

**PROCEDURE FOR REQUESTING A  
BY-MAIL ABSENTEE BALLOT  
FOR MAY 1, 2018**

**Please note: Anyone who registers to vote by-mail, must vote in person the first time he or she votes after registering. (T.C.A. 2-2-115 (b) (7))**

Request for a by-mail absentee ballot must contain the following information:

- 1) NAME OF REGISTERED VOTER**
- 2) ADDRESS AS REGISTERED IN COFFEE COUNTY**
- 3) SOCIAL SECURITY NUMBER**
- 4) DATE OF BIRTH**
- 5) ELECTION – REPUBLICAN OR DEMOCRATIC COUNTY PRIMARY (A party must be declared in order to vote in this election.)**
- 6) REASON FOR REQUESTING A BY-MAIL BALLOT MUST BE A STATE APPROVED REASON AS FOLLOWS:**
  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 a 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 60 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 at the polling place on election day because of observance of a religious holiday.
  11. You or your spouse has a valid commercial driver's license. Must provide photocopy of license including the number.
  12. The voter is a member of the military, or is family member to member of the military or is an overseas citizen. Log on to [www.fvap.gov](http://www.fvap.gov) or [www.state.tn.us/sos/election](http://www.state.tn.us/sos/election) for more information.
- 7) ADDRESS OF WHERE TO MAIL THE BALLOT**
- 8) VOTER'S SIGNATURE – IF VOTER IS UNABLE TO SIGN, THE REQUEST MUST BE SIGNED BY TWO WITNESSES WITH THEIR ADDRESSES.**

**If your request is incomplete, an official application must be mailed to you and returned to our office before a ballot request can be processed.**

REQUEST MAY BE RECEIVED AS EARLY AS NINETY (90) DAYS BEFORE THE ELECTION BUT NOT LATER THAN SEVEN (7) DAYS BEFORE THE ELECTION IF ALL THE INFORMATION LISTED ABOVE IS CONTAINED IN THE REQUEST.

**ALL BALLOTS MUST BE RETURNED BY MAIL BY THE CLOSE OF POLLS ON ELECTION DAY IN ORDER TO BE COUNTED.**

**DATES TO ACCEPT REQUEST: WEDNESDAY, JANUARY 31 - TUESDAY, APRIL 24, 2018  
A SEPARATE REQUEST MUST BE MADE FOR EACH ELECTION.**

**COFFEE COUNTY ELECTION COMMISSION  
1329 McArthur Street, Suite 6, Manchester, Tn 37355-2456  
Phone: 931-723-5103 Fax: 931-723-8279**