

Massachusetts Official Vote By Mail Instructions

This Vote by Mail package has been sent to you at your request. The package includes: a ballot, a yellow ballot envelope, and a white return ballot envelope.

Please read the instructions below before voting and returning your ballot.

STEP 1: VOTE

- **Mark your ballot** according to the instructions on the ballot, preferably with black ink.
Candidates and questions may be listed on both sides of the ballot.
Note: If you need assistance because of disability or inability to read your ballot, you may choose any person to help you.
- **Put your ballot into the yellow ballot envelope** and seal the ballot envelope.

STEP 2: SIGN YOUR BALLOT ENVELOPE

- **Sign the ballot envelope.** Print your name and address below your signature if it is not already included.
Note: If you cannot sign your own name, you may choose someone to sign your name for you. That person will need to sign their own name on the bottom half of the envelope.
- **Place your signed ballot envelope** into the white return envelope and seal the return envelope.

STEP 3: RETURN YOUR BALLOT

- **Return your ballot** by mail or in person.
To **return your ballot by mail**, make sure to apply sufficient postage. While ballot package weight can vary, 2 First Class stamps is generally sufficient.
You can **return your ballot in person** to your local election office or any secured ballot drop box provided by your city/town. Visit www.sec.state.ma.us/ele to find your community's ballot return locations.
Ballots must be received by the **close of polls on Election Day** in order to be counted.



The U.S. Postal Service recommends mailing your ballot **at least 1 week before Election Day.**



William Francis Galvin
Secretary of the Commonwealth