



STATE OF DELAWARE
DEPARTMENT OF ELECTIONS

Instructions for modifying the Municipal Absentee Affidavit template

1. **Do not change anything on the Municipal templates except as authorized below.**
2. If you have any problems modifying a template for your election, contact the Department of Elections in your county for assistance.
3. **Choose the correct template:**
 - a. Choose “Municipal template 1” if you **do not** have to add one or more reasons to Sections A or B
 - b. Choose “Municipal template 2” if you have to add one or more reasons to Sections A and/or B because of your municipality’s charter or ordinances
4. Replace the word “**Municipal Election template #**” on the title line with the name of your municipality.
5. Replace the words **in blue** in Column 1 with the date of your election. You must do this before each election.
6. For those who must add reasons in Section A and/or Section B. Delete the words in blue and replace them with the reason(s) required by your charter
7. When completed, save as a pdf and print as needed. It is highly recommended that each municipality post a pdf copy of their absentee affidavit with instructions for voters on their Web Sites when they post the notice of election in order to give their citizens easier access.