



MARION CENTRAL SCHOOL DISTRICT OFFICE

4034 Warner Road ♦ Marion, NY 14505
Phone 315-926-2300 ♦ FAX 315-926-5797

HOW TO OBTAIN AN ABSENTEE BALLOT

STEP 1

Obtain an Application for Absentee Ballot in one of the following ways:

- In **person** at the District Office (no later than 5:00 p.m., May 15, 2023)
- By **mail**, or by **phoning** 315-926-2300 (no later than May 9, 2023)
- By **fax request** at 315- 926-5797 (no later than May 9, 2023)

STEP 2

Submit the completed Application Form in one of the following ways:

- In **person** at the District Office (no later than 5:00 p.m., May 15, 2023)
- By **mail** in return envelope provided (postmarked by 5:00 p.m. May 9, 2023)
- By **fax** to school district clerk @ 315-926-5797 (no later than 5:00 p.m. May 9, 2023)

After May 9, 2023, Application Forms are available only in person at the District Office. (Must deliver to District Office in person if after May 9, 2023)

STEP 3

The school district clerk will mail the Absentee Ballot to the address provided on the Application Form, or distribute the ballot in person if you appear at the District Office. Fax transmissions of absentee ballots are not allowed.

STEP 4

Complete & return your ballot in the signed ballot envelope by 5:00 p.m. on Election Day, May 16, 2023.

- In person or by designee to the school district clerk at the district office (north wing, high school)
- By mail to the school district clerk in the pre-addressed return envelope (valid postmark required)

PLEASE BE SURE THAT...

1. You indicate your vote, by **making a single "X" or "✓"** in the voting squares.
2. You **fold** the ballot into thirds and place in the enclosed ballot envelope.
3. You **sign** the Certification Statement on the outside of the enclosed ballot envelope.
4. You **print** your name and address on the outside of the ballot envelope.

Your Absentee Ballot is separated from your signed envelope & re-shuffled prior to the tally of ballots to insure anonymity.

Persons who appear on the list of permanently disabled voters at the Board of Elections are automatically issued an Absentee Ballot by mail as provide by law.