

ABSENTEE VOTING BY-MAIL BALLOT PROCEDURES

Procedures.

The following are general procedures for absentee vote by-mail, and serve as preliminary guidance only. Please refer to your election code for complete details.

- Voter completes and return an absentee voting by-mail application.
- Clerk receives application and enters information on the list of applicants. (A list is kept of all applicants and the address that each ballot is mailed.)
- Clerk mails ballot to voter with a plain envelope, ballot return envelope, oath and affidavit (this may be printed on the outside of the ballot return envelope) and instructions for voting. Instructions include applicable deadlines to return the ballot and contact information for questions.
- Voter places the marked ballot inside the plain envelope, and places the plain envelope in the ballot return envelope.
- Voter completes oath and affidavit and places it in the ballot return envelope (if the oath and affidavit is not printed on the outside of the ballot envelope) and seals it.
- Clerk receives ballot in mail, date stamps, and keeps in a secure location until reviewed by the canvass board. Undeliverable ballots are noted on the list of applicants.
- Clerk supplies election judges list of voters who have requested their ballot by mail. If an absentee voter returns to his/her voting precinct on Election Day, he will not be allowed to vote until he surrenders the ballot or votes a questioned ballot.

Preparations.

The following is a suggested list of materials needed for absentee vote by-mail, and serves as preliminary guidance only. The forms provided are examples to help clerks understand the process better.

- Absentee Voting By-Mail Application.
- Absentee Voting By-Mail List of Applicants.
- Absentee Voting By-Mail Ballot Return Envelope. (It will need to be bigger than the plain envelope).
- Absentee Voting By-Mail Oath & Affidavit. (It can be printed on the outside of the Absentee Voting By-Mail Ballot Return Envelop).
- Plain Envelopes.
- Postage. (Work with the postmaster in town to get proper return postage).

Coronavirus Disease 2019 (COVID-19) & Voting.

The Division of Community & Regional Affairs (DCRA) encourages clerks to review the “Recommendations for Election Polling Locations” publication - an interim guidance written by the Centers for Disease Control and Prevention (CDC) specific to elections and COVID-19.

The publication includes a list of recommendations for the following:

- Actions for Election Officials in Advance of Election Day.
- Preventative Actions Polling Workers Can Take.
- Preventative Actions Polling Station Workers Can Take for Themselves and the General Public.

Please refer to the [CDC Website](#) for more information.