

## ABSENTEE BALLOTS

Applications for absentee ballots are available in the office of the district clerk, between the hours of 8 a.m. and 4 p.m., prevailing time, Monday through Friday.

There are specific reasons for the use of absentee ballots. A qualified voter in the district may use an absentee ballot for any one of the following:

1. he/she will be a patient in a hospital, or unable to appear personally at the polling place on such day because of illness or physical disability;
2. his/her duties, occupation, business or studies will require him/her to be outside of the county of his/her residence on such day;
3. he/she will be on vacation outside the county of his/her residence on such day; or
4. he/she will be accompanying his/her spouse/child/parent who is or would be, if he/she were a qualified voter, entitled to apply for the right to vote by absentee ballot.

Those wishing to obtain an absentee ballot because of ***confinement due to permanent illness or disability*** need only apply **ONCE** for an absentee ballot, as long as the Cayuga County Board of Elections has their registration record marked “permanently disabled.”

If determined eligible, they will be mailed absentee ballots prior to future elections without having to reapply.



## HOW DO YOU GET AN ABSENTEE BALLOT?

Just follow the steps below:

1. Write the District Clerk's office at 68 S. Main St., PO Box 1189, Moravia, NY 13118 or call 315-497-2670 to request an application for an absentee ballot. Applications for absentee ballots will be made available not earlier than the 30<sup>th</sup> day prior to the election/vote.
2. If the request for an absentee ballot is in writing, and signed by the voter, an absentee ballot, along with an application, will be sent. The request must state the address where the voter resides and to which the ballot is to be mailed. The written request must be received at least seven (7) days prior to the election/vote if the absentee ballot is to be mailed. The absentee ballot of a voter who requested such ballot by letter rather than application, shall not be counted unless a valid application form, signed by such voter, is received by the clerk of the school district with such ballot.
3. If you call or stop by the district clerk's office, you will be required to complete the application prior to receiving the absentee ballot. **The application may be picked up personally up to the day before the election/vote and must be returned no later than 4 p.m., prevailing time, on the day prior to the election/vote.** When the application is received, an absentee ballot will be issued.
4. Follow the instructions on the ballot and either mail it or hand deliver it to the district clerk. **The ballots of the absentee voter must be received no later than 5 p.m., prevailing time, on the day of the election/vote.**

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL JODIE RUSAW IN THE DISTRICT OFFICE AT 315-497-2670.**