



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

TO: Members of the Electoral Boards and Directors of Elections/General Registrars

FROM: Election Services (rev. 6/13/23)

RE: Absentee Ballot After Election Requirements

Helpful Resources, Reminders, Directions, and Tips

This document includes additional guidance/clarification/information on some of the more important steps that must be taken after the election. It does not include all absentee ballot requirements.

Detailed absentee ballot information and instructions are provided in the [Code of Virginia, Title 24.2, Chapter 7](#) and [GR/EB Handbook](#), Chapter 7 Absentee Voting. Electoral board members and general registrars are responsible for reviewing these documents entirely.

Absentee Ballot Applications

All absentee ballot applications received through Election Day are to be put in envelope *SBE-710-1ABA – Absentee Ballot Applications*. The envelope must be sealed with a label that is signed and dated.

[Virginia Code §24.2-711](#) requires the sealed envelope be delivered to the clerk of the circuit court by the general registrar either:

- By noon on the day after the election, or,
- At the completion of canvass, if the general registrar chooses to store it at the general registrar's office until that point.

Absentee Ballots Returned After Election Day

All absentee ballots that are received within 30 days after the election that do not meet the criteria set out in [Virginia Code §24.2-709 B](#) for being counted are to be put in envelope *SBE-710-2BAL – Absentee Ballots Received After Election*. The envelope must be sealed with a label that is signed and dated.

On the 30th day after the election, the electoral board must deliver the sealed envelope to the clerk.

All absentee ballots for this election received 31 days or more after the election are to also be delivered to the clerk in an *SBE-710-2BAL* envelope.

Voided Federal Write-In Absentee Ballots (FWAB)

All voided FWABs for this election are to be placed in envelope *SBE-FED – Federal Write-In Absentee Ballots Voided*, sealed with a label that is signed and dated, and delivered to the clerk by noon on the day after the election.

All voided FWABs that are received within 30 days after the election are to be put in envelope *SBE-FED – Federal Write-In Absentee Ballots Voided*. The envelope must be sealed with a label that is signed and dated.

On the 30th day after the election, the electoral board must deliver the sealed envelope to the clerk.

All voided FWABs for this election received 31 days or more after the election are to also be delivered to the clerk in an *SBE-FED* envelope.

Letters to Voters whose Absentee Ballots were Rejected

Within 90 days of the date on which a ballot is rejected, the general registrar must notify, in writing, the voter whose absentee ballot was not counted because the voter was determined to be unqualified to have his or her vote counted in the election ([Virginia Code §24.2-711.1\(B\)](#)). The reason for this determination must be entered into VERIS; doing so will produce the required correspondence for mailing.