

How to fill out your Absentee Ballot Request Form

The seven items highlighted below are the required fields on the form, along with an explanation of what should be included in them. They are numbered in red for reference according to their corresponding location on the sample of the Absentee Ballot Request form that is below:

- #1) NAME - If the name on an individual's voter registration does not match the name on their Absentee Ballot Request form, the Auditor's office must contact them. Anyone whose name has changed due to marriage, divorce or another reason should take time now to make sure their Voter Registration record is up-to-date prior to requesting a ballot. Submitting a new Voter Registration form is required to change a name on a voter registration. This can be done online at www.sos.iowa.gov by clicking on "Register to Vote" on the right side of the screen. Voter Registration forms are also available at the Auditor's office, www.sos.iowa.gov or www.adamscountyia.com, or call 641-322-3340 to have a Voter Registration form mailed.
- #2) DATE OF BIRTH - This requirement helps the Auditor's office verify they are issuing a ballot to the correct person. If this is pre-filled, make sure this information is correct.
- #3) ID NUMBER - One of the following two options is required: either a Driver's License/Non-Operator Number OR a Voter Personal Identification Number (PIN). **Registered voters likely only have a Voter PIN if they do not have a Driver's License/ID number.** The voter PIN is not the last 4 digits of the Social Security number. Voters will only need to enter one or the other. Again, this is required and allows the Auditor's office to verify they have selected the correct voter. If you have any questions about the ID number, please contact the Auditor's Office for assistance.
- #4) RESIDENTIAL ADDRESS - Anyone who has moved and hasn't updated their Voter Registration record may do so by visiting www.sos.iowa.gov and clicking "Register to Vote", or use any of the websites listed above. Many pre-filled forms will place a mailing address (i.e. PO Box) on this line. This line **MUST** read as the voter's STREET address and must match the voter's record. If a P.O. Box or other mailing address is in this spot, voters should cross it off and write their Residential/Street address. A P.O. Box or other mailing address goes under the next section, which reads: "Where Your Absentee Ballot Should Be Mailed".

- #5) WHERE YOUR ABSENTEE BALLOT SHOULD BE MAILED - This only needs to be filled in if a voter receives mail at a P.O. Box instead of their residential/street address, or if they want their ballot mailed to somewhere other than their residence.
- #6) ELECTION DATE/TYPE - This information may be pre-filled, but if not make sure to fill it in so the Auditor's office knows it is the 11/3/2020 General Election that a ballot is being requested for. A new Absentee Ballot Request Form has to be submitted for each election.
- #7) SIGN and DATE - A missing signature and date is going to cause a longer delay in receiving a ballot as the Auditor's office cannot call the voter and verify their identity and sign the form for the voter. They need an original signature, which means either mailing the form back to the voter, or requesting the voter fill out a new form to mail in or having the voter stop in and sign the form.

Contact Information on the form is not required but is helpful if there is missing information or questions about a request. Since most people no longer have phone numbers that are listed in a phone book, this information can help the Auditor's office reach voters in a timely manner. Voters can check the box to the right of that section on the form if they do not want this information added to their voter record. Without phone or email information, the Auditor will have to mail correspondence to the voter which adds days to the process thereby delaying the mailing of a ballot. This becomes critical at the end of the request period where time constraints can limit voting options to voting in-person at the Auditor's Office or voting at the polls on Election Day.

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