

## **Instructions for Voting an Optical Scan Ballot by Mail**

### **Marking your ballot:**

- Fill in the oval to the left of the candidate or issue of your choice with blue or black ink. Darken the oval completely. Avoid making marks outside of the oval.
- The instructions below the title of each office on the ballot will tell you how many people you may choose for that office.
- **Voting a Write-In Candidate:** To vote for an official write-in candidate, print the name of the candidate in the space provided (the blank line above the phrase "Write-In, If Any"), and fill in the oval to the left of that line. You may request the list of write-in candidates from your county clerk.

### **When you finish marking your ballot:**

1. Fold your ballot, place it in the envelope marked No. 1, and seal the envelope. Note: Do not remove the stub from your ballot.
2. Place the sealed envelope No. 1 (containing your ballot) inside of envelope marked No. 2 and seal envelope No. 2.
3. Complete and sign the top section of the form on envelope No. 2, titled "Voter: Complete and Sign the Following."
4. On the other side of envelope No. 2, next to the county clerk's address, sign your name across the seal of the envelope - this protects the security of your absentee ballot.
5. Return your ballot to your county clerk's office as soon as possible.

### **What if I make a mistake on my ballot?**

- If you make a mistake in your selection, cross out both the mark and the candidate or issue, and mark your choice.
- If your ballot is destroyed or you cannot correct your mistakes, you should immediately contact your county clerk for instructions on receiving a replacement ballot.

### **Deadline for returning your ballot (must be received in the county clerk's office by these deadlines):**

- By mail: the close of polls on election day
- By mail without postmark: the day after the election
- By mail postmarked by the US Postal Service by Election Day: the start of canvass (five days after the election, excluding Sundays)
- Ballots from military and overseas voters: the start of canvass (five days after the election, excluding Sundays)
- Hand-delivered (a person may deliver no more than two absentee ballots): the day before the election