



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

ELECT Technical Advisory

DATE: June 20, 2025

SUBJECT: 2025 Confirmation Mailing – 2nd Mailing (2 of 2)

WHY THIS IS NEEDED: The Department of Elections (ELECT) is scheduled to send out 2025 Confirmation Mailings by June 25, 2025.

The Confirmation Mailing is part of a list maintenance process mandated by Va. Code § [24.2-428](#) and the National Voter Registration Act (NVRA).

Voters who have moved will automatically become "Inactive" approximately 30 days after the mailing date if they do not respond to their Confirmation Mailing correspondence.

Reminder: An “In-Jurisdiction” voter that fails to respond to the Confirmation Mailing will be processed the same as “Out of State” or “Out of Jurisdiction” voters. **They will now be coded as “Inactive” in VERIS.**

Pursuant to § [24.2-428.2](#) of the Code of Virginia, a voter can still return to active status by voter-initiated action. This includes any of the following:

- The voter notifies the general registrar in writing of a change of address within the county or city;
- The voter responds to a confirmation notice with information that the voter continues to reside at the registration address;
- The voter votes or attempts to vote in a primary, special, or general election and, if necessary, corrects the registration record; or
- The voter transfers their registration to another county or city within the Commonwealth, pursuant to § [24.2-424](#) or § [24.2-428\(E\)](#).

HOW THIS AFFECTS YOU: Each locality must review and take any needed action to its corresponding data in accordance with requirements outlined by Va. Code § [24.2-428](#) and the National Voter Registration Act (NVRA).

ACTION ITEMS:

NOTE: Correspondence records will not be loaded into VERIS until June 25, 2025.

1) Please hold all returned Confirmation Mailers until June 27, 2025, once VERIS reflects those updates.

2) After June 27, 2025, take the appropriate action from the table below based on the status of the correspondence:

Correspondence Status	GR Action	After the 30 Day Period
If you receive a returned mailer indicating a change of address...	Then update the voter's record. This will remove the confirmation flag.	The voter will NOT be marked Inactive .
If you receive a returned mailer from a voter indicating they do NOT require an address change...	Then update the Date Returned field on the correspondence. This will remove the confirmation flag.	The voter will NOT be marked Inactive .
If you receive a returned mailer back as " Undeliverable "...	Then no action is needed.	The voter will be marked Inactive .
If you do not receive a returned mailer from a voter....	Then no action is needed.	The voter will be marked Inactive .
If you receive a returned mailer indicating the voter is deceased ...	Then (1) manually cancel the deceased voter AND (2) manually add them to the prohibited list.*	The voter's Canceled status remains.

*To manually cancel the deceased voter AND manually add them to the prohibited list, please refer to the attached guidance issued via Official ELECT advisories on:

- February 24, 2023 [Processing the Death of Registered Voters - Revised Guidance]
- March 31, 2023 [New Death Lookup Request Process Launches Using NAPHSIS]
- July 7, 2023 [Adding a Manual Record to the Prohibited Voter List (Cancelled Due to Death)]

NOTE: Further guidance will be provided in an upcoming advisory regarding Inactive Voters who are on the PAB list.

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:

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

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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:

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