



**STATE OF IOWA**  
**OFFICIAL ABSENTEE BALLOT REQUEST FORM**

Form 3A (Rev-04) Prescribed by the Iowa Secretary of State pursuant to IC Chapter 53

You must fill out the items marked with an asterisk (\*). Other items help the auditor get the correct ballot to you. Mail or deliver completed request forms to your local county auditor. The auditor must receive your request by 5 p.m. the Friday before the election.

\* **PRINT NAME:** \_\_\_\_\_  
*First Name Middle Name or Initial Last Name*

**IOWA DRIVER'S LICENSE #:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_  
or Nonoperator ID # or Last 4 digits of SSN#

\* **ADDRESS WHERE REGISTERED TO VOTE:** \_\_\_\_\_ **MAILING ADDRESS FOR DELIVERY OF BALLOT** (if different from  
(PLEASE PRINT): \_\_\_\_\_  
address where registered to vote) \_\_\_\_\_

Check here if you have moved from the address at which you are registered to vote. A change of address form will be sent to you.

Absentee ballots shall be mailed to an address where the voter receives mail. It is illegal to pre-print an address on an absentee ballot request form that will direct the ballot to an address controlled by a political campaign. [53.9]

\* **Please send me an absentee ballot for the \_\_\_\_\_ Election to be held on \_\_\_\_/\_\_\_\_/\_\_\_\_.**

If this request form is for a Primary Election please send me a ballot for the:  **DEMOCRATIC PARTY**  **REPUBLICAN PARTY**

**Please note:** If your voter registration record shows a political party different from the one you check above, your registration will be changed to the political party you check on this form.

*For Office Use Only*

\* \_\_\_\_\_  
**YOUR SIGNATURE** **DATE**

This section is not part of the Official Absentee Ballot Request form. **ONLY** complete the section below if you are a person soliciting absentee ballot request forms on behalf of a political party, candidate or committee as defined by IA Code Chapter 68A and are using this form as a receipt. The receipt should be left with the person requesting the ballot.

**RECEIPT FOR ABSENTEE BALLOT REQUEST** \*  
(Please Print)

Ballot requested by: \_\_\_\_\_

Ballot requested for the \_\_\_\_\_ Election to be held on  
 \_\_\_\_/\_\_\_\_/\_\_\_\_.

Name of Political Agent: \_\_\_\_\_

Political Party, Candidate, or Committee: \_\_\_\_\_

Date and Time Request Received by Agent: \_\_\_\_\_

Political Contact Phone Number: \_\_\_\_\_

Request forms solicited by a political party, candidate or committee as defined by IA Code Chapter 68A are required by Iowa law to be delivered to the appropriate county auditor's office within 72 hours of the date and time this request form was received by the soliciting agent or by 5 p.m. on the Friday before the election, whichever is earlier.

The auditor will mail you a ballot within 24 hours of receiving your request form OR within 24 hours of when the ballots are available. Ballots for Primary and General elections are available 40 days before the election. Questions regarding this receipt should be directed to the political contact number on the left. Questions concerning your ballot should be directed to your county auditor.

\* You have requested an absentee ballot. This form was given to you by a person (agent) who is working for a political party, candidate or committee. The person may also be working for a committee working to pass or defeat a question on the ballot. The county auditor will mail your ballot to you.



STATE OF IOWA

## INFORMATION ABOUT REQUESTING AN ABSENTEE BALLOT

Prepared in the office of the Iowa Secretary of State (Rev. - 04)

Effective for elections taking place after September 15, 2004

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The Official Absentee Ballot Request form prescribed by the Iowa Secretary of State's office must be used to request an absentee ballot.

Each request form must include: the name and signature of the registered voter, the address at which the voter is registered to vote and the name or date of the election for which the absentee ballot is requested. These items are marked with an asterisk (\*) on the Absentee Ballot Request form. Other items on the form assist the auditor in processing your absentee ballot request.

For a request to be processed, your county auditor must receive the completed request form by 5 p.m. on the Friday before the election. You may still vote early at the auditor's office until the close of business on the Monday before the election.

Only one person may request a ballot on a request form. Two or more people cannot share a request form.

You must use a separate request form for each election for which you are requesting a ballot.

Ballots for primary and general elections will be available at least 40 days before the election. If the Auditor receives your request more than 40 days before the election they will file the request in their office and mail you a ballot when the ballots are available.

The auditor will mail you a ballot within 24 hours of receiving your request form OR within 24 hours of when the ballots are available.

### **Additional instructions for persons soliciting absentee ballot request forms on behalf of a political party, candidate or committee as defined by IA Code Chapter 68A.**

When you solicit and return to the auditor an absentee ballot request you must issue the applicant a receipt for the completed request form. You are encouraged to use the Receipt included on the bottom of Absentee Ballot Request document but it is not required. The suggested receipt includes all of the information required by Iowa law.

The auditor must receive the absentee ballot request form that includes the applicant's original signature.

Absentee ballot request forms cannot include instructions to send the ballot to anyone other than the voter.

Absentee ballot request forms cannot be preaddressed to be sent to anyone other than the voter's local county auditor.

The Official Absentee Ballot Request form may be reproduced. It may be enlarged or reduced, however **it cannot be reduced to a size smaller than 4 inches by 6 inches.**

**If you have questions regarding the information provided on this document, please call the Iowa Secretary of State's office at 1-888-SOS-Vote (1-888-767-8683).**