



Burr Hills-Ballston Lake CSD

Instructions For Absentee Ballot Application

Who may use this application for a school district absentee ballot?

You may use this application if you are a qualified voter who resides in a school district that provides for personal registration of voters. You may only apply for an absentee ballot on your own behalf.

If you are unsure whether your district provides for personal registration, please contact your district clerk. If you reside in a district that does **not** provide for personal registration, you may contact your school district to apply for an absentee ballot.

Please note, residents of city school districts of cities with one hundred twenty-five thousand inhabitants or more are not eligible to use this form.

Who is a qualified voter?

You are qualified to vote in your school district if you are:

- a citizen of the United States
- at least 18 years of age; and
- a resident of the school district for a period of at least 30 days preceding the meeting or election at which you seek to vote.

No person shall have the right to register for or vote at any school meeting or election who would not be qualified to register for or vote at an election in accordance with the provisions of Election Law § 5-106.

Information for military voters:

Do **not** use this application if you are:

- a qualified voter who will be absent from your school district on the day of the election as a result of actual military service;
- a qualified voter who has been discharged from actual military service within 30 days of the election in which you seek to vote; or
- the spouse, parent, child, or dependent of a military voter as set forth above who is accompanying such military voter and who is qualified to vote in the same school district as the military voter.

If you meet any of the above criteria, you are entitled to special provisions if you apply for a military ballot. Please contact your school district to receive the appropriate application form.

Information for voters with an illness or disability:

If you check the box indicating your illness or disability is permanent, and you are identified as a permanently disabled voter by the county board of elections, once your application is approved you will automatically receive a ballot for each school district 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.

Where and when to return this application:

If you request that the absentee ballot be mailed to you, your application must be received by the district clerk for your school district no later than 7 days before the election for which you seek an absentee ballot. Otherwise, you may personally deliver your application to the district clerk no later than the day before the election. You may not submit your application more than 30 days prior to the election. **If returning this application in person, deliver to District Offices, 88 Lakehill Road, Hostetter Leadership Center located at 88 Lakehill Road, to the Clerk of the Board, Monday-Friday, from 8 a.m. to 4 p.m. If returning this application by mail, mail to Rebecca Manson, Deputy Clerk of the Board, BH-BL Central Schools, PO Box 1389 Ballston Lake, NY 12019. If you have any questions, please contact Rebecca Manson, Deputy Clerk of the Board, at (518) 399-9141 extension 85029 or rmanson@bhbl.org.**

When your absentee ballot will be sent to you:

If you request that the absentee ballot be mailed to you, the district clerk will mail your ballot by regular mail no later than 6 days prior to the election. Otherwise, the district clerk will deliver your ballot to you or your agent, as designated on your application, when you or your agent appears in the district clerk's office.

For your ballot to be canvassed, it must be received by the school district clerk by 5 p.m. on the day of the election.