

# TOWN OF MIDDLETOWN

## INSTRUCTIONS FOR COMPLETING THE REQUEST FOR AN ABSENTEE BALLOT FORM

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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 11, 2020, for the March 2, 2020, 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 2, 2020 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, 2020.

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 2, 2020 election.
3. Mail or deliver completed form to the Town of Middletown Absentee Ballots, 19 W. Green St., Middletown, DE 19709. 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.

State of Delaware – Request for an Absentee Ballot – Town of Middletown

Revised January 10, 2019

Complete and sign the form

**Please print legibly**

I request a ballot for the Town of Middletown Election on March 2, 2020. Please return to Town Hall, 19 W. Green Street, Middletown, prior to Feb. 28, 2020 at 4:30 p.m. Absentee ballots must be returned to Town of Middletown by March 2, 2020 at 8 p.m. to be counted.

Full name: \_\_\_\_\_

Address that establishes your eligibility to vote:

\_\_\_\_\_  
\_\_\_\_\_

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.

My expected location on Election Day is: \_\_\_\_\_

My Election Day phone number: \_\_\_\_\_

Voter's signature: \_\_\_\_\_

Date: \_\_\_\_\_