



## VILLAGE OF MARTIN'S ADDITIONS

### 2017 ELECTION

#### ABSENTEE BALLOT INSTRUCTIONS

VMA residents may apply for absentee ballots. To ensure voting security and privacy, absentee ballots will be assigned randomized control numbers and will not reflect any voter information on the ballot or the outer return envelope. Control numbers will be maintained by the Election Committee and will be utilized by the Committee for purposes of authenticating absentee ballots received. **When you return your absentee ballot, please be sure to put the assigned ballot control number on the outer envelope, where your return address would normally go.**

#### HOW TO REQUEST AN ABSENTEE BALLOT

You can apply for an absentee ballot by any of the following methods:

**(1) Come to the Village Office (7013 Brookville Road, Suite B) in person to complete an absentee ballot application provided by the Committee (you can use the application form in this packet and just drop it off in the Election Committee lockbox at the Village Office);**

**OR (2) Send the completed application form via email to [VMAelections@gmail.com](mailto:VMAelections@gmail.com), or by U.S. mail to the VMA Election Committee, P.O. Box 15241, Chevy Chase, MD 20825;**

**OR (3) You may send the Election Committee an email or written request that contains the same information – the qualified voter's full name and permanent address in Martin's Additions, individual email address, preference as to email or postal delivery, etc.**

After verifying that the recipient is an eligible voter, the Committee will assign a ballot control number and send the absentee ballot and instructions. If you request email delivery, the Committee will send your absentee ballot by email. You will need to print the ballot out in order to return it. If no preference is stated, the Committee will send your absentee ballot by mail through the U.S. postal service.

You may request an absentee ballot for yourself or for any other eligible voter who is a member of your household. Please list the first and last name of any household member for whom you request a ballot. If you ask the Committee to email absentee ballots to household members, you must provide a separate individual email address for each qualified voter.

**Applications for absentee ballots will be accepted from 9 a.m. on Tuesday April 18, until 3 p.m. on Wednesday May 10, 2017.**

## HOW TO RETURN AN ABSENTEE BALLOT

Completed absentee ballots must be received by the Election Committee by May 11, 2017, by one of the methods and times below. The Committee is not responsible for late ballots, so please return your absentee ballot sufficiently in advance of the election to allow time for delivery.

**Please place your completed absentee ballot in an envelope that shows the assigned control number (one ballot per envelope). Your absentee ballot must have a valid control number on the outer envelope, to be counted.**

There are three ways to return a completed absentee ballot to the Election Committee:

**(1) By putting your absentee ballot (in an envelope with the control number) in the locked ballot box in the VMA office no later than 3 p.m. on Election Day, May 11. Security of the lockbox will be maintained by the Election Committee and only the designated members of the Committee will have access to the contents of the ballot box. *Residents should not ask Village staff to handle the completed ballots at any time.***

**(2) By mailing your absentee ballot via the U.S. postal service to the VMA Election Committee, P.O. Box 15241, Chevy Chase, MD 20825, in advance of the election date, in time to be received at the P.O. Box no later than 3 p.m. on Election Day, May 11.**

**(3) By submitting your absentee ballot in person at the polling place on Election Day during the regular voting hours, following verification by the Committee of the resident's identity and the ballot control number.**

**PLEASE NOTE: You can now request and receive an absentee ballot by email, thanks to VMA's updated election procedures, but you still must return your completed absentee ballot in paper hard copy (in the locked ballot box in the Village office, or by mail, or in person at the voting table on Election Day). The VMA Election Committee cannot accept completed absentee ballots by email.**

\* \* \* \* \*

**Please put absentee ballots in the lockbox in the VMA office**

**by 3 p.m. on Thursday, May 11,**

**or mail absentee ballots early enough to allow time for postal delivery.**

**Please be sure to put the ballot control number on the envelope.**



# VILLAGE OF MARTIN'S ADDITIONS

## APPLICATION FOR ABSENTEE BALLOT FOR 2017 VMA COUNCIL ELECTION

**Please sign and return this to the VMA Election Committee, to receive your absentee ballot.**

I, the undersigned, am a person of voting age (18 or older as of Election Day) residing in or owning property in the Village of Martin's Additions, Chevy Chase, Maryland.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Please send my absentee ballot by U.S. mail  by email

Email address, if requesting email delivery: \_\_\_\_\_

I am requesting one absentee ballot for myself.

I am requesting absentee ballots for the following members of my household who are VMA residents and are 18 or older as of Election Day:

Print first and last name:

Print email address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total number of absentee ballots I am requesting: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE NOTE:** If you are not listed in the VMA Directory or a registered voter in Montgomery County, please attach a copy of your driver's license, passport, or other proof of birth date and Martin's Additions address.

**Applications for absentee ballots will be accepted  
from 9 a.m. on Tuesday April 18  
until 3 p.m. on Wednesday May 10, 2017.**