

ABSENTEE VOTING

A GUIDE FOR VOTERS AND CANDIDATES



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This guide is an overview of Georgia’s absentee voting process. Additional information is available on the Secretary of State’s web site at <http://www.sos.ga.gov>. Please use this guide along with the Georgia Election Code and the Georgia State Election Board Rules. Citations in this guide refer to the United States Code (U.S.C.), Georgia Election Code (O.C.G.A.) or Georgia State Election Board Rules. **In all matters, the law and rule are the final authority.**

1.0 WHO MAY VOTE BY ABSENTEE BALLOT

Any registered voter in Georgia may cast an absentee ballot instead of voting in-person at his or her polling place on Election Day.¹

Additionally, the **Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)** is a federal law that concerns elections and voting rights for United States citizens residing overseas. The Act requires that all states and incorporated territories allow certain U.S. citizens to register to vote and vote by absentee ballot in federal elections.² The following citizens qualify as UOCAVA voters (Federal Ballot only):

- Members of the seven Uniformed Services and their eligible family members
- Members of the U.S. Merchant Marine and their eligible family members
- U.S. citizens employed by the federal government residing outside the U.S.
- All other private U.S. citizens residing outside the U.S.

2.0 HOW TO APPLY FOR AN ABSENTEE BALLOT

2.1 How may I vote by absentee ballot?

There are several ways to vote by absentee ballot. You may apply for a ballot by mail or in-person at your county’s elections office. For some elections, you may vote in person at a satellite voting location.³ Contact the registrar in your county for more information regarding these locations. Contact information can be found at the end of this guide.

If you are hospitalized and request an absentee ballot, the ballot may be brought to you by the registrar, deputy registrar, or clerk on Election Day during the five days before the election.⁴ The timing is at the discretion of the registrar or absentee ballot clerk.

2.2 How do I apply for and receive an absentee ballot by mail?

- Download absentee applications from the Secretary of State’s website at www.sos.state.ga.gov/elections.
- You can also request an absentee application by contacting the registrar or absentee ballot clerk in the county where you are registered to vote.
- Alternatively, you can submit a written request for an absentee ballot by providing the following information:

¹ O.C.G.A §§ 21-2-380 and 21-2-381

² 42 U.S.C. §§ 1973ff et seq

³ O.C.G.A. § 21-2-382

⁴ O.C.G.A. § 21-2-384 (a)(4)

- your name,
- date of birth,
- residential address,
- party ballot,
- type of election (presidential preference primary, general primary, primary runoff, municipal, municipal runoff, special, general, general runoff),
- date of election,
- reason for requesting a ballot (if applicable),
- a signature, and
- the name and relationship of the person requesting the ballot on behalf of another voter (if applicable).

The written request must be submitted to the registrar or absentee ballot clerk in the county where you are registered to vote.

- You are not required to have a specific reason when applying for an absentee ballot by mail.
- A separate application is required for each election.
- **However**, an exception is that an elector who is at least seventy-five years of age or physically disabled may submit a request **on one application for a primary that the election official mail to that elector all ballots for any run-off primary, election, and run-off election resulting there from**. In addition, elderly and physically disabled voters must submit separate absentee applications for a presidential preference primary and all special elections.
- The absentee ballot application may be faxed or mailed to the registrar or absentee ballot clerk in order to receive the ballot by mail.⁵
- Voters who reside overseas can electronically submit their absentee ballot request.⁶

2.3 When can I request an absentee ballot?

Absentee ballots may be requested 180 days before Election Day. The last day to be issued an absentee ballot is the end of the business day on the Friday before Election Day, or by the close of the advance voting poll on the Friday before Election Day, whichever is later.⁷ Make your request early to allow enough time for the ballot to be mailed to you.

Absentee ballots are available at least 45 days before Election Day at the registrar's office in county elections and at least 21 days prior to a municipal election. In special elections,

⁵ O.C.G.A. § 21-2-381

⁶ O.C.G.A. § 21-2-380

⁷ O.C.G.A. § 21-2-384(a)(2)

absentee ballots are made available as soon as possible; check with the registrar's office for the specific date.⁸

2.4 What information must be included on the absentee application?

Your application must include:

- your name,
- date of birth,
- residential address,
- party ballot,
- type of election (presidential preference primary, general primary, primary runoff, municipal, municipal runoff, special, general, general runoff),
- date of election,
- reason for requesting a ballot (if applicable), and
- the name and relationship of the person requesting the ballot on behalf of another voter (if applicable).

In addition, you must sign and date your application. Except in the case of a physically disabled voter residing in the county or municipality, no absentee ballot shall be mailed to an address other than the permanent mailing address of the elector as recorded on the elector's voter registration record or a temporary out-of-county or out-of-municipality address.⁹

If you omit any of the required information from your absentee ballot application, the registrar will reject the application and a notice will be sent.

2.5 Can a third-party request an absentee ballot on my behalf?

A third-party may request an absentee ballot on your behalf in the case of an elector residing temporarily out of the county or municipality or a physically disabled elector residing within the county or municipality. The application for the elector's absentee ballot may, upon satisfactory proof of relationship, be made by the elector's mother, father, grandparent, aunt, uncle, sister, brother, spouse, son, daughter, niece, nephew, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, or sister-in-law of the age of 18 or over.¹⁰ Relatives applying for absentee ballots for electors must also sign an oath stating that facts in the application are true.¹¹

The absentee ballot will be mailed directly to the elector at the permanent mailing address on record at the registrar's office or to a temporary out-of-county or out-of-municipality address. A voter with a physical disability may have the ballot mailed to a different address within the county.

The application must be in writing and must contain the name and relationship of the person requesting the ballot, if other than the elector.

⁸ O.C.G.A. § 21-2-384

⁹ O.C.G.A. § 21-2-381

¹⁰ O.C.G.A. § 21-2-381

¹¹ O.C.G.A. § 21-2-381

2.6 Who can assist an elector in completing an absentee ballot application?

There are no restrictions on who may assist an elector in completing an absentee ballot application when the elector is personally submitting the application.

There are restrictions on who can apply for an absentee ballot on behalf of an elector and what must be contained within the application. See **Section 2.5 of this Guide**.

If the elector is unable to fill out or sign his or her own application because of illiteracy or physical disability, the elector shall make his or her mark, if able, and the person filling in the rest of the application shall sign his or her own name below it as a witness.¹²

3.0 HOW TO VOTE BY ABSENTEE BALLOT

Once you have obtained your ballot in the mail, you can vote your ballot and return it by mail or in-person to the county registrar's office.

3.1 When I receive the ballot in the mail, how do I vote my ballot?

Follow the instructions that your county elections official provides with your ballot. Failure to complete your ballot correctly could cause your ballot not to be counted. If you have any questions, please contact your county registrar. Contact information for county registrar's can be found on last two pages of this guide. You will receive all the forms necessary for marking and return of the ballot.¹³

3.2 What is required when completing the absentee ballot?

All blanks on the oath of the elector and the back of the yellow absentee ballot oath envelope must be fully completed, signed, and returned to the registrar's office.¹⁴

3.3 When must I return the voted ballot?

In order to be counted, a regular ballot must be received by mail no later than the close of polls on Election Day.¹⁵

You can also personally bring your voted ballot to the registrar or absentee ballot clerk on Election Day before the polls close.¹⁶ A voted ballot may also be personally delivered by someone legally authorized to be in possession of the ballot to the board of registrars or absentee ballot clerk at the elections office on Election Day. Ballots received after the polls close cannot be counted.¹⁷

¹² O.C.G.A. § 21-2-381

¹³ O.C.G.A. § 21-2-384

¹⁴ O.C.G.A. § 21-2-385

¹⁵ O.C.G.A. § 21-2-386

¹⁶ O.C.G.A. § 21-2-385(a)

¹⁷ O.C.G.A. § 21-2-386

When returning your ballot by mail, don't forget to put the required postage on the envelope, unless you are a UOCAVA voter. The post office will not deliver it without the required postage.

In order to be counted, a UOCAVA ballot must be postmarked by the date of the election and received by the registrar or absentee ballot clerk the Friday immediately following Election Day.¹⁸

3.4 What if I want to vote by absentee ballot in-person?

You may vote absentee at the registrar's office as soon as absentee ballots are available.¹⁹ Absentee ballots are available at least 45 days before Election Day at the registrar's office and at least 21 days prior to a municipal election. In special elections, absentee ballots are made available as soon as possible; check with the registrar's office for the specific date.²⁰

You will need to provide proper photo identification if you vote in person at the registrar's office. If you do not have photo identification when you go to vote, you will be allowed to vote a provisional ballot. You will be required to provide proper photo identification to the registrar within two days after Election Day for your ballot to count. For more information on Georgia's photo identification requirements, please visit www.GAPHOTOID.com or call the Secretary of State's Election Division at (404) 656-2871.

Some counties offer satellite offices during **advance voting** period to allow voters to cast in-person absentee ballots prior to Election Day. Please contact your local county elections office to inquire about locations and hours. Contact information can be found in Appendix A of this guide.

3.5 How are absentee ballots processed?

Once the information on the oath envelope is verified, the registrar will compare your absentee ballot oath envelope to your voter registration card to verify your signature, as well as compare your signature on the voted ballot with your signature on the absentee application.²¹ On Election Day, the ballot and the envelope are separated. This process, and the processing and counting of absentee ballots shall be open to the public.²²

If the absentee ballot is challenged, and that challenge is upheld, the ballot remains in the envelope, is not counted, and the reason is indicated on the envelope.²³

¹⁸ O.C.G.A. § 21-2-386 (a)(1)(G)

¹⁹ O.C.G.A. § 21-2-380

²⁰ O.C.G.A. § 21-2-384

²¹ O.C.G.A. § 21-2-386

²² O.C.G.A. §§ 21-2-386 and 21-2-406

²³ O.C.G.A. §§ 21-2-230 and 21-2-385

4.0 ADDITIONAL QUESTIONS ABOUT ABSENTEE VOTING

4.1 If I lose the absentee ballot that was sent to me, can I get another one?

Yes; however, you must sign an affidavit affirming that you lost, destroyed, or did not receive the first absentee ballot. In this instance, another ballot will be issued. A new request is not required.²⁴

4.2 Can I give my voted absentee ballot to someone else to return for me?

Not unless you are a physically disabled voter. A physically disabled voter can designate a relative (spouse, child, parent, grandparent, grandchild, brother, sister, aunt, uncle, niece, nephew, and in-laws) or an individual residing in the same household to return his or her voted ballot in person or by mail to the registrar or absentee ballot clerk.²⁵

4.3 Can I vote by absentee ballot if I am confined to the hospital?

A voter who is confined to a hospital on a primary or election day can vote an absentee ballot that is delivered by a registrar or deputy registrar.²⁶ The ballot must be voted, sealed properly, and returned to the deliverer. If the voter registered to vote for the first time in Georgia by mail and has not previously provided proper identification, the voter will be allowed to vote by provisional ballot if he or she fails to provide proper identification. Once the identification and registration of the voter have been verified, the vote will be officially recorded.²⁷ Please contact your county elections official to arrange absentee ballot delivery, if you are in the hospital. Contact information can be found in Appendix A of this guide.

4.4 If I am a resident of a nursing home or assisted living facility, can I receive assistance with my absentee ballot?

Only a physically disabled or illiterate voter who is a resident of a nursing home or assisted living facility can receive assistance in preparing his or her ballot from one of the following: any elector who is qualified to vote in the same county or municipality as the disabled or illiterate voter; an attendant care provider or a person providing attendant care; or the mother, father, grandparent, aunt, uncle, brother, sister, spouse, son, daughter, niece, nephew, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, or sister-in-law of the disabled or illiterate voter.²⁸

The person rendering assistance to the disabled or illiterate voter in preparing the ballot must sign the oath printed on the same envelope as the oath to be signed by the voter. In addition, no person may assist more than ten such voters in any election in which there is no federal candidate on the ballot. If a federal candidate appears on a ballot, a person can assist an unlimited number of voters in that election.

²⁴ **O.C.G.A. § 21-2-388**

²⁵ **O.C.G.A. § 21-2-385**

²⁶ **O.C.G.A. § 21-2-384**

²⁷ **O.C.G.A. § 21-2-385(a)**

²⁸ **O.C.G.A. § 21-2-385 (b)**

If a voter is unable to sign his or her name at the time of registration or, if having been able to sign his or her name when registered, he or she subsequently shall have become, through physical disability, unable to sign his or her name when he or she applies to vote, he or she shall establish his or her identity to the satisfaction of the poll officers; and in such case he or she shall not be required to sign a voter's certificate, but a certificate shall be prepared for him or her by a poll officer.²⁹

4.5 Do I have to apply for an absentee ballot for each election, if I have a physical disability or age 75 or over?

If a physically disabled voter or voter 75 years or older makes a written request to receive an absentee ballot for the primary, primary runoff, election, and election runoff he or she will receive ballots without having to ask again by specifically stating on the written request or absentee application the following phrase: **ALL BALLOTS**.³⁰

However, physically disabled voters must submit separate absentee applications for a presidential preference primary and all special elections.

4.6 Are there any special considerations for military/overseas voters?

If you are in the military or temporarily living overseas, you may:

- Request an absentee ballot more than 180 days prior to an election.³¹
- Electronically submit your absentee ballot request.³²
- If you qualify for an absentee ballot for a primary election, it is also valid for all elections in which a federal candidate appears on the ballot as well as for any runoffs resulting there from including presidential preference primaries for two general elections by specifically stating on the written request or absentee application the following phrase: **ALL BALLOTS**.³³

To receive more information on UOCAVA voting, please visit the following websites or contact the Secretary of State's Elections Division at (404) 656-2871:

http://sos.georgia.gov/elections/elections/voter_information/uocava.htm and <http://www.fvap.gov/>.

4.7 If I request an absentee ballot, can I change my mind and still vote at my regular polling place?

It depends.³⁴

²⁹ O.C.G.A. § 21-2-451(b)

³⁰ O.C.G.A. § 21-2-381

³¹ O.C.G.A. § 21-2-381

³² O.C.G.A. § 21-2-381(a)(1)(A)

³³ O.C.G.A. § 21-2-381

³⁴ O.C.G.A. § 21-2-388

- If the ballot has been voted and returned to and received by the board of registrars, then the absentee ballot shall be deemed to have been voted. No other ballot shall be issued.³⁵
- If you still have the absentee ballot and give it to the poll manager of the precinct in which your name appears on the electors list, then the elector may vote a regular ballot.³⁶
- If you have not received an absentee ballot, or if you have returned the absentee ballot, but the registrars have not received the ballot, you may cancel the absentee ballot by appearing in person before the registrar or absentee ballot clerk and making a written request to have the ballot marked “cancelled.” After satisfying themselves as to your identity, the registrars or absentee ballot clerk shall grant the request and notify the managers of your precinct to permit you to vote in person at that precinct.³⁷
- Canceled absentee ballots are handled in the same manner as those returned too late to be cast.
- This procedure is the same for UOCAVA electors.

5.0 DISTRIBUTING APPLICATIONS FOR ABSENTEE BALLOTS

County and city election officials can be a valuable source for absentee voting materials and information. They can assist you in answering specific questions about the absentee ballot process, and can provide information to ensure the application is correct.

5.1 Is it permissible to create an absentee application for distribution?

All applications for an official absentee ballot that are distributed shall list all of the legally acceptable categories of excuses for absentee electors. This would include:

1. Age (75 years or older).
2. Physical disability.
3. Care giving responsibilities.
4. Religious holiday observation.
5. Election official.
6. Public Servant (Public Health & Safety).
7. Unable to come to precinct on Election Day.
8. Military stateside.
9. Military overseas
10. Citizen permanently or temporarily living overseas.

³⁵ **O.C.G.A. § 21-2-388**

³⁶ **O.C.G.A. § 21-2-388(1)**

³⁷ **O.C.G.A. § 21-2-388(2)**

The application shall require the elector to select the category which qualifies the elector to vote by absentee ballot, if applicable.³⁸

5.2 Can an absentee application that is pre-printed or filled out in advance by a third party be accepted if signed by the elector?

There is no prohibition against a third party assisting in the completion of the application, provided that the voter personally affirms that the application is made on his or her behalf.³⁹

5.3 Can absentee applications be accepted in bundle? By fax, by mail, or in person?

Yes.⁴⁰

There are no restrictions on who may take possession of and transmit or deliver an application for an absentee ballot, or how those applications are transmitted or delivered.

Some of the important points of which you need to be aware, if you distribute applications for absentee ballots include:

1. The voter must personally affix his or her signature to the application.⁴¹
2. Any individual, organization or group that distributes applications for absentee ballots and receives completed application forms back from voters must deliver the forms to the appropriate elections official immediately, to allow time to have the ballot mailed to the voter.
3. Voters who use an absentee ballot application provided by an individual or organization must attest to the truth and correctness of the content of the application and sign the application.

5.4 Can any organization provide campaign materials along with an absentee application?

There are no restrictions against campaign materials being distributed along with absentee applications.⁴²

5.5 Additional Information

Any individual, organization or group may design their own form according to the requirements specified by Georgia Election Code.⁴³ However, we strongly recommend that individuals or organizations planning to distribute absentee ballot applications include the return address of the appropriate county elections official to whom the voter

³⁸ O.C.G.A. §§ 21-2-380 and 21-2-381

³⁹ O.C.G.A. §21-2-381

⁴⁰ O.C.G.A. § 21-2-381

⁴¹ O.C.G.A. § 21-2-381

⁴² O.C.G.A. § 21-2-381 (a)(3)

⁴³ O.C.G.A. § 21-2-380

can return the completed application. The voter has the right to return his or her own completed absentee ballot application if desired.

Absentee ballot applications should NOT be returned to the Secretary of State's Office.

The voter must sign the application for an absentee ballot.

5.6 Return of Applications

Individuals, groups, or organizations that distribute applications for absentee ballots and receive completed absentee application forms from voters shall return the forms to the appropriate elections official by the Friday prior to Election Day

It is recommended that when creating the absentee application, that you include a Section 'For Official Use Only' which should include:

1. Date application received
2. Date ballot mailed
3. Date ballot returned
4. Voter Registration #
5. Precinct ID
6. District combo#
7. Reason for rejection
8. Signature of registrar or clerk
9. Boxes to indicate if voter is eligible or ineligible to receive the absentee ballot

5.7 Incomplete Information

If a county elections official receives an application for an absentee ballot that does not contain all of the required information, including the signature of the voter, the official may reject the application and promptly notify the applicant in writing of the grounds of rejection. In order for the incomplete application to be successfully processed, the voter will be required to provide the missing information to the registrar or absentee ballot clerk **before** the Friday before Election Day.

6.0 PENALTIES FOR FRAUDULENT ABSENTEE VOTING OR INTERFERING WITH THE ABSENTEE VOTING PROCESS

An individual who votes more than once in an election is guilty of a felony.⁴⁴

It is a crime to do any electioneering, or otherwise attempt to influence a voter, at the time he or she is voting an absentee ballot.⁴⁵

⁴⁴ O.C.G.A. § 21-2-572

⁴⁵ O.C.G.A. § 21-2-414 and 21-2-568

It is a crime to intimidate or use or threaten to use violence to interfere with anyone's lawful right to vote.⁴⁶

It is a crime to pay or offer to pay a person any amount of money or to give a person anything of value in exchange for voting for a particular person or issue. Similarly, it is against the law to pay someone not to vote.⁴⁷

It is a crime to violate the secrecy of the ballot, or otherwise tamper with ballots or the voting system.⁴⁸

⁴⁶ O.C.G.A. § 21-2-567

⁴⁷ O.C.G.A. § 21-2-570

⁴⁸ Art. II, Sec. I, Par. I of the Constitution of the State of Georgia

Appendix A – County Boards of Registration Contact Information

County	Telephone Number
Appling	912-367-8113
Atkinson	912-422-3552
Bacon	912-632-5551
Baker	229-734-3010
Baldwin	478-445-4526
Banks	706-677-6260
Barrow	770-307-3110
Bartow	770-387-5098
Ben Hill	229-426-5151
Berrien	229-686-5216
Bibb	478-621-6622
Bleckley	478-934-3212
Brantley	912-462-6159
Brooks	229-263-5556
Bryan	912-653-3859
Bulloch	912-764-6502
Burke	706-554-7457
Butts	770-775-8202
Calhoun	229-849-2972
Camden	912-576-3245
Candler	912-685-6687
Carroll	770-830-5823
Catoosa	706-935-3990
Charlton	912-496-2549
Chatham	912-790-1520
Chattahoochee	706-989-3603
Chattooga	706-857-0709
Cherokee	770-479-0407
Clarke	706-613-3150
Clay	229-768-2445
Clayton	770-477-3372
Clinch	912-487-3656
Cobb	770-528-2581
Coffee	912-384-7018
Colquitt	229-616-7056
Columbia	706-868-3355
Cook	229-896-7925
Coweta	770-254-2615

Crawford	478-836-1877
Crisp	229-276-2611
Dade	706-657-8170
Dawson	706-344-3640
Decatur	229-243-2087
DeKalb	404-298-4020
Dodge	478-374-8123
Dooly	229-268-4228
Dougherty	229-431-3247
Douglas	770-920-7213
Early	229-723-4522
Echols	229-559-7370
Effingham	912-754-2115
Elbert	706-283-2012
Emanuel	478-237-3471
Evans	912-739-0708
Fannin	706-632-7740
Fayette	770-305-5408
Floyd	706-291-5167
Forsyth	770-781-2118 ext 3
Franklin	706-384-4390
Fulton	404-612-7072
Gilmer	706-635-4617
Glascok	706-598-2811
Glynn	912-554-7060
Gordon	706-629-7781
Grady	229-377-1897
Greene	706-453-1108
Gwinnett	678-226-7210
Habersham	706-754-4068
Hall	770-531-6945
Hancock	706-444-5259 ext 219/240
Haralson	770-646-2010
Harris	706-628-5210
Hart	706-376-8911
Heard	706-675-3907
Henry	770-288-6448
Houston	7478-987-1973
Irwin	229-468-5894

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Jackson	706-367-6377
Jasper	706-468-4908
Jeff Davis	912-375-6635
Jefferson	478-625-8357
Jenkins	478-982-3985
Johnson	478-864-4019
Jones	478-986-3222
Lamar	770-358-5235
Lanier	229-482-8361
Laurens	478-272-2841
Lee	229-759-6002
Liberty	912-876-3310
Lincoln	706-359-6126
Long	912-545-2234
Lowndes	229-333-5100
Lumpkin	706-864-6279
Macon	478-472-8520
Madison	706-795-6335
Marion	229-649-9838
McDuffie	706-595-2105
McIntosh	912-437-6605
Meriwether	706-672-9433
Miller	229-758-4118
Mitchell	229-336-2016
Monroe	478-994-7020
Montgomery	912-583-4296
Morgan	706-342-2508
Murray	706-695-1983
Muscogee	706-653-4392
Newton	770-784-2055
Oconee	706-769-3958
Oglethorpe	706-743-8954
Paulding	770-443-7503
Peach	478-825-3514
Pickens	706-253-8781
Pierce	912-449-2028
Pike	770-567-2003
Polk	770-749-2103
Pulaski	478-783-0828
Putnam	706-485-8683
Quitman	229-334-2224
Rabun	706-782-1878

Randolph	229-732-5220
Richmond	706-821-2340
Rockdale	770-785-5947
Schley	229-937-2689
Screven	912-564-2153
Seminole	229-524-5831
Spalding	770-467-4245
Stephens	706-886-8954
Stewart	229-838-4261
Sumter	229-928-4580
Talbot	706-665-8270
Taliaferro	706-456-2229
Tattnall	912-557-6417
Taylor	478-862-3997
Telfair	229-868-2023
Terrell	229-995-5066
Thomas	229-225-4104
Tift	229-386-7915
Toombs	912-526-8226
Towns	706-896-4353
Treutlen	912-529-3098
Troup	706-883-1745
Turner	229-567-2909
Twiggs	478-945-3639
Union	706-439-6016
Upson	706-647-6259
Walker	706-638-4349
Walton	770-267-1337
Ware	912-287-4363
Warren	706-465-1993
Washington	478-552-5239
Wayne	912-427-5950
Webster	229-828-5775/5776
Wheeler	912-568-7131
White	706-865-2225
Whitfield	706-278-7183
Wilcox	229-467-2300
Wilkes	706-678-1850
Wilkinson	478-946-2188
Worth	229-776-8208