

HOW TO RETURN

We strongly recommend you mail your ballot well before Election Day, to help ensure it arrives in time. Ballots may be returned by US Postal Service, commercial courier service or in person. According to state law, only you, or your near relative or legal guardian may mail or hand-deliver the Return Envelope. Do not give your balloting materials to a neighbor, friend, or stranger. A near relative is your: Spouse, brother, sister, parent, child, stepchild, grandparent, grandchild, stepparent, mother-in-law, father-in-law, daughter-in-law, or son-in-law.

If you need assistance returning your ballot due to disability, these restrictions do not apply, and you may ask any person you choose to return your ballot.

If your ballot is lost, damaged or mismarked, please call our office to request a replacement.

ASSISTANCE WITH MAILING YOUR BALLOT

If you have a disability and need assistance mailing your ballot: You may direct an individual to immediately take the sealed envelope containing your ballot to the closest U.S. mail depository or mailbox. If you have a mailbox at your residence, the mailbox is the closest depository.

The individual taking your sealed ballot to the closest depository or mailbox must sign the Voter Assistant Certification on the back of the ballot envelope.

ACCESSIBLE ABSENTEE VOTING FOR BLIND AND VISUALLY IMPAIRED VOTERS

If you are a blind or visually impaired voter, you may request, mark, and return an accessible absentee ballot online through the N.C. Absentee Ballot Portal. It is compatible with screen readers and allows for a digital or typed signature. Voters will be asked to provide a valid form of photo ID. If a voter cannot provide photo ID they can still vote by filling out an ID Exception Form.

Learn how it works at <https://www.ncsbe.gov/voting/help-voters-disabilities/accessible-absentee-voting>.

Voters who receive an accessible absentee ballot may still vote in person on Election Day or during early voting as long as the accessible absentee ballot has not been submitted in the portal.



TRACK YOUR BALLOT

Once you have requested your absentee ballot, you can track its status from when it is first sent to you until when it is ultimately accepted by signing up online for status notifications through BallotTrax.

The BallotTrax system tracks the status of your mail ballot and can send a series of proactive alerts notifying you where your ballot is in the election process, from printed to accepted! Visit [ncsbe.gov/voting/vote-mail](https://www.ncsbe.gov/voting/vote-mail) to learn more and to sign up!



Questions?

Call us at **919-245-2350**
or email us at
vote@orangecountync.gov

Need a FREE photo ID for voting purposes?

Visit our office
Monday-Friday
8am - 5pm

No appointment necessary!

Orange County Board of Elections
208 S Cameron Street, Hillsborough, NC 27278



www.orangecountync.gov/Elect

GUIDE TO VOTING ABSENTEE BY MAIL



Orange County Board of Elections
208 S. Cameron Street
Hillsborough, NC 27278

HOW TO REQUEST AN ABSENTEE BALLOT

Any registered voter of Orange County may request, receive, and vote a mail-in absentee ballot in elections where absentee voting is permitted. Voters must make their request using the **NC Absentee Ballot Request Form**. There are three ways to access and submit the form:

Online:

Request an Absentee Ballot using the N.C. Absentee Ballot Portal at <https://votebymail.ncsbe.gov/app/home>

By Mail:

Complete, sign and mail a **NC Absentee Ballot Request Form** to our office at **PO Box 220, Hillsborough, NC 27278**. Voters must ensure they are using the current version of the form with the current election year printed at the top. The form must be signed by the voter or a near relative who is making a request on behalf of a voter.

Civilian absentee request forms may no longer be emailed or faxed to our office. To avoid delays, voters should provide a complete, accurate mailing address for their ballot in the space provided on the request form. Voters who receive a mailed absentee ballot may still vote in person on Election Day or during early voting as long as the mailed absentee ballot has not been returned.

In Person:

A voter or the voter's near relative or legal guardian may deliver the request form to our office in person at **208 S Cameron St, Hillsborough, NC 27278**. If a voter needs assistance due to a disability, these restrictions do not apply, and the voter may ask any person for assistance with requesting a ballot. Anyone delivering a request form in person must sign a log.

WHEN TO REQUEST

Request your ballot early. Ballots must be transmitted to the voter by US Postal Service.

The Board of Elections will begin mailing ballots:

- 60 days prior to a statewide general election
- 50 days prior to a statewide primary
- 30 days prior to a municipal election



WHAT YOU WILL RECEIVE

Your ballot package will include:

- Your ballot
- Complete instructions
- Ballot envelope with form on one side and clear sleeve on opposite side

- Yellow Photo ID Exception form (only to be used if you are unable to provide a copy of an acceptable photo ID)
- Return envelope

HOW TO COMPLETE YOUR BALLOT

1. Gather your witnesses and mark your ballot.



You are required to mark your ballot and sign the form printed on the ballot envelope in the presence of two witnesses or one notary. Each witness must be at least 18 years old.

2. Seal your ballot in the ballot envelope and sign your name on the ballot envelope.



You must sign or make your mark in the designated area. If you are physically unable to sign or make your mark due to disability, the person assisting with the ballot should write in the signature line, "Disabled - cannot sign" and must complete the Voter Assistant Certification located on the ballot envelope.

3. Two Witnesses or One Notary Sign and Complete the witness section of the ballot envelope.



4. Assistant (if needed) signs and completes envelope.

5. Include copy of Photo ID or Photo ID Exception Form.



6. Place the sealed ballot envelope into the return envelope and return it to your county Board of Elections office.



A properly completed ballot envelope should look like the form to the right.

CAROL RUTH
 152 MILLSTONE LANDING
 HILLSBOROUGH, NC 27278

PCT: **HE**
 App#: CIV-32

County Board Approval: Initial _____ Date _____

Voter do not write above this line

Step 1: Get your 2 witnesses or notary ready.
See information printed on envelope flap for their eligibility requirements.

Step 2: Voter, sign and complete below.

I certify that:

- I am a US citizen.
- I am at least 18, or will be by the date of the general election.
- I have not been convicted of a felony, or if so, I have completed my sentence (including any probation, post-release supervision, or parole).

- I am registered to vote in this county.
- I will have lived at my address printed above for at least 30 days before this election.
- I understand it is a felony to vote more than once in an election
- I marked the enclosed ballot or it was marked for me according to my instructions.

Voter, sign here: If a second primary is called, please mail me an absentee ballot for that election.

✕
Carol Ruth

Name correction (if applicable) _____

Step 3: Witnesses or notary, certify below.

Each witness or notary certifies that:

- I meet the eligibility requirements as outlined on the envelope flap.
- I respected the secrecy of the ballot unless I assisted at the voter's request.

- The voter marked the ballot in my presence, or caused it to be marked in the voter's presence according to their instruction.
- The voter signed this envelope, or caused it to be signed.

Witness 1 print name:	John Ruth
Street Address / PO Box:	152 Millstone Landing
City / State / Zip:	Hillsborough, NC 27278
Witness 1, sign here:	<i>John Ruth</i>
Witness 2 print name:	Celeste Johnson
Street Address / PO Box:	1632 Hideaway Lane
City / State / Zip:	Hillsborough, NC 27278
Witness 2, sign here:	<i>Celeste Johnson</i>

If using a notary instead of 2 witnesses, the notary also certifies that:

State of _____
 County of _____
 The voter, _____
Voter name
 appeared in person and was positively identified on _____
Date
 Notary Public _____ seal
 Commission Expiration Date _____

Voter assistant certification (if applicable). As the voter's assistant, I certify that:

- If assisting NOT due to voter's disability: I am the voter's near relative or legal guardian, or I am helping the voter because a near relative or legal guardian is not available to assist the voter. I am not an owner or staff of a hospital, clinic, nursing home or adult care facility where the voter is a patient. The voter asked for my help marking the ballot and/or
- If assisting, mailing or returning due to voter's disability: The voter asked for my help due to their disability. If I helped mark the ballot and/or this form, I followed the voter's instructions and was in their presence.

Assistant Print Name:	Celeste Johnson
Street Address/ PO Box:	1632 Hideaway Lane
City / State / Zip:	Hillsborough, NC 27278
Assistant, sign here:	<i>Celeste Johnson</i>

Instructions

- Place your marked ballot in this envelope and seal the envelope. Do not seal anything else inside this envelope.
- You and your witnesses or notary complete steps 2 and 3 of this envelope.
- Place a copy of your photo ID or a completed ID Exception Form in the sleeve on the back of this envelope.

If you are a patient in a hospital, clinic, nursing home or adult care home and do NOT require assistance due to a disability, your witnesses or notary cannot be:

- An owner or staff of the facility where you are a patient.
- A person who holds any federal, state, or local elective office.
- A person who holds office in a state, congressional district, county or precinct political party or organization, or who is a campaign manager or treasurer for any candidate or political party.

Fraudulently or falsely completing this form is a Class 1 Felony under Chapter 16B of the NC General Statutes.

Witness/Notary requirements: You must have 2 witnesses (or 1 notary) with you when you mark your ballot. A witness must be 18 or older. A candidate cannot be a notary or a witness (unless the candidate is your near relative or legal guardian or you need assistance due to a disability and you are a patient in a facility).