



Voting By-Mail Guidelines

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Who may cast an absentee by-mail ballot?

Registered voters unable to vote at the polls on Election Day or during the entire Early Voting period due to one of the following situations may cast ballots by mail:

1. Out of the county (Macon County);
2. A full-time student enrolled in an accredited institution of learning outside Macon County or the spouse of such student;
3. Hospitalized, sick or disabled (this includes the caretaker of such voter who is unable to vote at the polls);
4. Permanent absentee voter who, because of health reasons, has filed a Doctor's statement with election commission office;
5. Resident of a licensed nursing home which is outside Macon County;
6. Juror in a federal or state court who will be serving during Early Voting and on Election Day;
7. Person is age 65 years or older;
8. Observing a religious holiday;
9. Candidate for office in the election;
10. Will be serving as an election official;
11. Possesses a valid Commercial Driver License and will be outside Macon County or the State of Tennessee during the entire Early Voting Period and on Election Day and has no specific out-of-county or out-of-state location to which mail may be sent or received during such time.

How do I get an absentee by-mail ballot?

You must send a written request to the Election Commission Office. You have the option of writing the request yourself or having anyone you choose write the request for you. However, you must sign the request, or, if you are unable to sign or make your mark because of a physical disability, have the person assisting you sign your name and then sign their name and indicate that they provided assistance to you. Another person must also be present and must sign as a Witness. Both the person assisting you and the witness must provide their addresses.

What information must I provide in my written request for an absentee by-mail ballot?

The written request must include the following information:

1. Your name as it appears on your voter registration card;
2. Your residence address;
3. Your social security number;
4. The address to mail your ballot to;
5. The specific election you wish to vote in;
6. The reason you are requesting an absentee by-mail ballot;
7. Your signature
8. Your current commercial driver license number (if your reason for requesting an absentee by-mail ballot is because of working outside the county or state that is related to driving with a commercial driver license).

NOTE: If the written request for an absentee by-mail ballot does not contain all the required information listed above, an Application for Absentee Ballot will be mailed to you.

How does my written request for an absentee by-mail ballot get to the Election Commission Office?

The written request can be **mailed** to the following address:

Macon County Election Commission
111 East Locust St., Lafayette, TN 37083

OR

The written request can be **FAXED** to the Election Commission Office at this number: 615-666-7469 - **(After faxing your request, please mail the original to our office).**

NOTE: No requests may be hand delivered to the Election Commission Office.

When can I make my written request for an absentee by-mail ballot?

Written requests for Absentee By-Mail ballots will be accepted no more than ninety (90) days and no less than seven (7) days before an election. If the Application (defined as a written request containing all the required information listed above) is received in the Election Office no more than five (5) days before the election, an absentee by-mail ballot will be mailed to you. If the written request does not contain all the information listed above but still arrives in the Election Office no later than seven (7) days before the election, an Application for Absentee Ballot will be mailed to you. The completed Application for Absentee Ballot must be received in the Election Office no later than five (5) days before the election.

Can my Absentee By-Mail Ballot be hand-delivered to the Election Office?

Under present law, the ballot must be **mailed** to the Election Commission Office.

Does my Absentee By-Mail ballot have to be in the Election Office before Election Day?

You should make every effort to mail the ballot so that it reaches the Election Office before Election Day. Any ballot received in the mail after the close of the polls on Election Night will be rejected.