A registered voter may cast a vote using an absentee ballot **only if** you are **unable to appear** at the polling place on the day of a primary, election or referendum **due to one or more of the following reasons:**

1. your active service in the U.S. armed forces;
2. your absence from town during all the hours of voting;
3. your illness;
4. your physical disability;
5. your religion forbids secular activity on that day;
6. your required performance of duties as a primary, referendum, or election official at a polling place other than your own during all the hours on that day.

### DO!!

<table>
<thead>
<tr>
<th><strong>HELPFUL HINTS</strong></th>
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<tbody>
<tr>
<td><strong>You may</strong> help with the application for absentee ballot, or refer individual voters to Secretary of State website.</td>
</tr>
<tr>
<td><strong>You must</strong> sign the application form if you assist with an absentee ballot application.</td>
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<tr>
<td><strong>You and any person you ask to distribute applications must</strong> register with the Town Clerk before distributing 5 or more absentee ballot applications.</td>
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<tr>
<td><strong>You must</strong> keep a list of voters to whom you provide applications and file it with the Town Clerk before the election, primary or referendum.</td>
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<tr>
<td><strong>You must</strong> file any completed applications given to you with the Town Clerk of voter’s residence ASAP.</td>
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<tr>
<td><strong>You may</strong> follow-up with the applicants, or check with the Town Clerk to see if a person has applied for or returned an absentee ballot.</td>
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### DON'T!!

<table>
<thead>
<tr>
<th><strong>REMEMBER</strong></th>
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<tr>
<td><strong>Don’t</strong> misrepresent the eligibility requirements to vote absentee to anyone. This is a criminal violation.</td>
</tr>
<tr>
<td><strong>Don’t</strong> mail unsolicited applications unless you include a written explanation about the six eligibility requirements, and a written warning that there are penalties for voting/attempting to vote by absentee ballot without meeting the eligibility requirements.</td>
</tr>
<tr>
<td><strong>Don’t</strong> help with <strong>ballot,</strong> or be present when voter completes his <strong>ballot.</strong></td>
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<tr>
<td><strong>Don’t</strong> take possession of a <strong>ballot</strong> or deliver a completed ballot.</td>
</tr>
<tr>
<td><strong>Don’t</strong> solicit a false statement on the application form, or make a false statement yourself.</td>
</tr>
<tr>
<td><strong>Don’t</strong> give or accept compensation solely for distributing absentee ballot applications.</td>
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<tr>
<td><strong>Don’t</strong> hold onto completed applications.</td>
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**This includes being present at supervised absentee voting at a group home or similar facility.**

For questions about absentee ballots contact the Secretary of the State (860) 509-6100 or 1-800-540-3764 Email: LEAD@po.state.ct.us

For questions on how to file a complaint contact the State Elections Enforcement Commission (860) 256-2940 Email: SEE@ct.gov

Toll Free-CT Only: 1-866-SEE-INFO
Including this statement with correspondence you send with unsolicited absentee ballot applications constitutes compliance with General Statutes §9-140(l):

“Enclosed please find an absentee ballot application, which you may use only if you will be unable to appear at your polling place on the day of the primary, election or referendum for one of the following reasons:

(1) your active service in the U. S. armed forces
(2) your absence from town during all the hours of voting
(3) your illness
(4) your physical disability
(5) your religion forbids secular (non-religious) activity on that day
(6) your required performance of duties as a primary, referendum, or election official at a polling place other than your own during all the hours on that day.

WARNING: Voting by absentee ballot if you are not eligible to do so for one of the six reasons listed above can subject you to civil and criminal penalties.”

Civil penalties:
The State Elections Enforcement Commission may levy a civil penalty not to exceed $2,000 per offense against any person the commission finds to be in violation of any provision of state law regarding absentee voting (Chapter 145 of the Connecticut General Statutes).

Criminal penalties:
A person who willfully violates any provision of Chapter 145 of the Connecticut General Statutes shall be guilty of a class D felony. Conviction of a class D felony shall be punished by imprisonment for a term of not less than one year nor more than five years, or a fine not exceeding $5,000 or both.

It is a class D felony:

- for any person not authorized by law to possess the official absentee ballot of an applicant to whom it was issued;
- for any candidate or agent of a candidate, political party or committee to knowingly be present when absentee ballot applicant executes an absentee ballot;
- to commit a false statement in absentee balloting;
- to knowingly misrepresent the eligibility requirements to vote by absentee ballot.

Sources: Connecticut Constitution, Article VI, Sec. 7 and Connecticut General Statutes, Chapters 145 & 151: Sections 9-135, 9-140, 9-140a, 9-140b, 9-359, 9-359a