



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Official ELECT Advisory

DATE: November 3, 2025

SUBJECT: Helpful Information on Processing Same Day Registration (SDR) Applications and Provisional Ballots

WHY THIS IS NEEDED: This advisory provides information that will help ensure the accurate and timely processing and reporting of SDR applications and provisional (SDR and non-SDR) ballot results.

HOW THIS AFFECTS YOU: Given multiple components of the SDR process, ensuring you have the resources to be best prepared will save you time and improve data quality. The action items below will provide reminders and resources related to the following aspects of SDR:

1. Receiving and Processing SDR Applications
2. Preparing for Provisional Meeting and Adjudicating SDRs /Provisionals
3. Reporting SDR and Provisional Results

ACTION ITEMS: Receiving and Processing SDR Applications

1. **SDR applications received before Election Day** should all be processed before Election Day to ensure accurate Election Day pollbooks.
2. **All SDR applications** must be processed by 5:00 PM Monday, 11/10/25, to ensure the SDR Duplicate report ELECT runs on Tuesday, 11/11/25, is complete and accurate. That report will be emailed to all localities on Tuesday around noon.

Preparing for Provisional Meeting and Adjudicating SDRs /Provisionals

1. Review the SDR Duplicate Report that will be emailed to localities around noon on Tuesday, 11/11/25.
 - a. ELECT Technical Advisory: April 30, 2025 VERIS Deployment at 6 pm (sent 4/28/25), subject b. Enhancements to Final Same Day Voter Registration Duplicate Report explains the enhancements ELECT made to the report to assist with the research required to prepare recommendations for the Provisional Meeting.

- b. ELECT strongly encourages all localities to **WAIT to process the OVR Hopper** until after the SDR Duplicate report is run and emailed to you on Tuesday, 11/11/25. Processing the OVR Hopper before the duplicate report is run can cause:
 - i. The Duplicate Report to be incorrect
 - ii. Difficulty when entering Voter Credit
- 2. When researching voters that appear on the SDR Duplicate report, if a voter has multiple SDR voter registration applications, the last one provided will ultimately determine where the voter is registered after the election.
 - a. For the current election, the first SDR provisional ballot cast will be the ballot counted by an electoral board (and the application associated with that ballot will be entered into VERIS prior to Canvass). You may need to contact the general registrar of the other locality in which the person voted to determine which ballot was cast first.
 - b. If you have multiple SDR voter registration applications from the same person (especially if they were submitted on Election Day), notify your local Commonwealth's Attorney or law enforcement.
- 3. **NEW!** VERIS now has a comprehensive report to display registration, absentee, and vote history information entered into VERIS for SDR voters.
 - a. The SDR Voter File can be found in VERIS > Reports > Reports Library > Category: Election > SDR Voter File. **You must run the report as a CSV.**
 - b. The following ELECT Technical Advisories contain information about the SDR Voter File (both attached):
 - i. June 4, 2025 VERIS Deployment at 6 pm (sent 6/2/25) - a. New 'SDR Voter File' Report in VERIS
 - ii. August 27, 2025 VERIS Deployment at 6 pm (sent 8/25/25) - d. Add Corrected Record Data and Denied Voters to SDR Voter File report (Bug)
- 4. Make copies of the Provisional Ballot Log(s) from election night or before the start of the Provisional Ballot Meeting:
 - a. For use in the Provisional Ballot Meeting/Canvass.
 - b. To provide independent candidates and political party authorized representatives (**NOTE: SSN, reason for issuing, and board determination must be redacted**).

Reporting SDR and Provisional Ballot Results

1. Review the Enhanced Results Training Materials found in ELECT's LMS Course: November 2025 Enhanced Results Training Materials.
2. Review the information provided in the Official ELECT Advisory: 2025 November Elections - Election Night and Post-Election Process.
3. **NEW!** Review the **ELECT Policy 2025-002 Reporting of Election Results by Precinct** (attached)
 - a. In accordance with legislative requirements, the Virginia Department of Elections (ELECT) has developed Policy 2025-002 Reporting of Election Results by Precinct to establish standards for ascertaining and reporting the results of both absentee and provisional ballots by precinct. This is reflected in the updated guidance documents provided by ELECT for this election.
4. ENR REMINDERS:
 - a. **NEW! Provisional** (SDR and non-SDR) **election results (accepted/counted only) are now reported by precinct in Enhanced Results.** There is no longer a provisional precinct in Enhanced Results.
 - b. **Provisional** (SDR and non-SDR) **turnout (accepted /counted + rejected/not counted)** is reported **by reason code** and **by precinct.**
 - c. To ensure proper reporting in Enhanced Results, make sure all applicable officers of election, office staff, and EB members understand the necessity and have the tools/training needed to track and record:
 - i. Provisional election results by precinct
 - ii. Provisional turnout by reason code and by precinct.
 - d. **On Election night**, while the SDR provisional ballots have not yet been adjudicated, you will continue to enter election night provisional counts on the Enhanced Results Statistics Entry > Provisional Turnout Totals page.
5. Inputting Provisional Voting Credit
 - a. **NEW!** VERIS now has a workflow for uploading Voter Credit in batches for SDR and non-SDR provisional voters.
 - i. The Provisional Credit Import Landing Page can be found in VERIS > Administration > Locality > Provisional Credit Import.
 - ii. Instructions and information on the provisional voter credit upload process are located in:

1. ELECT Technical Advisory: October 23, 2025, VERIS Deployment at 6 pm - Provisional Credit Upload (sent 10/15/25, attached)
2. Voter Credit Import VERIS Step-by-Step
- iii. A recorded walk through of the workflow process can be found in LMS Course: Virginia Election Administration Bulletins, in the VEAB 2025 Q4 section.
- iv. **Note: currently this process will not automatically generate the letter for not-counted SDR voters. For this election, localities will have to manually generate the correspondence on each voter's record. This will be fixed in a future sprint.**

CONTACT: **For 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:

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ADVISORY NUMBER:

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