

## **Requesting an Absentee or Early Mail Ballot for the Budget Vote/BOE Election on May 20, 2025**

Qualified voters seeking an absentee or early mail ballot must obtain an [application](#) and submit it to the office of the District Clerk. The process begins by downloading an application from the district website or emailing: [cynthia\\_coleman@pittsford.monroe.edu](mailto:cynthia_coleman@pittsford.monroe.edu) or by calling 267-1057 to request an application be mailed directly to the voter.

Once you have filled out your application, the technical process outlined below must be followed. Due to the detailed steps and deadlines involved, we encourage you to call 267-1057 if you are uncertain or have questions about next steps.

### **Applications for Absentee or Early Mail Ballot Process**

**Applications** must be in our office no later than 7 days (**May 13<sup>th</sup>**) before the vote if the ballot is to be mailed directly to the voter. *This allows for U.S. postal turn-around time for mailing back the ballot.* This means that qualified voters who wish to receive an absentee or early mail ballot **in the mail** must file their application with the district clerk no later than Tuesday, May 13, 2025.

Qualified Voters may also file their application and pick up their absentee or early mail ballot in person through **Monday, May 19, 2025**.

**All Applications** must be in our office no later than the day before the vote - **Monday, May 19, 2025**.

**Combined requests** for both the application and ballot can be made in writing by way of a signed letter. The deadline for accepting combined requests for mailing directly to the voter is 7 days before the vote - **Tuesday, May 13, 2025**.

### **Acceptance for Absentee or Early Mail Ballots**

The preference is to have all absentee & early ballots in by **May 19<sup>th</sup>**. However, absentee & early mail ballots can be accepted up until **5:00 p.m.** on the day of the vote (May 20<sup>th</sup>), **as long as the application is already on file**.

Voters may also fill out an application & ballot in person on or before **May 19<sup>th</sup>** between the hours of 8:30 am and 4:00 pm.

### **\*Special Notes\***

- You **CANNOT** designate a proxy to receive a ballot.
- The ballot **MUST** be issued/mailed directly to the applicant.
- Ballots cannot be accepted without a valid application on file.
- Application and ballot envelope **must have original signatures** - **Copies cannot be accepted**.
- When returning the ballot, it must be in the ballot envelope & envelope must be filled out & signed.
- If mailing the ballot & application at the same time, **DO NOT** place the application in the ballot envelope.
- Place the ballot envelope & application in the pre-addressed envelope & mail to the Pittsford CSD.

Applications may be returned in person or mailed to: Pittsford CSD, District Clerk, 75 Barker Rd., Pittsford, NY 14534

### **Qualifications for Voting:**

1. **Must** be a United States Citizen
2. **Must** be at least 18 years of age
3. **Must** be a Pittsford School District resident & living at that address at least 30 days prior to the vote

