

**KANSAS CITY BOARD OF ELECTION COMMISSIONERS
GUIDELINES FOR ABSENTEE VOTING
FOR CIVIC AND POLITICAL WORKERS AND ABSENTEE VOTERS**

The Kansas City Board of Election Commissioners works to insure that all eligible voters who wish to cast an absentee ballot are given the opportunity to do so. The guidelines below will help absentee voters avoid common errors that could impact their absentee voting process. Following the guidelines will insure that all votes are cast and counted in accordance with the laws of Missouri and the voters' wishes.

REGISTRATION: Only registered voters may vote an absentee ballot (RSMo. 115.277.1). The deadline to register for an election is the fourth Wednesday before an election (115.135.1). If you are unsure of your registration, contact our office at 842-4820. People who are shut in, or prevented from registering at one of our registration locations, may register by mail.

APPLICATIONS: An application for an absentee ballot may be filled out in person at our office, downloaded from our website at www.kceb.org and mailed to 1828 Walnut Street, Suite 300, Kansas City, Missouri 64108, or faxed to 816-221-3348. A relative or guardian may complete an application for a spouse, parent, child, grandparent, brother, sister, grandchild, mother-in-law, father-in-law, daughter-in-law, or son-in-law, in person, in our office (115.279.1). Applicants who registered by mail and are voting for the first time must attach to their application a copy of ID issued by MO State, an agency of the state, or a local election authority of the state; ID issued by MO State, ID issued by the US Government or agency thereof; ID issued by an institution of higher education located within the state of MO; a copy of a current utility bill, bank statement, government check, paycheck or other government document that contains the name and address of the voter, driver's license or state ID card issued by another state; or other ID approved by the Secretary of State.

REASONS FOR VOTING ABSENTEE: Missouri law provides a wide variety of reasons a registrant may vote absentee (115.277.2):

1. Absence from the jurisdiction in which a voter is eligible to vote.
2. Incapacity or illness, including the care giver of such an individual.
3. Religious practices.
4. Employment as an election worker.
5. Incarceration, provided all other voting qualifications are retained.

These reasons are listed on the application form provided by the Election Board. One of those reasons must be checked on the application. If a voter requests an absentee ballot in a personal letter, the reason for the voter's absence is to be included in the letter. The reason should also be checked on the outside of the return ballot envelope provided by the Election Board.

CORRECT NAME: The name given on the application form must be the same name as the signature of the registered voter. If a person is unable to write his/her signature, a guardian or other person must witness his/her mark, usually an X. The witness must also provide his/her signature (115.279.4).

CORRECT ADDRESS: The voter's correct, current address must be written on the application.

DATE: The date of the election to be voted is printed on the application form provided by the Election Board. If the voter is using a personal letter or other form to apply for a ballot, the election date must be given. Since several elections may be administered at the same time, including the date will insure that a ballot is issued for the correct election.

PRIMARY ELECTIONS: The party primary ballot in which the voter wishes to participate must be checked on the application when applying for a ballot in a primary election. If the voter uses a personal letter or other form to apply for a ballot, the party primary ballot the voter desires must be indicated. Failure to request a specific party primary ballot will result in the receipt of a ballot that contains issues only.

DEADLINE: Applications submitted by mail must be received the Election Board by 5:00 p.m. on the Wednesday prior to the election. Applications received after that time will not be honored by the Election Board (115.279.3).

BALLOT NOTARIZATION: Voters who are ill, caring for a person who is ill or disabled, physically handicapped, military personnel and overseas civilians are exempt from notarization. Voters who are absent from their jurisdiction, employees of election authorities, persons restricted by religious beliefs and persons incarcerated are required to have ballots notarized. Ballots in those categories that are not notarized will be rejected (115.283.5).

Voters who have a permanently disabling condition which prevents them from voting at the polls may apply for placement on the Election Board's Permanently Disabled List. These voters will then automatically receive an Absentee Ballot Application for each election in which they are eligible to vote. Ballots received from these voters are exempt from notarization (115.284).

BALLOT RETURN: Ballots may be returned to the Election Board by the voter in person, or in person by a relative as described under APPLICATIONS above, or by mail. Returned ballots must be received by 7:00 p.m. the day of the election (115.293).

Election workers may mail ballots on behalf of voters, however the Kansas City Board of Election Commissioners strongly recommends each ballot be mailed individually, not in large envelopes containing multiple ballots.

ABSENTEE SATELLITES: Several Absentee Satellite locations are often provided for the purpose of extending Absentee Services to voters of Kansas City. Each location is handicapped accessible. We also provide voter registration at each location.

These satellites are normally open for larger elections beginning approximately four weeks in advance of an election. The satellites are open Monday thru Friday, 10:00 A.M. to 7:00 P.M. and on Saturday, 10:00 A.M. to 3:00 P.M. Please contact the Election Board at 842-4820 ext. 225 for satellite locations. For additional information visit our website at www.kceb.org.