

TOWN OF MIDDLETOWN

INSTRUCTIONS FOR COMPLETING THE REQUEST FOR AN ABSENTEE BALLOT FORM

The absentee ballot process is very time-sensitive. Those eligible and wishing to obtain an Absentee Ballot should apply for their ballots as soon as possible prior to the election in which they want to vote.

Ballots will be mailed beginning February 10, 2025, for the March 3, 2025, Town of Middletown General Election. Once ballots are available, they are mailed to everyone who submitted a properly-completed REQUEST FOR AN ABSENTEE BALLOT.

The Town of Middletown is not permitted to mail ballots to persons three or fewer days prior to the March 3, 2025 election. Persons may vote in person in the Town of Middletown Town Hall, 19 W. Green St., Middletown, up to 4:30 p.m. on Friday, Feb. 28, 2025. In office voting hours are Monday through Friday, 8 a.m. to 4:30 p.m.

Contact the Town of Middletown if you have questions about completing the REQUEST FOR AN ABSENTEE BALLOT FORM or the absentee voting process.

1. Carefully read the **REQUEST FOR AN ABSENTEE BALLOT FORM** before beginning to complete it.
2. Complete the left hand column of the **REQUEST FOR AN ABSENTEE BALLOT FORM**.
 - a) If you want the ballot mailed to an address other than your primary Town of Middletown address, make sure you neatly print the complete address in the space provided.
 - b) Complete the right hand section of the form by telling us why you are unable to vote in the March 3, 2025 election.
3. Mail or deliver completed form to the Town of Middletown Absentee Ballots, 19 W. Green St., Middletown, DE 19709 or email to elections@middletown.delaware.gov. We will not email your ballot, you will receive the ballot in the US Mail. Be sure to vote and mail back to us in a timely fashion to make the March 3, 2025, 8 p.m. deadline.
4. Make sure that you affix the proper First Class postage.
 - a) If you are unable to drop off the form to Town Hall, we recommend that you put the form in an envelope, properly address the envelope and mail it to the Town of Middletown Absentee Ballots, 19 W. Green St., Middletown, DE 19709.
 - b) If you mail the form without putting it in an envelope, you must securely tape the flap shut.
 - c) You may email this form to elections@middletown.delaware.gov

State of Delaware – Request for an Absentee Ballot – TOWN OF MIDDLETOWN

Complete and sign the form

Please print legibly

I request a ballot for the **March 3, 2025** Election.

Full name: _____

Address that establishes your eligibility to vote:

Date of birth: _____

Phone number: _____

Email: _____

Mail my ballot to this address, not to the one above:

For Office use only

Ballot type: _____

Mail In-person ID: _____

Date application returned: _____

Voucher number: _____

Date ballot mailed: _____

Date ballot returned: _____

I do solemnly swear or affirm, under penalty of perjury, that I am unable to go to my regular polling place during the forthcoming election for the reason checked below and that the information contained herein is true.

Check the appropriate box below:

- I am in the public service of the U.S. or of this State, or am a citizen of the U.S. temporarily residing outside the territorial limits of the U.S. and the District of Columbia, or am such person's spouse or dependents when residing with or accompanying the person, or am absent from this State because of illness or injury received while serving in the armed forces of the U.S.
- I am in the armed forces of the U.S. or the Merchant Marine of the U.S., or attached to and serving with the armed forces of the U.S. in the American Red Cross or United Service Organizations.
- My business or occupation, including the business or occupation of providing care to a parent, spouse or that person's child who is living at home and requires constant care due to illness or injury.
- I am sick or physically disabled.
- I am absent from the municipality while on vacation.
- I am unable to vote at a certain time or on a certain day due to the tenets or teachings of my religion.
- I am not able to vote during the set voting hours.

My expected location on Election Day is: _____

My Election Day phone number: _____

Voter's signature: _____

Date: _____