

# Guide to Voting by Absentee Ballot in New York City

## League of Women Voters of the City of New York

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## Introduction

To vote by absentee ballot in New York, registered voters should:

1. **Apply for an absentee ballot through the Board of Elections (BOE).** For the Nov. 3, 2020 General Election, the deadline to request by mail is Oct. 27, 2020, but **please leave extra time!** If you apply in person at the Board of Elections, the due date is the day before Election Day, Nov. 2, 2020.
  2. **Wait to receive the ballot.** Ballots will be mailed beginning on/after **Sep. 18, 2020**
  3. **When the ballot arrives, follow instructions carefully to complete it.** (*LWVNYC will provide guidance after the ballots are available*)
  4. **To return the ballot:**
    - a. Mail it via USPS to the BOE in your borough; OR
    - b. Hand deliver it to the BOE in your borough (yourself or through a trusted source); OR
    - c. Hand deliver it to any poll site in your borough during Early Voting or on Election Day (yourself or through a trusted source).
- **Even if you apply for an absentee ballot and vote by absentee ballot, you may still vote at a poll site on Election Day or during Early Voting.** Your absentee ballot will be nullified.
  - **NY State requires an “excuse” in order to vote by absentee ballot.** Legislation was just signed into law that allows any voter to use “temporary illness” as an excuse to request their absentee ballot (applies from 2020-2022).



There are a number of ways to apply that are described on the NYC BOE website [vote.nyc.gov](https://vote.nyc.gov):

## Apply Online

To apply on-line, go to [nycabsentee.com](https://nycabsentee.com), which takes you to this page:

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It is a crime to procure or furnish false material information or statements to the Board of Elections.

### New York City Absentee Ballot Request November 3, 2020 Election ONLY

This website can be used **only** by registered New York City voters to apply for an Absentee Ballot for the November 3, 2020 Election.

Please enter your information **exactly** as it appears in your voter record. Failure to do so may result in a “Record Not Found”.

***This does not mean you are not eligible.***

*If you are affected by COVID-19 and/or the potential of contracting the virus, please check the box for “Temporary Illness” on the application. The definition has been temporarily expanded to include “a risk of contracting or spreading a disease” such as COVID-19.*

For further assistance please call 1-866-VOTE-NYC or email [AbsenteeHelp@boe.nyc](mailto:AbsenteeHelp@boe.nyc)

Absentee Ballot Application

Click on:

**Absentee Ballot Application**

Which takes you to <https://nycabsentee.com/absentee>:

The screenshot shows the top of the NYC Board of Elections website. The header is dark blue with the 'VOTE NYC' logo and the text 'BOARD OF ELECTIONS IN THE CITY OF NEW YORK'. A yellow banner below the header states: 'It is a crime to procure or furnish false material information or statements to the Board of Elections.' Below this is a dark blue bar with the title 'Absentee Ballot Request'. The main form area is light blue and titled 'Personal Information'. It contains a paragraph: 'This website can be used **only** by registered New York City voters to apply for an Absentee Ballot for the November 3, 2020 Election.' The form fields are: 'First Name' (text input), 'Last Name' (text input), 'Birth Date' (three dropdowns for MM, DD, YYYY), 'Borough' (dropdown menu), and 'Zip Code' (text input). A red 'Continue' button is at the bottom.

Use the same name and address that appears on your voter registration.

Enter your information and click on **Continue**. On the next page the top part looks like this:

This screenshot shows the same website header and yellow banner as the previous one. Below the 'Absentee Ballot Request' title bar, the form area is light blue and displays 'Record Found!' in bold. Below this, a message reads: 'Your record was retrieved below. Please fill out the remainder of the application.'

Followed by your personal information:

*Personal information is listed here*

## And the bottom part looks like this:

**How would you like your General Election ballot delivered? (check one)**

☐ Mail to me at my residential address

☐ Mail ballot to me at a different (mailing) address

☐ Deliver to me in person at the board of elections

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**I am requesting, in good faith, an Absentee Ballot due to (check one reason):** *If you are affected by COVID-19 and/or the potential of contracting the virus, **please check the box for "Temporary Illness".** The definition has been temporarily expanded to include "a risk of contracting or spreading a disease" such as COVID-19.*

☐ Absence from county or New York City on election day

☐ Temporary illness or physical disability **(including affected/potential of COVID19)**

☐ Permanent illness or physical disability

☐ Duties related to primary care of one or more individuals who are ill or physically disabled

☐ Resident or patient of a Veterans Health Administration Hospital

☐ Detention in jail/prison, awaiting trial, awaiting action by a grand jury, or in prison for a conviction of a crime or offense which was not a felony

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**Contact Information (optional)**

**Phone**  **Email**

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**Verification**

**Please verify with the CAPTCHA below**

☐ I'm not a robot   
reCAPTCHA  
Privacy - Terms

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**I certify that I am a qualified and a registered (and for primary, enrolled) voter and that the information in this application is true and correct and that this application will be accepted for all purposes as the equivalent of an affidavit and, if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn.**

**Submit**

### Notes:

- You may check the box “Temporary illness or physical disability” if the reason for requesting an absentee ballot is that you are “affected/potential of COVID19”
- Most people will ask to have the ballot mailed to them, and the address does not need to be the same as the one on your registration. You have the option to pick up the ballot yourself at the Board of Elections or to authorize someone to pick it up for you.
- We encourage applicants to include their telephone number and/or email address in case the Board of Elections needs to reach them in order to process the application.

Verify that you are not a robot, certify that you are qualified and registered to vote, and hit **Submit**

## Apply Using the Paper Application

**Next, we show you how to fill out the paper version of the Absentee Ballot Application, shown on the next page. Instructions follow.**

# New York State Absentee Ballot Application

Please print clearly. See detailed instructions.

This application must either be personally delivered to your county board of elections not later than the day before the election, or postmarked by a governmental postal service not later than 7th day before election day. The ballot itself must either be personally delivered to the board of elections no later than the close of polls on election day, or postmarked by a governmental postal service not later than the day before the election and received no later than the 7th day after the election.

BOARD USE ONLY:

Town/City/Ward/Dist: \_\_\_\_\_

Registration No: \_\_\_\_\_

Party: \_\_\_\_\_

☐ voted in office

1.	<b>I am requesting, in good faith, an absentee ballot due to (check one reason):</b> <input type="checkbox"/> absence from county or New York City on election day <input type="checkbox"/> temporary illness or physical disability <input type="checkbox"/> permanent illness or physical disability <input type="checkbox"/> duties related to primary care of one or more individuals who are ill or physically disabled <input type="checkbox"/> resident or patient of a Veterans Health Administration Hospital <input type="checkbox"/> detention in jail/prison, awaiting trial, awaiting action by a grand jury, or in prison for a conviction of a crime or offense which was not a felony			
2.	absentee ballot(s) requested for the following election(s) : <input type="checkbox"/> Primary Election only <input type="checkbox"/> General Election only <input type="checkbox"/> Special Election only <input type="checkbox"/> Any election held between these dates: absence begins: ____/____/____ MM/DD/YYYY absence ends: ____/____/____ MM/DD/YYYY			
3.	last name or surname	first name	middle initial	suffix
4.	date of birth MM/DD/YYYY ____/____/____	county where you live	phone number (optional)	email (optional)
5.	address where you live (residence) street		apt.	city
		state NY zip code		
6.	Delivery of Primary Election Ballot (check one) <input type="checkbox"/> Deliver to me in person at the board of elections <input type="checkbox"/> I authorize (give name): _____ to pick up my ballot at the board of elections. <input type="checkbox"/> Mail ballot to me at: (mailing address) street no. street name apt. city state zip code			
7.	Delivery of General (or Special) Election Ballot (check one) <input type="checkbox"/> Deliver to me in person at the board of elections <input type="checkbox"/> I authorize (give name): _____ to pick up my ballot at the board of elections. <input type="checkbox"/> Mail ballot to me at: (mailing address) street no. street name apt. city state zip code			
<b>Applicant Must Sign Below</b>				
8.	I certify that I am a qualified and a registered (and for primary, enrolled) voter; and that the information in this application is true and correct and that this application will be accepted for all purposes as the equivalent of an affidavit and, if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn. <b>Sign Here:</b> <u>  X  </u> <b>Date</b> ____/____/____ MM/DD/YYYY			

If applicant is unable to sign because of illness, physical disability or inability to read, the following statement must be executed: By my mark, duly witnessed hereunder, I hereby state that I am unable to sign my application for an absentee ballot without assistance because I am unable to write by reason of my illness or physical disability or because I am unable to read. I have made, or have the assistance in making, my mark in lieu of my signature. (No power of attorney or preprinted name stamps allowed. See detailed instructions.)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ MM/DD/YYYY Name of Voter: \_\_\_\_\_ Mark: \_\_\_\_\_

I, the undersigned, hereby certify that the above named voter affixed his or her mark to this application in my presence and I know him or her to be the person who affixed his or her mark to said application and understand that this statement will be accepted for all purposes as the equivalent of an affidavit and if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn.

\_\_\_\_\_  
(address of witness to mark)

\_\_\_\_\_  
(signature of witness to mark)

Board Use Only  
2015 Absentee Ballot Application

## Instructions for filling out the paper application:

- Q1.** Check the box that matches your situation. You may check the box “Temporary illness or physical disability” if you are requesting an absentee ballot due to concern about catching or transmitting COVID-19.
- Q2.** Check which elections you are requesting absentee ballots for.
- Q3.** Use the same name that appears on your voter registration.
- Q4.** We encourage applicants to include their telephone number and/or email address in case the Board of Elections needs to reach them in order to process the application.
- Q5.** Use the address that appears on your voter registration.
- Q6 and Q7.** Most people will ask to have the ballot mailed to them. the address does not need to be the same as the one on your registration. You have the option to pick up the ballot yourself at the Board of Elections, or to authorize someone to pick it up for you.
- Q8. Make sure you sign and date. This signature will be compared to the one on file on your voter registration.**

The fillable [English](#) language Absentee Ballot Application is available at both the Board of Elections websites for both [NY State](#) and [NYC](#). These sites also contain links to applications in [Spanish](#) (both NYC and NYS), and in [Korean](#), [Chinese](#), and [Bengali](#) (NYC only). The English language application is available [here](#) and on P.2 of this Guide, but that form is not fillable. Absentee Ballot Applications may also be picked up at the Board of Elections offices, shown below for New York City.

### NYC Board of Elections Locations:

#### Hours of Operation

9 A.M. - 5 P.M.

#### Executive Office

32-42 Broadway, 7 Fl, New York, NY 10004

Tel: 1-212-487-5400

[Directions](#)

#### Bronx

1780 Grand Concourse, 5 Fl, Bronx, NY 10457

Tel: 1-718-299-9017

Fax: 1-718-299-2140

[Directions](#)

#### Brooklyn

345 Adams Street, 4 Fl, Brooklyn, NY 11201

Tel: 1-718-797-8800

Fax: 1-718-246-5958

[Directions](#)

#### Queens

118-35 Queens Boulevard, Forest Hills, NY 11375

Tel: 1-718-730-6730

Fax: 1-718-459-3384

[Directions](#)

#### Manhattan

200 Varick Street, 10 Fl, New York, NY 10014

Tel: 1-212-886-2100

Fax: 1-646-638-2047

[Directions](#)

#### Staten Island

1 Edgewater Plaza, 4 Fl, Staten Island, NY 10305

Tel: 1-718-876-0079

Fax: 1-718-876-0912

[Directions](#)

## Who may apply for an absentee ballot?

Each person must apply for themselves. It is a felony to make a false statement in an application for an absentee ballot, to attempt to cast an illegal ballot, or to help anyone to cast an illegal ballot.

## Information for military and overseas voters:

If you are applying for an absentee ballot because you or your family are in the military or because you currently reside overseas, do not use this application. You are entitled to special provisions if you apply using the Federal Postcard Application. For more information about military/overseas voting, contact your local board of elections or refer to the Military and Federal Voting [sections](#)

## Where and when to return your application:

**Applications must be mailed seven days before the election, or hand-delivered to your county board of elections by the day before the election;** If the address of your county board of elections is not provided on this form, contact information for your local election office can be found on the New York State Board of Elections' website, under "[County Boards of Election" directory](#)"

## Options available to you if you have an illness or disability:

If you check the box indicating your illness or disability is permanent, once your application is approved you will automatically receive a ballot for each election in which you are eligible to vote, without having to apply again/ You may sign the absentee ballot application yourself, or you may make your mark and have your mark witnessed in the spaces provided on the bottom of the application. Please note that a power of attorney or printed name stamp is not allowed for any voting purpose.

## What if I or someone I know has a print disability:

People with print disabilities can use the [New York Accessible Electronic Absentee Ballot Application](#).

## When your ballot will be sent:

Your absentee ballot materials will be sent to you at least 32 days before federal, state, county, city or town elections in which you are eligible to vote. If you applied after this date, your ballot will be sent immediately after your completed and signed application is received and processed by your local board of elections. If you provide dates in section 2, identifying the time frame within which you will be absent from your county or from the City of New York, you will be sent a ballot for any primary, general, special election or presidential primary election which might occur during the time frame you have specified. If you prefer, you may designate someone to pick up your ballot for you, by completing the required information in section 6 and, or section 7, as appropriate/ contact your local county board of elections if you have not received your ballot.