.
 3. **Election Results Certification Checklist** - ELECT-103(A) Fillable (rev. 10/18/24)
 - Reminder: Several items previously in this checklist were moved to the [Abstract of Votes Submission form](#) in 2024.
 - This checklist is to be completed **after ELECT has confirmed acceptance of** the data entered in Enhanced Results and documents submitted via the online submission form.
 - This checklist must be completed and **mailed to ELECT with your original accepted Abstracts.**
 4. **What to do with your numbers Checklists (rev. 6/2/25)**

- This document contains basic checklists that will guide you through the tasks you need to complete on election night through the end of the post-election process.

5. What to do with your numbers How-To Supplement (rev. 6/4/25)

- This document is an expanded version of the “What to do with your numbers Elections Checklists” that will guide you through the tasks you need to complete on election night through the end of the post-election process. It provides you additional instructions, explanations, and ELECT/GR recommendations not found in the VERIS User's Manual Step-by-Steps or GR/EB Handbook.
- In accordance with **SBE Policy 2023-001**, the absentee ballot results, separated by mail-in or in-person and by precinct, must be posted to ELECT's website no later than noon (12:00 PM) the seventh calendar day following the election.
 - All absentee (Early Voting, Mailed Absentee, Post-Election) by precinct results must be entered in Enhanced Results before noon (12:00 PM) on the Tuesday after the election.
 - **Best practice** is to enter all election results into Enhanced Results **as soon as possible** so validation checks can be run, reviewed, and errors corrected **before the deadline for submitting Abstracts to ELECT**.
 - Reminder: For primaries, the **deadline to submit abstracts** to ELECT is six days after the election, **Monday, June 23, 2025**.
- **Submit all required items to ELECT:**
 1. **As soon as Canvass is complete (Monday, June 23, 2025 at the latest)**, the following items must be **submitted electronically** to ELECT through the **Abstract of Votes Submission form (rev. 6/4/25)**. This electronic submission meets the requirements set out in Va. Code §§ **24.2-532** and **24.2-678**.
 - Abstracts of Votes (signed/dated/sealed).
 - Voided ballots (if possible, please provide all voided ballots in **ONE pdf**, or as few pdfs as possible). The PDF must include the front and back side of each ballot from each precinct/split, marked **VOID**.

- Any explanations/supporting documents required if unable to clear validation issues or for any other requested reason.

The [Abstract of Votes Submission form](#) questions section has been updated for the 2025 Primaries. Screenshots of the last page of the form are attached to help you prepare for completing the [online submission form](#).

2. **Only after ELECT has confirmed acceptance of the data entered in Enhanced Results and documents submitted via the online submission form**, you must mail original certified Abstracts and the completed Election Results Certification Checklist to ELECT, to the attention of Election Administration.
 - **Note:** you only need to submit your voided ballots and explanation/supporting documents **electronically**. Only mail original voided ballots if you cannot submit them electronically.

NOTE: Some items listed in this advisory include screenshots from VERIS. These screenshots show proprietary information, therefore the **VERIS screenshots must be redacted** before providing any of these items to someone who does not have VERIS access.

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

For Election Admin: EA@elections.virginia.gov

For all other matters:

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

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

Region 3 (North Central) John Cronin 804-864-8908 john.cronin@elections.virginia.gov


Region 4 (South Western) Tanya Pruett 804-864-8931 tanya.pruett@elections.virginia.gov

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

Region 6 (Western) Angie Orange 804-814-7114 angela.orange@elections.virginia.gov

Region 7 (Southern) Viki Mainwaring 804-593-2274 victoria.mainwaring@elections.virginia.gov

ADVISORY NUMBER:

 **COMM-882** - 2025 June Primaries - Election Night and Post-Election Process [PUBLISH ADVISORY](#)