TOWN OF MIDDLETOWN

INSTRUCTIONS FOR COMPLETING THE AFFIDAVIT FOR ABSENTEE BALLOT

The absentee ballot process is very time-sensitive. Those eligible and wishing to obtain an Absentee Ballot by mail should apply for their ballots as soon as possible prior to the election in which they want to vote.

Ballots will be mailed beginning Feb. 14, 2012, for the March 5, 2012, Town of Middletown Mayor and Council election. Once ballots are available, they are mailed to everyone who submitted a properly completed AFFIDAVIT FOR ABSENTEE BALLOT.

The Town of Middletown is not permitted to mail ballots to persons three or fewer days prior to the March 5, 2012 election. Persons may vote in the Town of Middletown Town Hall, 19 W. Green St., Middletown, up to 5 p.m. on Friday, March 2, 2012.

Contact the Town of Middletown if you have questions about completing the AFFIDAVIT FOR ABSENTEE BALLOT or the absentee voting process.

1. Carefully read the AFFIDAVIT FOR ABSENTEE BALLOT before beginning to complete it.
2. Complete "Column 1" of the AFFIDAVIT FOR ABSENTEE BALLOT.
    a) The telephone number and e-mail address items are optional. The telephone number and/or e-mail address are important if the Town of Middletown must contact you because of a problem with your affidavit.
    b) Make sure that you indicate the election for which you want an absentee ballot mailed to you.
    c) If you want the ballot mailed to an address other than your primary Town of Middletown address, make sure you **neatly print** the complete address in the space provided.
3. Complete **either** Section "A" or Section "B" depending on why you are voting by Absentee Ballot.
    a) Check the box beside the reason that you will be voting by Absentee Ballot
    b) Complete all the other items in the section that you are completing.
    c) Please note that if you complete Section "B," the affidavit **must be** notarized. It will be returned to you if it is not notarized.
4. Mail or deliver completed, and if necessary, notarized, affidavit to the Town of Middletown Absentee Ballots, 19 W. Green St., Middletown, DE 19709. Make sure that you affix the proper First Class postage.
    a) We recommend that you put the affidavit in an envelope, properly address the envelope and mail it to the Town of Middletown Absentee Ballots, 19 W. Green St., Middletown, DE 19709.
    b) If you mail the affidavit without putting it in an envelope, you must tape the flap shut.

State of Delaware - Affidavit for Absentee Ballot - Town of Middletown Municipal Election

Complete Column "1" and then complete Section "A" or "B" as appropriate.

Column "1"

PLEASE PRINT LEGIBLY

Full Name: _____

Address which establishes eligibility to vote:

_____

_____

Date of Birth: _____

_____

_____

Telephone Number:_____

Email Address:_____

Address to which ballot is to be mailed if it is different than the Delaware address written above:

_____

_____

_____

I request a ballot for the following elections:

☐ Town of Middletown Mayor and Town Council:

_____

BELOW IS FOR OFFICE USE ONLY

_____ Style: _____

Mail ☐ In Person ☐ ID: _____

Date Affidavit Returned: _____

Voucher Number: _____

Date Ballot Mailed: _____

Section "A"

THIS SECTION DOES NOT HAVE TO BE NOTARIZED.

Complete this section if you are temporarily or permanently physically disabled or if you cannot go to your polling place because of one of the other reasons listed below.

I do solemnly swear or affirm, under penalty of perjury, that I am unable to go to my regular polling place during the forthcoming election(s) for the reason checked below and that the information contained herein is true.

Check the appropriate box below:

☐ I am sick, or temporarily or permanently physically disabled.

☐ I am in public service of the U.S. or the State of Delaware.

Signature of voter:_____

My expected location on election day is:

_____

_____

Telephone number at my expected location on Election Day:

_____

Date:_____

Section "B"

THIS SECTION MUST BE NOTARIZED.

Complete this section if you cannot go to your polling place for one of the reasons listed below.

I do solemnly swear or affirm, under penalty of perjury, that I am unable to go to my regular polling place during the forthcoming election(s) for the reason checked below and that the information contained herein is true.

Check the appropriate box below:

☐ Due to the nature of my business or occupation (this includes students and providing dependent care).

☐ I am incarcerated.

☐ I am absent from the district while on vacation.

☐ Due to the tenets or teachings of my religion.

Signature of voter:_____

My expected location on Election Day is:

_____

_____

Telephone number at my expected location on Election Day: _____

Subscribed and sworn to before me this _____

Day of _____

NOTARY: _____