

USES OF COMBINATION ABSENTEE BALLOT APPLICATION/CERTIFICATION ENVELOPE
and
HELPFUL INFORMATION FOR CONDUCTING ABSENTEE VOTING BY SPECIAL VOTING DEPUTIES

I. In-person Absentee Voting in Clerk’s Office

- A. Combination Absentee Ballot Application/Certification Envelope (combination envelope) serves as an application as well as certificate envelope. Elector is not required to complete a separate application.
- B. Note on absentee log that elector voted in person using the combination envelope.
- C. It is not necessary to photocopy combination envelopes used as absentee ballot applications for in-person voters in order to retain a hard copy application in the municipal clerk’s office.

II. Requesting an Absentee Ballot via Fax or Email

- A. Clerk must receive written application (FPCA, GAB-121, or letter) via fax or email
 - 1. Faxed request must contain facsimile signature of elector.
 - 2. Emailed request must contain name of elector, either typed or digital.
- B. Clerk sends ballot upon receipt of properly completed faxed or emailed request.
- C. Original application with “wet” signature must be received by the clerk no later than the deadline to receive voted ballots from the elector.
 - 1. If no original application is received by Election Day, the ballot is rejected.
 - 2. If ballot is returned in a combination envelope, properly signed by elector and witnessed, the envelope suffices as the original application with wet signature.
 - a. Indicate on absentee log if combination envelope is considered the original application.

III. Requesting an Absentee Ballot via Mail

- A. Clerk must receive written application (FPCA, GAB-121, or letter) by mail.
- B. Mailed request must have a “wet” (original) signature (if not, see section II. C. above).
- C. Ballot is mailed to elector upon receipt of application.

IV. Absentee Voting in Nursing Homes, CBRFs and Qualified Retirement Facilities

- A. COMBINATION ABSENTEE BALLOT APPLICATION/CERTIFICATION ENVELOPE serves as an application as well as a certificate envelope. A resident

wishing to apply for an absentee ballot with the SVDs may use the combination envelope as an application. NOTE: When the combination envelope is used as an application, it is an application for that election only. A resident wishing to receive absentee ballots automatically must make a request specifically indicating they are indefinitely-confined.

- B. It is not necessary to photocopy combination envelopes used as absentee ballot applications for person voting by SVD in order to retain a hard copy application in the municipal clerk's office.
- C. SVDs find that a voter who has requested to vote is unavailable (sick, out, etc.)
 - 1. SVDs note that no contact was made with the voter. Municipal clerk notes this on the absentee ballot log. Municipal clerk schedules 2nd visit to the facility. If voter is not available at 2nd visit, clerk mails the ballot to the elector at the facility.
- D. SVDs connect with voter. However, voter states that he or she does not wish to vote. In order to retain the voter on the indefinitely-confined list, the SVD may either:
 - 1. Encourage voter to return a blank ballot (blank ballot is sealed in certificate envelope and signed by elector and SVDs,
 - 2. Have the voter sign a "30-day notice" indicating a desire to stay on the list, but not vote for the election at hand.

V. Record Keeping

- A. Applications for absentee ballots must be kept for 90 days (22 months if federal election)
- B. Certificate envelopes must be kept for 30 days (22 months if federal election)
- C. When the combination envelope serves as an application, it must be retained for 90 days (22 months if federal election). See Section V. D.
 - 1. Separate envelopes that serve as applications into two stacks:
 - a. In-person voting (in-person in clerk's office or at nursing home, CBRF or retirement facility).
 - b. Envelopes serving as original applications following a faxed or emailed request.
- D. Envelopes are delivered to the county clerk as always.
 - 1. Combination envelopes used as applications must be retained by the County Clerk for 90 days (22 months if federal election).