

To: Applicant for Absentee Ballot

From: Gail Evans Burpee, District Clerk

**Re: Absentee Ballot Procedures**

Date: May 2, 2007

An application for an Absentee Ballot is included below. This application must be completed and returned to the District Clerk no later than seven (7) days prior to the scheduled date of the vote, if returning by mail, or one (1) day prior to the scheduled date of the vote, if returning in person.

After the District Clerk has reviewed the application, a ballot will be sent to the qualified voter by certified mail. The complete ballot must be returned by certified mail or in person to the District Clerk.

If you have any questions about these procedures or other matters related to the use of the Absentee Ballot, please call the District Clerk at (315) 653-7218.

Thank you.

Gail Burpee

**OTSELIC VALLEY CENTRAL SCHOOL  
SOUTH OTSELIC, NY 13155**

**APPLICATION FOR ABSENTEE BALLOT**

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I. Name: \_\_\_\_\_

Residence: \_\_\_\_\_  
(Number and Street or Rural Route Delivery Number)

\_\_\_\_\_

(Name of Post Office)

\_\_\_\_\_

(State)

\_\_\_\_\_

(Zip Code)

II. On the day of the school district election, I attest that I am or will be: (Mark an "X" in each box)

over 18 years of age.

a citizen of the United States

have or will have resided in the District for 30 days next preceding such date of election

III. On the day of the school district election, I, the applicant, will be unable to appear to vote in person that day because of the following reason: (Mark an "X" for the reason which is applicable to your situation. Mark only one box.)

A.  I will be a patient in a hospital or will be unable to appear personally at the polling place on such day of the election because of illness or physical disability.

B.  My duties, occupation or business will require me to be outside of the county, or city of my residence of such day of election.

C.  I will be on vacation outside of the county or city of my residence on such day of election.

D.  I will be absent from my voting residence because I am detained in jail awaiting action by a Grand Jury or awaiting trial or am confined in prison after conviction for an offense other than a felony.

IV. If you, as the applicant, marked Box B, Box C, or Box D, additional information is required.

- If you, as the applicant, marked **Box B** and your duties, occupation or business are of such a nature as ordinarily to require such absence, a brief description of such duties, occupation or business shall be provided:

**Description**

- If you marked **Box B** and your duties, occupation or business are not of such a nature as ordinarily to require such absence, a statement of the special circumstances on account of which such absence is required shall be provided:

**Statement of Special Circumstances**

- If you marked **Box C** and you expect in good faith to be absent on the day of election because you, the applicant, will be on vacation elsewhere on such day, you must supply the following information:

A. Date when vacation is expected to begin \_\_\_\_\_

B. Date when vacation is expected to end \_\_\_\_\_

C. The place or places where you will be on such vacation: \_\_\_\_\_

\_\_\_\_\_

D. Name and address of employer, if any:

\_\_\_\_\_  
(Name of Employer)

\_\_\_\_\_  
(Number and Street or Rural Route Delivery Number)

\_\_\_\_\_  
(Name of Post Office) (State) (Zip Code)

E. If self-employed, a statement to that effect:

**Self-Employment Statement**

Application for Absentee Ballot - Continued

- If you marked **Box D** and the reason why you, the applicant, marked Box D was either detention or confinement to jail, you must mark one of the following statements by placing an "X" in the box which corresponds to the situation which is applicable:

I am detained awaiting action of the Grand Jury.

I am confined after conviction for an offense other than a felony.

- V. I hereby declare that the foregoing is a true statement to the best of my knowledge and belief, and I understand that if I make any material false statement in the foregoing statement of Application for Absentee Ballots, I shall be guilty of a misdemeanor.

Date: \_\_\_\_\_ Signature of Voter: \_\_\_\_\_

**Note: If your application for an Absentee Ballot is determined to be valid, and you, as a qualified voter, are issued an Absentee Ballot, the STATEMENT OF ABSENTEE VOTER found on one side of the envelope containing the Absentee Ballot also must be signed and dated by the qualified voter.**

RETURN THIS APPLICATION TO:

Gail Evans Burpee, District Clerk  
Otselic Valley Central School  
PO Box 161, 125 County Road 13A  
South Otselic NY 13155