

INSTRUCTIONS TO UNIFORMED SERVICES OR OVERSEAS VOTERS

R.C. 3511.11, 3505.181

1. **INSPECT YOUR BALLOT:** Before voting your ballot, ensure that there are no marks on your ballot. If there are any marks on your ballot, immediately return it to your county board of elections and ask for a new ballot.
2. **MARK YOUR BALLOT:** Mark your ballot according to the specific instructions provided on the ballot.
3. **IF YOU MAKE A MISTAKE:** If you make a mistake when marking your ballot, please contact your county board of elections for a replacement ballot. You may request a replacement ballot only two times.
4. **PREPARE YOUR VOTED BALLOT FOR SUBMISSION:**

IF YOU RECEIVED YOUR BALLOT BY MAIL:

- A. The numbered stub must remain attached to your ballot. Your ballot cannot be counted if the stub is removed.
- B. Place your voted ballot into the Identification Envelope. Seal the Identification Envelope. Your ballot cannot be counted if it is not sealed in the Identification Envelope.
- C. Complete and sign the Statement of Voter on the outside of the Identification Envelope. Your ballot cannot be counted if the Statement of Voter is not completed and signed. (Required)
 1. Write your date of birth on the outside of the Identification Envelope/Statement of Voter in the space provided. (Required.)
 2. If your board of elections has not already pre-printed your name and address on the Identification Envelope/Statement of Voter, you must print your name and voter registration address on the statement. (Required.)
 3. Write your driver's license number (two letters followed by six numbers) or the last four digits of your Social Security number. If you do not provide either of these forms of identification, you must enclose a copy of a valid ID described in "E" below. (Required.)
- D. Place the sealed, completed and signed Identification Envelope into the Return Envelope.
- E. If you did not write your driver's license number or the last 4 digits of your Social Security number on your Identification Envelope, include a copy of a current and valid photo identification, a military ID, 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 address. Place the copy of your ID in the Return Envelope separate from the Identification Envelope. Election officials must be able to see you have provided ID in order to count your ballot.
- F. Seal the Return Envelope containing your completed and sealed Identification Envelope and, if appropriate, your separate ID document.
- G. Mail the voted ballot to your county board of elections in the sealed return envelope. You must affix sufficient postage, if necessary, to ensure the prompt delivery of your ballot.

IF YOU RECEIVED YOUR BALLOT BY FAX OR EMAIL:

- A. Complete and sign the Identification Envelope/Statement of Voter. Your ballot cannot be counted if the Identification Envelope/Statement of Voter is not completed and signed. (Required.)
 1. Write your date of birth on the Identification Envelope/Statement of Voter in the space provided. (Required.)

2. If your board of elections has not already pre-printed your name and address on the Identification Envelope/Statement of Voter, you must print your name and voter registration address on the statement. (Required.)
 3. Write your driver's license number (two letters followed by six numbers) or the last four digits of your Social Security number. If you do not provide either of these forms of identification, you must enclose a copy of a valid ID described in "D" below. (Required.)
- B. Prepare your own Return Envelope. You may print a copy of the first page of the Return Envelope (SOS Form 285) which accompanied your balloting materials from your county boards of elections and securely affix it to a return envelope. Alternatively, you may utilize the Open Postage-Paid Envelope Template on the Federal Voting Assistance Program website: <http://www.fvap.gov/resources/media/returnenvelope.pdf> which may be used if mailed in the U.S. Postal System, which includes all U.S. military post offices (APO/FPO) overseas, or through the diplomatic pouch available at U.S. embassies/consulates. The template must be printed on a number 10 or larger envelope.
- C. Place the Identification Envelope/Statement of Voter and your voted ballot in the Return Envelope.
- D. If you did not write your driver's license number or the last 4 digits of your Social Security number on your Identification Envelope/Statement of Voter, include a copy of a current and valid photo identification, a military ID, or a current (within the last 12 months) bank statement, utility bill, 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 address. Place the copy of your ID in the Return Envelope. Election officials must be able to see you have provided ID in order to count your ballot.
- E. Seal the Return Envelope containing your voted ballot, completed Identification Envelope/Statement of Voter and, if appropriate, your separate ID document.
- F. Mail the voted ballot to your county board of elections in the sealed return envelope. You must affix sufficient postage, if necessary, to ensure the prompt delivery of your ballot.
5. **DEADLINE TO RETURN YOUR VOTED BALLOT:**
- **Uniformed Services and Overseas Civilians:**
In order for your ballot to be counted, the **Identification Envelope/Statement of Voter** must be signed no later than 12:01 a.m. on the date of the election and the voted ballot must be received by the board within 10 days after the election.
 - **You may NOT return your absent voter ballot to your polling place or transmit your voted ballot by electronic means (fax or e-mail).**
 - Ballots received late cannot be counted.