

## Instructions for Completing an Absentee Ballot

1. Read and follow the instructions for completing the ballot carefully. Mistakes may spoil your ballot.
2. Complete the ballot in the presence of one (1) witness. The witness cannot be a candidate at the election and must be an adult U.S. citizen. The witness must verify that the individual completed the absentee ballot, but should not view the voter's choices.
3. Refold the ballot and place inside the certificate envelope.
4. Insert the required proof of residency (for first-time voters who registered by mail who did not previously provide identification) in the certificate envelope.
5. Sign and complete the Absentee Ballot Certificate, including the affidavit. One witness must sign the certificate and provide his/her address.
6. Seal the certificate envelope.
7. If you make an error while marking your ballot, spoil your ballot, or require a replacement ballot, contact your municipal clerk immediately. You must return your original ballot and certificate envelope before a replacement ballot will be issued. No replacement ballots are mailed after the 5<sup>th</sup> day preceding Election Day. If you require a replacement ballot after the 5<sup>th</sup> day preceding Election Day, you must return the original ballot and certificate envelope in person to the municipal clerk. You will be required to vote your replacement absentee ballot in the municipal clerk's office.
8. Return the ballot (in the certificate envelope) in time for distribution to the polling place. If you have questions about the deadline for returning your ballot, contact the municipal clerk. No late ballots are accepted.