

# 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"](#)*

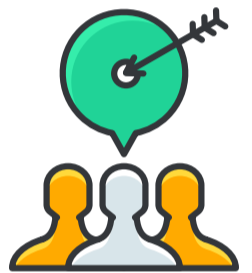
- Look over your Ballot before you begin
- Use Blue or Black Pen
- Fill in the Ovals for Your Choices

**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](http://www.vote411.org) for Candidate Information

## STEP 2: MARK Your Ballot with Your Choices



- 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!

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



- On the back, sign the DECLARATION STATEMENT with Your Signature
- Print the DATE
- Print your NAME
- Print your ADDRESS

**RETURNING Your Ballot: DON'T WAIT! You can MAIL your ballot or return it IN-PERSON to your [County Election Office](#) or to Satellite Offices if available : Allegheny County Elections Division, 542 Forbes Avenue, Suite 609, Pittsburgh, PA, 15219**  
**YOU MAY RETURN ONLY YOUR OWN BALLOT**

**\*SEE [www.alleghenycounty.us](http://www.alleghenycounty.us) for the most up-to-date BALLOT RETURN information including approved Satellite Office locations , hours, and more**

## 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.