



Committed to teaching effective participation in the democratic process and communicating with those elected to govern

*Promoting inclusion, tolerance, and equity*

## INSTRUCTIONS FOR ABSENTEE VOTING

- 1) Mark your ballots using a blue or black pen
- 2) Seal your ballots in the envelope labelled “BALLOTS”
- 3) Note the color of the stripe on the envelope labelled “AFFIDAVIT”
- 4) If your affidavit envelope has a **yellow stripe** you may either have it notarized or attach a copy of your voter ID card or a government issued photo ID to the outside of the affidavit envelope
  - a) To have your affidavit envelope notarized
    - i) Enclose the sealed ballot envelope inside the affidavit envelope, seal the affidavit envelope
    - ii) Once you are in front of the notary present your picture ID then print your name, sign, and date the affidavit envelope
    - iii) Ensure the notary fills out all the blanks on the bottom of the envelope and uses their stamp or seal under their signature
- 5) If your affidavit envelope has a **pink stripe** you may either have it witnessed by two people or attach a copy of your voter ID card or a government issued photo ID to the outside of the affidavit envelope
  - a) To have your affidavit envelope witnessed
    - i) Enclose the sealed ballot envelope inside the affidavit envelope, seal the affidavit envelope
    - ii) Fill out the top and sign in front of two witnesses
    - iii) Have the two witnesses sign and print their addresses in the spaces on the bottom
- 6) All absentee voters may attach a copy of their voter ID card or a US, State, or Tribal government-issued photo ID to the outside of the affidavit envelope instead of having it witnessed or notarized
  - a) If it includes your name, a photograph of you, and an expiration date that is later than the date of the election
  - b) Don't forget to fill out the top of the affidavit envelope
  - c) A small piece of tape is probably the best way to attach your ID to the outside of the affidavit envelope
    - i) Staples should be used only on the edge of one of the short sides of the affidavit envelope to prevent interfering with the insertion or removal of the ballot envelope
  - d) After attaching your ID to the outside of the affidavit envelope, place the sealed ballot envelope inside the affidavit envelope and seal the affidavit envelope
- 7) Place the sealed affidavit envelope (which contains your ballot envelope) inside the envelope labelled, “OUTER ENVELOPE”
- 8) To return your ballot
  - a) Affix proper postage (probably \$0.75, two first class stamps is safe and easy) to the outer envelope and mail your ballot
    - i) It must arrive on or before election day – please mail it as soon as possible
  - b) If your affidavit envelope had a yellow stripe **you** may deliver **your** outer envelope in-person to your county election board during regular business hours until the end of business on the day before the election. Be prepared to show identification to prove you are delivering your own ballot.
  - c) If your ballot had a pink stripe your outer envelope must be by mailed