

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 Election Office 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!

- 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** :

Allegheny County Elections Division,
542 Forbes Avenue, Suite 604, Pittsburgh, PA, 15219
YOU MAY RETURN ONLY YOUR OWN BALLOT

*SEE 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 **POSTMARKED** 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, **POSTMARKED** by 8 pm on Election Day, may **NOT** be **RECEIVED** within 3 days, you may ask for a **PROVISIONAL BALLOT** at your polling place.



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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.