

Mail-In Ballot Instruction for Voters

There are several **critical pieces of information that must be provided in order for a mail-in ballot request to be accepted**. The following guide will highlight the critical pieces and provide context.

Box 1- Last and first name are critical. Middle and suffix are helpful but optional.

Box 2- Residential address is critical and the residential address on your mail-in ballot application MUST match the residential address on your current voter registration. If you've moved recently, have Clerk or Election Staff confirm your current voter registration address. If it is not current, you must complete a new voter registration form before your mail-in ballot request can be accepted.

Box 3- Enter a mailing address if you do not receive mail at your residential address. **If you do not receive mail at your residential address and have a mailing address, this is critical. USPS is prohibited from forwarding ballots.**

Box 4- Enter a ballot address if your ballot will be mailed someplace other than your mailing or residential address. USPS is prohibited from forwarding ballots so **if your ballot is being mailed to someplace other than your mailing or residential address, this is critical. If you will only be at your ballot address for a specific window of time, box #5 is also critical.**

Box 5- This box is for voters that will be receiving their ballots at the ballot address in box #4 but only during a specific window of time. Please provide the date that you will arrive at that location and leave. These dates will determine where your ballot is mailed. If this is a reoccurring trip (You will be in sunny Arizona every October) please make sure to check the box. If you are on the permanent mail-in voter list we'll make sure your ballot goes to the right place.

Boxes 6 and 7- Date of Birth and DL or SSN are critical, they help us confirm we're adding a mail-in ballot request to the right voter record.

Box 8- It is critical that you select when you want to receive mail-in ballots. On a permanent basis, just for the Primary, just for the General, or All elections held that year.

Box 9- contact info is optional but if there is an issue with the delivery of your ballot or if for some reason your ballot is rejected (not signed, signature doesn't match) we'll be able to quickly follow up if you provide a phone number and/or email. This info will remain confidential and not be entered into your voter record.

Box 10- This box is optional but if you are active military or living overseas, this will help us provide additional resources and ballot delivery methods.

Box 11—Signature is critical.