



# Absentee voting instructions

## 2020 General Election Franklin County, Hamilton

### We want your vote to count!

Our goal is to have zero City of [Name] absentee ballots rejected.

Use this guide to help you mark and return your ballot.

### Before you begin – get your witness. You must vote your ballot in the presence of a witness:

Anyone who is a US citizen can be a witness (except a candidate on the ballot). If you're living outside the US, your witness does not need to be a citizen.

Your materials for the **November 3, 2020 election** are enclosed:

- your official ballot
- these instructions
- your return envelope



**Street Address**  
123 Main Street  
YourTown, HM 99999

**Mailing Address**  
PO Box 12345  
YourTown, HM 99999



919-222-3333



Fax: 919-222-6666



[county].hamilton.gov

### Mark, seal, sign and return your ballot by Election Day

#### 1 Check your information

- Make sure your address on the return envelope label is correct.
- If it isn't, call us immediately using the number above.

#### 2 Mark your ballot

- Show your witness that your ballot is not marked.
- Use a blue or black ink pen to mark your ballot in the presence of your witness.

#### 3 Seal your ballot

- Put your ballot into the enclosed envelope.
- Seal the envelope.
- Don't put anything else into the envelope.

#### 4 Sign the back of the envelope

- Read the statement on the return envelope
- Sign your name in the space next to the "X"

#### 5 Your witness signs

Ask your witness to

- Read the witness certification statement
- Sign at the bottom of the envelope
- Write their address with their house number, street name and municipality are required.

#### 6 Return your ballot

- If you mail your ballot, please allow 4-5 days to be sure that it is received by Election Day.

Turn this page over for information about **returning** your ballot, making a **correction**, and **checklist** to review before you return your ballot.



## Return your ballot by 8:00 pm on Election Day

There are two ways to return your ballot



### Mail it

No postage is required to mail your ballot.

Mail your ballot so it will be received by Election Day.



### Return it in person

You can return your ballot to the elections office or a secure drop box.

Your ballot must be dropped off by 8:00 pm on Election Day.

To find a drop box, visit [site].

## Other information

- Check your ballot and return envelope to make sure they include the correct information and signatures.
- Voting twice is against the law. If you have returned your absentee ballot, do not vote at your voting site on Election Day. If you do not return your absentee ballot, you may vote at your polling place on Election Day.
- [Other info here]
- [Other info here]

## Review checklist

Be sure your ballot will be counted.

- Did you **sign** on the back of the envelope?
- Did your **witness sign and write their address** on the back of the envelope?
- Are you returning your ballot by the deadline?**  
If you are mailing your ballot close to Election Day, are you going to mail your ballot at a post office and ask for a round postmark on the envelope?

## Track your ballot



To check the status of your ballot, use the Voter Lookup tool at [address]

## Making a correction

- If you make a mistake or need a replacement ballot, **contact our office** using the information on the front of this page. We'll send you a new ballot.
- A request for a new ballot must be received no later than 5:00 p.m. on the Thursday before Election Day.
- Be sure you have enough time to return your replacement ballot. **If you make a mistake, contact us immediately to ensure your vote counts.**