

# **ABSENTEE VOTING IN-PERSON PROCEDURES**

## **“EARLY VOTING”**

### Procedures.

The following are general procedures for absentee voting in-person, and serve as preliminary guidance only.

- Voter signs the absentee in-person register.
- Voter completes their portion of the oath and affidavit. (The oath is sometimes printed on the absentee in-person ballot envelope.)
- Voter is given a ballot and plain envelope.
- Voter is instructed to place voted ballot into the plain envelope and seal it for secrecy.
- Voter puts the plain envelope into their absentee in-person ballot envelope.
- Election official completes their portion of the oath and affidavit.
- Absentee in-person ballot envelope is sealed and dropped in the ballot box or given to the election official to be stored unopened in a secure location until the ballot is reviewed and processed by the canvass board.

### Preparations.

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

- Absentee In-Person Register
- Absentee In-Person Oath & Affidavit
- Plain Envelope
- Absentee In-Person Ballot Envelope (It will need to be bigger than the plain envelope.)
- Voting Booth
- Ballot Box
- Pencils, etc.
- Copy of Ordinance

## 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.