

Process for in-person absentee voting and voting by mail

DO NOT SEND a ballot to someone who is **NOT A REGISTERED VOTER**.

DO NOT put the **ballot stamp on the absentee ballot**. Your election workers will do this when they process the ballots on election day.

IMPORTANT: *if a voter has an **INACTIVE** status they need to update their voter registration information prior to returning the absentee ballot. Send them a voter registration (VR) form and explain that this would need to be completed and returned in a **separate envelope**. If they return the ballot but have not submitted an updated VR form then the ballot will not be able to be processed on Election Day.*

IN-PERSON (at your office) absentee voting

- Voter's may apply for an absentee ballot during regular office hours from you up to **5:00 pm on the day before the election**.
- Voter's who need to obtain an absentee ballot via **authorized messenger** (see page 4) have until **3:00 pm the day of the election to apply**.
- Ask voter if they want to take the ballot with them or vote in-person! This will save you time if prepare an in-person ballot application for them but then they want to take it home to vote.

STEP 1: All voters who want to vote absentee in your office must use the absentee ballot envelope with the absentee ballot application printed on the envelope. [5:02:10:01.03](#).

STEP 2: Have the voter complete the application* on the envelope and then show you his/her photo ID (see forms of acceptable ID's on page 9). If the voter does not have a photo ID with them, then you will have that voter complete a personal ID affidavit [5:02:05:25](#). This affidavit is only used for in-person absentee voting in your office and at the polls on Election Day. Voters voting by mail or using an authorized messenger do not have the option of using the affidavit.

*A voter would still be eligible to receive a ballot even if the two questions related to receiving a municipal or school ballot are not answered. The answers to these questions may be used if a voter is challenged.

If request is for a municipal or school election:	
I have lived in that jurisdiction at least 30 days in the last year.	<input type="checkbox"/> YES <input type="checkbox"/> NO
I am a full-time student who resided in that jurisdiction prior to leaving.	<input type="checkbox"/> YES <input type="checkbox"/> NO

STEP 3: Verify that the voter is registered to vote within your jurisdiction. If the voter is registered with an "inactive status," you **must** give them a voter registration application. They need to complete that and return it to you before you go to Step 5.

STEP 4: TotalVote will capture the required information for the Absentee Log [5:02:10:06](#). Contents of the log can be found on page 9.

STEP 5: If the voter is registered to vote in your jurisdiction, then you give the voter the **unstamped** ballot (the same ballot that is used election day), explain to the voter to mark the ballot and then insert the marked ballot into the absentee ballot/application envelope and return the envelope to you.

STEP 6: The voter places the envelope in the ballot box. **DO NOT let the voter take the envelope with the voted ballot in it home**. If they want to vote the ballot at home, then follow the Voting by Mail steps.

Absentee voting by MAIL

STEP 1: All voters who vote absentee by mail or want to take their ballot with them from your office to vote it at home, will have to submit to you the **absentee ballot application** [5:02:10:01](#).

STEP 2: This application* must include a copy of the voter's ID **OR** the voter's signature on the application must be notarized. You must have the original signature of the voter on this application and the application cannot be faxed or emailed to you unless that voter is a Uniformed and Overseas Voter covered under the UOCAVA act (see UOCAVA section on page 3).

*A voter would still be eligible to receive a ballot even if the two questions related to receiving a municipal or school ballot are not answered. The answers to these questions may be used if a voter is challenged.

<u>If request is for a municipal or school election:</u>	
I have lived in that jurisdiction at least 30 days in the last year.	<input type="checkbox"/> YES <input type="checkbox"/> NO
I am a full-time student who resided in that jurisdiction prior to leaving.	<input type="checkbox"/> YES <input type="checkbox"/> NO

STEP 3: Verify that the voter is registered to vote within your jurisdiction. If the voter is registered with an "inactive status," you **must** give them a voter registration application. They need to complete that and return it to you in a separate envelope from the absentee ballot.

STEP 4: TotalVote will capture the required information per the Absentee Log outlined in ARSD [5:02:10:06](#). Contents of the log can be found on page 9.

STEP 5: Mail the following items to the voter or the voter may carry these out and vote the ballot and return it to you.

- The absentee ballot is the regular ballot you will also use on Election Day. **DO NOT** put the official ballot stamp on the ballot before sending it.
- Envelope for sending the ballot to the voter [5:02:10:03](#)
- Instructions to absentee voters [5:02:10:04](#)
- Official return envelope for ballots used in voting [5:02:10:05](#) (you are not required to put postage on this).
- If you are sending to a UOCAVA voter, you use this envelope to send the ballot to the voter [5:02:10:08](#) (this is postage paid).
- The official return envelope for UOCAVA voters is also found in [5:02:10:08](#) (this is postage paid).

NOTE:

- A voter voting by absentee may return the voted ballot back to you however he/she chooses – mail, drop off in-person, have another person drop it off, etc.
- You are not required to pay for the postage for a voter to mail his/her absentee ballot back to you.
- A power of attorney is not allowed for absentee voting or for voter registration.

ADDITIONAL ABSENTEE VOTING INFORMATION

Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)

UOCAVA voters are:

1. **Military Service Members:** members of the Uniformed Services or Merchant Marines on active duty overseas or stateside
2. **Spouses or Dependents:** eligible spouse or dependent of the members of the Uniformed Services or Merchant Marines on active duty overseas or stateside
3. **Overseas Citizens:** U.S. citizens who reside outside of the United States

Absentee ballot application requirements for anyone covered under the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) are as follows:

- All voters covered under UOCAVA may submit their absentee ballot application to you by **mail, fax or email**. These are the **ONLY** individuals who may submit their absentee ballot application to you by **fax or email**.
- Voters covered under UOCAVA – **DO NOT** need to submit their absentee ballot application with a **copy of their photo ID or have it notarized**. These **requirements are waived** only for those covered under **UOCAVA**.
- Voters covered under UOCAVA, who have a valid SD driver's license or non-driver ID, may submit a voter registration and absentee ballot application through the **online UOCAVA ELVR system**.
 - If a UOCAVA voter is registered with No Party Affiliation (NPA), for the Primary election, they will have the option of choosing to receive a democratic or libertarian ballot (currently only two parties to open their Primary's to NPA registered voters) ballot or the Non-Political ballot. If they do not make a choice, they will automatically receive the Non-Political ballot if there is one.
- A UOCAVA voter **may not submit**, via fax or email, a voter registration application unless they use the UOCAVA ELVR system. The voter's original signature is required.
- **FPCA** (Federal Post Card Application): A UOCAVA voter may use this form to register to vote and/or request an absentee ballot. If the voter is registering to vote this form cannot be submitted electronically as the original signature is required. If the voter is only requesting an absentee ballot, then the form may be submitted electronically.
- **FWAB** (Federal Write-In Absentee Ballot): UOCAVA voters are allowed to use this form under these circumstances only:
 - The voter must have already submitted an absentee ballot application form or the FPCA form by 5:00 pm the day prior to the election.
 - It is ok to receive the FWAB and the application at the same time – The **FWAB** has to be received by **mail (a voted ballot will not be accepted if sent electronically)**.
 - The voter must already be a registered voter.
 - The FWAB may only be used for the **GENERAL** election.
 - To assure the ballot is counted, the voter may only write-in names for the following races when they appear on the SD ballot: President, U.S. House of Representatives and U.S. Senate. If the voter writes in another name, then the vote for that race will not be counted.
 - If a UOCAVA voter meets the above requirements and has not received a ballot, encourage the voter to use the FWAB and get that mailed to their county auditor immediately. If the FWAB and the regular voted ballot both arrive at the same time in the county auditor's office, the regular ballot will be the one that is counted. Do not open the FWAB.

- If you receive the FWAB first and then receive the application, the FWAB can be counted, as long as the application is received no later than 5:00 pm the day prior to the election.
- The **UOCAVA system** provides all voters covered under UOCAVA the opportunity to request their absentee ballot be sent to them electronically. The voter must include their email address on the absentee ballot application.
 - Once absentee voting begins the voter will receive an email with a URL link, username and password to access their ballot. The voter will then have to print the ballot, mark it and mail the voted ballot back to the county auditor.
 - Along with the ballot will be instructions on how to mail the ballot back and a mailing label for the voter to use as the envelope. **See the end of this document for an example.** All voted ballots must be received prior to the polls closing on Election Day.
 - ANY voted ballot sent electronically will not be accepted.
- UOCAVA voters (and all other voters) may track their absentee ballot through the Voter Information Portal on the Secretary of State's website at: <https://vip.sdsos.gov/VIPLLogin.aspx>
 - This page will provide the date the absentee application was received by the county auditor, the date the auditor mailed the ballot and the date the auditor receives the voted ballot back from the voter. It is IMPORTANT to update the voter's absentee record as soon as possible so that VIP has the most current data. VIP also provides the voter with his/her voter registration information such as political party, polling place location, county registered in, sample ballot, etc.

Authorized Messenger

SDCL 12-19-2.1. ...**ONLY** in the event of confinement because of sickness or disability, a qualified voter may apply pursuant to the provisions of § 12-19-2 in writing and obtain an absentee ballot by authorized messenger so designated over the signature of the voter. The person in charge of the election may deliver to the authorized messenger a ballot to be delivered to the qualified voter. Any application for a ballot by authorized messenger must be received by the person in charge of the election before 3:00 p.m. the day of the election. If the application designating an authorized messenger also indicates a request for an absentee ballot for any future election, such absentee ballot shall be mailed to the address provided on the application. If no address is provided, the ballot shall be mailed to the person's voter registration address.

Notes:

- Remember the **ONLY** voters who can use an authorized messenger are those who are **confined due to sickness or disability**. (confinement does not include college students away from home, voters who tell you their employer won't let them off work to vote, etc. SDCL 12-3-5)
- You or a deputy may only take a ballot out to an individual if you or the deputy is listed as the authorized messenger on that voter's absentee ballot application.
- You do not have to agree to be an authorized messenger. Keep in mind that if you are the authorized messenger for one you will need to be the authorized messenger for all that ask.

General Elections ONLY – Nursing facility, assisted living center or hospital

- You are required under SDCL 12-19-9.1 to go to any nursing facility, assisted living center, or hospital, as defined in § 34-12-1.1, within any county from which there might reasonably be expected to be five or more absentee applications for a general election (this only applies to this election). You will then notify the person in charge of that facility and the chair of the county central committee of each party and any other person who has filed a request to be notified of the date and time at which representatives of the auditor's office will be present to assist the residents of that facility to vote, utilizing the absentee procedure. Any political party, independent

candidate, and nonpolitical candidate may assign a person to accompany the auditor's representatives. At the date and time announced, the auditor's representative and the representatives of the parties, independent candidates, and nonpolitical candidates shall deliver ballots to and assist all persons at that facility who desire such assistance and who have applied for absentee ballots. **This section applies only to a general election.**

- If a person in charge of an election conducts absentee voting at a nursing facility, assisted living center, or hospital as defined in § 34-12-1.1, the voter shall complete a combined absentee ballot application/return envelope and the identification and affidavit requirements provided in § 12-19-2.1 are waived.

Processing absentee ballots at the **POLLING PLACE** on Election Day

STEP 1: Send all absentee ballots and the applications to the polling place(s) to be processed during the day on Election Day. You **DO NOT** send copies of photo ID's with the applications.

STEP 2: At any time during the day, when the election board has time or immediately after the polls are closed, the board shall compare the signature on the *on the ballot return envelope* with the signature on the *written absentee application*. **This signature comparison is done before opening or breaking the seal on the envelope.**

If a voter voted **absentee in-person**, the election board **will not have two signatures to compare**. The in-person absentee voter is only required to complete an absentee envelope which contains the application information and a single signature so there will be no signature to compare to (this voter had to show the person in charge of the election their photo ID or they signed a personal ID affidavit before they were given a ballot).

If the election board is satisfied that:

1. The ballot received was voted by the voter whose name appears on the statement; **and**
2. The voter is registered in that precinct and has not already voted at that precinct in this election; **and**
3. The written application and statement were both signed by the voter or the in-person absentee application/envelope was signed by the voter (no signature to compare on this absentee application/envelope since it was voted in-person), the voter's name shall then be entered in the pollbook and the registration list shall be marked.

STEP 3: The ballot is then removed from the envelope without unfolding or examining it, **stamped with the official ballot stamp**, and deposited into the ballot box (still folded). [SDCL 12-19-10](#)

STEP 4: Any **absentee ballots** that are determined by the election board to **not meet the requirements of the law** shall be returned unopened, with the other election supplies, to the person in charge of the election. A precinct worker shall indicate on the envelope the reason for rejection. See below for reasons to reject the absentee ballot:

1. If an **absentee voter passes away before Election Day**, the ballot cannot be counted. The envelope will be returned unopened to the person in charge of the election and a precinct worker shall indicate on the envelope "Unopened by reason of death of voter." [SDCL 12-19-49](#)
2. If an absentee ballot is delivered to the polls **after the polls have been officially closed**, the ballot cannot be counted. The envelope will be returned unopened to the person in charge of the election and a precinct worker shall indicate on the envelope "Delivered after closing of the polls." [SDCL 12-19-12](#)
3. If the **absentee ballot envelope does not contain the signature of the voter**, the ballot cannot be counted. The envelope will be returned unopened to the person in charge of the election and a precinct worker shall indicate on the envelope "Unopened- No signature."

Processing Absentee Ballots using an **ABSENTEE BALLOT PRECINCT**

- **The absentee ballot precinct board processes absentee ballots at the courthouse on Election Day** (any size county can use appoint an absentee ballot precinct board)
- Below is an option and may only be used by a county that uses an absentee ballot precinct that is located in the same building as the auditor. There may only be **ONE** absentee ballot precinct per county.

SDCL 12-19-10.1. County auditor validation of absentee ballot signatures. If a county uses an absentee ballot precinct at the building where the county auditor is located to process absentee ballots on election day for a federal, state, or county election, the county has the option to validate the absentee ballot signatures in the county auditor's office. The county auditor shall follow the provisions of § 12-19-10 except for the following:

- (1) The county auditor, at any time during the absentee voting timeframe, shall carefully compare the statement on the reverse side of the official return envelope with the written application without opening or breaking the seal of the return envelope; and
- (2) If the county auditor determines that both signatures match:
 - (a) The application for absentee ballot does not need to be sent to the absentee precinct board; and
 - (b) The county auditor shall initial the envelope after the determination that signatures do match.

- If you use an **absentee ballot precinct and are not going to follow SDCL 12-19-10.1** above, you will follow these steps:

STEP 1: The auditor must provide a voter registration list, a pollbook, the absentee ballots and applications to the absentee ballot precinct board on election day. This board will be located at the court house and they may begin at any time on election day processing absentee ballots.

STEP 2: The auditor needs to determine whether the absentee ballot precinct board will run the ballots through the tabulator or prepare the ballots for tabulating once the polls close and all ballots are returned to the court house.

STEP 3: At any time during the day, the absentee ballot precinct board shall compare the signature *on the ballot return envelope* with the signature on the *written absentee application*. **This signature comparison is done before opening or breaking the seal on the envelope.**

If a voter voted **absentee in-person**, the absentee ballot precinct board **will not have two signatures to compare**. The in-person absentee voter is only required to complete an absentee envelope which contains the application information and a single signature so there will be no signature to compare to (this voter had to show the person in charge of the election their photo ID or they signed a personal ID affidavit before they were given a ballot).

If the absentee ballot precinct board is satisfied that:

1. The ballot received was voted by the voter whose name appears on the statement; **and**
2. The voter is registered in that precinct and has not already voted at that precinct in this election; **and**
3. The written application and statement were both signed by the voter or the in-person absentee application/envelope was signed by the voter (no signature to compare on this absentee application/envelope since it was voted in-person), the voter's name shall then be entered in the pollbook and the registration list shall be marked.

STEP 4: The ballot is then removed from the envelope without **unfolding** or examining it, **stamped with the official ballot stamp in the appropriate location, and deposited into the ballot box (still folded)**. [SDCL 12-19-10](#)

STEP 5: The absentee ballot precinct board will then start running the absentee ballots through the tabulating machine (DS850, DS450, DS200) as directed by the County Auditor, but under no circumstance may the absentee ballot precinct board manually count ballots or print any vote totals or display vote totals by any tabulating machine prior to the closing of the polls.

SDCL 12-19-43. Review of absentee voters' affidavits prior to closing of polls--Counting or processing of ballots. The county auditor may direct the board to meet on election day prior to the closing of the polls for the sole purpose of reviewing the absentee voters' affidavits appearing on the sealed ballot envelopes, if in the auditor's judgment this procedure shall be necessary due to the number of absentee ballots received. **The absentee ballots may be opened, stamped, and placed in the ballot box or processed by an automatic tabulating machine, but under no circumstances shall the ballots be manually counted, nor any vote totals printed or displayed by any tabulating machine prior to the closing of the polls. If ballots are processed by an automatic tabulating machine prior to the closing of the polls, the resolution board shall be present,** and notification of such processing shall be provided to each county party chairperson at least ten days before the election.

STEP 6: Any **absentee ballots** that are determined by the election board to **not meet the requirements of the law** shall be returned unopened, with the other election supplies, to the person in charge of the election. A precinct worker shall indicate on the envelope the reason for rejection. See below for reasons to reject the absentee ballot:

1. If an **absentee voter passes away before Election Day**, the ballot cannot be counted. The envelope will be returned unopened to the person in charge of the election and a precinct worker shall indicate on the envelope "Unopened by reason of death of voter." [SDCL 12-19-49](#)
2. If an absentee ballot is delivered to the polls **after the polls have been officially closed**, the ballot cannot be counted. The envelope will be returned unopened to the person in charge of the election and a precinct worker shall indicate on the envelope "Delivered after closing of the polls." [SDCL 12-19-12](#)
3. If the **absentee ballot envelope does not contain the signature of the voter**, the ballot cannot be counted. The envelope will be returned unopened to the person in charge of the election and a precinct worker shall indicate on the envelope "Unopened- No signature."

Absentee Ballot Application/Return Envelope

5:02:10:01.03. Combined absentee ballot application/return envelope. The application for an in-office absentee ballot shall be printed in the following form on an envelope used for sealing the voted ballot:

**APPLICATION FOR IN-OFFICE ABSENTEE BALLOT
_____ COUNTY, SOUTH DAKOTA**

My printed name as it appears on the voter registration list is: _____

My voter registration residence address is: _____
(address) (city)

Check the election for which you are requesting an absentee ballot:

- Primary If you are registered as an independent and are requesting a primary ballot, you may have a choice of ballots. Please check one of the following: Non-political ballot or Democratic Party ballot
- General
- Municipal
- School
- Special _____(specify jurisdiction)

If request is for a municipal or school election:

I have lived in that jurisdiction at least 30 days in the last year. Yes No

I am a full-time postsecondary student who resided in that jurisdiction immediately prior to leaving for postsecondary education. Yes No

I am on active duty military and my home of record is in that jurisdiction. Yes No

I, under penalty of impersonating a registered voter (5 years imprisonment and \$10,000 fine), state that I am the person named above, these statements made by me are true and correct, and that I will vote the ballot which will be enclosed in this envelope.

Voter Signature Date

INSTRUCTIONS TO THE VOTER

- § Mark your ballot privately.
- § Do not fold your ballot.
- § Place your ballot in this envelope and seal it securely.
- § Return the envelope immediately to the person in charge of the election.

Auditor Office Use Only:
Voter Precinct: _____
Type of ID: _____

Printers Note: When this form is printed for primary, general, or other county elections, reference to municipal and school elections may be omitted. The instruction to "not fold your ballot" may be changed if the ballot is to be folded.

Acceptable photo ID's

When a voter votes absentee in-person and the voter does not have one of these forms of ID, that voter must be allowed to sign the personal ID affidavit. A voter is not allowed to submit the Personal ID affidavit if they are voting absentee by mail or by using an authorized messenger.

[SDCL 12-18-6.2](#). Affidavit in lieu of personal identification. If a voter is not able to present a form of personal identification as required by § 12-18-6.1, the voter may complete an affidavit in lieu of the personal identification. The State Board of Elections shall promulgate rules, pursuant to chapter 1-26, prescribing the form of the affidavit. The affidavit shall require the voter to provide his or her name and address. The voter shall sign the affidavit under penalty of perjury. Personal ID Affidavit [05:02:05:25](#)

[SDCL 12-18-6.1](#). Voters required to provide identification before voting. When the voter is requesting a ballot, the voter shall present a valid form of personal identification. The personal identification that may be presented shall be either:

- (1) A South Dakota driver's license or nondriver identification card;
- (2) A passport or an identification card, including a picture, issued by an agency of the United States government;
- (3) A tribal identification card, including a picture; or
- (4) A current student identification card, including a picture, issued by a high school or an accredited institution of higher education, including a university, college, or technical school, located within the State of South Dakota.

Absentee Log

The person in charge of the election is required by law to maintain an absentee ballot log. Here is the format for the absentee log.

5:02:10:06. Official record of absentee ballots delivered to voters. The official record of absentee ballots delivered to voters shall be in either a paper file or an electronic file. The county auditor may use a computer file that is linked to the master voter registration file. These records must contain the following information:

- (1) Date of election and party designation if primary ballot;
- (2) Name of voter;
- (3) Current mailing address of voter;
- (4) Voting precinct;
- (5) Regular or UOCAVA voter;
- (6) Date mailed to voter, given to authorized messenger, or voted in office;
- (7) Name of authorized messenger;
- (8) Date returned;
- (9) Date application received;
- (10) Email address if electronic transmission requested by UOCAVA voter (this is only for an election a county auditor runs, a local election does not have the option to transmit a ballot electronically through the state UOCAVA system); and
- (11) Voter registration address.

Instructions to Absentee Voters

5:02:10:04. Instructions to absentee voters. All ballots mailed or delivered to absentee voters shall include instructions that read as follows:

TO THE VOTER:

- § Mark your ballot privately.
- § (insert a statement regarding whether and how many times the ballot should be folded).
- § Place your ballot in the return envelope and seal it securely.
- § Complete the statement on the back of the return envelope and (bold) **SIGN IT** (unbold).
- § Mail the ballot (voter must pay for postage to mail the ballot unless the voter is covered under the UOCAVA act), deliver it in person, or have someone deliver it for you to the person in charge of the election. (bold) **Do not return absentee ballot to your polling place** (unbold).
- § The ballot must be received by the person in charge of the election in time to transmit it to your precinct polling place before the polls close on election day.
- § Additional information on absentee voting is available at www.sdsos.gov.

Printers Note: Use correct return time designation in sixth bullet point.

Return Envelope for Ballots used in Absentee Voting

5:02:10:05. Official return envelope for ballots used in voting. Prior to January 1, 2011, the envelope for sending ballots to voter may follow the specifications provided in this section that were in effect on May 27, 2009.

The official return envelope for the absentee voter's ballot shall conform to the following specifications except as provided in § 5:02:10:08:

- (1) It is the minimum practicable size and weight utilizing a white security or heavy manila envelope;
- (2) Blank lines for the return address of the voter are printed in the upper left corner of the face of the envelope;
- (3) The words, "OFFICIAL BALLOT TO BE VOTED AT _____ Precinct in _____ County, S.D., at the _____ Election." may be printed in the lower left corner of the face of the envelope;
- (4) Between the return address and the postage shall be printed the "medium use" official election mail logo as prescribed by the U.S. Postal Service. There must be a minimum one-quarter inch clear area around the entire logo;
- (5) The words, "Place Stamp Here" are printed inside a box in the upper right corner;
- (6) The return envelope is addressed to the person in charge of the local election in which the home precinct of the absentee voter is situated;
- (7) The return envelope has the following statement printed on its reverse:

STATEMENT OF ABSENTEE VOTER

I, _____, under penalty of impersonating a registered voter (5 years imprisonment and \$10,000 fine), state that I am a registered voter in the county and state named on the front of this envelope, and that I have voted the enclosed ballot.

(bold) **Signature of Voter** (unbold)

and

(8) The words "Must be received by the person in charge of the election by Election Day or the ballot will not be counted." are printed above or below the Statement of Absentee Voter.

[Envelopes for Sending Ballots to the Voter](#)

5:02:10:03. Envelope for sending ballots to voter. Prior to January 1, 2011, the envelope for sending ballots to voters may follow the specifications provided in this section that were in effect on May 7, 2009.

All ballots mailed to any absentee voter shall be enclosed in an envelope securely sealed and addressed to the absentee voter as indicated on the application for ballots. The envelope shall conform to the following specifications:

(1) It shall be of minimum practicable size and weight;

(2) Across the face of the envelope shall be printed the words "OFFICIAL ABSENTEE VOTING MATERIAL – FIRST CLASS MAIL";

(3) In the upper left corner of the face of the envelope shall be printed the return address of the person in charge of the election; and

(4) Between the return address and the postage shall be printed the "medium use" official election mail logo as prescribed by the U.S. Postal Service. There must be a minimum one-quarter inch clear area around the entire logo.

[Envelopes for Sending Ballots to UOCAVA Voters](#)

5:02:10:08. Envelopes for use with voting service and overseas ballots. The envelopes used in connection with voting service and overseas ballots must be printed in black ink and must meet the following federal guidelines:


BALLOT TRANSMISSION ENVELOPE (Use Black Ink)

Suggested Max: Height 6 1/8 inches; Length 11 ½ inches

Suggested Min: Height 3 ½ inches; Length 5 ½ inches

Printer Note: If an auditor needs to exceed the suggested maximum height and length, that is allowed.

NAME AND COMPLETE ADDRESS _____


 US POSTAGE PAID
 39 USC 3406
 PAR AVION

OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST-CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0

TO: _____

BALLOT **RETURN** ENVELOPE (If mailed in non *U.S. Postal System* -- **Voter must pay postage**)


Suggested Max: Height 6 1/8 inches; Length 11 1/2 inches


Suggested Min: Height 3 1/2 inches; Length 5 1/2 inches

Use Black Ink

Printer Note: If an auditor needs to exceed the suggested maximum height and length, that is allowed.

NAME AND COMPLETE ADDRESS _____


 OFFICIAL ELECTION MAIL
Authorized by the U.S. Postal Service


 US POSTAGE PAID
 39 USC 3406
 PAR AVION

OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST-CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0

TO: _____

The ballot **return** envelope must be a white security envelope or heavy manila envelope. The following must be printed on the reverse of the return envelope to the county auditor:

I, _____, under penalty of impersonating a registered voter (five years imprisonment and \$10,000 fine), state that I am a registered voter and that I have voted the enclosed ballot.

Signature of Voter

**SAMPLE EMAIL THAT GOES OUT TO A UOCAVA VOTER THAT REQUESTS THEIR BALLOT
BE SENT TO THEM ELECTRONICALLY:**

Dear Christian Paulhus

As a uniformed or overseas citizen (UOCAVA) voter, you have requested to receive your ballot electronically. This email is to notify you that your absentee ballot is available and ready for you to access.

To access your absentee ballot you will need the following information:

Your Name as it appears here: **Christian Paulhus**

Your Voter ID Number is: **682476**

Your PIN Number is: **963145**

To access your ballot, log onto the Military and Overseas Citizens Web Portal.

<https://vip.sdsos.gov/BallotAccess/ballotlogin.aspx>

Once you enter your Name, Voter ID Number and PIN Number, you will be taken to the ballot access page. From this page you can view and print your Official Ballot, as well your ballot instructions and mailing label.

Please make sure that you have the ability to print documents before you logon to the portal. Once this portal is accessed, you will be allowed 48 hours to print your ballot and instructions. After 48 hours your ballot and instructions will no longer be accessible. If you need to reprint your ballot, as well as your ballot instructions and mailing label after the 48 hour window, you will need to contact my office. **You will need Adobe Reader installed on your computer to print your ballot.**

You may track the receipt of your voted absentee ballot by clicking the link for the Secretary of State's Voter Information Portal (VIP).

<https://vip.sdsos.gov/VIPLogin.aspx>

NOTE: Intentional tampering with ballots or providing the UOCAVA ballot link to any other person is guilty of a Class 2 misdemeanor pursuant to South Dakota Codified Law 12-19-14.

Should you have any questions, please contact my office at:

Clay County Auditor

Phone: (605) 677-7120

Email: carri.crum@claycountysd.org

Thank you,

Carri Crum, Auditor

Clay County

AFTER UOCAVA VOTER CLICKS ON THE LINK IN THE EMAIL ABOVE
THIS IS WHAT THEY WILL SEE:

The screenshot shows a web portal interface. At the top, there is a navigation bar with links for 'About the Office', 'General Information', and 'Search by Subject'. Below this, a message states: 'You have applied for a Military and Overseas Citizen Absentee Ballot (UOCAVA Ballot). Absentee voting begins September 21st for the November 6th General Election.' This is followed by voter registration information for JAMES LOWENBERG-DEBOER, including address (633 E 20TH ST), legislative district (District 13), county (Minnehaha), and political party. A central instruction says 'To view and print your official ballot and instructions, click the button.' Below this is a green button labeled 'Ballot and Instruc'. A note specifies a 48-hour window for printing and provides a link for troubleshooting. It also mentions the requirement for Adobe Reader, accompanied by the Adobe Reader logo. Finally, there is a blue button labeled 'Check for Adobe Re:'.

About the Office | General Information | Search by Subject

You have applied for a Military and Overseas Citizen Absentee Ballot (UOCAVA Ballot).
Absentee voting begins September 21st for the November 6th General Election.

Voter Registration Information for JAMES LOWENBERG-DEBOER
633 E 20TH ST,
Legislative District: District 13
County: Minnehaha
Political(Party):


To view and print your official ballot and instructions, click the button.

Ballot and Instruc

NOTE: You have 48 hours to print your ballot and instructions. Should you need to reprint your ballot, you may do so during this time period. After 48 hours your ballot will no longer be accessible. If you need to reprint your ballot after 48 hours, please contact your county auditor.

If you are having difficulties opening your ballot and instructions, [click here](#) for troubleshooting steps.

You will need Adobe Reader installed on your computer to print your ballot.



If you are not sure whether your computer has Adobe Reader, click the Check for Adobe Reader button. If your computer has Adobe Reader installed, you will view a PDF file confirming your ability to view your ballot and instructions. If you do not receive the PDF file, you will need to install Adobe Reader on your computer before clicking the button to view your ballot and instructions.

Check for Adobe Re:

AFTER UOCAVA VOTER CLICKS ON THE BALLOT AND INSTRUCTIONS BUTTON ABOVE

THIS IS WHAT THEY WILL SEE:

**Military and Overseas Citizens^{*}
Absentee Ballot Instructions**

There are three parts to your absentee voter package: (1) the absentee ballot instructions, (2) the official UOCAVA[†] absentee ballot, and (3) the absentee ballot mailing label.

Step 1—Read these instructions and gather the supplies needed to complete your ballot

- ☐ The supplies needed are: (1) a pen or pencil, (2) tape (clear preferably), (3) scissors, and (4) a mailing envelope.

Step 2—Make your voting decisions and fill out your ballot

- ☐ Follow the instructions on the official UOCAVA ballot.
- ☐ Should you make a mistake and need to reprint your ballot, you may do so within 48 hours from when you first accessed the Military and Overseas Citizens Web Portal. After 48 hours, to reprint your ballot you will need to contact your county auditor.

Step 3—Complete the return address

- ☐ Complete the return address in the upper left corner of the address portion of the absentee ballot mailing label.

Step 4—Sign the absentee voter’s oath

- The absentee voter’s oath is on the mailing label. Your name and registration address have already been filled in.
- ☐ Sign your name as it is listed in the oath.
- **NOTE: Your absentee ballot will not be counted if the absentee voter’s oath is not signed.**

Please Complete Return Address
Your Name

I, Your Name, under penalty of impersonating a registered voter (five years imprisonment and \$10,000 fine), state that I am a registered voter, that my voting residence is Your Registration Address, City, SD Zip, and that I have voted the enclosed ballot.

Signature of Voter

Step 5—Fold/Insert/Seal the absentee ballot

- ☐ Fold your voted absentee ballot with the printed side toward the inside.
- ☐ Insert your absentee ballot into a mailing envelope that you provide and seal the envelope.

Step 6—Attach the absentee ballot mailing label to the outside of the envelope

- ☐ Cut out the mailing label along the dotted lines around the outside of the label and fold along the center line that separates the oath and the address portion.
- Place the mailing label around the bottom of the envelope with the mailing address to the front of the envelope and the absentee voter’s oath to the back.
- ☐ Tape the mailing label to the envelope. Clear tape (packing or scotch tape) is preferable. All edges of the label must be taped. All wording must be visible through the tape. The US Postal Service recommends that the entire surface of the label be covered with clear tape to protect it during transport.

Step 7—There are three types of postage for returning your ballot—choose one

- ☐ The mailing label includes prepaid first class postage for military and overseas citizens who have access to the US Postal Service or Military Postal Service.
- ☐ Prepaid expedited mail service is available for the General Election only by asking the Military Postal Service for a Label 11-DOD (see sample to the right). Place this sticker over the barcode and first class postage printed on the mailing label.
- ☐ For overseas citizens who do not have access to the Military Post Office, the correct postage for the country from which the absentee ballot is being mailed must be used. Place the postage over the barcode and first class postage printed on the mailing label.



Step 8—Mail your Absentee Ballot

- ☐ **Your voted ballot must be received by your county auditor by Election Day in order to be counted.**

Step 9—Track receipt of your Absentee Ballot

- You may track receipt of your absentee ballot by accessing the Voter Information Portal on the South Dakota Secretary of State’s website located at <https://sos.sd.gov/Elections/VIPLogin.aspx>.

* As part of MOVE—Military and Overseas Voters Empowerment Act

† UOCAVA—Uniformed and Overseas Citizens Absentee Voting Act