

**JON HUSTED**

Ohio Secretary of State



# Voter

## Access Guide

*For Voters with Disabilities*

**My  vote**

**My Right • My Responsibility**



### **ADA Coordinator's Office**

**Local: (614) 387-6039**

**Toll Free: (877) SOS-OHIO (877-767-6446)**

**TTY Local: (614) 728-3295**

**TTY Toll Free: (877) TTY-OHIO (877-889-6446)**

***[www.OhioSecretaryofState.gov](http://www.OhioSecretaryofState.gov)***

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## Table of Contents

<b>Step 1—Register to Vote .....</b>	<b>2</b>
<b>Eligibility to Register: .....</b>	<b>2</b>
<b>Time to Register .....</b>	<b>2</b>
<b>Registration Process .....</b>	<b>3</b>
<b>What to do With Completed Voter Registration Form ..</b>	<b>6</b>
<b>Step 2—Exercising Your Right to Vote .....</b>	<b>8</b>
<b>Option 1—Vote Absentee .....</b>	<b>8</b>
<b>Option 2—Vote at Polling Place on Election Day.....</b>	<b>12</b>
<b>Identification Requirements .....</b>	<b>13</b>
<b>Assistance Marking Ballot .....</b>	<b>14</b>
<b>Curbside Voting .....</b>	<b>15</b>
<b>Provisional Voting .....</b>	<b>15</b>
<b>Contact Information .....</b>	<b>17</b>
<b>Do You Need More Information?.....</b>	<b>17</b>
<b>County Boards of Elections .....</b>	<b>17</b>

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## Voting Information Guide for Voters With Disabilities

People with disabilities have equal rights under both state and federal law. These laws ensure that people with disabilities have complete access to the voting process.

If you have questions or need information, you can:

- **Call the Ohio Secretary of State's Office:**
  - **Local:** (614) 466-2585
  - **Toll Free:** (877) SOS-OHIO  
(877-767-6446)
  - **TTY Toll Free:** (877) TTY-OHIO  
(877-889-6446)
- **Go to the Ohio Secretary of State's Website:**  
*[www.OhioSecretaryofState.gov](http://www.OhioSecretaryofState.gov)*
- **E-mail the Ohio Secretary of State's Office:**  
*[election@OhioSecretaryofState.gov](mailto:election@OhioSecretaryofState.gov)*

## Step 1—Register to Vote

If you would like to vote in Ohio elections, the first step is to register to vote.

### **ELIGIBILITY TO REGISTER:**

You are qualified to register to vote in Ohio if you meet all of the following conditions:

- You are a citizen of the United States;
- You will be at least 18 years old on or before the day of the next general election;
- You will be a resident of Ohio for at least 30 days immediately before the election in which you want to vote;
- You are not in jail or in prison for a felony conviction under the laws of Ohio, another state, or the United States;
- You have not been declared incompetent for voting purposes by a probate court; and
- You have not lost your right to vote due to violations of elections laws.

### **TIME TO REGISTER**

You can register to vote any time during the year. In order to be eligible to vote in any given election, your voter registration form must be received at least 30 days prior to that election or postmarked no later than 30 days before the election.

## **REGISTRATION PROCESS**

To register to vote, you must complete a voter registration application. You can complete an application online or obtain a voter registration form.

1. Go to the Secretary of State's website at [www.MyOhioVote.com](http://www.MyOhioVote.com) to complete an application online or print a voter registration form to complete.
2. Call the board of elections in your county (a directory can be found on the Ohio Secretary of State's website) or the Secretary of State's Office to request a voter registration form be mailed to you.

Secretary of State's Office, Elections Division:

Local: (614) 466-2585  
Toll Free: (877) SOS-OHIO  
(877-767-6446)  
TTY Toll Free: (877) TTY-OHIO  
(877-889-6446)

3. You may obtain a voter registration form and register to vote in person at any of the following locations:
  - The office of the Secretary of State;
  - The office of any of the 88 county boards of elections;
  - The office of any registrar or deputy registrar of the Ohio Bureau of Motor Vehicles;
  - Public libraries;
  - Public high schools or vocational schools;
  - County treasurers' offices; or
  - Offices of designated agencies, including:

- **The Department of Job and Family Services;**
- **The Department of Health – (including the Women, Infants and Children (WIC) program);**
- **The Department of Mental Health;**
- **The Department of Developmental Disabilities;**
- **Opportunities for Ohioans with Disabilities; or**
- **The office of any state-assisted college or university responsible for providing assistance to students with disabilities.**

**The Voter Registration Form Contains Spaces for the Following Information:**

- 1. The voter’s name;**
- 2. The voter’s address;**
- 3. The current date;**
- 4. The voter’s date of birth;**
- 5. One of the following forms of identification:**
  - **Ohio driver’s license number (begins with two letters followed by six numbers) or the last four digits of the registrant’s Social Security number, or a copy of a current and valid photo identification, a military identification, 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 the registrant’s name and current address.**
- 6. The voter’s signature.**
  - **“Sign” or “signature” means your written, cursive-style legal mark written in your own handwriting.**



- **If you do not use a cursive-style legal mark in your regular business and legal affairs, “sign” or “signature” means any other legal mark, such as your printed (non-cursive) name, that you use in your regular business and legal affairs that is written in your own handwriting.**
- **If you are unable to sign your name and have no other legal mark, make an “X” on the signature line. The person who witnessed you make that mark must then put his or her signature under the signature line.**
- **If you are unable to make an “X” on the signature line, you must indicate in some manner to the person assisting you that you want to register to vote. The person who is assisting you must sign the form and attest that you indicated that you want to register to vote.**
- **If, by reason of disability, you are unable to physically sign your name, make an “X” or make another legal mark, you may appoint an “attorney-in-fact” who may then sign your name on your behalf at your direction and in your presence.**
- **Your attorney-in-fact must be a legally competent resident of the state of Ohio who is 18 years of age or older.**
- **Your attorney-in-fact can sign your name on election documents when you ask him or her to do so and while you are present.**
- **In order to have a person act as your attorney-in-fact, there are certain forms (Secretary of State Forms 10-F and 10-G) that must be filled out in accordance with R.C. 3501.382. You can obtain these forms by contacting your local board of elections or by visiting the Secretary of State’s website at [www.MyOhioVote.com](http://www.MyOhioVote.com). Click on “Voters With Disabilities.”**

## **WHAT TO DO WITH COMPLETED VOTER REGISTRATION FORM**

Once you have obtained your voter registration form, fill in all of the required information. Be sure to check the form carefully. After you have completed your voter registration form, you must return it in one of the following ways:

- Send your voter registration form by U.S. Mail to your county board of elections, to the Secretary of State's Office, or to any of the other offices listed previously;
- Personally deliver your voter registration form to your county board of elections, to the Secretary of State's Office, or to any of the other offices listed previously; or
- Have someone else personally deliver your voter registration form to your county board of elections, to the Secretary of State's Office, or to any of the offices listed previously for you within 10 days of when you completed the form, or by the voter registration deadline, whichever is earlier.

If you have recently registered for the first time, you will receive a card in the mail designating your polling location where you can vote on Election Day. You can also check your voter registration or find your polling place online at [www.MyOhioVote.com](http://www.MyOhioVote.com).

- If you move and/or change your name after registering to vote, you must update your voter registration by submitting a new voter registration form. Ohio's voter registration form also serves as a change of address and change of name form. You can obtain the form online by visiting the Secretary of State's website at [www.MyOhioVote.com](http://www.MyOhioVote.com) or you can obtain the form at any of the locations listed previously.

**You also may use the Secretary of State's Online Change of Address System at [www.MyOhioVote.com](http://www.MyOhioVote.com). Click on "Change My Address."**

**If you do not report a required change of address by the 30th day before an election, you are still eligible to vote. However, this may mean you have to cast a provisional ballot.**

**If you have changed your name but have not reported the name change to the board of elections by the 30th day before an election and appear at your precinct polling location to vote on Election Day, as long as you are registered to vote in that precinct, you may cast a regular ballot if you provide proof of the legal name change (e.g., a marriage license or a court order that includes the voter's current and prior names) and sign a Notice of Change of Name (Form 10-L).**

**However, if you do not provide proof of the legal name change, you will still be able to cast a provisional ballot.**

## Step 2—Exercising Your Right to Vote

Once you have successfully registered to vote in Ohio elections, the next step is to decide how you want to cast your ballot.

### OPTION 1—VOTE ABSENTEE

Any qualified Ohio voter whose registration information is current may request and vote an absentee ballot without stating a reason. For the majority of voters, absentee voting begins the day after the close of voter registration.

Absentee voters may choose to request and vote an absentee ballot in person or by mail prior to Election Day. If you wish to cast an absentee ballot, whether you are voting in person or by mail, you must submit an application in writing to the board of elections of the county in which you reside.

### Types of Absentee Voting

#### 1. Absentee Voting by Mail

All Ohio voters have the opportunity to vote from their own homes by requesting an absentee ballot by mail.

You must submit a written request for an absentee ballot to the board of elections of the county where your voting residence is located. To avoid problems, you are encouraged, but not required, to use an application form prescribed by the Ohio Secretary of State, available for download at [www.MyOhioVote.com](http://www.MyOhioVote.com).

**You can apply for an absentee ballot beginning January 1st, or 90 days before the date of an election, whichever is earlier, and ending 12:00 noon the Saturday before Election Day.**

**YOUR ABSENTEE BALLOT REQUEST MUST CONTAIN ALL OF THE FOLLOWING INFORMATION:**

- **Your name.**
- **Your signature.**
- **The address at which you are registered to vote.**
- **Your date of birth.**
- **One of the following to show proof of your identification:  
Ohio driver's license number (begins with two letters followed by six numbers) or the last four digits of your Social Security number, or a copy of a current and valid photo identification, a military identification, 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 current address.**
- **A statement identifying the election for which you are requesting an absentee ballot.**
- **A statement that you are a qualified elector.**
- **If the request is for a partisan primary election ballot, your political party affiliation.**
- **If you want the ballot to be mailed to a different address than where you are registered, the address to which you want it mailed.**

## **RETURNING ABSENTEE BALLOT REQUEST**

Once you have completed your request for an absentee ballot, you can return it:

- **By Mail:** You may mail your completed absentee ballot request to the board of elections of the county where your voting residence is located. Your request must have your signature on it. The board must receive your request by 12:00 noon the Saturday before Election Day, though you should request an absentee ballot as early as possible to have time to receive, vote and return your ballot.
- **In Person:** You may return your absentee ballot request in person at the board of elections of the county where your voting residence is located.

## **RETURNING VOTED ABSENTEE BALLOT**

Once the board of elections receives your properly completed absentee ballot request, the board will mail you the actual absentee ballot. When you are finished marking your votes on your absentee ballot, you must return your voted absentee ballot to the board of elections in order for it to be counted. You can return your voted absentee ballot in two ways:

- **Returning your ballot by mail:** Your absentee ballot must be postmarked no later than the day before Election Day and received at the board of elections office no later than the 10th day after Election Day. If the absentee ballot does not have a postmark, it must be received at the board of elections office no later than 7:30 p.m. on Election Day.
- **Returning your ballot in person:** You may deliver your absentee ballot personally or you may have a near

**family member deliver your absentee ballot by 7:30 p.m. on Election Day at the office of the board of elections only.**

## **2. Absentee Voting In Person**

**Starting the day after the close of voter registration, you may request and vote an absentee ballot in person at your county board of elections or voting center as designated by the county. In order to find out when and where to vote in person before Election Day, contact your county board of elections.**

- **Special Circumstances—Disability or Confinement**

**If you are unable to travel to your polling location on Election Day due to your personal illness or physical disability, you still are able to vote by absentee ballot. An absentee voter who has a disability or is confined applies using Secretary of State Form 11-F or any written application containing all the required information (see page 9) plus the nature of the voter’s illness, physical disability, infirmity, or confinement. The board must receive your request by 12:00 noon the Saturday before Election Day. Secretary of State Form 11-F can be obtained from the Ohio Secretary of State’s website at [www.MyOhioVote.com](http://www.MyOhioVote.com). Click on “Voters With Disabilities” then click on “Forms.”**

**You can request that the ballot be mailed directly to you. You also can request that two board of elections employees from opposite major political parties deliver the ballot to you and return your ballot to the board of elections for you. If you are unable to mark the ballot by reason of your disability, you may request help from the two employees sent to assist you.**

## **OPTION 2—VOTE AT POLLING PLACE ON ELECTION DAY.**

If you choose to vote at your polling location on Election Day, you must cast your ballot in your precinct at your designated polling place between the hours of 6:30 a.m. and 7:30 p.m.

### **Where Do You Vote?**

Where you vote on Election Day is determined by the address where you live and are registered to vote. Polling locations are required to be accessible.

If you do not know the location of your precinct or polling place, please contact your county board of elections or use the voter lookup tool available on the Secretary of State's website: [www.MyOhioVote.com](http://www.MyOhioVote.com).



## **IDENTIFICATION REQUIREMENTS**

**All voters must bring acceptable identification to the polls in order to verify their identity.**

**The forms of identification that may be used by a voter who appears at a polling place to vote on Election Day include:**

- **An unexpired Ohio driver's license or state identification card with current or former address so long as the voter's current residential address is printed in the official list of registered voters for that precinct;**
- **A military identification;**
- **A photo identification that was issued by the United States government or the State of Ohio, that contain the voter's name and current address and that has an expiration date that has not passed;**
- **An original or copy of a current utility bill with the voter's name and current address;**
- **An original or copy of a current bank statement with the voter's name and current address;**
- **An original or copy of a current government check with the voter's name and current address;**
- **An original or copy of a current paycheck with the voter's name and current address;**
- **An original or copy of a current other government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and current address.**

**For utility bills, bank statements, government checks, paychecks, and other government documents, "current" is defined as within the last 12 months. "Utility bill" includes**

**a cell phone bill. “Other government document” includes license renewal and other notices, fishing and marine equipment operator’s license, court papers, or grade reports or transcripts. “Government office” includes any local (including county, city, township, school district and village), state or federal (United States) government office, branch, agency, commission, public college or university or public community college, whether or not in Ohio. For more information on identification, go to [www.MyOhioVote.com](http://www.MyOhioVote.com). If you do not bring one of these documents with you, you will still be able to cast a provisional ballot.**

**In Ohio, every polling location is required to have an accessible voting machine. When you arrive at your polling location, please let the precinct election officials know if you would like to use the accessible machines.**

### **ASSISTANCE MARKING BALLOT**

**If you cannot mark your ballot or if you need assistance because of your disability, you may bring someone with you to help you vote, or you may ask for assistance from two precinct election officials (from opposite major political parties). You may ask anyone to help you, except for the following people: A candidate whose name appears on the ballot, your employer or your employer’s agent, or an officer or agent of your union.**

**No one who assists you can tell you how to vote or disclose any information about how you voted.**

## **CURBSIDE VOTING**

If you have a disability and are unable to enter the polling place, you can vote curbside, outside your polling location. Curbside voting is the process followed when a person who is physically unable to enter a polling location may send another person into the polling location to inform precinct election officials of his or her desire to vote.

Two precinct election officials from opposite major political parties will bring a ballot to you. You may sit in your vehicle and vote, or you may vote at the door of the building.

## **PROVISIONAL VOTING**

You will receive a provisional ballot if a precinct election official tells you that you cannot vote a regular ballot for one of the following reasons:

- Your name does not appear on the official poll list for that precinct;
- You changed your name and moved to a different precinct and did not update your voter registration;
- You changed your name, remained within the same precinct, but did not present proof of your name change;
- You moved to a different precinct and did not update your registration;
- You do not provide the required proof of identity;
- You had already asked for an absentee ballot for the same election;
- Your name is marked in the official poll list or signature book because certain registration mailings were returned by the post office as undeliverable;

- **Your eligibility to vote has been challenged by the precinct election officials or a hearing to challenge your voting eligibility has been postponed until after the election;**
- **Your signature does not match the signature on your registration form; or**
- **You already voted a provisional ballot.**

**The content of a provisional ballot is no different from a regular ballot, but it is cast “provisionally” until election officials can verify your eligibility to vote in the particular precinct at that election.**

**If you did not provide an acceptable form of identification at the time you cast your provisional ballot, you must appear in person at the board of elections within seven days immediately following Election Day with your identification in order for your ballot to be counted.**

## Contact Information

### DO YOU NEED MORE INFORMATION?

For more information contact:

**Secretary of State's Office, Elections Division:**

180 E. Broad St., 15th Floor  
Columbus, OH 43215

Local: (614) 466-2585

Toll Free: (877) SOS-OHIO  
(877-767-6446)

TTY Toll Free: (877) TTY-OHIO  
(877-889-6446)

E-mail: [election@OhioSecretaryofState.gov](mailto:election@OhioSecretaryofState.gov)

Website: [www.OhioSecretaryofState.gov](http://www.OhioSecretaryofState.gov)

### COUNTY BOARDS OF ELECTIONS

Each of Ohio's 88 counties has a board of elections that is responsible for administering local elections. For a listing of county boards of elections visit [www.MyOhioVote.com/boards.htm](http://www.MyOhioVote.com/boards.htm).

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Ohio Secretary of State



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Columbus, Ohio 43215**

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