

CAMBRIDGE ELECTION COMMISSION VOTER REGISTRATION TRAINING MANUAL



Cambridge Election Commission
51 Inman Street
Cambridge, MA 02139
Tel: 617-349-4361;
Fax: 617-349-4366
www.cambridgema.gov/election

Revised August 2011



CITY OF CAMBRIDGE

BOARD OF ELECTION COMMISSIONERS

51 Inman Street, Cambridge, Massachusetts 02139-1732 • Telephone 617-349-4361 • TTY: 617-492-0235
Fax: 617-349-4366 • Email: Elections2@cambridgema.gov • Website: www.cambridgema.gov/election

COMMISSIONERS

Darleen G. Bonislawski
Ethridge A. King, Jr.
Polyxane S. Cobb
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EXECUTIVE DIRECTOR

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ASSISTANT DIRECTOR

Lesley Waxman

July, 2011

Dear Participant:

In 1994, the Motor Voter Law took effect in Massachusetts. Before that time the process of registering a person to vote was more complicated. The goal of the Motor Voter law is to encourage community outreach by making voter registration forms readily available to people wherever they work, visit or otherwise conduct business. To achieve this goal we have set up distribution sites for voter registration forms throughout the City. We also hold voter registration sessions at many Cambridge events, such as the Harvard Square Mayfair, Hoops N' Health, and Cambridge River Festival and conduct voter registration training for community organizations and Cambridge residents.

In an attempt to bring more visibility to our community Voter Registration sessions, we now provide all Voter Registrars with Cambridge Election Commission "Register and Vote" t-shirts and distribute "Register and Vote" pens to the public at our registration tables.

It has been a long tradition at the Election Commission of doing more than the law requires to effectively increase voter participation. With this spirit in mind the Cambridge Election Commission welcomes you to our community Voter Registration Training.

Sincerely,

Board of Election Commissioners

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Conducting a Voter Registration Drive

Know Your Responsibilities

- You **MUST** return all Voter Registration Forms to the Election Commission as soon as possible and before the deadline to register to vote.
- Use the proper forms: Forms provided by our office or the Secretary of State's office can only be used by Massachusetts residents. These forms CANNOT be photocopied. For residents of other states, use the National Voter Registration Form, which can be found at http://www.eac.gov/voter_resources/register_to_vote.aspx.
- Quickly review the forms you collect before the person registering has walked away – make sure that all the boxes are checked and that the form is signed!

Know Your Facts

- Bring this manual with you so that you can answer questions that potential voters might have about the election schedule, the requirements for voter registration, etc. If you don't know the answer, refer the voter to our office or our website at <http://www.cambridgema.gov/election/>.
- Be aware of all deadlines – voters must register 20 days in advance of the election in order to vote in that election – and if you are collecting Mail-In Voter Registration Forms, you **MUST** send them in by that deadline!
- Make sure you know how to fill out the Voter Registration Form – lines 1, 2, 4, 6, 7, 13, and 14 are MANDATORY. Line 4 (residential address) cannot be a P.O. Box. Line 7 (ID #) requires a Massachusetts drivers license number or the last four digits of the voter's social security number.
- If a voter does not select a political party, they will be registered as unenrolled. If they register in a party, they can only vote in that party's primary. If they register as unenrolled, they can vote in any party's primary. If they register in a political designation, they cannot vote in any primary.
- The voter will receive a confirmation letter by mail, which will inform them where to vote. Let the voter know that they may need to show identification at the polls the first time they vote.

Plan Your Event

- If you plan to set up a table in public, make sure you have met any permit requirements.
- If you plan to register voters on private property (malls, shopping centers), make sure you have the permission of the owners.
- Bring supplies! You will need a table, a sign, plenty of pens, clipboards, and voter registration forms.

After the Event

- Mail the forms to the city or town in which the person registering resides. Cambridge forms can be sent to the Cambridge Election Commission at 51 Inman Street, Cambridge, MA 02139. A list of other city and town addresses can be found at <http://www.sec.state.ma.us/ele/eleclk/clkidx.htm>.



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2011 Municipal Election Calendar

- July 1:** Municipal Election Nomination Papers available at Election Commission office, **8:30 a.m. to 5 p.m.**
- August 1:** **5 p.m.** deadline to submit nomination papers & statements of financial interest for candidates.
- August 15:** **5 p.m.** deadline for Election Commission to certify signatures on nomination papers.
- August 17:** **5 p.m.** deadline for municipal candidates to file withdrawal of nomination.
- October 19:** **8 p.m.** deadline to register to vote in municipal election. In person registration hours are **8:30 a.m. to 8 p.m.** Election Commission office only. (Mail in registration must be postmarked by October 19th).
- October 31:** **5 p.m.** deadline for **School Committee** candidates and **Political Committees** to file Municipal Campaign & Political Finance Reports. (**City Council** candidates should consult their OCPF packets regarding depository-filing requirements).
- November 4:** **Friday.** Election Commission will be open **8:30 a.m. to 5 p.m.** for over-the-counter absentee voting.
- November 5:** **Saturday.** Election Commission office will be open **9 a.m. to 5 p.m.** for over-the-counter absentee voting.
- November 7:** **Noontime (12 p.m.)** deadline to apply for absentee ballot, either for mail-in or over-the-counter voting.
- November 8:** **Municipal Election. Polls are open 7 a.m. until 8 p.m.**
All absentee ballots (except Overseas Absentee Ballots) must arrive at the Election Commission **office** by 8 p.m. to be counted. **Ballot count begins at Senior Center, 806 Massachusetts Avenue, Central Square after the polls close.** Overseas Absentee Ballots are due by **5 p.m.** on Friday, November 18th, but must be postmarked by November 8th.

Overseas Absentee Ballots and Provisional Ballots will be counted on Friday, November 18th at 5 p.m.
- November 9:** **9am – 5pm.** Ballot count resumes at Senior Center, 806 Massachusetts Avenue, Central Square.
- November 18:** Overseas Absentee Ballots and Provisional Ballots will be counted at **5 p.m.**



Voter Registration Information

Qualifications to Vote

Be a citizen of the United States and a resident of the State of Massachusetts

Be 18 years of age or older on or before Election Day – *See below*

Be a Cambridge resident to vote in the local Cambridge elections

Contact Information

Cambridge Election Commission:

- Call: 617-349-4361
- www.cambridgema.gov/election

Secretary of Commonwealth of MA:

- Call: 1-800-462-VOTE or 617-727-2828
- www.sec.state.ma.us/ele/

2011 Election Dates

Cambridge Municipal Election – November 8, 2011

Last day to register – October 19, 2011

If you will be 18 years old on or before Election Day . .

You must register before October 19, 2011 to vote in the Cambridge Municipal Election.



Places to Register

- Cambridge Election Commission
- City Clerk's Office
- Registry of Motor Vehicles
- Public Housing Locations
- Post Office
- Public Library
- Fill out a Mail-In Voter Registration Form

What are the Cambridge Election Commission's office hours?

- Mon. 8:30 – 8:00pm; Tues. – Thur. 8:30am – 5:00pm; Fri. 8:30am – 12:00pm
- To accommodate voter registration deadlines, the office is open on certain special days and special hours.
 - **October 19, 2011** – Office closes at 8:00pm



Frequently Asked Questions

When can I change my voter information?

- Voters may change their Name, Address, or Political Party at any time.
- Send a signed letter to the Election Commission with the requested change: Include your previous name and address and your new name, address, or political affiliation.
- Voters may also fill out a Mail-In Registration Form with their new information and send it to the Election Commission.

Is ID required to register to vote?

- No. However, it is advisable to submit ID when registering to vote by mail.
- Voters may be required to show ID at the polls, so be prepared just in case.
- Valid ID can include a government-issued ID, current utility bill, bank statement, paycheck or other government document showing your name and address.

What and where is my polling location?

- Your ward and precinct determine which elective district you vote in, the officials you elect and your polling location.
- To find your polling location either call the Election Commission or check online: www.wheredoivotema.com

When are you registered to vote?

- If you register in person at an officially designated office, then on that day.
- If you fill out a Mail-In Registration Form, you are officially registered on the postmark date.
- You must register 20 days before an election to vote in that election.
- To verify that you are registered, please call the Election Commission.

Can I register to vote if I am homeless?

- Homeless persons may use a shelter address to register.
- Homeless persons may also register from a location, such as a park bench, by using the map on the Mail-In Registration Form.

Can I register for a friend, family member, or another individual?

- No, this is prohibited under state law.

How do I stay on the Voting List?

- Keep the Election Commission updated with all of your current information.
- Answering the city census each year ensures that your name will remain on the Voting List.
- Those who don't answer the census are NOT precluded from voting. They will be made inactive and will need to bring ID and sign an affidavit of continuous residency in order to vote.

How can I get a letter verifying that I am a registered voter?

- Voter registration letters or cards are NOT necessary for voting purposes.
- The Election Commission office will issue a voter registration letter for \$2.00.
- If you would like a letter mailed to you, please send a signed request and a check for \$2.44 (fee and postage) made payable to the City of Cambridge.



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MASSACHUSETTS POLITICAL PARTIES AND DESIGNATIONS

Parties – If you enroll in a party, you may vote in that party’s primary only. Enrollment in a party does not affect your right to vote in the general election.

Party Name and Letter Code	Telephone Number
Democratic (D)	617-472-0637
Republican (R)	617-523-5005
Green Rainbow (J)	617-418-3756

Designations – If you enroll in a designation, you may not vote in any state or presidential primary. Enrollment in a designation does not affect your right to vote in the general election.

Designation Name and Letter Code	Telephone Number	Contact
Conservative Party (A)	617-968-5248	Stephen Robbins
Natural Law Party (B)	617-973-3523	Ayres Hall
New World Council (C)		
Reform Party (E)		
Rainbow Coalition (F)	617-262-4433	Melvin King
Green Party USA (G)	978-688-2068	
We The People (H)	508-934-6958	Robert Mustard, Jr.
Green-Rainbow (J)	978-688-2068	
Constitution Party (K)	chairman@cpoma.org	Richard Selfridge
Libertarian (L)	508-754-1859	
Timesizing Not Downsizing (M)	617-623-8080	Philip Hyde
New Alliance Party (N)		
Massachusetts Independent Party (O)	508-224-9102	Robert Bielen
Prohibition Party (P)		R.K. Whitney
American Independent Party (Q)	617-968-5248	Stephen Robbins
Socialist (S)	617-633-1857 413-367-9356	Matt Andrews Eric Chester
Interdependent 3 rd Party (T)	413-782-4453	Sam Hanna
America First Party (V)	508-997-3606 617-227-8071	Jonathan Hill L. Thomas White
Veterans America Party (W)	781-545-5364	Richard E. Hagert
Pirate	617-863-6277	James O’Keefe
World Citizens Party (Y)	617-876-1185	

Unenrolled (also known as Independent) – If you do not choose to enroll in a party or designation, you may choose any party you wish at any primary and still remain Unenrolled.

Voter Registration Form

To register to vote in Massachusetts you must be: **A U.S. CITIZEN**, a resident of Massachusetts and at least 18 years old on or before the next election. If you are registering to vote at an agency, the fact that you register or refuse to register to vote will remain confidential and will be used only for voter registration purposes and the office at which you register will remain confidential and be used only for voter registration purposes. *Penalty for Illegal Registrations:* Fine of not more than \$10,000 or imprisonment for not more than five years or both (MGL c56 s8).

Massachusetts Official Voter Registration Form • William Francis Galvin, Secretary of the Commonwealth

1	<p>Check all that apply: Are you a Citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will you be 18 years of age or older on or before Election Day? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>NOTE: If you checked "no" to either of these questions, do not complete this form.</p>	
2	<p>Full name: <i>last name</i> <i>first name</i> <i>middle name or initial</i></p> <p><i>Miss Ms. Mrs. Mr.</i></p>		<p><i>Jr. Sr. II III IV</i> (circle one if appropriate)</p>
3	<p>Former name (if applicable): <i>last name</i> <i>first name</i> <i>middle name or initial</i></p> <p><i>Miss Ms. Mrs. Mr.</i></p>		<p><i>Jr. Sr. II III IV</i> (circle one if appropriate)</p>
4	<p>Address where you live now (street number, street name, rural route number and box number):</p> <p><i>street number / street name / rural route number and box number</i> <i>city or town</i> <i>apartment number</i> <i>zip code + 4-digit</i></p>		
5	<p>Address where you receive all your mail (if different from #4):</p> <p><i>street number / street name / rural route number and box number</i> <i>city or town</i> <i>apartment number</i> <i>zip code + 4-digit</i></p>		
6	<p>Date of birth: <i>month</i> <i>day</i> <i>year</i></p>	<p>7 Identification #: <i>license # or last four digits of your Social Security #</i></p> <p style="font-size: 2em; font-weight: bold;">8</p>	<p>Telephone (optional): <input type="checkbox"/> Check if unlisted</p> <p>() -</p>
9	<p>Party enrollment or designation (check one): <input type="checkbox"/> Democratic <input type="checkbox"/> Republican <input type="checkbox"/> Green-Rainbow</p> <p><input type="checkbox"/> No Party (unenrolled) <input type="checkbox"/> Political Designation (not a political party):</p>		
10	<p>Address at which you were last registered to vote:</p> <p><i>street number / street name / rural route number and box number / post office box</i> <i>apartment number</i> <i>city or town</i> <i>state</i> <i>zip code + 4-digit</i></p>		
11	<p>If the applicant is unable to sign this form, give the name, address and telephone number (optional) of the person helping the applicant:</p> <p><i>name</i> <i>address</i> <i>telephone number (optional)</i></p>		
12	<p>I hereby swear (affirm) that I am the person named above, that the above information is true, that I AM A CITIZEN OF THE UNITED STATES, that I am not a person under a guardianship which prohibits my registering to vote, that I am not temporarily or permanently disqualified by law from voting because of corrupt practices in respect to elections, that I am not currently incarcerated for a felony conviction, and that I consider this residence to be my home. Signed under the penalty of perjury.</p>		
13	<p>Today's date: <i>month</i> <i>day</i> <i>year</i></p>	<p>Signed: <i>Sign your name here.</i></p>	<p>Agency Designation:</p>

Massachusetts Official Mail-In Voter Registration Form

How to use this form

1. Check all the boxes that apply to you.
2. Print your name: last name, first name, middle name or initial.
3. Print your former name, if applicable.
4. Print the address where you live now: number and street name or rural route number and box number (do not provide a post office box number), apartment number, city or town and full zip code. Use the map* at right if you cannot otherwise identify your address.
5. Print the address where you receive all your mail, if it is different from the address entered on #4.
6. Print your date of birth: month, day and year.
7. Federal law requires that you provide your driver's license number to register to vote. If you do not have a current and valid Massachusetts driver's license, you must provide the last four digits of your social security number. If you have neither, you must write "none" in the box.
8. It is optional to provide your telephone number. If you include your telephone number and do not check "unlisted" it will be a public record.
9. Check a party, "no party" or print a political designation (not a party).
10. Print the address where you were last registered to vote.
11. If a person is helping you because you are physically unable to sign this form, that assisting person must print his or her name and address and has the option to print his or her telephone number.
12. Read the oath.
13. Print today's date.
14. Sign your name.

This form may be mailed or hand-delivered to your city or town hall. If mailed, fold the form, tape it closed, place a first class stamp on it, print your city or town name and zip code for that city or town hall and drop into any mailbox.



William Francis Galvin
Secretary of the Commonwealth

You can use this form to:

- register to vote in Massachusetts; and/or
- change your name or address for voter registration only; and/or
- join a party, change from one party to another or leave a party.

To register to vote in Massachusetts you must:

- **BE A U.S. CITIZEN;** and
- be a Massachusetts resident; and
- be at least 18 years old on or before the next election.

Penalty for Illegal Registration: Fine of not more than

\$10,000 or imprisonment for not more than five years or both.

-Massachusetts General Laws, chapter 56 section 8.

Identification To Be Provided

Section 7 requires you to include your driver's license number or the last 4 digits of your social security number on this application. This information will be verified through the Registry of Motor Vehicles and the Commissioner of Social Security. If the information cannot be verified or you do not provide this information, you must provide identification either with this application or at your polling location when you go to vote. Sufficient identification includes a copy of a current and valid photo identification, current utility bill, bank statement, government check, paycheck or other government document showing your name and address.

north		
west	east	
	south	

Using landmarks, draw the location of the place where you live if you cannot describe that location as a number and street or as a rural route and box number.

Print all information in black ink. Follow above instructions for proper delivery. Do not use a photocopy of this form - use the original only!

1	Check all that apply: Are you a Citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you be 18 years of age or older on or before Election Day? <input type="checkbox"/> Yes <input type="checkbox"/> No NOTE: If you checked "no" to either of these questions, do not complete this form.	
2	Full name: last name first name middle name or initial Miss Ms. Mrs. Mr. Jr. Sr. II III IV (circle one if appropriate)	
3	Former name (if applicable): last name first name middle name or initial Miss Ms. Mrs. Mr. Jr. Sr. II III IV (circle one if appropriate)	
4	Address where you live now (street number, street name, rural route number and box number): street number / street name / rural route number and box number apartment number city or town zip code + 4-digit	
5	Address where you receive all your mail (if different from #4): street number / street name / rural route number and box number apartment number city or town zip code + 4-digit	
6	Date of birth: month day year	7
	Identification #: license # or last four digits of your Social Security #	8
		Telephone (optional): <input type="checkbox"/> Check if unlisted () -
9	Party enrollment or designation (check one): <input type="checkbox"/> Democratic <input type="checkbox"/> Republican <input type="checkbox"/> Green-Rainbow <input type="checkbox"/> No Party (unenrolled) <input type="checkbox"/> Political Designation (not a political party):	
10	Address at which you were last registered to vote: street number / street name / rural route number and box number / post office box apartment number city or town state zip code + 4-digit	
11	If the applicant is unable to sign this form, give the name, address and telephone number (optional) of the person helping the applicant: name address telephone number (optional)	
12	I hereby swear (affirm) that I am the person named above, that the above information is true, that I AM A CITIZEN OF THE UNITED STATES, that I am not a person under a guardianship which prohibits my registering to vote, that I am not temporarily or permanently disqualified by law from voting because of corrupt practices in respect to elections, that I am not currently incarcerated for a felony conviction, and that I consider this residence to be my home. Signed under the penalty of perjury.	
13	Today's date: month day year	14
		Signed: Sign your name here.

3 STEPS TO REGISTER BY MAIL

1. FILL OUT THE FORM
2. SIGN YOUR NAME
3. MAIL YOUR COMPLETED FORM TO:

CAMBRIDGE ELECTION COMMISSION
51 INMAN STREET
CAMBRIDGE, MA 02139.

FOR THE ADDRESS OF OTHER CITIES AND TOWNS
CONTACT THE SECRETARY OF STATE, ELECTIONS
DEPARTMENT, 617-727-2828.

IMPORTANT REMINDER

- Congress passed the “Help America Vote Act” (HAVA) in 2002 which created a new voter registration form and identification requirements. Section 7 on the new voter registration form requires that a person provide a driver’s license number or the last four digits of a social security number. If a person has neither, “NONE” must be recorded in the box.
- This information will be verified through the Registry of Motor Vehicles and the Commissioner of Social Security. If the information cannot be verified or you do not provide this information, you must provide identification along with the Mail-In Registration Form or at your polling location when you go to vote. Sufficient identification includes a copy of a current and valid photo ID, current utility bill, bank statement, government check, paycheck or other government document showing your name and address.



CITY OF CAMBRIDGE POLLING PRECINCTS

- 1-1 O'CONNELL BRANCH LIBRARY**
48 Sixth Street; Corner of Thorndike Street
- 1-2 TRUMAN APARTMENTS, 25 Eighth Street,**
Community Room, Thorndike Street Entrance
- 1-3 MILLER RIVER APARTMENTS**
15 Lambert Street, Cambridge Street entrance
- 2-1 PISANI CENTER**
131 Washington Street
- 2-2 M.I.T., Kresge Auditorium, behind Stratton Center, 70**
Mass. Avenue
- 2-3 M.I.T., Kresge Auditorium, behind Stratton Center, 70**
Mass. Avenue
- 3-1 KING OPEN SCHOOL, (formerly Harrington**
School) 850 Cambridge Street, Main Entrance
- 3-2 DPW HEADQUARTERS**
147 Hampshire Street, Back Building
- 3-3 TBA (Salvation Army under renovation for**
November 2011)
- 4-1 PUTNAM GARDENS, Community Room**
Entrance between Magee and Callender Streets
- 4-2 CITY HALL**
795 Massachusetts Avenue, Driveway Entrance
- 4-3 2 MOUNT AUBURN STREET**
Putnam Apartments, Lobby
- 5-1 LBJ APARTMENTS, 150 Erie Street,**
Community Room (Parking Lot Entrance)
- 5-2 WOODROW WILSON COURT**
Magazine St., Community Room, Fairmont St. Entry
- 5-3 MORSE SCHOOL**
40 Granite Street, Main Entrance
- 6-1 CITY HALL ANNEX, 344 Broadway**
Conference Room, Second Floor
- 6-2 CAMBRIDGE REHABILITATION &**
NURSING CENTER (formerly Vernon Hall)
8 Dana Street, Activity Room
- 6-3 SPAULDING HOSPITAL (Formerly Youville**
Hospital), 1575 Cambridge Street Hovey Avenue
Entrance
- 7-1 BALDWIN SCHOOL**
Community Floor, 28 Sacramento Street entrance
- 7-2 BALDWIN SCHOOL**
Community Floor, 28 Sacramento Street entrance
- 7-3 GUND HALL**
48 Quincy Street, Cambridge Street Entrance
- 8-1 GRAHAM AND PARKS SCHOOL (formerly**
Peabody School) 44 Linnaean St., Playground Entr.
- 8-2 FRIENDS CENTER**
5 Longfellow Park, Community Room
- 8-3 QUINCY HOUSE**
58 Plympton Street, Main Entrance
- 9-1 LEXINGTON AVENUE FIRE HOUSE**
167 Lexington Avenue
- 9-2 NATIONAL GUARD ARMORY**
450 Concord Avenue, Classroom
- 9-3 HAGGERTY SCHOOL, 110 Cushing Street,**
Gym, Lawn Street Entrance
- 10-1 RUSSELL APARTMENTS (Senior Citizen**
Apartments) 2050 Massachusetts Avenue
- 10-2 GRAHAM AND PARKS SCHOOL, (formerly**
Peabody School) 44 Linnaean Street, Playground Entr.
- 10-3 CADBURY COMMONS**
66 Sherman Street
- 11-1 JEFFERSON PARK COMMUNITY**
CENTER BUILDING, 1 Jackson Place
- 11-2 PEABODY SCHOOL,**
70 Rindge Avenue
- 11-3 BURNS APARTMENTS**
50 Churchill Avenue, Community Room

Massachusetts Official Absentee Ballot Application

How to use this form



William Francis Galvin
Secretary of the Commonwealth

Box 1. Check all the boxes that apply to you. If the absentee ballot is to be used for a primary, circle the applicable party. **Remember**, in order to participate in a primary, you must be registered as a member of that party or as an unenrolled (independent) voter. Contact your town clerk, city clerk or election commission if you are unsure of your party designation.

Box 2. Print your name: last name, first name, middle name or initial.

Box 3. Print the address where you are registered to vote: number and street name or rural route number and box number (do not provide a post office box number), apartment number, city or town and full zip code.

Box 4. Check the appropriate box indicating your preference for obtaining your absentee ballot. Instead of having the ballot mailed to you, you have the option of voting at your city or town hall at a time arranged with the clerk or election commission. However, you must still submit a timely application. If you have entered a health care facility anytime after twelve o'clock noon of the 5th day before the relevant primary or election, contact the city or town clerk about the proper procedure to be followed. If the voter is applying for absentee ballots for all elections this year, be sure to notify the town clerk, city clerk or election commission of a change of mailing address.

Box 5. Print your date of birth: month, day and year.

Box 6. It is optional to provide your telephone number. If included and you do not check "unlisted" it will be a public record. Your telephone number may be used to contact you should a question arise concerning your application.

Box 7. It is optional to provide your e-mail address. If included, it will be a public record. Your e-mail may be used to contact you should a question arise concerning your application.

Box 8. Print today's date.

Box 9. Sign your name. Signed under penalty of perjury.

Box 10. If the applicant is unable to complete and sign this application because of blindness, physical disability, the inability to read or the inability to read English, any person designated by the voter may do so.

This application is for use by:

- A registered voter who will be unable to vote at the polls on election day due to:
 - (1) absence from your city or town during normal polling hours; or
 - (2) physical disability preventing you from going to the polling place; or
 - (3) religious belief;

OR

- A non-registered voter who is:
 - (1) a Massachusetts citizen absent from the state; or
 - (2) an active member of the armed forces or merchant marines, their spouse or dependent; or
 - (3) a person confined in a correctional facility or a jail, except if by reason of felony conviction.

Mailing instructions:

This application must be received by noon on the day before the election. This form may be mailed or hand-delivered to your city or town hall. If mailed, fold the form, tape it closed, place a first class stamp on it, print your city or town name and zip code for that city or town hall and drop into any mailbox.

Warning: Illegal absentee voting, including making a false application, is punishable by a fine of up to \$10,000 and up to five years in prison.

1	This absentee ballot application is being made for:				<i>date of election</i>	
	<input type="checkbox"/> a primary (circle party) <i>Democratic</i> <i>Republican</i> <i>Green-Rainbow</i>		<input type="checkbox"/> a preliminary election		<input type="checkbox"/> an election _____	<input type="checkbox"/> all elections this year
2	Full name:		<i>last name</i>	<i>first name</i>	<i>middle name or initial</i>	<i>Jr. Sr. II III IV</i> <i>(circle one if appropriate)</i>
3	Your legal voting residence:		<i>street and number, apt. number</i>	<i>city or town</i>	<i>ward/precinct (if known)</i>	
	Check if applicable: <input type="checkbox"/> I am living outside the United States and the above address is my last residence in the U.S.					
4	Complete and check <i>only one</i> of the following:					
	<input type="checkbox"/> Mail ballot to me at this address:		<i>street & number</i>	<i>p.o. box, if any</i>	<i>city or town</i>	<i>state or country</i> <i>zip code</i>
	<input type="checkbox"/> I will call the town clerk or city clerk or election commission and vote there at a time arranged with the clerk or election commission.					
	<input type="checkbox"/> I have been admitted to the _____, a hospital or other health care facility after twelve o'clock noon of the 5th day before the primary/election and I request that my absentee ballot be delivered to me by an election official or: _____ <i>name of a person designated by voter</i>					
5	Date of birth:		<i>month</i>	<i>day</i>	<i>year</i>	
6	Telephone (optional):		<input type="checkbox"/> Check if unlisted		7	E-mail address (optional):
8	Today's date:		<i>month</i>	<i>day</i>	<i>year</i>	
9	Signed: (under penalty of perjury)					
10	Only to be completed by any person assisting applicant. Complete and sign the following: I assisted in completing this application since the applicant was unable to do so because of: _____ <i>reason</i>					
	_____ <i>signature of assisting person (signed under penalty of perjury)</i>			_____ <i>printed name of assisting person</i>		
	_____ <i>street and number</i>		_____ <i>city or town</i>		_____ <i>zip code</i>	

**Massachusetts Official
Absentee Ballot Application
by a Family Member**



William Francis Galvin
Secretary of the Commonwealth

How to use this form

- Box 1.** Check all the boxes that apply to the voter. If the absentee ballot is to be used for a primary, circle the applicable party. Remember, in order to participate in a primary, the voter must be registered as a member of that party or as an unenrolled (independent) voter. Contact the voter's town clerk, city clerk or election commission if he or she is unsure of their party designation.
- Box 2.** Print the voter's name: last name, first name, middle name or initial.
- Box 3.** Print the address where the voter is registered: number and street name or rural route number and box number (do not provide a post office box number), apartment number, city or town and full zip code.
- Box 4.** The ballot will be mailed to the voter. Print the voter's mailing address if it is different from their legal voting residence. If the voter is applying for absentee ballots for all elections this year, be sure to notify the town clerk, city clerk or election commission of a change of mailing address.
- Box 5.** Print the voter's date of birth: month, day and year.
- Box 6.** It is optional to provide the voter's telephone number. If the telephone number is included and "unlisted" is not checked, it will be a public record. The telephone number may be used to contact the voter should a question arise concerning the application.
- Box 7.** It is optional to provide the voter's e-mail address. If an e-mail address is included, it will be a public record. The e-mail address may be used to contact the voter should a question arise concerning the application.
- Box 8.** Print your name and relationship to the voter. Be sure that you qualify as a "family member" as defined at right.
- Box 9.** Print your address number and street name or rural route number and box number (do not provide a post office box number), apartment number, city or town and full zip code.
- Box 10.** Print today's date.
- Box 11.** Sign your name. Signed under penalty of perjury.

This application is for use by a family member of:

- A registered voter who will be unable to vote at the polls on election day due to:
 - (1) absence from your city or town during normal polling hours; or
 - (2) physical disability preventing you from going to the polling place; or
 - (3) religious belief;
- OR**
- A non-registered voter who is:
 - (1) a Massachusetts citizen absent from the state; or
 - (2) an active member of the armed forces or merchant marines, their spouse or dependent; or
 - (3) a person confined in a correctional facility or a jail, except if by reason of felony conviction.

A "family member" must be:

a spouse or person residing in the same household, in-laws, father, mother, sister or brother of the whole or half blood, son, daughter, adopting parent or adopted child, stepparent or stepchild, uncle, aunt, niece, nephew, grandparent or grandchild.

Mailing instructions:

This application must be received by noon on the day before the election. This form may be mailed or hand-delivered to your city or town hall. If mailed, fold the form, tape it closed, place a first class stamp on it, print your city or town name and zip code for that city or town hall and drop into any mailbox.

Warning: Illegal absentee voting, including making a false application, is punishable by a fine of up to \$10,000 and up to five years in prison.

1	This absentee ballot application is being made for:			
	<input type="checkbox"/> a primary (circle party) <i>Democratic</i> <i>Republican</i> <i>Green-Rainbow</i>		<input type="checkbox"/> a preliminary election <input type="checkbox"/> an election _____ <input type="checkbox"/> all elections this year	
	date of election			
2	Full name of voter:			
	last name	first name	middle name or initial	Jr. Sr. II III IV (circle one if appropriate)
	Miss Ms. Mrs. Mr.			
3	Voter's legal voting residence:			
	street and number, apt. number		city or town	ward/precinct (if known)
4	Voter's mailing address (if different than #3):			
	Mail ballot to me at this address:			
	street & number	p.o. box, if any	city or town	state or country zip code
5	6	7		
	Voter's date of birth: month day year	Voter's Telephone (optional): <input type="checkbox"/> Check if unlisted		Voter's E-mail address (optional):
8	Your name and relationship to the voter:			
	Printed name:		Relationship:	
9	Your address:			
	street & number	city or town	zip code	
10	11			
	Today's date: month day year		Your Signature: (under penalty of perjury)	



CITY OF CAMBRIDGE

BOARD OF ELECTION COMMISSIONERS

51 Inman Street, Cambridge, Massachusetts 02139-1732 • Telephone 617-349-4361 • TTY: 617-492-0235
Fax: 617-349-4366 • Email: Elections2@cambridgema.gov • Website: www.cambridgema.gov/election

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VOTER REGISTRATION EVENT _____

DATE: _____ LOCATION _____

___ VOTER REGISTRATION FORMS (CAMBRIDGE ONLY)

___ VOTER REGISTRATION FORMS (OUTSIDE CAMBRIDGE)

___ MAIL-IN REGISTRATION FORMS

___ ELECTION CALENDARS

___ ABSENTEE VOTER FORMS

___ GENERAL INQUIRIES

COMMENTS:

REGISTRAR

