



INSTRUCTIONS TO VOTE-BY-MAIL VOTERS

IMPORTANT – TO ENSURE YOUR BALLOT WILL BE COUNTED:

1. **MAIL** your ballot in time to be received by the Supervisor of Elections office **no later than 7:00 p.m. on Election Day. *Be aware as of January 10, 2015 USPS first class mail can take between 3-5 days for delivery, so mail at least 5 days before Election Day.***
2. **MARK** your ballot in secret unless you are in need of assistance.
 - ★ Completely fill in the oval next to your choice. Example: ●
 - ★ Black or dark blue pen is recommended.
 - ★ Mark only the number of candidates or issue choices for each race as indicated on the ballot.
 - ★ Do not make any stray or identifying marks on your ballot.
3. **PLACE** your marked ballot into this secrecy sleeve. Do not staple or tape secrecy sleeve.
4. **INSERT** the secrecy sleeve with ballot into the return envelope. Return only one voter's ballot per envelope. Households should not combine into one envelope.
5. **SEAL** the return envelope.
6. **You must SIGN the Voter's Certificate on the RETURN ENVELOPE before mailing.**
 A vote-by-mail ballot will be considered illegal if the signature on this Voter's Certificate does not match your signature on record. To update your signature, send it on a voter registration form so that it is received not later than the start of the canvassing of vote-by-mail ballots —not earlier than the 15th day before the election. Voter registration forms can be found on our website, www.govote-okaloosa.com.



TO RETURN YOUR BALLOT BY MAIL: *Be aware as of January 10, 2015 USPS first class mail can take between 3-5 days for delivery, so mail at least 5 days before Election Day.*

- ★ **USE** the return envelope provided. Return only one voter's ballot per envelope to ensure ballot is counted.
- ★ **BLACK envelopes require one first-class stamp to be returned to our office.**
- ★ **BLUE envelopes** are postage-paid and there is no need to add postage.
- ★ **COMPLETE** the Voter's Certificate on the outside of the RETURN ENVELOPE. SIGN and DATE, or your ballot may not be counted.



TO HAND-DELIVER YOUR BALLOT: (2 locations)

Ballots can be hand-delivered through 7:00 P.M., Election Day to one of the following locations.

1.) Election Headquarters
 Buddy Brackin Bldg.
 302 N. Wilson St., Ste. 102
 Crestview, FL 32536-3440

2.) Branch Office
 Okaloosa County Administration Bldg.
 1250 Eglin Parkway, Ste. 103
 Shalimar, FL 32579

PLEASE NOTE: You CANNOT drop off Vote-by-mail Ballots at polling places on Election Day.

FELONY NOTICE: Under Florida Law it is a felony to accept any gift, payment, or gratuity in exchange for your vote for a candidate. It is a felony to vote in an election using a false identity or false address, or under any other circumstances making your ballot false or fraudulent.

This sheet is provided as your

VOTE-BY-MAIL BALLOT SECRECY SLEEVE



After voting your vote-by-mail ballot, return it to the Supervisor of Elections office in this vote-by-mail ballot secrecy sleeve; but, in order for your ballot to count:

VOTER, PLEASE REMEMBER TO:

- **INSERT BALLOT IN ENVELOPE.**
- **RETURN ONLY ONE VOTER'S BALLOT PER ENVELOPE.**
- **SIGN ACROSS FLAP OF ENVELOPE.**
- **INCLUDE DATE SIGNED IF YOU ARE OVERSEAS.**

POWER OF ATTORNEY MAY NOT SIGN FOR VOTER

