

ABSENTEE BY MAIL PROCEDURE:

You may vote **absentee by mail** if one of the following reasons applies:

1. You will be outside the county in which you are registered during the early voting period and on Election Day for any other reason other than imprisonment.
2. You are a full-time student, or spouse of such student in an accredited post secondary institution of learning in this state which is outside the county in which you are registered to vote.
3. You are hospitalized or medically unable to appear at the polling place or the commission office for this election, if your condition is permanent, you can qualify for the permanent absentee list by filing a statement from your physician with the county election commission.
4. You are the caretaker of a hospitalized, ill or disabled person.
5. You are handicapped or disabled and your polling place is not accessible.
6. You expect to be unable to appear during the early voting period or at the polling place on Election Day because you are serving as a juror for a federal or state court.
7. You are 65 years of age or older.
8. You are a candidate for office in the election in which you wish to vote.
9. You are an election official, or a member or employee of the election commission on Election Day.
10. You are unable to appear during the early voting period or the polling place on Election Day because of observance of a religious holiday.
11. You possess a valid commercial driver's license.

Procedures for voting by mail: If you meet one of the above conditions and wish to vote by mail, you must request a ballot in writing over your signature. The request can be made as much as ninety (90) days in advance of an election and not later than seven (7) days prior to an election. This request can be mailed or faxed to the Election Commission office. The request can serve as the application for ballot if it contains the following information:

- 1) Voter's name and signature.
- 2) Voter's social security number.
- 3) The election(s) in which the voter wishes to vote.
- 4) Reason the voter is requesting to vote by mail.
(Reason must be one of those 1 - 11 listed above)
- 5) Voter's address in this county.
- 6) Address to mail the ballot outside the county (if applicable).

If you registered to vote by mail, state law requires that you vote the FIRST time IN PERSON, during early voting or on Election Day.

If the request does not contain all the information listed above, the Election Commission shall send the voter an application for an absentee ballot in order to obtain the needed information. Send your completed request to the following mailing address:

**Coffee County Election Commission, Coffee County Administrative Plaza,
1329 McArthur St., Suite 6, Manchester, Tn. 37355 or FAX to 723-8279.**

EMERGENCY VOTING: Persons entering the hospital between first day of early voting and ELECTION DAY PRIOR TO THE OPENING OF THE POLLS and unable to vote in person at their polling place on ELECTION DAY, may call the Election Commission office at 723-5103 for Emergency Absentee Voting Deputies to provide ballots and voting assistance. Telephone calls must be received in the office no later than 8:00 AM on ELECTION DAY. Emergency voting assistance is limited to facilities in the county. Emergency voting is provided within five (5) days of an election for any eligible voter by personal appearance for the following reasons: Death of a relative which would result in

the voter being out of the county or state on election day; or if the voter receives a subpoena or service of process requiring his/her presence on election day.