

# MAIL-IN VOTING PROCEDURES FOR REGISTERED VOTERS in the TOWN OF SYKESVILLE, MARYLAND

**NOTE: Once a voter applies for and receives a mail-in ballot, the voter must vote by mail-in ballot, not at the polls.**

## How to Vote by Mail-In Ballot

1. Contact the Town of Sykesville election office, prior to the election with questions. The telephone number for the Town of Sykesville is (410) 795-8959, email address is town@sykesville.net.
2. Complete the application and return it promptly to the Town of Sykesville. *(Unless completed in person, applications and mail-in ballots are subject to the regular delivery of the United States Postal Service. The Town, nor the Board of Elections Supervisors, shall be held responsible for any delays or delivery schedules of the United States Postal Service.)* The mail-in ballot for a completed qualified application received by the Town will be mailed to the voter the day the application is received by the Town, or the day the official ballots are available, whichever is later.

If the ballots are available, you may pick up a ballot in person. If you would like to designate another person to drop off your application and pick up your ballot for you, please fill out the Designation of Agent form.

3. After you receive your ballot, vote the ballot and place it in the enclosed, postage added envelope. Seal the envelope (please use tape or a damp sponge; do not lick the envelope). On the back of the envelope, sign and date the Voter Oath. If you are mailing the ballot back to the Town, place it in a mailbox so that it is received by the Town by or before 8 P.M. on the Election Day. As an alternative, there is a drop box available outside of the Town House at 7547 Main Street, Sykesville, MD 21784. The drop box is available 24/7 through the close of polls at 8 P.M. on Election Day. Your ballot must be received by the Town of Sykesville Board of Election Supervisors on or before 8 P.M. on Election Day.
4. Voters requiring a mail-in ballot may complete the entire process, including voting once ballots are available, by going in person to the Town of Sykesville election office at 7547 Main Street, Sykesville, MD 21784, during normal business hours (Monday – Friday 8 A.M. – 4 P.M.) prior to election day.
5. Ballots should be voted at your earliest convenience and returned promptly. A ballot received by the Town of Sykesville election office will be counted provided it has been received prior to the closing of the polls on Election Day.

**Town of Sykesville, Maryland**  
**Board of Supervisors of Elections**

**Application for Mail-In Ballot by Registered Voter**

*Once a voter applies for and receives a mail-in ballot, the voter must vote by mail-in ballot, not at the polls.*

**For the Following Election: Town of Sykesville General Election – May 2, 2023**

**PRINT NAME AS REGISTERED:**

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

No./Street \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Phone Number \_\_\_\_\_

**MAILING ADDRESS IF DIFFERENT:** (NOTE: Provide the mailing address at which mail reaches you most promptly. Include rank and serial number if this is a military address. If this address changes prior to any election, you must notify the board of elections to assure receipt of your ballot.)

No./Street \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**WARNING:** Any person who is convicted of a violating the mail-in voting law is subject to a fine of up to \$1,000, to imprisonment for up to 2 years, or both. (Election Law Article, Section 9-312, Annotated Code of Maryland)

\_\_\_\_\_  
Signature of Voter \_\_\_\_\_ Date \_\_\_\_\_

**COMPLETE THIS FORM AND RETURN TO: BOARD OF SUPERVISORS OF ELECTIONS, TOWN OF SYKESVILLE, 7547 MAIN STREET, SYKESVILLE, MD 21784.**

**FOR OFFICE USE ONLY**

The Mail-In Ballot Application was received by the Town’s Board of Election Supervisors, or its designee and was:  Approved OR  Denied

By: \_\_\_\_\_

On: \_\_\_\_\_, 2023