

Dated: 9/27/2021

# **TOWN OF FOREST HEIGHTS ELECTION 2021 INSTRUCTIONS -- FROM THE BOARD OF ELECTIONS**

## **Vote by Mail**

To vote by mail you must first fill out and return a Vote by Mail Ballot Application. You can request by phone/mail/email or pick one up from the Clerk's office in the Town Hall. (Any registered Forest Heights voter may apply for an absentee ballot application and vote by mail or use the election drop box).

## **How to Vote by Mail**

- After you receive your ballot, carefully read and follow the instructions.
- Mail your voted ballot back to the address indicated on the return envelope or place in drop box that's marked Ballot Box. Sign and Print your name on the back where indicated.
- Returned to the local board by Not later than 8 pm on Election Day.
- All mail from a location within the United States/or outside from the Postal Service must be received by 8 pm on Wednesday, October 13, 2021 (Election Day).
- Double-check the deadlines and be sure to cast your voted ballot on time to be sure it is counted.

## **Late Application for A Vote by Mail Ballot**

Beginning on the Wednesday preceding the election, through the closing of the polls on Election Day, a registered voter or the voter's duly authorized agent may apply in person for a Vote by Mail ballot at the office of the Town Clerk:

## **Use of An Agent**

A qualified applicant may designate an agent to pick up and deliver the Vote by Mail ballot. The agent:

- Must be at least 18 years old.
- May not be a candidate on the ballot.
- Must be designated in writing by the voter, under penalty of perjury.
- Must sign an affidavit under penalty of perjury that the ballot was:
  - Delivered to the voter.
  - Marked and placed in an envelope by the voter, or with assistance as allow, in the agent's presence; and
  - Returned to the local board by the agent (Not later than 8 pm on Election Day).

## **Assistance**

A voter who requires assistance in casting a Vote by Mail ballot by reason of disability, inability to write, or inability to read the ballot may be assisted by any individual with the exception of:

- A candidate who is on the ballot.
- The voter's employer or an agent of the employer; or
- An officer or agent of the voter's union.

A person assisting a voter in completing a Vote by Mail ballot must execute a certification and include that certification with the completed ballot.

**Contact the Town of Forest Heights Clerk's Office for details on this process at (301) 839-1030.**