Mailing Out Advanced Mail Ballot Process Chart

Single Election Adv. Mail Ballot-
(must apply for each election)

Permanent Adv. Mail Ballot-
(must have a permanent disability/illness)

UOCAVA Adv. Mail Ballot-
(for Military/ Overseas Citizens)

Voter must complete appropriate application.

Voter must complete Federal Application

All information will be verified by the Election office, and voter information added to Elk County (as needed).

The Election office (County Clerk) will verify all information on application matches information listed in State Election System, including signatures.

Adv. Ballot information will be entered into the State Election System and can be seen by voter on KS Voter View.

Ballot Style is written on top of application

Voters' name is added to Adv. Pollbook, mail box is checked, and the Pollbook number is written on the top of the application.

Application is put numerically in folder in case it is needed as reference for a duplicate application.

Close to mailing date: The State Election System Adv. Mail Ballot information will be processed to begin the steps to mail out ballots. Single and Permanent will begin mailing out 20 days before the elections. UOCAVA ballots MUST be mailed/emailed out by 45 days before the election.

Voters' address labels are added to envelopes and the corresponding Pollbook number is added to the Adv. Voter Ballot number line on the back of the return envelope.

Each ballot will be verified multiple times for the correct ballot style before being placed in the envelope, along with the instructions and 'I Voted' sticker.

Before envelope is sealed- Adv. Voter Ballot number and ballot style are verified a final time.

Outer envelopes are sealed, stamped, and Pollbook box is checked to show the ballot is ready to be taken to the Post office.

Until envelopes can be taken to the Post Office, they are kept together in a secure location. As soon as ballots can be mailed the are hand delivered by the Clerk's Office to the local Post Office.