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.

Your materials for the November 3, 2020 election are enclosed:
- your official ballot
- these instructions
- your return envelope

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.

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].

**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?

**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.**

**Track your ballot**

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