

State of Iowa
Special Write-In Absentee Ballot for the General Election – November 8, 2016
Auditor Instructions

UOCAVA voters who are or will be outside the continental U.S. may request this type of ballot when they cannot receive and return an absentee ballot by normal mail delivery during the usual absentee voting period. Requests for this type of ballot can be made no earlier than July 11, 2016. The last day to request these ballots is Friday, September 23, 2016, or when regular ballots become available, whichever is earlier.

Step 1 – Prepare the write-in ballot(s).

Follow the example provided. You may need more than one version of the write-in ballot for voters living in different precincts or splits. Be sure to include district numbers and “vote for” numbers when appropriate. Fill in the names of the judges standing for retention and the letter for any public measures that will be on the ballot.

Step 2 – Prepare the candidate list.

Make a list of all known county candidates at the time of the request. Include candidates who were nominated at the June primary election, and update the list with candidates that file nomination papers in your office during the August filing period. Do NOT wait until the end of the filing period to send the special write-in ballot.

Also, use the list of state and federal candidates who file during the July and August filing period on the SOS website www.sos.iowa.gov. Do not add the name of any person who is believed to be a candidate but who has not yet filed.

Step 3 – Prepare the special write-in absentee ballot.

Fill in district numbers on the ballot where appropriate. Add the names of judges standing for retention.

Step 4 – Send the special write-in absentee ballot.

1. Use the UOCAVA ballot envelopes for ballot sent by mail. Do not use any other kind of envelope. Follow e-transmission instructions if a voter requested a ballot by email or fax.
2. Be sure to include the following in the envelope:
 - Special write-in absentee ballot
 - Candidate list
 - Ballot language for any local measures you may already have
 - List of judges standing for retention
 - Voter instructions
 - Affidavit envelope
 - Return envelope
 - Secrecy folder

The following voters may return their ballots electronically:

- Voters located in “imminent danger pay area zones” as designated by the U.S. Department of Defense
- Voters who are active members of the army, navy, marine corps, merchant marine, coast guard, air force, or Iowa National Guard and who are currently stationed outside the U.S. or any of its territories.

If a voter receives the unvoted ballot by email or fax, provide the voter with the ballot e-transmission ballot return instructions and forms.

Step 4 – Send a regular absentee ballot as soon as ballots are ready if the voter has also requested a regular ballot.

See the Absentee Voting chapter in the Election Administrator’s Handbook for instructions on counting special write-in ballots.