



## **ABSENTEE VOTING INSTRUCTIONS**

***PLEASE READ BEFORE VOTING!***

MAKE SURE YOUR VOTE IS COUNTED BY FOLLOWING THE INSTRUCTIONS LISTED BELOW. IF BALLOTS ARE NOT HANDLED CORRECTLY, THEY MUST BE REJECTED.

Please use either a #2 pencil or black gel pen to vote your ballot(s). **Do not** use red pens or permanent markers. Fill in the oval next to your choice. **DO NOT ERASE.**

***If you obtained your ballot through the mail by requesting it over the phone OR if a family member requests the ballot for you:*** If someone helped you to vote by reading the ballot or marking the ballot, the person acting as the aide must sign the envelope and there also must be a witness who signs the envelope. If no assistance was needed in reading or marking your ballot, no witnesses are needed. You or an immediate family member may bring the ballot back or you may return it by mail.

***If a 3<sup>rd</sup> person (someone other than you or an immediate family member) carries the ballot:*** If someone helped you to vote by reading the ballot or marking the ballot, the person assisting signs as the aide and one other person signs as a witness. If the ballot is not assisted, a notary public, municipal clerk, or clerk of courts **OR** two (2) other individuals must witness the ballot. The 3<sup>rd</sup> person must return the ballot to the municipal clerk *or* the voter may return the ballot in person or by mail.

***If a witness is required:*** Before marking the ballot the voter shows the ballot to the witness or witnesses to confirm that it is unmarked. While the voter marks the ballot, there must be **no communication** between the voter and others present regarding the candidates or questions on the ballot. The voter marks the ballot so it is not possible for anyone to see how the ballot is voted. The voter seals the ballot in the return envelope, and then the voter and witnesses sign the envelope.

Seal your ballot(s) in the return envelope. **Make sure to sign on the return envelope!** Failure to sign the envelope will void your ballot(s).

Make sure to put the proper postage on the return envelope.  
The return address is: **Town of Orono - Elections, 59 Main St., Orono, ME 04473.**

**Your ballot(s) must be received by 8:00 p.m. on Election Day in order for it to be counted.** If the envelope is not signed, the ballot(s) will be rejected and a second set of ballot(s) will be issued to you provided we can contact you and sufficient time remains to cast another ballot.

**If you have any questions, please call our office at (207) 866-2556  
and ask for Town Clerk / Registrar, Shelly Crosby.**

## **3RD PARTY CARRIERS OF ABSENTEE BALLOTS INFORMATIONAL SHEET**

- The voter must fill out the Absentee Ballot Request and designate the 3rd Party Carrier.
- A 3rd Party Carrier cannot be a candidate /or immediate family member of a candidate.
- A 3rd Party Carrier will bring the completed ballot request to the Town Office.
- The 3rd Party Carrier may only have **five 3rd party ballots at a time** and each ballot must be returned to the clerk before being issued additional ballots. *(Return one ballot can sign out one)*
- The 3rd Party Carrier will arrange a time to take the ballots to the voter when the witnesses are available and may sign off.
- The 3rd Party Ballot must be witnessed /or it will be declined.
- Either the voter or the 3rd Party Carrier must return the ballots to the Town Office.
  1. If the voter is not assisted, either a notary, municipal clerk or clerk of courts can witness or two individuals may witness.
  2. If voter is assisted with reading or marking the ballot, the aide and one other person must sign as the witnesses.
  3. Before marking the ballot the voter shows the ballot to the witnesses to confirm that it is unmarked. While the voter marks the ballot, there must be no communication between the voter and others present regarding the ballot. The voter will then mark the ballot so it is not possible for anyone to see the ballot. The voter will then seal the ballot in the return envelope. The voter and witnesses sign the outside of the envelope.
  4. Should the voter mark the ballot inappropriately or if there is something wrong with the ballot, please contact the office so that we can correct the mistake or issue a new ballot. You will need to return the first ballot issued.

**The Election is being held in the  
Council Chambers at 59 Main Street.**

**Polls open at 7:00 AM  
and close at 8:00 PM.**

**You may also download an Absentee Ballot  
Application from our website at:  
[www.orono.org](http://www.orono.org) or pick one up  
at the Town Office on 59 Main Street.**

