





## Application for Ongoing Absentee Ballot Status

State election law provides that a voter who will be at least 65 years of age by the next election or who self-identifies as having a disability may apply for ongoing absentee voter status. A voter who qualifies will automatically receive an absentee ballot for each statewide election, municipal election and any other election for which the voter is eligible to vote and need not submit a request for each election.

**Application Received**  
(Date/Time)

**Application Accepted/  
Entered in CVR**  
(Date/Time)

1. Full Name of Registered Voter Requesting the Ballot \_\_\_\_\_

2. Residence Address of Voter \_\_\_\_\_  
(Street Address) (Municipality)

3. Voter's Date of Birth \_\_\_ / \_\_\_ / \_\_\_\_\_

4. Contact Information – Please complete. Clerk will use only to notify the voter if there is a problem with the application or ballot.

Daytime Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

5. **Primary Ballot requested (Required for primary election only):** A voter not enrolled in a political party may participate in a party's primary without enrolling in the party. An unenrolled voter may vote only one party's primary ballot at each primary election. Indicate the party for which you want to receive a ballot. NOTE: A voter enrolled in a party will receive the ballot for that party regardless of the party indicated below.

Democratic  Green Independent  Libertarian  No Labels  Republican  Referendum Only

6. Mailing address at which voter will receive absentee ballot: \_\_\_\_\_

7. Voter must check the applicable box(es) below indicating the reason(s) the voter qualifies as an ongoing absentee voter (*Check all that apply*):

I will be at least sixty-five (65) years of age by the next election

I have a disability

**I certify, under penalty of law, that the information provided on this application is true.**

8. Signature of Voter \_\_\_\_\_ Date \_\_\_\_\_

### **AIDE CERTIFICATE** (Must be Completed if Applicant was Assisted as Designated Below)

If the voter received assistance in reading or signing this application, the person who assisted the voter must complete and sign this certificate.

**I helped this voter:**  read the application  sign the application  read and sign the application

Signature of Aide \_\_\_\_\_ Printed Name of Aide \_\_\_\_\_

The Municipal Clerk or Secretary of State shall remove a voter's ongoing absentee voter status only for specific reasons stated in law. These include (1) Voter requests in writing that ongoing status be terminated; (2) Voter dies or becomes disqualified; (3) Voter is cancelled in the central voter registration system; (4) Voter's absentee ballot is returned as undeliverable; (5) Voter does not vote by absentee ballot in a general election (election of federal, state and county official occurring in November of even-numbered year) ; or (6) Voter's status is changed to inactive in the central voter registration system because the voter failed to respond to a change of address mailing. **If a voter with ongoing absentee ballot status moves out of a municipality, the voter's ongoing status is also terminated. The voter must submit a new application to the voter's new residence municipality.**



## Absentee Voting Guide for Requesting & Receiving Absentee Ballots

Provided by the Office of the Secretary of State - August 2024

### Voting in the Presence of the Clerk {§753-B(8)}

- No application is needed
- Clerk provides ballot directly **to the voter only**; voter votes in clerk's presence
- Clerk signs as a witness and checks the box indicating the voter voted in the clerk's presence
- Same process applies to absentee voting conducted by the Clerk at nursing homes, Level IV residential care facilities and assisted living facilities with more than 6 beds. (**Clerk must conduct absentee voting at these facilities at least 1 time in the 30 days before an election**) {§753-B(5)} *NOTE: Facilities must be licensed as specified in §753-B(5), if not, clerk must obtain signed application before removing ballot from office to deliver to voter*

### Telephone Request {§753-A(4)}

- Application completed by clerk; "Telephone Request" written in space for voter's signature
- Request by **voter only**
- Clerk obtains and writes voter's date of birth on application. Clerk must verify it is the voter requesting the ballot by confirming voter's residence address and birth date with the information in the voter's record
- Clerk mails or delivers ballot directly **to the voter** at the address stated in the application {§753-B(1)}
- **No witnesses needed** if ballot not assisted {§754-A(1)(C)}; **if assisted**, aide signs as aide & 1 other person signs as witness {§754-A(3)(E)}
- **Ballot Return Options: Voter or an immediate family member returns the ballot by mail, in person, or to a secured Absentee Ballot Drop Box** {§754-A(1)(D)}; if returned in person by an immediate family member, the immediate family member must sign the application and indicate relationship to the voter {§754-A(1)(E)}

### Request by Electronic Means {§753-A(6)}

- All municipalities shall accept applications received from the Secretary of State's online Absentee Ballot Request (ABR) Service; the **only** acceptable electronic applications are those submitted through this approved service
- Request by **voter only**
- Clerk shall verify it is the voter requesting the ballot by confirming the voter's residence address and birth date with information in the voter's record
- Clerk prints the electronically submitted application
- Clerk mails or delivers ballot directly **to the voter** at the address stated in the application {§753-B(1)}
- Same witness requirements and ballot return options as "Telephone Request"

### Written Request (Received by Mail, by Fax, or in Person) – NO 3<sup>rd</sup> person designated {§753-A(3)}

#### **BY THE VOTER:**

- Application (or written request) signed by the voter {§753-A(3)}
- Clerk mails or delivers the ballot **to the voter** at the address listed; or gives the ballot to the voter in person to take with the voter {§753-B(1)}
- Same witness requirements and ballot return options as "Telephone Request"

#### **BY THE VOTER'S IMMEDIATE FAMILY MEMBER:**

- Application (or written request) signed by the voter's immediate family member {§753-A(3)}
- **Immediate family member** means a person's spouse, parent, grandparent, child, grandchild, sister, half-sister, brother, half-brother, stepparent, step grandparent, stepchild, step grandchild, stepsister, stepbrother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, guardian, former guardian, domestic partner, the half-brother or half-sister of a person's spouse, or the spouse of a person's half-brother or half-sister {§1(20)}; relationship must be indicated on application
- Clerk delivers the ballot to an **immediate family member or to the voter**, or mails the ballot to the address stated in the request {§753-B(1)}
- **Immediate family member request is not considered a 3<sup>rd</sup> person ballot** {§753-B(1); §1(43-A)}
- Same witness requirements and ballot return options as "Telephone Request"

### Written request by the Voter (Received by Mail, by Fax, or In Person) – 3<sup>rd</sup> Person Designated {§753-A(3)}

- Application (or written request) signed by the voter; **only the voter can designate a 3<sup>rd</sup> person to deliver a ballot and this must be done through a written request** {§753-A(3)(C)}
- **3<sup>rd</sup> person cannot be a candidate or a member of a candidate's immediate family** {§753-B(2)(A)}
- Clerk gives the ballot, in person, **only to the 3<sup>rd</sup> person** named in the request {§753-B(1)}
- **Ballot must be witnessed** by 1 notary, 1 municipal clerk, 1 clerk of courts or 2 other individuals {§754-A(2)(A)}
- If ballot **is assisted**, the aide signs as aide & the ballot must have 1 other witness {§754-A(3)(B)&(E)}
- **The 3<sup>rd</sup> person** named in the request returns the ballot, in person, directly to the clerk {§754-A(2)(D) or (3)(F)}
- **Voter may return ballot by mail or in person**, but witness requirements still apply if a 3<sup>rd</sup> person handles ballot going out or coming back {§754-A(2)}
- 3<sup>rd</sup> person may have up to **5 absentee ballots** for a municipality at one time {§753-B(2)(C)}



**Absentee Voting Guide – Another Summary**  
*Provided by the Office of the Secretary of State – August 2024*

	<i>Presence of Clerk</i> <i>{§753-B(8)}</i>	<i>Telephone Request</i> <i>{§753-A(4)}</i>	<i>Electronic Request</i> <i>{§753-A(6)}</i>	<i>Written Request –</i> <i>NO 3rd Person</i> <i>{§753-A(3)}</i>	<i>Written Request –</i> <i>3rd Person</i> <i>{§753-A(3)}</i>
<b>Who Can Request?</b>	Voter only	Voter only	Voter only	Voter or voter’s immediate family member	Voter only
<b>Is A Paper Application Needed?</b>	No – unless the voter wants to take the ballot out of the office (then the voter makes a written request)	Yes – Clerk completes an app, verifies voter’s info, & writes “telephone request” in signature space	Yes – clerk prints application that is generated by the online system	Yes – it is signed by the voter or the voter’s immediate family member	Yes – it is signed by the <b>voter only</b>
<b>How Is the Ballot Delivered?</b> <i>{§753-B(1)}</i>	Clerk hands it directly to the voter	Clerk mails or delivers it directly to the voter	Clerk mails or delivers it directly to the voter	<b>Voter request</b> – Clerk mails or delivers it to the voter <b>Immediate family member request</b> – Clerk mails or delivers it to the voter <b>or</b> the immediate family member	Clerk hands it <b>only to the 3rd person</b> named in the request <b>No other 3<sup>rd</sup> person may handle the ballot</b>
<b>Are Witnesses Needed?</b> <i>{§754-A(2) and (3)}</i>	Yes – Clerk serves as the witness	No – <b>Unless assisted</b> – then the aide signs as aide and 1 other witness is needed	No – <b>Unless assisted</b> – then the aide signs as aide and 1 other witness is needed	No – <b>Unless assisted</b> – then the aide signs as aide and 1 other witness is needed	Yes – 1 “special” * or 2 other witnesses <b>Unless assisted</b> – then the aide signs as aide and only 1 other witness is needed
<b>How Is the Ballot Returned?</b>	The <b>voter only</b> hands it back to the Clerk	The <b>voter</b> returns it by mail, in person or to a secured Absentee Ballot Drop Box <i>{§754-A(1)(D)}</i>  (If returned in person by an immediate family member, that person must sign below the “Telephone Request” making it an immediate family request)	The <b>voter</b> returns it by mail, in person or to a secured Absentee Ballot Drop Box <i>{§754-A(1)(D)}</i>  (If returned in person by an immediate family member, that person must sign below the “Electronic Request” making it an immediate family request)	The <b>voter</b> returns it by mail, in person or to a secured Absentee Ballot Drop Box <i>{§754-A(1)(D)}</i>  (If returned in person by a <b>different</b> immediate family member than the one who requested the ballot, that person must also sign the application)	The 3 <sup>rd</sup> person must return it directly to the clerk. <i>{§754-A(2)(D) &amp; (3)(F)}</i>  (The voter can return it, but witnesses are still needed if the ballot has been handled by a 3rd person

**Remember:**

- Any registered voter may request and vote by absentee ballot for any election (with no reason required) through the Thursday before Election Day. After that day, a Special Circumstances application must be completed.
- The aide is limited to reading and/or marking an absentee ballot application, absentee ballot envelope or the absentee ballot itself, as directed by the voter.
- The Clerk must enter in the Central Voter Registration system (CVR), all information regarding voters who requested and were furnished absentee ballots, including those who voted in the presence of the Clerk. The list of absentee voters required by 753-B(6) can then be generated from CVR.
- The Clerk must enter **in the CVR** information for 3<sup>rd</sup> persons designated in applications or written requests to whom absentee ballots are sent or delivered.

\* A Notary Public, a municipal clerk or a clerk of courts may be the single witness to a 3rd person ballot that is not assisted. If assistance is provided, the 3<sup>rd</sup> person may sign as the aide, and 1 other person must also sign as a witness.