

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 November 2nd Municipal 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 Nov. 2, 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 back of the return Declaration Envelope or your ballot may not count. Write your **signature** in the box and **print the date** on the line.

6. Return your ballot by mail, so it is *received* at the [county election office](#) by 8 pm on Election Day, November 2, 2021—postmarks are not enough. 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](#).**