

Absentee Sealing Procedures

1. Double-check each envelope for the following:
 - a. Ward number: is it in the correct ward box?
 - b. Voter signature
 - c. Witness signature
 - d. Witness address: street number, street name, city/town/village name is the minimum requirement
2. Place absentees ready to be sent to the polling place in the polling place's Absentee Ballots envelope.
3. Seal the envelope using packing tape and the red sticker seals. Write your initials and the date on the seal in the correct location.
4. Write the seal number, ward number, and date on the seal log.
5. Place sealed Absentee Ballots envelope in correct blue Rubbermaid tote for transfer to the Hamer storage location.