

Step-by-Step Instructions
Returning the Absentee Ballot to the Clerk's Office by Mail
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1. Mark your ballot
2. Place your ballot in the **Ballot Only Envelope #1**
3. Seal the **Ballot Only Envelope #1**
4. Place the sealed **Ballot Only Envelope #1** inside the **Return Envelope #2**
5. Complete the Voter Statement Form
6. Place the Voter Statement Form in the **Return Envelope #2**
7. Place **Identification** in the **Return Envelope #2**.

Per new Arkansas Voter Identification law, ALL* voters are required to submit identification. **ONE** of the following forms of identification will meet the requirement:

- copy of a current and valid photo identification card
- copy of current utility bill
- copy of bank statement
- copy of government check
- copy of paycheck
- copy of other government document

The identification document must show your name and address consistent with your voter registration.

***EXCEPTIONS ***

- A. A resident of a long term or residential care facility licensed by the State of Arkansas is exempt. However, the resident is required to provide documentation from the administrator of the facility attesting that the person is a resident of the facility. The letter, on facility letterhead, dated and signed by the administrator which specifically identifies the full name of the resident in the body of the letter is sufficient to meet the documentation requirement. The letter is valid for one (1) year after the date it is signed and issued. A copy of the letter must be included with **EVERY** ballot submitted.

- B. Uniformed services members (military), merchant marines, and their spouses and dependents, who are absent from the county on election day because of Active duty status and are voting by absentee ballot are exempt. Their Absentee Ballot Application must reflect their military status.

8. Seal the **Return Envelope #2**
9. Place Postage Due on the **Return Envelope #2**
10. Mail the **Return Envelope #2**
 - Each absentee ballot must be mailed separately by the voter and must be **Received** in the Office of the County Clerk no later than 7:30 pm on Election Day
 - Only the Administrative head of a long-term care or residential facility or hospital may mail the absentee ballots of the residents and patients by bulk mail
11. **OR** return ballot to the Circuit/County Clerk's Office
 - If you decide to bring the ballot in person, you must turn in your ballot by **5:00 pm** the day **Before** the election.
 - If you use a designated bearer, be sure he or she signs the voter statement or your ballot will not be counted.