To: Mr. John Matson
From: Angie Cameron
Date: April 11, 2014
Re: Guidance on Voting Procedures in Nursing Facilities

With the upcoming primary (June 3, 2014) and general elections (November 4, 2014), we are pleased to provide this Memorandum for distribution to Alabama Nursing Home Association (“ANHA”) members with respect to assisting residents with exercising their right to vote and encouraging employees and family members to exercise their right to vote.

I. Duty of Nursing Homes to Assist Residents with Exercising their Right to Vote

The federal rules entitled “Requirements for Long Term Care Facilities,” section 42 C.F.R. § 483.10(a)(1) affirmatively state that nursing homes must protect and promote a resident's right to exercise his or her rights as a citizen of the Unites States. The right to vote certainly is one of the most important rights a resident can exercise as a citizen of our state and nation. Therefore, a nursing home should take steps to encourage and assist alert residents to exercise this most important civic right.

II. Alabama Voter Guide 2014

Attached to this Memorandum is the Alabama Voter Guide 2014 (the “Voter Guide”) provided by the Office of the Secretary of State. Exhibit A. The Voter Guide provides information regarding voter registration, basic voting procedure, voter identification, voter assistance, absentee voting eligibility, completing absentee voting applications, and answers to frequently asked questions. Please note that Alabama has a new voter identification law effective for the primary election in June (see below). This voting information may be shared with employees, residents and family members in an effort to help each person effectively exercise his or her right to vote.

III. Voter Registration

If an individual is not registered to vote, he/she may do so at any time except during the ten days prior to an election and on election day. Therefore, individuals who wish to vote in the
primary must register to vote no later than May 23, 2014, and for the general election, no later than October 24, 2014. You may register to vote at the following places:

- When applying for or renewing a State of Alabama driver's license or identification card;
- When applying or recertifying for Aid to Dependent Children, Food Stamps, WIC, Medicaid or Rehabilitation Services;
- Public libraries;
- Armed Forces Recruiting stations;
- Board of Registrars at the county seat;
- By mail-in form available at the Probate Judge and License Commissioner's offices, colleges and universities, public schools or libraries;
- By calling the County Board of Registrars or the Elections Division of the Office of the Secretary of State (1-800-274-VOTE) and requesting a mail-in form; OR
- By downloading the mail-in form at alabamavotes.gov.

IV. Identification Required for Voting

Beginning with the June 3rd primary election, a voter must present a valid photo id at the polling place. The following are valid forms of photo id:

- Valid Alabama Driver's License
- Valid Alabama Nondriver ID
- Valid Alabama Photo voter ID card
- Valid State issued ID (Alabama or any other state)
- Valid Federal issued ID
- Valid US passport
- Valid Employee ID from Federal Government, State of Alabama, County, Municipality, Board or other entity of the state of Alabama
- Valid student or employee ID from a public or private college or university in the state of Alabama (including postgraduate technical or professional schools)
- Valid student or employee ID issued by a state institution of higher learning in any other state
- Valid Military ID
- Valid Tribal ID

If residents of a nursing facility, who are elderly (65 or older) or disabled, choose to vote by absentee ballot, they are not required to produce identification when voting. There is a box on the absentee ballot certifying that the individual qualifies for this exemption.

If a resident wishes to vote at the polls and does not have one of the above forms of identification, he/she may be able to obtain a free nondriver or free Alabama Photo Voter ID Card. The Alabama Secretary of State will have mobile locations around the state where people may apply for and obtain the free voter id card. Once we obtain additional information on the locations and dates of these mobile units, we will inform the membership. Otherwise, to obtain a
free Photo Voter ID, the individual will need to go the Secretary of State's office in Montgomery or the Board of Registrar's office in the county of residence.

To apply for a Photo voter id, the individual must provide a photo id document or non-photo identity document that contains the full legal name and date of birth of the individual. The voter id processing agent will verify the voter's date of birth, voter registration and address through the state's voter registration system.

Examples of photo identification that can be used to obtain the Photo Voter ID card BUT CANNOT BE USED AT THE POLLS include: A student ID issued by a private or public high school; a student or employee ID card issued by a private university or postgraduate technical or professional school located outside the state of Alabama, an employee ID card NOT issued by a branch of government; a hospital or nursing home ID card; a wholesale club or other membership card.

Examples of non-photo identification include birth certificate, hospital or nursing home record; marriage record; state or federal census record; military record; Medicare or Medicaid document; Social Security Administration document; certificate of citizenship; or official school record or transcript. These documents must include the individual's full legal name and date of birth.

V. **Assisting Residents with Voting**

The following are general guidelines to follow when providing assistance to residents that decide to exercise their right to vote:

1. Any resident at the polls who wishes to have assistance with voting is entitled to receive assistance. Under the law, a voter may ask anyone (except his or her employer, an agent of the employer, or an officer or agent of the voter’s union) to give that assistance. If a resident needs assistance at the polls, we recommend requesting that a poll worker assist the resident with voting.

2. Nursing home personnel, at the request of a resident, may also assist a resident in filling out an application to receive an absentee election ballot and in making certain that the resident actually receives an absentee ballot. Once the ballot is received, however, nursing home personnel should cease to have any direct role in assisting nursing home residents in the absentee ballot process.

3. If a resident needs additional assistance in casting his or her ballot, the sponsor of the resident, if the resident has a sponsor, should be contacted and, at the request of the resident, provide whatever assistance the resident may desire in exercising his or her right to cast an absentee ballot. In the event a resident does not have a sponsor, nursing facilities can have a committee, made up from the community (BUT NOT FROM THE CAMPAIGN STAFF OF A PARTICULAR CANDIDATE), or from the local registrar’s office provide any assistance a resident desires in exercising his or her right to cast an absentee ballot.

4. Nursing home personnel should not be present when a resident casts his or her vote by absentee ballot. The applicable statute states as follows:
Any applicant [to vote by absentee ballot] may receive assistance in filling out the application as he or she desires, but each application shall be manually signed by the applicant and, if he or she signs by mark, the name of the witness to his or her signature shall be signed thereon. The application may be handed by the applicant to the absentee election manager or forwarded to him or her by United States mail. An application for an emergency absentee ballot pursuant to Section 17-11-3 may be forwarded to the absentee election manager by the applicant or his or her designee. Alabama Code Section 17-11-4.

VI. How to Vote By Absentee Ballot

A voter may cast an absentee ballot if he or she

- will be absent from the county on election day;
- is ill or has a physical disability that prevents a trip to the polling place;
- is a registered Alabama voter living outside the county, such as a member of the armed forces, a voter employed outside the United States, a college student, or a spouse or child of such a person;
- is an appointed election officer or poll watcher at a polling place other than his or her regular polling place; or
- works a required shift, 10-hours or more, that coincides with polling hours.

Many residents of nursing facilities have a physical disability that prohibits them from going to a polling place; therefore, those individuals are eligible to vote by absentee ballot.

A. Application for Absentee Ballot

To obtain an absentee ballot, the voter must submit the attached application for absentee ballot. Exhibit B. The absentee ballot application must be returned to the Absentee Election Manager by the voter in person or by U.S. Mail. No absentee ballot application may be mailed in the same envelope as another voter's absentee ballot application. Applications for an absentee ballot must be turned in no later than the fifth calendar day before the election (Primary deadline: May 29th; General Election deadline: October 30th).

B. Absentee Ballots

The absentee ballot comes with three envelopes -- one plain (the secrecy envelope), one with an affidavit, or oath, printed on the outside, and one plain envelope, preaddressed (the outer envelope). Once the voter casts the ballot, the procedure is as follows:

- Seal the ballot in the plain envelope
- Place the plain envelope inside the accompanying affidavit envelope
- Seal the affidavit envelope and complete the affidavit that is on the outside of the envelope
• Sign the affidavit and have the signature witnessed by either a notary public or two witnesses 18 years of age or older
• Place the affidavit envelope and a COPY of voter identification inside the outer envelope
• Remember to place a copy of your I.D. (NOT THE ORIGINAL) inside the outer envelope
• NO PHOTO ID REQUIRED IF THE VOTER IS ELDERLY OR DISABLED

An absentee ballot cannot be counted unless the affidavit is notarized or has the signatures of two witnesses. The voter must return the absentee ballot either by forwarding it by U.S. Mail or personally hand delivering it to the absentee election manager.

An absentee ballot returned by mail must be postmarked no later than the day prior to the election and received by the Absentee Election Manager no later than noon on election day. If hand-delivered, the ballot must be in the office of the Absentee Election Manager by the close of business (but no later than 5 p.m.) on the day prior to the election.

VII. Encouraging Employees, Residents and Family Members to Vote

Nursing homes may encourage their residents, employees, and family members to exercise their right to vote. Voting can be encouraged by posting and sending reminders of voting dates and times, providing the Alabama Voter Guide 2012 to interested parties, and organizing and providing transportation to and from the voting polls. Transportation may be provided for employees during their scheduled shift. Additionally, Alabama nursing homes can provide information to employees, residents and family members regarding the subject matter of each election, including a sample ballot.

For more information, please contact Angie Cameron, acameron@burr.com or (205) 458-5209.

ACC
Attachments
ALABAMA
— VOTER GUIDE 2014 —
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My Fellow Alabamians:

Everyone has the right to take part in the government of our country, directly or through freely chosen representatives.

It is a time-honored right for all Americans and bravely defended by the men and women in our military services who have protected this privilege from the Revolution to the present.

All those of voting age, 18 and above, are encouraged to honor this basic American right by participating in elections and electing those who would best serve the ideals outlined in the Constitution.

Every election requires integrity and honesty at the polls and the Alabama Secretary of State’s Office is dedicated to making sure all votes are counted and all voters are whom they say they are.

It is my pleasure, along with the staff of the Secretary of State's Elections Division, to provide you with the 2014 Alabama Voter’s Guide. We hope that you will find this book a valuable resource as you participate in the elections process as a voter or election official.

Should you need assistance with any election-related matter, please contact our Elections Division at 334-242-7210.

Sincerely,

Jim Bennett
Secretary of State
ELECTIONS DIVISION
Office of the Secretary of State

Elections & Voter Fraud Hotline
Statewide: 1-800-274-VOTE (8683)
In the Montgomery area: 334-242-7210

On the Internet
Elections Division: alavoter@vote.alabama.gov
Voter Fraud Unit: voterfraud@sos.alabama.gov
World Wide Web: alabamavotes.gov
stopvoterfraudnow.com
alabamavoterid.com

Visit Us in the State Capitol
600 Dexter Avenue, Rooms E-204 through E-210
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PUBLICATION NOTES

VOTER GUIDE 2014
Prepared by the Office of the Secretary of State

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LEGAL DISCLAIMER
This document is not a substitute for the Code of Alabama. It is provided as a
guide and is not intended to be an authoritative statement of law. For further legal
information, please consult the Code of Alabama or other appropriate legal resources.
OFFICES ON THE BALLOT

FEDERAL

- U.S. Senate
- U.S. House of Representatives (7 seats)

STATE

- Governor
- Lieutenant Governor
- Attorney General
- State Senate (35 seats)
- State Representative (105 seats)
- State Supreme Court - Associate Justice
- Court of Civil Appeals Judge (2 seats)
- Court of Criminal Appeals Judge (2 seats)

- Secretary of State
- State Treasurer
- State Auditor
- Commissioner of Agriculture and Industries
- Public Service Commissioner (2 seats)
- State Board of Education (4 seats; Districts 2, 4, 6, 8)
- Circuit Court Judges (various seats)
- District Court Judges (various seats)
- District Attorneys (various)

COUNTY

- Various County Offices

IMPORTANT DATES FOR ELECTION 2014

PRIMARY ELECTION - JUNE 3, 2014

- May 23 Voter registration deadline.
- May 29 Last day for voter to make application for an absentee ballot.
- June 2 Last day for voter to hand-deliver or postmark an absentee ballot.

PRIMARY RUNOFF ELECTION (IF NECESSARY) - JULY 15, 2014

- July 3 Voter registration deadline.
- July 10 Last day for voter to make application for an absentee ballot.
- July 14 Last day for voter to hand-deliver or postmark an absentee ballot.

GENERAL ELECTION - NOVEMBER 4, 2014

- October 24 Voter registration deadline.
- October 30 Last day for voter to make application for an absentee ballot.
- November 3 Last day for voter to hand-deliver or postmark an absentee ballot.

* Except for UOCAVA voters. See page 8.
Any person may register to vote, provided that he or she:

- is a citizen of the United States;
- resides in Alabama;
- is at least 18 years old on or before election day;
- has not been barred from voting due to a disqualifying felony conviction;
- and has not been declared mentally incompetent by a court.

Applicants may register the same day that they move into the state.

A voter should immediately notify voter registration officials (Board of Registrars) of any changes, such as a change in name or address. The law requires that any voter whose name or address is not correct on the voter list must provide current information before being allowed to vote. The form to update registration information will be available at all polling places on election day. If a voter moves to another county within the state, he or she must re-register in the new county of residence.

An individual who is barred from registering and voting by reason of a disqualifying felony conviction may request to have his or her voting rights restored by applying for a Certificate of Eligibility. An individual may qualify for a “Certificate of Eligibility” to vote if he or she has fulfilled all terms of the sentence for the disqualifying felony conviction. For further information, contact the Alabama Board of Pardons and Paroles at 334-242-8700.

Citizens may register to vote all year, except during the ten days prior to an election and on election day. Voter registration is closed during the 10 days prior to any election and on election day so that the voter list can be compiled for the election. Voter registration applications must be postmarked, hand-delivered to the Board of Registrars, or submitted at a participating agency-based voter registration location no later than the registration deadline for an election. See page 2 for deadlines.

A citizen may register to vote:

- when applying for or renewing a State of Alabama driver’s license or nondriver identification card;
- at state and local government offices when applying or recertifying for
Aid to Dependent Children, SNAP, TANF, Food Stamps, WIC, Medicaid, or Rehabilitation Services;
- at public libraries;
- at armed forces recruiting stations;
- at the Board of Registrars located at the county seat in the voter’s county of residence; or
- by mail-in form available at Probate Judge and License Commissioner offices, colleges and universities, public schools, or libraries. A mail-in registration form may also be obtained by calling the county Board of Registrars or the Elections Division in the Office of Secretary of State (SOS) at 1-800-274-VOTE (8683).
- by mail-in form downloaded from the Secretary of State’s website at alabamavotes.gov.

Applications must be filled out completely and legibly.

**POLITICAL PARTY REGISTRATION**

Alabama does not have a party registration law. Therefore, a citizen does not have to declare a political party preference when registering to vote.

**AT THE POLLING PLACE**

**“WHERE DO I VOTE?”**

The county Board of Registrars sends to each voter a certificate of registration that includes the address of that voter’s polling place. A voter who has not received this card should contact the local Board of Registrars for information on his or her polling place. A voter can also verify where he or she votes on the Secretary of State’s website at alabamavotes.gov. For municipal elections, check with the City Clerk.

**HOURS**

Alabama polling places are open from 7 AM to 7 PM. Please note that polling places located in the Eastern Time Zone may be open from 7 AM to 7 PM Eastern Time.

**BASIC VOTING PROCEDURE**

1. The voter appears at the polling place and provides his or her name to a poll worker. The voter must also present an acceptable form of photo identification. Acceptable forms of photo identification are listed on page 4.

2. A poll worker checks the individual’s name against the list of registered voters for that precinct. If the voter has an “I” by his/her name, the voter needs to update voter registration information. Before being allowed to vote, the voter must complete a Voter Update Form that is available at the polling place.

3. The voter signs a poll list. If the election is a party primary, the voter must
state in which party primary he or she wishes to vote and then must sign that party’s poll list.

4. The voter casts his or her vote.

**VOTING PROCEDURES VARY** according to the type of equipment used. For more specific information, look for instructions printed in large type that should be visible at each polling place. Also, poll workers will provide information on voting procedures, at the voter’s request. Poll workers are not allowed to tell a citizen for whom to vote or to attempt to influence a voter’s choices in any way.

**REPLACEMENT BALLOTS** are available if the voter makes a mistake in marking his or her ballot or if the ballot gets torn or otherwise damaged. The voter should take the original ballot to a poll worker and request a replacement ballot. The poll worker will issue a new ballot and place the original ballot in an envelope marked “spoiled ballots” for security purposes.

**RED**

**VOTER’S NAME IS NOT ON THE LIST OF VOTERS**

If a person’s name does not appear on the list of registered voters for the polling place, the poll worker should contact the local Board of Registrars to determine if the person is eligible to vote at that polling place. If the Board of Registrars is unable to verify the person’s voter registration, he or she may vote a provisional ballot.

**GREEN**

**PHOTO VOTER IDENTIFICATION (I.D.)**

A voter must present one of the following forms of ID before he or she will be permitted to vote. A voter who does not have one of these forms of photo ID is eligible for a free Alabama Photo Voter ID card. For more information, contact the Secretary of State’s office or your local Board of Registrars or visit www.AlabamaVoterID.com.

- Valid Alabama Driver’s License
- Valid Alabama Nondriver ID
- Valid free Alabama Photo Voter ID card
- Valid State Issued ID (Alabama or any other state)
- Valid Federal issued ID
- Valid US passport
- Valid Employee ID from Federal Government, State of Alabama, County, Municipality, Board or other entity of this state
- Valid student or employee ID from a public or private college or university in the State of Alabama (including postgraduate technical or professional schools)
- Valid student or employee ID issued by a state institution of higher learning in any other state
- Valid Military ID
- Valid Tribal ID

*For additional information on photo voter identification, visit www.AlabamaVoterID.com*

**RED**

**EXEMPTIONS FROM PHOTO VOTER IDENTIFICATION (I.D.)**

A VOTER WHO IS A MEMBER OF THE MILITARY OR WHO RESIDES OVERSEAS eligible to vote by absentee ballot pursuant to the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) is not required to provide ID when voting an
absentee ballot. The term “UOCAVA voter” includes anyone who is a member of the Uniformed Services (including his or her spouse and dependents), Merchant Marines, commissioned corps of the Public Health Service, and the National Oceanic and Atmospheric Administration. It also includes anyone who is a U.S. citizen residing overseas whose last place of residency prior to moving overseas was in Alabama.

ELDERLY VOTERS AND VOTERS WITH A DISABILITY WHOSE POLLING PLACE IS NOT ACCESSIBLE - A voter who is entitled to vote by absentee ballot pursuant to the Voting Accessibility for the Elderly and Handicapped Act or any other federal law shall not be required to produce identification when voting by absentee ballot. Voters who fall within this category will be able to check a box on their absentee ballot application which states that their polling place is not accessible and that they fall under the definition of elderly (age 65 or older) or handicapped. The Absentee Election Manager will not require an ID in order for these absentee ballots to be counted. A polling place is considered not accessible if a person with a disability or an elderly voter is unable to access his or her assigned polling place due to a neurological, musculoskeletal, respiratory, cardiovascular, or other life-altering disorder that affects the ability to perform manual tasks, stand for any length of time, walk unassisted, see, hear, or speak.

IF VOTER DOES NOT HAVE VALID PHOTO IDENTIFICATION (I.D.) - A voter must present a valid form of photo identification to be eligible to vote. A list of valid types of photo ID is provided above. A voter who does not have a valid form of photo ID can vote a regular ballot if he or she is positively identified by two election officials. If the voter does not have a valid form of photo ID and cannot be positively identified by two election officials, he or she may vote a provisional ballot.

VOTING A PROVISIONAL BALLOT - A provisional ballot is voted the same as any other ballot except the voter must 1) sign an affidavit attesting to his or her eligibility to vote and 2) complete a voter update form.

NAME NOT ON THE POLL LIST - The provisional ballot will be counted only if the county Board of Registrars is able to confirm, after the election, that the person casting the ballot is a duly qualified elector of the county.

NO PHOTO IDENTIFICATION AT THE POLLING PLACE AND CANNOT BE POSITIVELY IDENTIFIED BY TWO ELECTION OFFICIALS - The voter has until 5:00 PM on the first Friday following the election to submit a valid form of photo ID (see page 4) to the Board of Registrars. If proper ID is submitted by this deadline, the ballot will be counted so long as other requirements are met. A voter who does not possess a valid photo ID on election day has until that Friday to obtain a valid photo ID and submit it to the Board of Registrars.

ABSENTEE BALLOT NEVER RECEIVED OR CAST - A voter may cast a provisional ballot if he or she did not receive a requested absentee ballot or the voter did not
vote the absentee ballot.

[✓] **MARKED SAMPLE BALLOTS**

Voters may take items such as marked sample ballots into the polling place provided these items are used personally and are not distributed to others in the polling place. The voter should not leave these items in the polling place.

[✓] **CAMPAIGNING ON ELECTION DAY**

Campaigning is allowed on election day as long as it is done at least 30 feet from the door of the building in which the polling place is located. If the polling place is located in a room within a building, the campaigning must not be closer than 30 feet to the entrance of the building.

[✓] **VOTER ASSISTANCE**

Any voter who wishes to have assistance is entitled to help. The voter may ask anyone (except his or her employer, an agent of the employer, or an officer or agent of the voter’s union) to give that assistance. If the voter does not request a specific individual, a poll worker may assist the voter at the request of the voter.

[✓] **TIME IN THE BOOTH**

A voter remaining in a voting machine booth (or in the polling place where paper ballots are used) for four minutes or longer may be asked by a poll worker if assistance is needed.

**IF THE VOTER DOES NOT WANT ASSISTANCE,** he or she is permitted to remain for one additional minute. At the end of that minute, if individuals are waiting to vote, the voter may be informed that time is up and may be asked to leave. If there is no line, the voter may have as much time as necessary to finish voting.

**IF THE VOTER WANTS ASSISTANCE,** he or she may have no less than an additional five minutes to vote. At the end of the time, if others are waiting to vote, the assisted voter may be told that time is up and may be asked to leave the polling place. However, if there are no voters waiting, the assisted voter shall have as much time as necessary to finish voting.

[✓] **ACCESSIBILITY**

Polling places should be accessible to people with disabilities. At every polling place there will be voting equipment to accommodate voters with disabilities so that they can vote without assistance. If your specific disability is not accommodated, please contact your county’s Probate Judge.
Some laws governing each type of election vary. For example, primary elections are different from general elections.

**PRIMARY ELECTION** – Held by the political parties to select each party’s nominee for the general election. In the primary, separate party ballots are printed, and the voter must choose between the ballot with Democrats running against other Democrats or the one on which Republicans run against other Republicans.

If there are three or more candidates in a race, and if no one receives a majority of the votes cast, then a second primary election or runoff election is held between the two candidates who receive the highest number of votes in the first primary. The winner of this runoff election will be the party nominee.

**GENERAL ELECTION** - Held to determine which candidate, regardless of political party, independent, or write-in status, will occupy each office that is up for election. In the general election, a voter may split the ticket to select candidates from all parties on the ballot or to select independent or write-in candidates. However, a voter may choose only one candidate per office.

**CONSTITUTIONAL AMENDMENT ELECTION** - Held when constitutional amendments appear on the ballot. In a primary election, if a voter does not want to participate in one of the party primaries, he or she may vote on the amendments only.

**SPECIAL ELECTION** - Like a constitutional amendment election, a special election may be held to place specific issues before the voters, such as whether or not a county or city will permit alcohol sales within its jurisdiction or will raise certain taxes. A special election may also be held to fill a vacancy in certain types of offices, such as U.S. Representative, State Senator, or State Representative.

**ABSENTEE VOTING**

**ELIGIBILITY**

In the 2014 elections, a voter may cast an absentee ballot if he or she:

- **WILL BE ABSENT FROM THE COUNTY** on election day;

- **IS ILL OR HAS A PHYSICAL INFIRMITY** that prevents a trip to the polling place (see page 5 regarding an exemption to the photo voter identification requirement);

- **IS A REGISTERED ALABAMA VOTER LIVING OUTSIDE THE COUNTY** including but not limited to, members of the armed forces or a spouse or dependent of such a person, or a U.S. citizen residing overseas or students at an educational institution located outside their county of residence;

- **IS AN APPOINTED ELECTION OFFICER OR POLL WATCHER** at a polling place other than his or her regular polling place; or
WORKS A REQUIRED SHIFT WHICH HAS AT LEAST 10 HOURS that coincide with polling hours.

BUSINESS/MEDICAL EMERGENCY VOTING applications can be made after the absentee deadline but no later than 5 PM on the day before the election, if the voter:

- is required by an employer due to unforeseen circumstances to be out of the county on an emergency business trip on election day; or
- has a medical emergency requiring treatment from a licensed physician within 5 days of an election.

In addition to application information outlined on page 10, the business emergency application contains an affidavit acknowledging that the voter was not aware of the out-of-county business trip prior to the normal absentee ballot deadline. The medical emergency application requires that the attending physician describe and certify the circumstances as constituting an emergency.

THE MILITARY AND CITIZENS RESIDING OVERSEAS

Alabama citizens who are members of the Uniformed Services and their spouse and dependents, Merchant Marines, commissioned corps of the Public Health Service, the National Oceanic and Atmospheric Administration, and Alabama overseas citizens (also known as UOCAVA voters) have two options as to how they can receive their blank absentee ballots: (1) by electronic transmission; or (2) by U.S. mail.

To request electronic transmission of the blank ballot, UOCAVA voters must mark the appropriate box and provide an email address on the State of Alabama “UOCAVA Application for Absentee Ballot” available from the Secretary of State’s web site (alabamavotes.gov). They may also mark “email/online” and provide an email...
address on the Federal Post Card Application available from their Voting Assistance Officer or from the web site of the Federal Voting Assistance Program (fvap.gov).

UOCAVA voters also have expanded options for returning the voted absentee ballot. The ballot may be returned by U.S. Mail or by a commercial air or ground carrier. Please note that if returning the ballot by commercial air or ground carrier, the date the ballot is tendered to the carrier is considered the postmark date. UOCAVA voters should ensure that their ballot is postmarked or tendered to the commercial carrier no later than the day of the election in which they are casting a ballot.

UOCAVA voters are no longer required to have the affidavit envelope accompanying their ballot notarized. However, the affidavit on the envelope must be witnessed by two persons 18 years of age or older.

UOCAVA voters may find additional information on absentee voting on the Internet from the Office of the Secretary of State at alabamavotes.gov or from the Federal Voting Assistance Program (FVAP) at fvap.gov. Please note that the FVAP website provides information for UOCAVA voters only.

**ABSENTEE BALLOT APPLICATION**

To obtain an absentee ballot, write or visit the local Absentee Election Manager (usually the Circuit Clerk), request an absentee ballot, and provide the following:

- name and residential address;
- election for which the ballot is requested;
- reason for absence from polls on election day;
- party choice, if the election is a party primary; [+]
- address to which the ballot should be mailed; and
- voter signature (if a mark is made in place of a signature, it must be witnessed).

[+] It is not necessary to give a party choice for a general election; however, in a party primary a voter may participate in only one political party’s primary; thus a choice must be designated so that the appropriate ballot can be provided. If the voter declines or fails to designate a choice for a primary or primary runoff ballot, the absentee election manager may send only the ballot for constitutional amendments.

The absentee ballot application must be returned to the Absentee Election Manager by the voter in person (or by the voter’s designee in the case of medical emergency voting) or by U.S. Mail.

Upon receiving the absentee ballot application, the Absentee Election Manager may request additional evidence on the reason for voting absentee if the voter has a history of continuous absentee voting.

**APPLICATIONS FOR MILITARY PERSONNEL AND OVERSEAS CITIZENS**

Applications submitted by military personnel, their spouses or dependents, and U.S. citizens residing overseas are valid for all Federal, state and county elections
in the current calendar year. However, these voters should ensure that they keep their mailing addresses updated with their counties’ Boards of Registrars and with the Absentee Election Managers.

**BALLOT RECEIPT/RETURN FOR NON-UOCAVA VOTERS**

If the absentee ballot application is approved, the Absentee Election Manager:
- forwards the absentee ballot by U.S. Mail; or
- personally hands the absentee ballot to the voter (or to a designee in the case of medical emergency voting).

**BALLOT PROCEDURE** - The absentee ballot comes with three envelopes--one plain (the secrecy envelope), one with an affidavit, or oath, printed on the outside, and one plain, preaddressed envelope (the outer envelope). Once the voter casts the ballot, the procedure is as follows:
- seal the ballot in the plain envelope.
- place the plain envelope inside the accompanying affidavit envelope.
- seal the affidavit envelope and complete the affidavit that is on the outside of the envelope.
- sign the affidavit and have the signature witnessed by either a notary public or two witnesses 18 years of age or older.
- place the affidavit envelope and a COPY of photo voter identification inside the outer envelope, unless exempt as an elderly or voter with disability whose polling place is not accessible (see page 5).
- remember to place a copy of your ID (NOT THE ORIGINAL) inside the outer envelope.

**WITNESSES OR NOTARIZATION** - An absentee ballot cannot be counted unless the affidavit is notarized or has the signatures of two witnesses.

**SUBMITTING THE VOTED BALLOT** - The voter is required to use one of the following methods for returning his or her absentee ballot:
- send the ballot to the Absentee Election Manager by U.S. Mail; or
- personally deliver the ballot to the Absentee Election Manager (or by a designee in the case of medical emergency voting).

**VOTING DEADLINE** - An absentee ballot returned by mail must be postmarked no later than the day prior to the election. If hand-delivered, the ballot must be in the office of the Absentee Election Manager by the close of business (but no later than 5 p.m.) on the day prior to the election. The absentee ballot must be received by the Absentee Election Manager by noon on election day if the ballot is mailed.
registered to vote. Once your application has been processed by your local Board of Registrars, you should receive an acknowledgement from the Registrars indicating the status of your application. This acknowledgement will usually be a voter identification card confirming that you are registered to vote. However, if your application was incomplete, you may receive a letter requesting additional information to complete your application. If you are unsure about the status of your application, you should call your local Board of Registrars or visit alabamavotes.gov.

- **I TURN 18 AFTER THE VOTER REGISTRATION DEADLINE BUT BEFORE THE ELECTION. CAN I VOTE IN THAT ELECTION?** Yes. As long as you turn 18 on or before election day, even if your birthday is after the voter registration deadline, you can apply for voter registration and participate in that election (as long as you meet other voter qualifications). Please note that you must turn in your voter registration application before the 10-day close for voter registration.

- **I HAVE MOVED FROM ONE PART OF THE COUNTY TO ANOTHER AND WANT TO VOTE. WHAT SHOULD I DO?** You must contact the Board of Registrars and submit an update to your voter registration record. Remember, where you live determines who represents you. To be sure you are voting on candidates in the correct district, it is important that you vote in the correct precinct.

- **I HAVE MOVED FROM ONE COUNTY TO ANOTHER AND WANT TO VOTE. WHAT SHOULD I DO?** When you move across county lines, you must register to vote in your new county of residence. Voter registration does not automatically follow you from one county to another.

- **IT’S THE DAY BEFORE THE ELECTION. I FORGOT TO REGISTER TO VOTE. IS IT TOO LATE?** Yes, it is too late to register to vote for that election. To participate in an election, you must submit your application before registration closes for that election. Registration is closed during the ten days prior to an election and on election day.

- **WHAT IF I MAKE A MISTAKE MARKING MY BALLOT?** If you have not already placed your ballot in the electronic voting machine or ballot box, you may ask a poll worker for another ballot. The poll worker will spoil your first ballot so that it cannot be counted or reused.

- **ARE CANDIDATES ALLOWED TO CAMPAIGN OUTSIDE MY POLLING PLACE?** Yes, electioneering or campaigning is permitted outside the polling place. However, this activity must not be closer than 30 feet to the entrance of the polling place. If the polling place is located in a room within a building, the campaigning must not be closer than 30 feet to the entrance of the building. If a candidate or his or her supporters are campaigning within 30 feet of the entrance of the polling place, notify the chief inspector of the polling place.

- **CAN A CANDIDATE ASSIST ME IN MARKING MY BALLOT?** Yes, if you ask the candidate to help you. The only people who cannot assist a voter are the voter’s employer, an agent of the voter’s employer, or an officer or agent of the voter’s union.

- **CAN I WEAR CAMPAIGN BUTTONS OR T-SHIRTS WITH POLITICAL ADVERTISEMENTS INTO THE POLLING PLACE?** Yes. However, you should not loiter or leave any campaign materials in the polling place.
FREQUENTLY ASKED QUESTIONS (CONTINUED)

- **CAN I CARRY A SAMPLE BALLOT INTO THE VOTING BOOTH?** Yes. However, you should not leave the sample ballot in the polling place.

- **IF CONSTITUTIONAL AMENDMENTS ARE INCLUDED ON THE BALLOT, MUST I VOTE ON THEM?** No. You are not required to vote on constitutional amendments. Similarly, you are not required to vote in all races on the ballot. Participation is your choice.

- **IN A PRIMARY ELECTION, AM I ALLOWED TO VOTE FOR THE CONSTITUTIONAL AMENDMENTS ONLY?** Yes. In fact, if you choose not to participate in nominating candidates for either political party, you can request a constitutional amendment ballot that contains only the proposed constitutional amendments.

- **WHEN I VOTED IN THE PRIMARY ELECTION, I WAS ASKED TO DECLARE A POLITICAL PARTY PREFERENCE. WHY IS THAT?** In Alabama, the primary election is part of the nominating process for a political party. It is used to select who will represent a party in the general election. You are required to choose one political party’s primary over another because you cannot participate in the nomination of both parties’ candidates. However, in the general election, you may split your ticket and vote for candidates from each political party.

- **WHAT HAPPENS IF I DO NOT WANT TO DECLARE A POLITICAL PARTY PREFERENCE AT THE PRIMARY ELECTION?** If you choose not to declare a political preference at the primary election, you will not be eligible to vote in any political party’s primary election. You are, however, still eligible to vote on any proposed constitutional amendments that are up for a vote.

- **I VOTED IN MY POLITICAL PARTY’S PRIMARY ELECTION. MY PARTY IS NOT HAVING A RUNOFF. CAN I VOTE IN THE OTHER PARTY’S RUNOFF ELECTION?** It depends on the political party. The Democratic Party has a cross-over voting rule which prohibits anyone who voted in the Republican Party primary from voting in the Democratic Party’s primary runoff. The Republican Party does not have a cross-over voting rule. It is okay for voters who participated in the Democratic primary to vote in the Republican runoff. Therefore, if you voted in the Democratic primary, you may vote in either the Democratic runoff or the Republican runoff. If you voted in the Republican primary, you may vote only in the Republican runoff.

- **CAN I TAKE PHOTOGRAPHS OR VIDEOTAPE INSIDE MY POLLING PLACE?** No. Each voter has a right to cast a ballot in secrecy and in private. The U.S. Department of Justice has advised that photography or videotaping inside a polling place does not serve any useful purpose and may instead actually intimidate voters who are exercising their right to vote.

- **CAN I TAKE A CELL PHONE INTO MY POLLING PLACE?** Yes. However, use of the phone in the polling place should not disturb other voters or disrupt the polling place. If your cell phone has a camera, you cannot take photographs or film video inside the polling place. Each voter has a right to cast a ballot in secrecy and in private. The U.S. Department of Justice has advised that photography or videotaping inside a polling place does not serve any useful purpose and may instead actually intimidate voters who are exercising their right to vote.
<table>
<thead>
<tr>
<th>County</th>
<th>Address Details</th>
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<tbody>
<tr>
<td>Autauga County</td>
<td>PO Box 680036, Prattville 36068-0036</td>
</tr>
<tr>
<td>Baldwin County</td>
<td>PO Box 1507, Bay Minette 36507-1507</td>
</tr>
<tr>
<td>Barbour County</td>
<td>PO Box 402, Clayton 36016-0402</td>
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<tr>
<td>Bibb County</td>
<td>8 Court Square W, Centreville 35042</td>
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<tr>
<td>Blount County</td>
<td>220 Second Ave E Rm B-5, Oneonta 35121</td>
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<tr>
<td>Bullock County</td>
<td>217 Prairie St N Rm 101, Union Springs 36089-1659</td>
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<td>700 Court Sq Rm 8, Greenville 36037-2308</td>
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<td>1702 Noble St Ste 113, Anniston 36201-3889</td>
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<td>PO Box 640, Clanton 35046-0640</td>
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<td>Dale County</td>
<td>PO Box 1101, Ozark 36361-1101</td>
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<td>111 Grand Ave SW Ste 105, Fort Payne 35967</td>
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<tr>
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<tr>
<td>Escambia County</td>
<td>PO Box 557, Brewton 36427-0557</td>
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<tr>
<td>Etowah County</td>
<td>800 Forrest Ave Ste 206, Gadsden 37501-3651</td>
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<tr>
<td>Fayette County</td>
<td>103 First Ave NW Ste 4, Fayette 35555-2627</td>
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<tr>
<td>Franklin County</td>
<td>PO Box 70, Russellville 36553-0070</td>
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<td>Geneva County</td>
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<td>9050 Centerville St, Greensboro 36744-1536</td>
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<tr>
<td>Henry County</td>
<td>101 Court Square Ste K, Abbeville 36310-2135</td>
</tr>
<tr>
<td>Houston County</td>
<td>PO Box 6406, Dothan 36302-6406</td>
</tr>
</tbody>
</table>

**Contact Information:**

- **Autauga County:** PO Box 680036, Prattville 36068-0036, (334) 358-6740
- **Baldwin County:** PO Box 1507, Bay Minette 36507-1507, (251) 937-0305
- **Barbour County:** PO Box 402, Clayton 36016-0402, (334) 775-8579
- **Bibb County:** 8 Court Square W, Centreville 35042, (205) 926-3102
- **Blount County:** 220 Second Ave E Rm B-5, Oneonta 35121, (205) 625-4182
- **Bulloch County:** 217 Prairie St N Rm 101, Union Springs 36089-1659, (334) 738-5372
- **Butler County:** 700 Court Sq Rm 8, Greenville 36037-2308, (334) 382-5685, (334) 382-6829
- **Calhoun County:** 1702 Noble St Ste 113, Anniston 36201-3889, (256) 241-2930
- **Chambers County:** 18 Alabama Ave E Rm 101, LaFayette 36862, (334) 864-4313
- **Cherokee County:** 260 Cedar Bluff Rd Ste 106, Centre 35960-1403, (256) 927-5336
- **Chilton County:** PO Box 640, Clanton 35046-0640, (205) 755-3820
- **Choctaw County:** 117 S Mulberry Ave Ste 1, Butler 36904-0132, (205) 459-2531
- **Clarke County:** PO Box 10, Grove Hill 36451-0010, (251) 275-3062
- **Clay County:** PO Box 446, Ashland 36251-0446, (256) 354-7815
- **Cleburne County:** 120 Vickery St Rm 103, Heflin 36264-2095, (256) 386-8535
- **Coffee County:** 6 County Complex, New Brockton 36351-9791, (334) 894-5347
- **Colbert County:** 201 N Main St, Tuscaloosa 35402-1205, (256) 386-8535
- **Concord County:** 111 Court St Rm 102, Evergreen 36401, (251) 578-7024
- **Coosa County:** PO Box 218, Rockford 35136-0218, (256) 377-2418
- **Covington County:** 228 Hillcrest Dr, Andalusia 36240-2570, (334) 428-2685
- **Crenshaw County:** PO Box 328, Luverne 36049-0328, (334) 335-6568 x252, (334) 335-6568 x253
- **Cullman County:** 500 2nd Ave SW Ste 112, Cullman 35055-4135, (256) 775-4697, (256) 775-4750
- **Dale County:** PO Box 1101, Ozark 36361-1101, (334) 774-9038
- **Dallas County:** PO Box 987, Selma 36702-0987, (334) 874-2534
- **DeKalb County:** 111 Grand Ave SW Ste 105, Fort Payne 35967, (256) 845-8598
- **Elmore County:** 100 E Commerce St Rm 205, Wetumpka 36092-2746, (334) 567-1150, (334) 567-1197
- **Escambia County:** PO Box 557, Brewton 36427-0557, (251) 867-0243, (251) 867-0312
- **Etowah County:** 800 Forrest Ave Ste 206, Gadsden 35901-3651, (256) 549-5384
- **Fayette County:** 103 First Ave NW Ste 4, Fayette 35555-2627, (205) 932-5432
- **Franklin County:** PO Box 70, Russellville 36553-0070, (256) 332-8849
- **Geneva County:** PO Box 430, Geneva 36340-0430, (334) 684-5655
- **Greene County:** PO Box 224, Eutaw 35462-0224, (205) 372-9669
- **Hale County:** 9050 Centerville St, Greensboro 36744-1536, (334) 624-4672
- **Henry County:** 101 Court Square Ste K, Abbeville 36310-2135, (334) 585-6080
- **Houston County:** PO Box 6406, Dothan 36302-6406, (334) 677-4776
Take your vote to the polls on election day!
Make your mark on Alabama! VOTE!

VOTE!

VOTER Voice Of The Election Results!
APPLICATION FOR ABSENTEE BALLOT FORM AV-R1

______________________ COUNTY, ALABAMA

Return this application to:

General Voter Information - Please provide complete information so that we may verify your eligibility to vote.

Last Name (Please print) First Name Middle or Maiden Name E-mail Address

If you have moved since registering to vote, please update your voter registration record with the county board of registrars before proceeding with this application.

Street Address (address where you are registered to vote; do not use PO box) City ZIP

Mail my ballot to the address where I regularly receive mail, if different from the street address provided above

Precinct where you vote (name and/or location of your polling place)

Date of Birth Month Day Year

Driver’s License Number IF NO DRIVER’S LICENSE NUMBER

Home Telephone Number Work Telephone Number

For all registered voters

I hereby make application for an absentee ballot so that I may vote in the following election:

☐ Primary Election or Presidential Preference Primary

Select one:

☐ Democratic Party

☐ Republican Party

☐ Other ____________

☐ Amendments Only

☐ Primary Runoff Election

Select one:

☐ Democratic Party

☐ Republican Party

☐ Other ____________

☐ Amendments Only

☐ General Election

☐ Special Election (specify) ____________

Absentee ballots for elections more than 30 days apart must be requested on separate applications, unless you are a member of the armed forces, or a spouse or dependent of such person, or you are a United States citizen residing overseas.

An application submitted by a member of the armed forces, or a spouse or dependent of such person, or a United States citizen residing overseas, is valid for all county, state and federal elections in the current calendar year.

I am applying for an absentee ballot because (check one box):

☐ I will be out of the county or the state on election day.

☐ I have a physical illness or infirmity which prevents my attendance at the polls.

☐ Check this box if you are unable to access your assigned polling place due to a neurological, musculoskeletal, respiratory (including speech organs), cardiovascular, or other life-altering disorder that affects your ability to perform manual tasks, stand for any length of time, walk unassisted, see, hear or speak and:

a) you are an elderly voter aged 65 or older; or

b) you are a voter with a disability.

☐ I work a shift which has at least ten (10) hours that coincide with the polling hours at my regular polling place.

☐ I am enrolled as a student at an educational institution located outside the county of my personal residence, attendance at which prevents my attendance at the polls.

☐ I am a member of, or a spouse or dependent of a member of, the Armed Forces of the United States or am otherwise similarly qualified to vote absentee pursuant to the Uniformed and Overseas Citizens Absentee Voting Act,42 U.S.C. 1973ff.

This application for an absentee ballot will be valid for all county, state, and federal elections held during this calendar year unless you specify an earlier expiration date here: ________________________________.

☐ I have been appointed as an election officer at a polling place which is not my regular polling place.

When I apply for this absentee ballot, I understand that my name will be stricken from the list of qualified electors and, when I cast this absentee ballot, I understand that I will not be entitled to vote at my regular polling place.

Voter’s Signature Complete this section if voter signs by mark Witness Signature

Print Witness Name

The voter may hand this application to the Absentee Election Manager. The voter may also forward this application to the Absentee Election Manager by U.S. Mail [§17-10-4 and §17-10-12, Code of Alabama, 1975].

READ PENALTIES ON BACK
PENALTIES

§17-17-24, Code of Alabama, 1975, as amended

(a) Any person who willfully changes an absentee voter’s ballot to the extent that it does not reflect the voter’s true ballot, any person who willfully votes more than once by absentee ballot in the same election, any person who willfully votes for another voter or falsifies absentee ballot applications or verification documents so as to vote absentee, or any person who solicits, encourages, urges, or otherwise promotes illegal absentee voting, shall be guilty, upon conviction, of a Class C felony. Any person who willfully aids any person unlawfully to vote an absentee ballot, any person who knowingly and unlawfully votes an absentee ballot, and any voter who votes both an absentee and a regular ballot at any election shall be similarly punished.

(b) Upon request by the local district attorney or the Secretary of State, the Attorney General shall provide investigating assistance in instances of absentee ballot or voting violations.

(c) Nothing in this section shall be construed to impede or inhibit organized legal efforts to encourage voter participation in the election process or to discourage a candidate from encouraging electors to lawfully vote by absentee ballot.