

# ABSENTEE BALLOT INFORMATION

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## Application Information

If you are going to be out of the county, are sick or handicapped and cannot get to the Polls, you may vote by Absentee Ballot. You must apply for an Absentee Ballot either in person or by U.S. Mail. The Circuit Clerk's office will provide you with an application form for an Absentee Ballot any time prior to an election, right up to 4:00 p.m. on the Thursday before the next Tuesday election. You may either pick up an application form at Circuit Clerk's office or call the office at 256-351-4658 and one will be sent to you in the mail.

### **YOU MAY ALSO WRITE THE CIRCUIT CLERK USING A PLAIN PIECE OF PAPER THAT LISTS THE FOLLOWING INFORMATION:**

- 1) Your full name as it appears on the voter list.
- 2) Your Morgan County Address. (If it is different from the voter's list, give us your old and new address).
- 3) Your date of birth.
- 4) Your social security number (optional).
- 5) Your voting place.
- 6) Address where you want the ballot sent.
- 7) A telephone number where you may be reached.
- 8) Your reason for voting Absentee.
- 9) If Absentee request is for Party Primary or Runoff, list your Political Party preference.
- 10) Specify if request is for party Primary, Party Runoff, Municipal, Special, General Election, or ALL elections for the year.
- 11) Sign the request. (If you sign by mark, you must have a witness sign the request).

Applicants may register the same day that they move into the county.

If you move within Morgan County or changed your name you must notify the Board of Registrars office in writing or you can update your voter file in the Registrars office between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday.

Know a voter who has died or moved out of Morgan County? If you do, please call our office so we may keep our records as up-to-date as possible. We will independently verify the information you provide us before removing the voter from the Voter List.

## **How to Handle Your Absentee Ballot**

If you are eligible to vote an Absentee Ballot, you may vote in person at the Circuit Clerk's office anytime after they receive the Absentee Ballots (Usually 30-45 days before the election). You may have your ballot mailed to you.

If you receive your ballot by mail you must do the following:

Mark your ballot with the pencil provided with your ballot.

Fold your ballot and place it inside the inner envelope and seal.

Place the inner envelope inside the outer return mail envelope as well as a copy of your I.D. and seal.

You must fill out the affidavit on the outside of the return mail envelope and it must be signed by a notary public or two adult witnesses.

Deliver the completed ballot to Circuit Clerk's office in person or mail it to arrive by election day

Only the voter may hand deliver the completed ballot to the Circuit Clerk's office. Not a spouse, relative or friend!

### **Mailing Information**

The completed ballot can also be mailed in your individually sealed envelope, mail your request to:

**Morgan County Circuit Clerk  
Chris Priest  
P.O. Box 668  
Decatur, AL 35602**

Once you request an absentee ballot you **MAY NOT** vote at the polls for that election.