

How to Complete and Return Your MAIL-IN BALLOT

STEP 1: Receive Your Mail-in Ballot Envelope with 4 Items Inside



- Instruction Sheet--*Read carefully!*
- Your Mail-in or Absentee Ballot
- The "Secrecy" Envelope
- The Official Election Self-addressed Return, "Declaration" Envelope

Steps for completing and returning the MAIL-IN and the ABSENTEE BALLOT are the SAME

Did you know you can TRACK your Mail-in Ballot? See "[Election Ballot Status](#)"

- Look over your Ballot before you begin
- Use Blue or Black Pen
- Fill in the Ovals for Your Choices

IMPORTANT! If you make a mistake, do not cross out items. Call your County Election Office for a new Ballot.

- Allegheny County Elections Division is 412-350-4500.

See www.vote411.org for Candidate Information

STEP 2: MARK Your Ballot with Your Choices



STEP 3: Follow the Steps to Use and SEAL Both Envelopes



- Make sure you have made all of your Ballot choices
- Place your completed Ballot in the "Secrecy" Envelope
- SEAL the "Secrecy" Envelope!
- Place the "Secrecy" Envelope inside the Official Election "Declaration" Envelope
- SEAL the "Declaration" Envelope!

IMPORTANT! On the BACK of the Declaration ENVELOPE, sign the DECLARATION STATEMENT with

- Your SIGNATURE in the box
- Print the DATE on the line

RETURNING Your Ballot: DON'T WAIT! You can MAIL your ballot or return it IN-PERSON to your County Election Office.

Allegheny County Elections Division,
542 Forbes Avenue, Suite 609, Pittsburgh, PA, 15219

YOU MAY RETURN ONLY YOUR OWN BALLOT

*SEE www.alleghenycounty.us for the most up-to-date BALLOT RETURN information.

STEP 4: Complete the "Declaration" Envelope and DON'T WAIT! Mail or Return It-- See OPTIONS for Return at Your County Election Office* Ballots Will Be Counted If RECEIVED by 8pm, ELECTION DAY



If you didn't receive your Mail-in Ballot or if it is lost, damaged or destroyed, or if you think your returned ballot, was not RECEIVED by 8 pm on Election Day, you may ask for a PROVISIONAL BALLOT at your polling place. *Don't leave without voting!*

Act 12 Voter Spoiling of Mail-in or Absentee Requests: A voter may set aside their Mail-in Ballot if they choose to VOTE IN-PERSON. Both the unused Ballot and the Official Declaration Envelope must be returned to the polling place. After signing a declaration, the voter will be allowed to vote a REGULAR BALLOT.