How to Complete and Return Your MAIL-IN BALLOT

STEP 1: Receive Your Mail-in Ballot Envelope with 4 Items Inside

- Instruction Sheet--Read carefully!
- Your Mail-in or Absentee Ballot
- The "Secrecy" Envelope
- The Official Election Self-addressed Return, "Declaration" Envelope

Steps for completing and returning the MAIL-IN and the ABSENTEE BALLOT are the SAME

Did you know you can TRACK your Mail-in Ballot? See <u>"Election Ballot Status"</u>

- Look over your Ballot before you begin
- Use Blue or Black Pen
- Fill in the Ovals for Your Choices

IMPORTANT! If you make a mistake, do not cross out items. Call your <u>County Election</u> <u>Office</u> for a new Ballot.

• Allegheny County Election Office is 412-350-4500.

See <u>www.vote411.org</u> for Candidate Information

STEP 3: Follow the Steps to Use and SEAL Both Envelopes



- On the back, sign the DECLARATION STATEMENT with Your Signature
- Print the DATE
- Print your NAME
- Print your ADDRESS

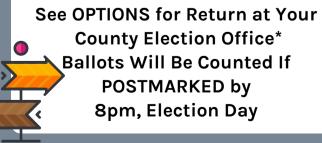
RETURNING Your Ballot: DON'T WAIT! You can MAIL your ballot or return it IN-PERSON to your <u>County Election Office</u> or to Satellite Offices : Allegheny County Elections Division, 542 Forbes Avenue, Suite 604, Pittsburgh, PA, 15219 YOU MAY RETURN ONLY YOUR OWN BALLOT STEP 2: MARK Your Ballot with Your Choices



- Make sure you have made all of your Ballot choices
- Place your completed Ballot in the "Secrecy" Envelope
- SEAL the "Secrecy" Envelope!
- Place the "Secrecy" Envelope inside the Official Election "Declaration" Envelope
- SEAL the "Declaration" Envelope!

STEP 4: Complete the "Declaration" Envelope and DON'T WAIT! Mail or Return It--

*SEE <u>www.alleghenycounty.us</u> for the most up-to-date BALLOT RETURN Information including approved Satellite Office locations , hours, and more





If you didn't receive your Mail-in Ballot or if it is lost, damaged or destroyed, or if you think your *returned ballot*, POSTMARKED by 8 pm on Election Day, may NOT be RECEIVED within 3 days, you may ask for a PROVISIONAL BALLOT at your polling place.

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Act 12 Voter Spoiling of Mail-in or Absentee Requests: A voter may set aside their Mail-in Ballot if they choose to VOTE IN-PERSON. Both the unused Ballot and the Official Declaration Envelope must be returned to the polling place. After signing a declaration, the voter will be allowed to vote a regular ballot.