How to Vote by Absentee Ballot

Voting by absentee ballot is a two-step process. You must first complete the application. If you have not already received an application, you can download one from the Town Clerk's Office by going to waterburyct.org/absenteeballot or by calling **(203) 574-6806**.

Completing an Absentee Ballot Application

Section I

1. Blank Application

2. Barcoded Application

If you have a blank application, write your name, date of birth, and home address.

If you have a barcoded application with Section I pre-filled, make sure that the information typed on your application is correct. If anything is incorrect, cross it out and write in the correct info.

Do not fill out someone else's barcoded application with your own information, even if they are a member of your household.

Email and telephone numbers are not required, but they are helpful if our office needs to contact you with questions.

You only need to fill out the mailing address if it is different from your home address.

1

Section II

You must check at least one of the boxes listing a reason for your request. **If you do not indicate a reason, we will mail the form back to you**.

For 2021, all voters are eligible to select "COVID-19" as a valid reason pursuant to Public Act 21-2 of the June Special Session.

Other reasons to request an absentee ballot include:

- Absence from the town during all hours of voting
- Illness
- Religious tenets that forbid secular activity on Election Day
- Duties as an election official at a polling place other than your own during all hours of voting or
- Physical disability

Sections III & IV

Sign and date your form under Section III to indicate that you declare, under the penalties of false statement in absentee balloting, that your above statements are true and correct, and that you are the applicant named on the form.

Only fill out Section IV if someone is assisting you with completing your application. They would need to sign the form and provide their printed name, address, and telephone number.

If you have additional questions about the absentee ballot application, please contact the Town Clerk's Office at **(203) 574-6806**.

Returning the Absentee Ballot Application

Please return your completed application to the Waterbury Town Clerk's Office as soon as possible. You can place your completed application into the official ballot drop box located just outside City Hall at 235 Grand Street. The drop box is near the side entrance that faces the library. No postage is necessary when you use the ballot drop box.

You may also return it by mail to the following address:

> **Waterbury Town Clerk's Office**
> **235 Grand Street**
> **Waterbury, CT 06702**

Make sure to use a stamp when mailing your application.

You are welcome to come into the Town Clerk's Office to pick up an absentee ballot application or ballot. However, please be aware that there may be significant wait times depending on the volume of visitors.

You cannot request an absentee ballot on Election Day unless it is an emergency circumstance, such as an unforeseen illness, disability or hospitalization. Please contact the Town Clerk's Office at (203) 574-6806 if you have questions.

Once we receive your completed application, your ballot will be mailed to you. The first day we can begin mailing ballots is **31** days before an election and **21** days before a primary.

Completing an Absentee Ballot

State of Connecticut Official Ballot / Voto Oficial — Waterbury Connecticut
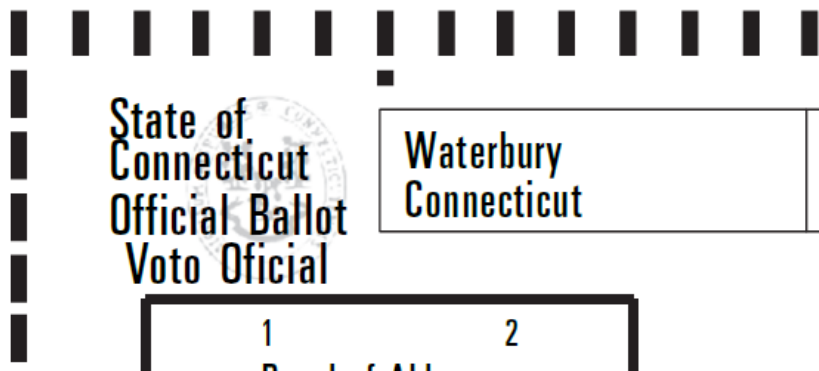
Fill in the ovals using a blue or black pen.

To vote for candidates on the ballot, completely fill in the oval above the name of each candidate for whom you wish to vote.

Here is an example of voting for one candidate per office:

Example of Vote for Candidates		
OFFICE → PARTY ↓	**1** *TITLE OF OFFICE* VOTE FOR ONE	**2** *TITLE OF OFFICE* VOTE FOR ONE
NAME OF PARTY	⬤ **1A** Name of Candidate	◯ **2A** Name of Candidate
NAME OF PARTY	◯ **1B** Name of Candidate	⬤ **2B** Name of Candidate

In the case of an office for which you may vote for two or more candidates, you may mark your ballot for the proper number of candidates anywhere in that group even though one may be directly below the other.

Here are some examples of voting for two or more candidates:

Example of Vote for Multiple-opening Office		
OFFICE → PARTY ↓	**1** *TITLE OF OFFICE* *Vote for any Two*	**2**
NAME OF PARTY	⬤ **1A** Name of Candidate	◯ **2A** Name of Candidate
NAME OF PARTY	⬤ **1B** Name of Candidate	◯ **2B** Name of Candidate

Example of Vote for Multiple-opening Office		
OFFICE → PARTY ↓	**1** *TITLE OF OFFICE* *Vote for any Two*	**2**
NAME OF PARTY	⬤ **1A** Name of Candidate	◯ **2A** Name of Candidate
NAME OF PARTY	◯ **1B** Name of Candidate	⬤ **2B** Name of Candidate

B   **INNER ENVELOPE FOR ABSENTEE BALLOT**

INSTRUCTIONS: Be sure to sign and date this envelope below. Put your completed ballot (A) – and nothing else – inside this envelope, seal the envelope, and put it inside the outer serially-numbered envelope (C).Seal and mail envelope (C) to clerk of municipality of your voting residence.

I hereby state under the penalties of false statement in absentee balloting that I am eligible to vote at the primary, election or referendum in the municipality in which this absentee ballot is to be cast and that I expect to be unable to appear at my polling place during the hours of voting at such primary, election or referendum for one or more of the following reasons: (1) my active service in the armed forces; (2) my absence from the town in which I am eligible to vote during all of the hours of voting; (3) my illness or physical disability; (4) the tenets of my religion which forbid secular activity on the day of the primary, election or referendum; (5) my duties as a primary, election or referendum official; or (6) the sickness of Covid-19.

Date 9/1/2021

X _Walter Barry_
(Signature)

IMPORTANT!
Your vote will not be counted unless you sign this envelope above.

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ED-9A2020 8/2020 (Sec. 9-137)

Place the completed ballot into the inner B envelope. Seal the envelope, put today's date, and write your signature next to the 'X'. **Your vote will not count if you do not sign the inner envelope.**

Place the inner B envelope into the outer envelope and seal it. **In order for your vote to count, you must seal the inner B envelope inside the outer envelope.**
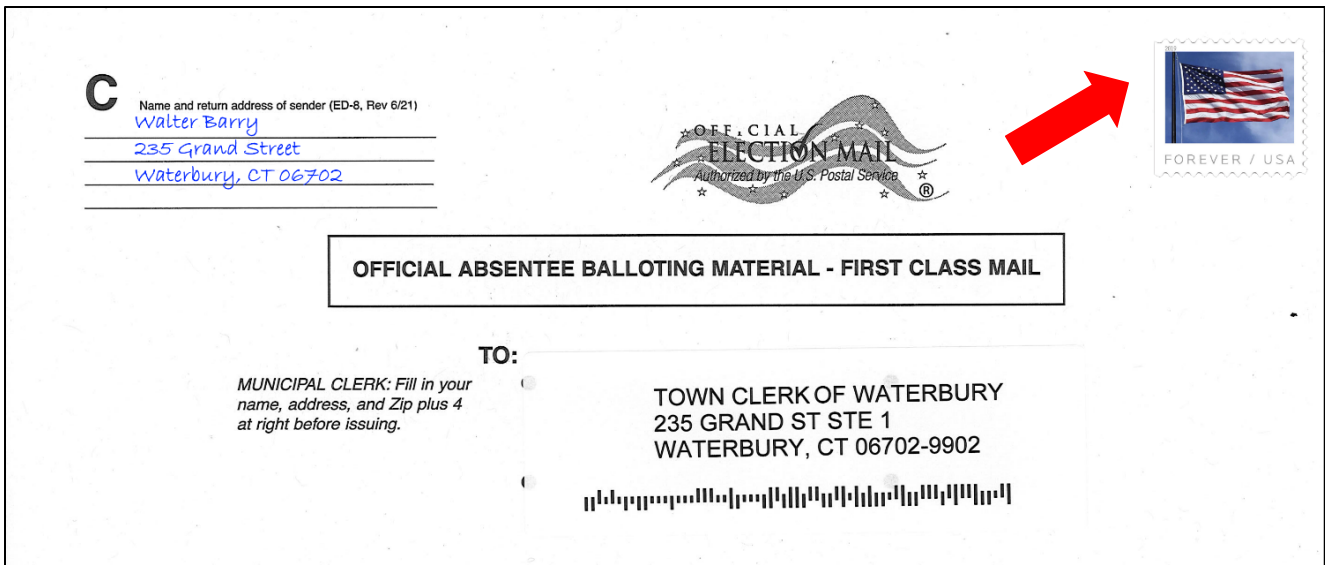
If you plan to mail your ballot, be sure to write your return address and place a stamp on the envelope.
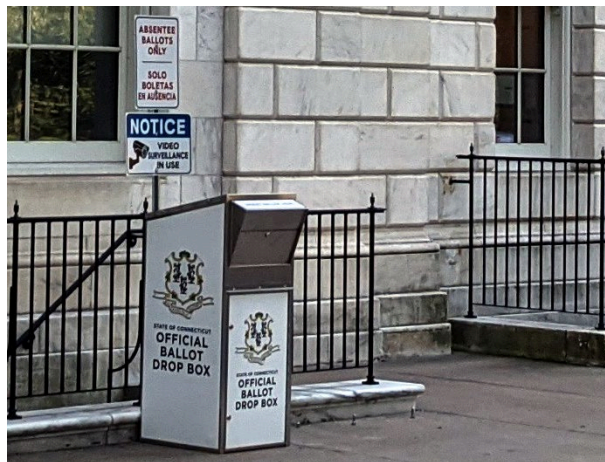
Return your ballot as soon as possible using the official ballot drop box, or by mailing it to the Town Clerk's Office:

Waterbury Town Clerk's Office
235 Grand Street
Waterbury, CT 06702

Every vote counts so please be sure that if you are voting by absentee ballot you complete and return your application as soon as possible. In order for your vote to count, your ballot must be received by our office by **8:00 PM on the day of the election**.

If you are not a registered voter and wish to register, please go to the State of Connecticut's online voter registration website at the following address: voterregistration.ct.gov.