

## **INSTRUCTIONS: Completing and Returning the MAIL-IN or ABSENTEE BALLOT**

*For even more information, see our website [here](#) .*

**When will my Mail-in or Absentee Ballot be mailed to me?** You should receive your Mail-in or Absentee Ballot approximately one month before the May 18<sup>th</sup> Primary Election, when you apply on time for a Mail-in or Absentee Ballot, and your application is approved. *Use the process below to complete either **ballot**.*

**What should I do when I receive my Ballot in the mail?** Immediately **MARK** and return your Ballot to make sure it is received by the County Election Office **by 8 pm on May 18, 2021**. (Postmarks do not count.)

### **How do I mark and return my Mail-In or Absentee Ballot?**

**1. You will be mailed an “Official Election” envelope containing 4 items:**

- 1) Instruction Sheet, 2) Your Mail-in or Absentee Ballot, 3) The “Secrecy” Envelope, and
- 4) The Official Election Self-Addressed, Return “Declaration” Envelope

**2. Read the Instruction Sheet.** Carefully **Mark your Ballot** with black pen. If you make an error, *do not cross out items*. Call the Allegheny County Election Office at 412-350-4500 for a new ballot.

**3. Place your ballot in the secrecy envelope and SEAL IT,** or your ballot may not count.

**4. Insert the secrecy envelope into the Official Election “Declaration” Envelope and SEAL IT.**

**5. Sign the declaration statement** found on the return Declaration Envelope or your ballot may not count. After signing, fill out the **date, PRINT your name and your address.**

**6. Return your ballot by mail or to a satellite office IF AVAILABLE,** so it is *received* at the [county election office](#) **by 8 pm on Election Day, May 18, 2021**—postmarks are not enough. (No postage is required.) You may also return your Mail-in or Absentee Ballot directly to your County Election Office: Allegheny County Elections Division, 542 Forbes Avenue, Suite 609, Pittsburgh, PA 15219. If you do not live in Allegheny County, find your County Election Office [here](#).

**7. YOU MAY RETURN ONLY YOUR OWN BALLOT!**

### **Special Circumstances:**

- **Voters with disabilities** may need assistance marking and returning a Mail-in or Absentee ballot. [Accessible Voting](#)
- **You may track the progress** of your Mail-in or Absentee ballot [here](#).
- If you didn't receive your ballot or if it is lost, damaged or destroyed, or if you do not think your *returned ballot* will be **received by** your County Election Office by 8 pm on Election Day, you may ask for a **provisional ballot** at your polling place on Election Day. *Do not leave without voting!*
- A voter may **set aside their Mail-in or Absentee Ballot** if they choose to **vote in-person** on election day. **Both the unused ballot and the official election “Declaration” envelope must be returned to the voter's polling place.** After signing a declaration, the voter will be allowed to vote a **regular ballot**.
- See the *Allegheny County Elections Division* for the most up-to-date information about *returning your Mail-in or Absentee Ballot* [here](#).