



How to Complete Your Absentee Ballot

- o **Please complete and return your ballot as soon as possible.**
 - o Voted ballots must be accompanied with your voter declaration/affirmation and mailed by the day before the election.
 - o Your County Board of Elections must receive the ballot no later than 7 days after the election.
 - o Carefully read all instructions to ensure the ballot is marked correctly.
- o Your list of candidates may have changed since this ballot was prepared. Please check with your county election office or review the UMOVA notice on your county's website to confirm the latest list of candidates. You can find county contact information at www.votespa.com/county or find additional information at www.FVAP.gov. Please note that your timely received ballot will be counted, even if changes are made to the candidate list after you vote your ballot.
- o To prevent a voided ballot, do not fix a mistake on your ballot by striking through the error or adding extra marks. Instead, destroy the incorrect ballot and print a new copy to complete and return. You can print the ballot as often as necessary, though you should only return one.
- o Once you have completed your ballot, fold and place it in a blank envelope and seal – this will be the Secrecy Envelope for the ballot. **PLACE ONLY YOUR VOTED BALLOT IN THE SECRECY ENVELOPE AND DO NOT WRITE ON THE SECRECY ENVELOPE.**
- o Read the mailing instructions carefully to ensure that your ballot is returned properly to your County Board of Elections.
- o If you can vote in person on Election Day, you will be required to go to your polling place, request to void your absentee ballot, and cast your vote.



How to Mail for Your Absentee Ballot

BEFORE YOU MAIL YOUR BALLOT, CHECK THE FOLLOWING:

- Fold and place the completed ballot in a blank envelope and seal—this will be the Secrecy Envelope for the ballot. **PLACE ONLY YOUR VOTED BALLOT IN THE SECRECY ENVELOPE AND DO NOT WRITE ON THE SECRECY ENVELOPE.**
- Complete, sign, and date the Absentee Voter Declaration/Affirmation.
- Place both your sealed ballot (Secrecy Envelope) and your Absentee Voter Declaration/Affirmation in another envelope and seal.
- If possible, print or affix the postage-paid envelope template provided on the outer envelope. This envelope template contains the correspondence ID number, which identifies for your county election official that the envelope contains your ballot. **PLEASE DO NOT PLACE ANY OTHER ABSENTEE VOTERS' BALLOT MATERIALS IN THE ENVELOPE.**
- If mailed using the provided envelope template, your ballot does not require postage when sent via U.S. Mail, APO/FPO or Diplomatic Pouch. If mailed in a foreign postal system, international airmail postage must be affixed. In the return address section in the upper left-hand corner of the envelope template, enter your name and current complete military or overseas mailing address. In the “TO” section in the center of the envelope template, confirm the name and mailing address of your County Board of Elections. This must be the same election official to whom you sent your application for an absentee ballot. Contact information for your County Board of Elections is available at www.VotesPA.com/county.