

## ABSENTEE BALLOT PROCESS:

To request a ballot:

1. Call the Town Clerk @ 207-397-4011 and request a ballot be mailed to you.
2. Visit the Town Clerk office during office hours sign a request and a ballot will be issued to you or your immediate family member if you are requesting for them.
3. Your immediate family member can request a ballot for you at the Town Clerk Office and pick it up to bring to you.

Issuing a Ballot:

1. Ballots can be mailed to your home address or your temporary address if out of town.
2. Ballots can be issued to your immediate family member to deliver to you if you are unable to come to the Office yourself.
3. Come to the Town Office and request a ballot to take with you and return later.
4. Come to the Town Office on designated days to vote in-person absentee ballots, You will complete an absentee ballot request, you will be issued the ballot, you will go into the voting booth and vote your ballot, you will sign and seal the envelope and give the voted ballot to the Clerk.

Returning the Ballot:

1. Mail the ballot to the Town Clerk.
2. Drop the voted, signed, and sealed ballot in the ballot drop box located near the front door of the Town Office. The Ballot box is locked, checked each day there are office hours and a security camera is covering the ballot drop box.
3. Deliver the ballot to the Town Clerk during Office hours
4. Deliver the ballot to the Town Clerk on election Day, **must be before the polls close.**

The absentee process:

1. An absentee ballot is requested, the information is then entered into Central Voter Registration (CVR) as to how the ballot was requested, who requested it and when.
2. Labels are printed from the CVR system and put on the request form, the address label on the outside envelope, the return address on the inside envelope and the name and bar code on the envelope the voted ballot will be sealed in.
3. An absentee ballot is issued, how and when is entered into CVR. If it was issued to the voter, issued to voter's immediate family member, voted in person, or mailed and date.
4. Ballot is received either mail, ballot drop box, handed to Town Clerk by voter or immediate family member the envelope is marked as accepted by the clerk, the clerk's initials, date and time received.
5. Ballot received information is then entered in CVR as what date received, time received and how received.
6. Ballot is then attached to the request form and filed in the locked cabinet with all other ballots received and stays locked until election day when the absentee ballots are processed.

7. Every day a report is printed to verify what ballots have been returned, what have been issued and what is left on hand for absentee ballots. ALL NUMBERS MUST MATCH EACH AND EVERY TIME A BALLOT IS ISSUED.

All Absentee Ballots received will be printed on the Incoming Voter list as AV, meaning already voted Absentee for this current Election. If absentee ballot has been issued but never returned the Incoming Voter list will not be marked and the voter may vote in person. If the Absentee Ballot is returned the day of the Election but voter has voted in person, the absentee ballot will be rejected and will not be added to voted ballots.

Once you or your family member have requested a ballot the Town Clerk has a record of when and how it was requested, when and how it was issued, and when and how it was received. If you have any questions on dates a ballot was sent or received by the Town Clerk, call the Town Clerk at 397-4011 and request that information. All that information is stored on the CVR system and very easy to access for you.