

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

APPLICATION FOR ABSENTEE BALLOT <small>ED-3 Rev. 5/2019 You must complete a separate application for each election, primary and referendum. Instructions: All applicants must fill out sections I, II, III, IV, VI. If someone assists you in completing this application they must complete section VII. Members of armed forces and electors temporarily living overseas may also check one choice in section V, if applicable. Return completed application to your municipal clerk.</small>		For Municipal Clerk's Use Outer Envelope Serial No. Date Forms Issued
Section I – Applicant's Information Name: _____ Date of Birth _____		
Home Address: _____ Zip Code _____ <small>(Number, Street, Town)</small>		
Telephone No. _____ E-mail Address _____		

1. Blank Application


APPLICATION FOR ABSENTEE BALLOT <small>ED-3 Rev. 5/2019 You must complete a separate application for each election, primary and referendum. Instructions: All applicants must fill out sections I, II, III, IV, VI. If someone assists you in completing this application they must complete section VII. Members of armed forces and electors temporarily living overseas may also check one choice in section V, if applicable. Return completed application to your municipal clerk.</small>		 123456789 For Municipal Clerk's Use Outer Envelope Serial No. Date Forms Issued
Section I – Applicant's Information Name: _____ Date of Birth _____		
Home Address: _____ Zip Code _____ <small>(Number, Street, Town)</small>		
Telephone No. _____ E-mail Address _____		

2. Barcoded Application

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

APPLICATION FOR ABSENTEE BALLOT <small>ED-3 Rev. 5/2019 You must complete a separate application for each election, primary and referendum. Instructions: All applicants must fill out sections I, II, III, IV, VI. If someone assists you in completing this application they must complete section VII. Members of armed forces and electors temporarily living overseas may also check one choice in section V, if applicable. Return completed application to your municipal clerk.</small>		For Municipal Clerk's Use Outer Envelope Serial No. Date Forms Issued
Section I – Applicant's Information Name: <u>Walter Barry</u> Date of Birth <u>1/1/70</u>		
Home Address: <u>235 Grand Street</u> Zip Code <u>06702</u> <small>(Number, Street, Town)</small>		
Telephone No. <u>(203) 574-6806</u> E-mail Address <u>wbarry@exampleaddress.com</u>		

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

<p>APPLICATION FOR ABSENTEE BALLOT ED-3 Rev. 5/2019 You must complete a separate application for each election, primary and referendum. Instructions: All applicants must fill out sections I, II, III, IV, VI. If someone assists you in completing this application they must complete section VII. Members of armed forces and electors temporarily living overseas may also check one choice in section V, if applicable. Return completed application to your municipal clerk.</p> <p>Section I. – Applicant’s Information</p> <p>Name: <u>Walter Barry</u> Date of Birth <u>01/01/1970</u></p> <p>Home Address: <u>235 Grand Street</u> Zip Code <u>06702</u> <small>(Number, Street, Town)</small></p> <p>Telephone No. _____ E-mail Address _____</p>	 <p>123456789</p> <p>For Municipal Clerk’s Use</p> <hr/> <p>Outer Envelope Serial No.</p> <hr/> <p>Date Forms Issued</p>
--	---

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.

Section II

<p>Section II. – Delivery of Absentee Ballot</p> <p>The set of absentee voting forms shall be: (check only one)</p> <p><input type="checkbox"/> Given to me personally (You must apply in person; forms will not be mailed to you)</p> <p><input type="checkbox"/> Mailed to me personally at the following address: Mailing Address: _____ _____</p> <p><i>(Use only if the mailing address is different from the address above.)</i></p> <p><input type="checkbox"/> Supervised Ballot (Check this box if you live in an institution where supervised balloting will be conducted)</p> <p><input type="checkbox"/> E-mailed to be at the following address _____ (Section V applications only)</p> <p><input type="checkbox"/> E-mailed to be at the following address _____ (Accessible ballot only)</p>
--

By default, absentee ballots are mailed to the voter’s resident address. You only need to fill out the mailing address if it is different from your home address. Other delivery methods, such as email and supervised ballots, are for specific situations described on the form.

Section III

<p>Section III. - Purpose of Application</p> <p>A. This application is for (check one): <input checked="" type="checkbox"/> Election <input type="checkbox"/> Primary <input type="checkbox"/> Referendum</p> <p>B. Date of Election, Primary or Referendum: <u>2/22/2022</u></p> <p>C. For PRIMARY only, specify party in which applicant is eligible to vote: _____</p>

Indicate whether this application is for an election, primary, or referendum. Write the date of the event.

Section IV

Section IV. – Statement of Applicant

I, the undersigned applicant believe that I am, or will be, eligible to vote at the election, primary or referendum indicated above and that I am unable to appear at the polling place on the day of such event for the reason below: (Check only one).

- My active service in the Armed Forces of the United States
- My absence from my town of residence
- Sickness
- My religious tenets forbid secular activity on the day of the election, primary or referendum
- My duties as a primary, election or referendum official at a polling place other than my own during all of the hours of voting
- Physical disability

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.**

Reasons to request an absentee ballot include:

- Absence from your town of residence
- Sickness
- 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

Note: Section V only applies to members of the Armed Forces or voters temporarily residing overseas. Please contact the Town Clerk's Office for additional instructions if this situation applies to you.

Sections VI & VII

<p>Section VI. – Applicant's Declaration I declare, under the penalties of false statement in absentee balloting, that the above statements are true and correct, and that I am the applicant named above. <i>(Sign your legal name in full. If you are unable to write, you may authorize some one to write your name and the date in the spaces provided, followed by the word "by" and the signature of the authorized person. Such person must also complete section VII below.)</i></p> <p>Signature of Applicant: <u>Walter Barry</u> Date Signed: <u>1/25/2022</u></p> <p>Section VII. – Declaration of person providing assistance <i>(Completed by any person who assists with completion of application)</i> I sign this application under penalties of false statement in absentee balloting.</p> <p>Signature: _____ Printed Name: _____ Tel. No: _____</p> <p>Residence Address: _____</p>

Sign and date your form under Section VI 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 VII 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

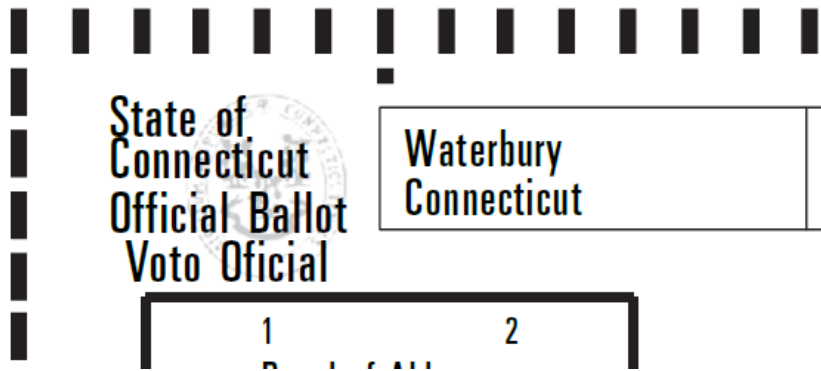
Make sure to use a stamp when mailing your application.

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



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:

<i>Example of Vote for Candidates</i>		
OFFICE → PARTY ↓	1 TITLE OF OFFICE VOTE FOR ONE	2 TITLE OF OFFICE VOTE FOR ONE
NAME OF PARTY	<input checked="" type="radio"/> 1A Name of Candidate	<input type="radio"/> 2A Name of Candidate
NAME OF PARTY	<input type="radio"/> 1B Name of Candidate	<input checked="" type="radio"/> 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:

<i>Example of Vote for Multiple-opening Office</i>		
OFFICE → PARTY ↓	1 TITLE OF OFFICE Vote for any Two	2 TITLE OF OFFICE Vote for any Two
NAME OF PARTY	<input checked="" type="radio"/> 1A Name of Candidate	<input type="radio"/> 2A Name of Candidate
NAME OF PARTY	<input checked="" type="radio"/> 1B Name of Candidate	<input type="radio"/> 2B Name of Candidate

<i>Example of Vote for Multiple-opening Office</i>		
OFFICE → PARTY ↓	1 TITLE OF OFFICE Vote for any Two	2 TITLE OF OFFICE Vote for any Two
NAME OF PARTY	<input checked="" type="radio"/> 1A Name of Candidate	<input type="radio"/> 2A Name of Candidate
NAME OF PARTY	<input type="radio"/> 1B Name of Candidate	<input checked="" type="radio"/> 2B Name of Candidate

ESPAÑOL EN OTRO LADO

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.

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.**

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 DELIVERED TIME DELIVERED RELATIONSHIP OR POSITION
 SIGNATURE OF PERSON DELIVERING ENVELOPE
 ADDRESS

L 99999

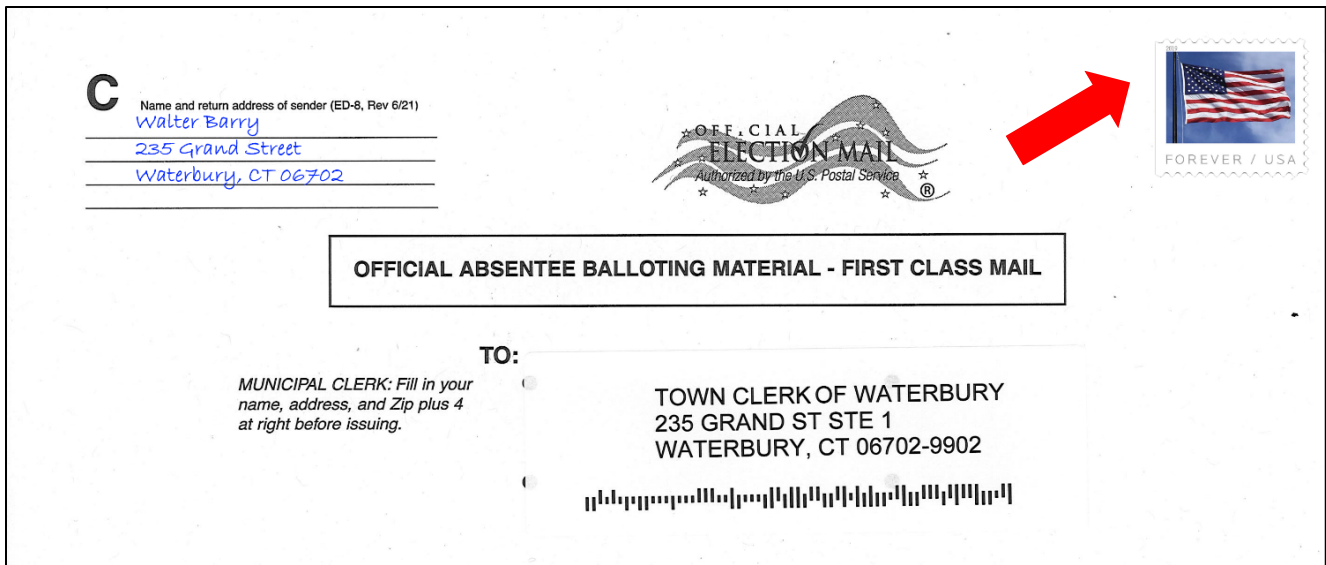
To be filled in by Municipal Clerk before issuing	NAME OF ELECTOR	ELECTOR'S VOTING RESIDENCE (No. and Street)	CITY OR BOROUGH (if applicable)
DATE OF ELECTION, PRIMARY OR REFERENDUM FOR WHICH BALLOT IS TO BE CAST	PARTY (if primary)	VOTING DIST. NO.	

ED-8 Rev. 6/21 (Sec.9-139)

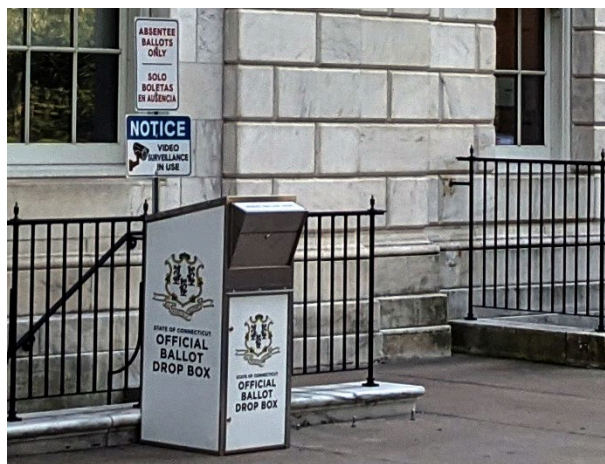
WARNING:
 Possession and return of this absentee ballot is restricted by law (Conn. Gen. Stats. Sec. 9-140b). Willful, unauthorized completion or execution of this absentee ballot is illegal and may constitute a Class D felony resulting in prosecution.

AVISO:
 La posesión y la devolución de esta papeleta está limitada por ley. (Estatutos Generales De Connecticut 9-140b). Llenar esta papeleta deliberadamente sin autorización es ilegal y puede constituir una felonía de Clase D resultando en prosecución.

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.