

## Madison Voters Temporarily Overseas

- You may e-mail your absentee request to [clerk@cityofmadison.com](mailto:clerk@cityofmadison.com), but will then need to print out the request, sign it, and mail a hard copy to City Clerk, 210 Martin Luther King, Jr. Blvd., #103, Madison, WI 53703. Your request should include your name, the address at which you are registered to vote, and the e-mail address to which we should send the ballot. Again, your signature will need to be on the hard copy that you send to us.
- Once the ballots arrive (3-4 weeks before the election), we will scan the ballot and ballot certificate, and send them to you via e-mail.
- Print out the ballot and ballot certificate, and mark the ballot. Seal the ballot in an envelope, and attach the certificate to the outside of the envelope.
- Sign the certificate, and have a U.S. citizen who is 18 or older sign the certificate as a witness. The witness needs to list their U.S. street address on the certificate.
- Seal the certificate envelope in a larger envelope bearing the words, "Absentee Ballot Enclosed," and mail it back to the City Clerk's Office.
- We need to receive your ballot before Election Day. Your ballot will be opened by the Election Officials at your polling place, and two Election Officials will duplicate your paper ballot onto an official ballot. Your official ballot will be fed into the tabulator and counted on Election Day.
- Any ballot received after the polls close will not be counted.