

Instructions for Returning Absentee Ballot

A. By mail:

- 1) Each absentee ballot shall be mailed separately by the voter and must be received in the office of the County Clerk no later than 7:30 p.m. on Election Day. Except for:
 - a) Qualified electors residing outside the United States (that applied no later than 30 days before the election) have until 5:00 p.m. ten (10) calendar days after the date of the election, provided that the ballot was postmarked by the date of the election.
 - b) Uniformed service personnel have until 5:00 p.m. ten (10) calendar days after the date of the election, provided that the ballot was executed by the date of the election.
 - c) Only an Administrative head of a long-term care or residential facility or hospital may mail the absentee ballots of the residents and patients by bulk mail.
- 2) For “First Time” voters that registered by mail and did not submit the identification upon registration, a copy of current and valid photo identification or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows their name and address must be sent with the ballot.

B. By designated bearer, administrator, or authorized agent:

- 1) Ballot shall be delivered no later than 7:30 p.m. on Election Day.
- 2) The Designated Bearer, Administrator or Authorized Agent shall sign documentation upon delivery of absentee ballots to the County Clerk. (If the voter is using an Authorized Agent or Administrator, then the voter must also complete and return an “Authorized Agent Form” with their ballot.)
- 3) County Clerk shall verify signature of voter and validate the identity of the Authorized Agent.
- 4) No person may deliver absentee ballots to the County Clerk’s Office for more than two (2) persons.
- 5) For “First Time” voters that registered by mail and did not submit the identification upon registration:
 - a) A copy of current and valid photo identification or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows their name and address must be sent with the ballot.

C. In person:

- 1) Ballot shall be delivered no later than close of regular business hours of county clerk on the day before election.
- 2) For “First Time” voters that registered by mail and did not submit the identification upon registration, a copy of current and valid photo identification or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows their name and address must be sent with the ballot.