

## INSTRUCTIONS TO UNIFORMED SERVICES OR OVERSEAS VOTERS

R.C. 3511.09, 3505.181

- Inspect your ballot** before voting to 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 or ask for a new ballot.
- Mark your ballot** according to the specific instructions provided on the ballot.
- 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.
- Complete the Identification Envelope/Statement of Voter provided with your ballot.** Your ballot cannot be counted if required information on the Identification Envelope/Statement of Voter is not completed.
  - If your board of elections has not already pre-printed your name on the Identification Envelope/Statement of Voter, you must **print your name – REQUIRED.**
  - **Print your Ohio driver’s license number** (two letters followed by six numbers) **OR the last four digits of your social security number.** If you do not provide either of these forms of identification, you must enclose a copy of a valid ID in the Return Envelope as described below – **REQUIRED.**
  - **Sign your name.** Your ballot cannot be counted without your signature. – **REQUIRED.**
- Prepare your ballot for submission:**
  - **If you received your ballot by mail:**
    - ✓ 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 completed and signed Identification Envelope.
    - ✓ Seal the envelope. Your ballot cannot be counted if it is not sealed in the Identification Envelope.
    - ✓ Place the sealed, completed and signed Identification Envelope into the Return Envelope.
  - **If you received your ballot by fax or email:**
    - ✓ Prepare your Return Envelope. You may print a copy of the first page of the Return Envelope which accompanied your balloting materials from your county boards of elections (SOS Form 285 – using the number 10 or 6” x 9” template size depending on what will fit best on your envelope) and securely affix it to a return envelope.<sup>1</sup>
  - **Place the Identification Envelope/Statement of Voter and your voted ballot in the Return Envelope. If you did not write your Ohio driver’s license number or the last four digits of your Social Security number on your Identification Envelope/Statement of Voter, include** a copy of a current and valid photo identification, a military ID, or a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or other government document (other than a notice of voter registration mailed by a board of elections), that shows your name and address. Place the copy of your identification in the Return Envelope but not inside the Identification Envelope. Election officials must be able to determine you have provided identification in order to count your ballot.
  - **Seal the Return Envelope.**
- Return your ballot by mail to your county board of elections in the sealed Return Envelope.**
  - **If you are returning the ballot through** the U.S. Postal Service, APO/FPO system, or diplomatic pouch, no postage is necessary.
  - If you are returning the ballot from **outside** of the U.S. Postal Service, APO/FPO system, or diplomatic pouch, **you must affix sufficient postage** to ensure the prompt delivery of your ballot. Affix any sufficient postage required to the envelope over the U.S. Postage Paid 39 USC 3406 indicia (see example of indicia to the right).
- Deadline to return your voted ballot for Uniformed Services and Overseas Civilians:**
  - In order for your ballot to be counted, the ballot must be submitted for mailing by 12:01 a.m. on the date of the election and the voted ballot must be received by the county board of elections within 10 days after the election.
  - You may not return your absent voter ballot to your polling place or transmit your ballot by electronic means (fax or email).
  - Ballots received late cannot be counted.



### NOTICE:

**If you change your mind about voting absentee and decide to vote at your precinct polling location on Election Day, you will be required to vote a provisional ballot.**

<sup>1</sup> Alternatively, you may utilize the Open Postage-Paid Envelope Template on the Federal Voting Assistance Program website (<https://www.fvap.gov> and search “Envelopes”) 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.