

## **Requesting an Absentee Ballot for May 17, 2022**

Residents seeking an absentee ballot must obtain an application and submit it to the District Clerk. The absentee ballot process begins by downloading an application from the district website, or by emailing a request to: [deborah\\_carpenter@pittsford.monroe.edu](mailto:deborah_carpenter@pittsford.monroe.edu) or by calling 267-1005 to request that an application be mailed to you.

**Emphasis:** All applications and ballots must have original signatures. Copies cannot be accepted. An application must be on file in order to open up a signed ballot envelope after the polls close.

Once you have filled out your application, the technical process outlined below must be followed. Due to the detailed steps and deadlines involved, we encourage you to call if you are uncertain or have questions about next steps.

### **Absentee Ballot Process**

#### **For Budget Vote & Board of Education Member Election**

Absentee ballot applications must be in our office no later than **May 10<sup>th</sup>** if the ballot is to be mailed directly to the voter. *This allows for U.S. postal turn-around time for mailing back the ballot.*

Absentee ballot applications must be in our office no later than **May 16<sup>th</sup>** if the ballot is to be picked up in person by voter.

**Combined requests** for both the application and ballot can be made in writing by way of a signed letter or email. The deadline for accepting combined requests for mailing directly to the voter is **May 10<sup>th</sup>**.

**Emphasis:** The last day to **accept applications** is **May 16<sup>th</sup>**, as long as the voter is **picking up** the ballot or is a **combined request** as noted above.

The preference is to have all absentee ballots in by May 16<sup>th</sup> however; absentee **ballots** can be accepted up until **5:00 p.m.** on the day of the vote (May 17, 2022), **as long as the application is already on file.**

Voters may also fill out an application and ballot in person on or before **May 16<sup>th</sup>**, between the hours of 8:15 am and 4:15 pm.

**\*Note:** for all of the above, an applicant **CANNOT** designate a proxy to receive the ballot on his/her behalf. The ballot MUST be issued or mailed **directly** to the applicant.

- Ballots cannot be accepted without a valid application on file.
- When returning the ballot, it must be in the ballot envelope. The ballot envelope must be filled out & signed.
- If mailing the ballot & application at the same time, **DO NOT** place the application in the ballot envelope.
- Place the ballot envelope & the application in the pre-addressed envelope to the Pittsford CSD.

Applications may be returned in person or mailed to: Pittsford CSD, District Clerk, 75 Barker Rd., Pittsford, NY 14534

If you have any questions, please call 267-1005

#### **Qualifications for voting:**

1. Must be a United States Citizen
2. Must be at least 18 years of age.
3. Must have been a resident of the Pittsford School District & living at that address at least 30 days prior to the vote/election.

