



# INSTRUCTIONS FOR VOTING AN ABSENTEE BALLOT

Read carefully and follow all directions

**Ballots must be received by election office by 8 p.m. on November 8, 2016**

*Failure to follow directions may invalidate part or all of your ballot*

## 1. VOTE YOUR BALLOT

- Completely fill in the oval for each race using only black or blue ink pen.
- Vote in all columns and both sides of ballot(s) as applicable. *Skipping a race will not invalidate your ballot.*
- **Do not** make an X, √, or another mark.
- **Do not** cross out, erase, or use correction fluid.
- **Do not** make any identifying marks on your ballot.
- **Do not** mark more choices than allowed for each race (overvote) as that will cause that race only to not be counted.

**SAMPLE OVERVOTED RACE**  
For United States Representative  
(Vote for One)

John Doe

Thomas Jefferson

Jane Q Public

*Void Overvote*

- To write in a candidate's name, completely fill in the oval to the left of the line provided and print the name in the blank space.

**SAMPLE WRITE-IN VOTE**  
For United States Representative  
(Vote for One)

John Doe

- If you make a mistake or spoil your ballot, request a replacement ballot from the election office.

## 2. PREPARE BALLOT FOR SUBMITTAL

- Place VOTED ballot in the SECURITY ENVELOPE and seal (if multiple sheets, return all sheets of the ballot).
- **SIGN YOUR signature** on the voter affirmation on the back of the Signature Envelope. Failure to sign may invalidate your ballot.
- If the signature on the affirmation does not match the signature on file, the ballot may be rejected.
- Place the Secrecy Envelope containing your voted ballot into the Signature Envelope and Seal.



## 3. RETURN BALLOT

- Mail your ballot – USPS recommends that you mail at least one week before the election; or 
- Drop off ballot at election office:

\_\_\_\_\_ COUNTY ELECTION OFFICE

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

- **Ballots must be received at the election office by 8 p.m. on Election Day, November 8, 2016.** (Note: a postmark cannot be accepted so if you mail your ballot make sure there is enough time for it to reach the election office.)
- **DO NOT FORGET POSTAGE IF MAILING:**  \_\_\_\_\_ cents postage required

## ASSISTANCE FOR VOTERS WITH DISABILITIES

There are options for voters with disabilities including equipment for individuals with visual and mobility impairments. Contact your county election office for information about all options.



## TRACK YOUR BALLOT

You can confirm the status of your absentee ballot for any Federal Election and review the Voter Information Pamphlet (if applicable) on "My Voter Page" found at [sos.mt.gov/Elections](http://sos.mt.gov/Elections).



## 2. PREPARE BALLOT FOR SUBMITTAL

## MILITARY/OVERSEAS VOTERS

If you are an active-duty absent military voter or overseas citizen, registration and voting activities can be done electronically. See [sos.mt.gov/Elections](http://sos.mt.gov/Elections).



## IF YOU HAVE QUESTIONS CONTACT THE ELECTION OFFICE AT:

\_\_\_\_\_ County Election Office

Phone: 406- \_\_\_\_\_

Fax: 406- \_\_\_\_\_

Email: \_\_\_\_\_

