

## NYS Mail Ballot Instructions

*If you have requested a mail ballot in New York, you have probably received it already. The outer envelope you receive should contain:*

- **Return Envelope** with the return address of the Board of Elections.
- A slightly smaller envelope that says "**Official Absentee Ballot Envelope**" with your name and address printed on it.
- Your **ballot**.

### ***Here is what you need to do:***

Make sure your correct name and address appear on the front of the **Official Absentee Ballot Envelope**. If not, do not use it. Contact the Board of Elections (see above).

Complete both sides of your **ballot**. Fill in the oval just above the name of your choices of candidates. Mark them fully, in pen. Be very careful. You cannot erase a mark on the ballot. If you vote incorrectly, you will need to request a replacement ballot. (Board of Elections contact info below.) Do not vote for more than one candidate per office or your ballot will be invalidated. If you spoil your ballot, contact the Board of Elections.

When you are done, place your ballot into the **Official Absentee Ballot Envelope**. Remove the paper to expose the adhesive and seal the envelope. Sign the envelope on the back at the red "X" and date it on the line below.

Place the **Official Absentee Ballot Envelope** into the **Return Envelope**. Make sure it's oriented so that the bar code on the Ballot Envelope shows through the window on the Return Envelope. Seal the return envelope. If you are returning the envelope by mail, place a stamp on the front where indicated, and write your name and address on the front of the envelope where it says "Name and Complete Address."

Return the ballot via mail, bring it to any early voting or Election Day polling place, or return it in person to the Board of Elections.

### ***Two points of clarification:***

Although the ballot says "Official Absentee Military Ballot" it is valid for both civilians and military.

Although the instructions say "mark the oval to the left of the name of your choice" the oval is actually above the name.

The ballot has two sides. The back has candidates for judicial offices. There are only candidates for these offices under the Democratic column, and there are as many candidates as there are open offices.

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### ***Any error may invalidate your ballot!***

You can only vote for one candidate for President, representative, State Senator and Assembly. The Democratic candidate is also listed on the Working Families column and the Republican candidate is listed on the Conservative column. You should only vote for your candidate in one column. If you mark your candidate in both columns, you'll invalidate your ballot.

If you spoil your ballot by making any marks other than filling in the oval for one candidate, you need to request a replacement ballot. Contact the Board of Elections (see above).

Make sure to put your ballot into the envelope marked "Official Absentee Ballot Envelope," seal the envelope and sign and date it on the back.

The "Official Absentee Ballot Envelope" goes in the return envelope, with the bar code showing through the window. If you are returning the envelope by mail, it must bear the proper postage.

### ***Contact information for the Board of Elections in New York City:***

Apply4Absentee@boe.nyc  
1-866-VOTE-NYC (1-866-868-3692).