

# INSTRUCTIONS TO UNIFORMED SERVICES OR OVERSEAS VOTERS

R.C. 3511.11, 3505.181

1. **INSPECT YOUR BALLOT:** Before voting your ballot, ensure that there are no marks on your ballot. If there are any marks on your ballot, immediately return it to your county board of elections, and ask for a new ballot.
2. **MARK YOUR BALLOT:** Mark your ballot according to the specific instructions provided on the ballot.
3. **IF YOU MAKE A MISTAKE:** If you make a mistake when marking your ballot, please contact your county board of elections for a replacement ballot. You may request a replacement ballot only two times.

## IF YOU RECEIVED YOUR BALLOT BY MAIL:

4. **PREPARE YOUR VOTED BALLOT FOR SUBMISSION:**
  - The numbered stub must remain attached to your ballot. Your ballot cannot be counted if the stub is removed.
  - Place your voted ballot into the Identification Envelope. Seal the Identification Envelope. Your ballot cannot be counted if it is not sealed in the Identification Envelope.
  - Complete and sign the Statement of Voter on the outside of the Identification Envelope. Your ballot cannot be counted if the Statement of Voter is not completed and signed.
  - Place the sealed, completed and signed Identification Envelope into the Return Envelope.
  - If you did not write your driver's license number or the last 4 digits of your social security number on your Identification Envelope, include a copy of an ID document, such as a copy of a military ID, bank statement, pay stub, utility bill or government document, in the Return Envelope separate from the Identification Envelope. Election officials must be able to see you have provided ID in order to count your ballot.
  - Seal the Return Envelope containing your completed and sealed Identification Envelope and, if appropriate, your separate ID document.
  - Mail the voted ballot to your county board of elections in the sealed return envelope. Affix sufficient postage if necessary to ensure the prompt delivery of your ballot.

## IF YOU RECEIVED YOUR BALLOT BY FAX OR EMAIL:

5. **PREPARE YOUR VOTED BALLOT FOR SUBMISSION:**
  - Complete and sign the Statement of Voter. Your ballot cannot be counted if the Statement of Voter is not completed and signed.
  - Prepare your own Return Envelope. You may print a copy of the first page of the Return Envelope (SOS Form 285) which accompanied your balloting materials from your county boards of elections and securely affix it to a return envelope. Alternatively, you may utilize the Open Postage-Paid Envelope Template on the Federal Voting Assistance Program website: <http://www.fvap.gov/resources/media/returnenvelope.pdf> which may be used if mailed in the U.S. Postal System, which includes all U.S. Military post offices (APO/FPO) overseas or through the diplomatic pouch available at U.S. embassies/consulates. The template must be printed on a number 10 or larger envelope.
  - If you did not write your driver's license number or the last 4 digits of your social security number on your Statement of Voter, include a copy of an ID document, such as a copy of a military ID, utility bill or government document) in the Return Envelope.
  - Place the Statement of Voter and your voted ballot in the Return Envelope.
  - Seal the Return Envelope containing your voted ballot, completed Statement of Voter and, if appropriate, your separate ID document .
  - Mail the voted ballot to your county board of elections in the sealed return envelope.

## 6. DEADLINE TO RETURN YOUR VOTED BALLOT:

- **Uniformed Services and Overseas Civilians:**
  - In order for your ballot to be counted, the **Statement of Voter** must be signed no later than 12:01 a.m. on the date of the election, and the voted ballot, sealed in your identification envelope (or in your Return Envelope if your ballot was received by fax or email), must be received by the board within 10 days after the election.
- **You may NOT return your absent voter ballot to your polling place or transmit your voted ballot by electronic means (fax or e-mail).**
- **Ballots received late cannot be counted**