



COUNTY OF  
**GREENE**  
COUNTY CLERK

## Absentee Voting or Mail-In Voting

### November 3, 2020 Election



COUNTY OF  
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COUNTY CLERK

	AM I ELIGIBLE?	HOW DO I APPLY?	DO I NEED A NOTARY?	HOW DO I RETURN MY BALLOT?
<b>REQUEST AN ABSENTEE BALLOT</b>	<p>Must meet one of seven reasons to vote absentee.</p> <p>See the application for the list.</p> <p><a href="#">Absentee Ballot Application Link</a></p>	<p>Applications for an absentee ballot must be received in the Greene County Clerk's office by 5:00pm October 21<sup>st</sup>.</p> <p>Email: <a href="mailto:countyclerk@greencountymo.gov">countyclerk@greencountymo.gov</a></p> <p>Mail: Greene County Clerk's Office 940 N Boonville Ave, RM 113 Springfield MO 65802</p> <p>Fax: 417-868-4170</p>	<p>You do NOT need a notary if you meet the "incapacitated" or the "at risk for COVID-19" reason listed on the application.</p> <p>All remaining absentee reasons <u>DO</u> require notarization.</p>	<p>Make sure your ballot envelope is notarized, if required.</p> <p>You can return it: In-person, by mail, or in-person by a relative within the second degree. If using the mail, mail it to the office in plenty of time for the office to receive it by Election Day.</p>
<b>REQUEST A MAILIN BALLOT</b>	<p>Every registered voter is eligible.</p> <p><a href="#">Mail Ballot Application Link</a></p>	<p>Applications for an Mail-in ballot must be received in the Greene County Clerk's office by 5:00pm October 21<sup>st</sup></p> <p>Mail: Greene County Clerk's Office 940 N Boonville Ave, RM 113 Springfield MO 65802</p> <p>These applications cannot be emailed or faxed.</p>	<p>Yes. All mail-in ballots must be notarized.</p>	<p>Your notarized ballot must be returned by mail to the office.</p> <p>Mail it to the office in plenty of time for the office to receive it by Election Day.</p>

Applications must be received by **5PM on Wednesday, October 21, 2020** for the November 3, 2020 General Election.

**Ballots must be received by 7PM on Election Day.**

## Plan to Vote Prior to Election Day?

### Do Not Delay, Do it Now - Here's How!

As an election office we are hearing more and more from voters who want to avoid Election Day lines, due to personal health concerns about COVID-19. We understand and realize there is some natural confusion about the new and expanded options voters have during this election year. The goal of the following information is to help explain your options in the simplest and clearest terms possible. We hope this information will help you to make the decision that is in your best interest as a voter while abiding by the laws of our state.

You have **3 basic voting options** to vote prior to Election Day for the November 3<sup>rd</sup> General Election this year. If you are planning to vote prior you have **two options** to **vote-by-mail** or **one option** to **vote-in-person**.

### Vote-by-Mail Options

#### Option One – Vote-by-Mail Absentee with Qualified Reason

Missouri law has traditionally allowed voters to **select one of six qualified reasons** in order to cast a ballot prior to Election Day. This year, the legislature added a **7<sup>th</sup> reason** to protect individuals the CDC considers to be at increased risk of severe illness if they contract COVID-19. State law requires notarization for all of the following reasons except **Reason 2 & Reason 7**.

The following are all current absentee reasons allowed by Missouri law for a registered voter:

1. Absence on Election Day from the jurisdiction of the election authority in which such voter is registered to vote;
2. Incapacity or confinement due to illness or physical disability, including a person who is primarily responsible for the physical care of a person who is incapacitated or confined due to illness or disability;
3. Religious belief or practice;
4. Employment as an election authority, as a member of an election authority, or by an election authority at a location other than such voter's polling place;
5. Incarceration, provided all qualifications for voting are retained.
6. Certified participation in the address confidentiality program established under sections 589.660 to 589.681 because of safety concerns.
7. For an election that occurs during the year 2020, the voter has contracted or is in an at-risk category for contracting or transmitting severe acute respiratory syndrome coronavirus 2 (COVID-19).
  - a. Voters who are considered at-risk for contracting or transmitting COVID-19 are those who:
    - i. Are 65 years of age or older;
    - ii. Live in a long-term care facility

- iii. Have chronic lung disease or moderate to severe asthma;
- iv. Have serious heart conditions;
- v. Are immunocompromised;
- vi. Have diabetes;
- vii. Have chronic kidney disease and are undergoing dialysis; or
- viii. Have liver disease.

**Absentee Ballot Request Link:** [www.greenecountymo.gov/files/PDF/file.pdf?id=9615](http://www.greenecountymo.gov/files/PDF/file.pdf?id=9615)

After the form is filled out, print, sign, and choose one of the following options to deliver to the office:

**E-mail:** [CountyClerk@greenecountymo.gov](mailto:CountyClerk@greenecountymo.gov)

**Mail or Bring Request to:** Office of the County Clerk  
940 N Boonville, Room 113  
Springfield, MO 65802

**Historic Courthouse**

**Hours:** 8:00 a.m. – 5:00 p.m.

**Fax:** 417-868-4170

A request can also be made by a relative within the second degree (spouse, parents and children)

We also have forms and application drop boxes so that you can drop off requests outside the historic courthouse on Boonville and Robberson, and at the entrance to the Archives on 1126 N Boonville, the same building in which the Elections Center is located.

### **Option Two – No Excuse Vote-by-Mail**

If you are a voter who looks at the seven available reasons and none apply to your situation, the Missouri legislature has added an option, for 2020 only, to vote by mail with no excuse required.

**Please note the following guidelines for this voting option:**

1. A request can only be made in person or by USPS mail.
2. The ballot once received must be notarized prior to mailing back.
3. The voted ballot must be returned by mail, and must be returned by 7:00 p.m. on November 3<sup>rd</sup> in order to be counted.

**Mail-in Ballot Request Link:** [www.greenecountymo.gov/files/file.php?id=35669](http://www.greenecountymo.gov/files/file.php?id=35669)

After the form is filled out:

**Mail or Bring Request to:** Office of the County Clerk  
940 N Boonville, Room 113  
Springfield, MO 65802

**Historic Courthouse**

**Hours:** 8:00 a.m. – 5:00 p.m.

**Mail-in Ballot Applications cannot be emailed or faxed.**

A request can also be made by a relative within the second degree (spouse, parents and children).

### **Option Three – Vote In-Person Absentee with Qualified Reason**

Missouri state law has traditionally made this option available to voters. The main difference between voting-in-person through absentee voting and voting by mail is that the in-person absentee voters do not need to find a notary to confirm their identity as the actual person casting the requested ballot. The voter's identity is confirmed in the same manner as a voter being checked in on Election Day by an election judge.

It is also important to note that the voter is able to cast their ballot into tabulation equipment, just as they would on Election Day.

To vote in-person absentee you can come to the **Elections Center on 1126 North Boonville** between **7:30 a.m. – 5:30 p.m. Monday – Friday**. **Important Note: By statute on November 2<sup>nd</sup> absentee voting hours will close at 5pm.** In-person absentee voting will also be open for Greene County voters on **Saturday, October 24** from **9:00 a.m. – 1:00 p.m.** and **Saturday, October 31** from **9:00 a.m. – 4:00 p.m.**

## That's Good Information but I Still Have Questions

**When does vote-by-mail and in-person absentee voting and no-excuse mail-in ballot voting start?**

Tuesday, September 22

If you choose to vote absentee in-person, you can come to 1126 N Boonville at the Elections Center from Monday through Friday 7:30 a.m. – 5:30 p.m. to cast your ballot from Tuesday, September 22<sup>nd</sup> up until Monday, November 2<sup>nd</sup>. **Important Note: By statute on November 2<sup>nd</sup> absentee voting hours will close at 5pm.** You may also vote absentee in-person Saturday, October 24<sup>th</sup> 9:00 a.m. – 1:00 p.m. and Saturday, October 31<sup>st</sup> 9:00 a.m. – 4:00p.m. Look for the large “**Absentee Voting Here**” banner and you will know you are there.

**Can I make my request now to have a ballot mailed to me?**

Yes – for instructions please review the previous information regarding Option One, for an absentee vote-by-mail ballot, and Option Two for no excuse vote-by-mail ballot.

**How long do I have to request a ballot to be mailed to me?**

Whether you choose Option One, vote-by-mail absentee, or Option Two, a no-excuse mail-in-ballot, the requests must be received no later than 5:00 p.m. on the second Wednesday prior to any election (**Wednesday, October 21<sup>st</sup>**).

**I'm hearing the United States Postal Service (USPS) is not up to the task? Is that true?**

The USPS has always worked hard to help ensure voter's mailed ballots make it to our office in time. *The best thing you can do as a voter is don't delay and make your request today!* When you receive your ballot, it is imperative to vote your ballot, notarize the outer envelope the ballot is inserted into, unless it is Reason 2 or Reason 7 for an absentee ballot, and mail it back to 940 N Boonville, Room 113, Springfield, MO 65802.

By law, you can request your ballot be mailed to you, up to the deadline two-weeks prior to Election Day, which is October 21<sup>st</sup>. If you wait until close to the deadline, you are risking the chance your ballot will not arrive back by 7:00 p.m. election night, and therefore will not be counted. We will be making a major media push as an office no less than three weeks away from Election Day for voters that need their ballot mailed to do so then. *The smartest thing you can do if you are reading this now is don't delay and make your request today!*

**Do I have to pay to mail my ballot to your office?**

No. The cost to mail your ballot is paid for by your taxpayer dollars.

**I am glad I don't have to pay to mail my ballot back. Is it mailed First Class then?**

No. All return election mail is treated as Business Reply Mail. This means they have 2 – 9 business days to deliver your voted ballot back to our office.

Please know that we have met with the USPS to ensure everything that is possible is being done to ensure your ballots are delivered as timely as possible – both to you and back to our office. The Postal Service does their best to keep all election mail moving as rapidly as possible during election time as they understand voters want their ballots counted. We even meet with the USPS on election night at 7:00 p.m. to see if there are any final ballots to pick up. We take this responsibility seriously, and they take it seriously, but this process also requires every voter to give them as much time as possible to get your ballot delivered back to our office. Information recently passed along to our state from the USPS makes it clear that voters who wait until a week before the election to drop their ballot in the mail will run the risk of their ballot not making it to our office in time to be counted.

**What if I requested a no-excuse mail-in ballot and realized I have waited too long to mail it back for it arrive by 7:00 p.m. election night as required by law for my mailed ballot to be counted?**

If you believe you qualify for one of the seven excuses, bring your ballot to the office at 940 N. Boonville, Room 113 prior to Election Day. Your mail-in ballot will be spoiled and you will be able to vote an absentee ballot to vote and cast in the office.

You may also bring your ballot to your [Assigned Polling Location](#) or a central polling location on Election Day. Your mail-in ballot will be spoiled and you will be issued a new ballot to vote and cast at the polling location.

**What if I requested an absentee excuse vote-by-mail ballot and realized I have waited too long to mail it back for it arrive by 7:00 p.m. election night as required by law for my mailed ballot to be counted?**

Bring your ballot to the office at 940 N Boonville, Room 113 prior to Election Day or on Election Day by 7:00 p.m. and it will be accepted.

You can also bring your ballot to your [Assigned Polling Location](#) or central polling location on Election Day. You may surrender that ballot to be spoiled and will be issued a new ballot to vote and cast at the polling location.

**I am unable to print the request form and have no way of making it to the office. How do I request a ballot to be mailed to my mailing address?**

Call 868-4060 and a member of the office team will take down your address and mail the form to you. If you have access to email, email [CountyClerk@greencountymo.gov](mailto:CountyClerk@greencountymo.gov) and request the form be mailed to your mailing address.

**I've heard absentee ballots are not counted, unless they are needed to break a tie. Is that true?**

No. Absentee and mail-in ballots returned by 7:00 p.m. election night are counted, unless there is no signature or the bi-partisan election judge team agrees the signature does not match, or the outer envelope is not notarized as required by law for all mailed mail-in ballots and all absentee ballots (unless Reason 2 or Reason 7 are checked).

**Is it true that absentee ballots for military and overseas voters can be returned after Election Day?**

Yes. All military and overseas voters have until noon on Friday, the week of the election for their ballot to be returned.