INSTRUCTIONS FOR COMPLETING AND RETURNING A MAIL BALLOT

ATTENTION: To safeguard your privacy, please peel off the security label provided in this brochure and place it over your identification information you have written on the Ballot Envelope.

Mail Ballot Drop Boxes are located in the publicly accessible areas at each State of Delaware Department of Elections location listed below.

**New Castle County**
Carvel State Office Building  
820 N French Street Suite 400  
Wilmington DE 19801

220 Lisa Drive  
New Castle DE 19720

**Kent County**
100 Enterprise Place Suite 5  
Dover DE 19904

905 S Governors Ave Suite 170  
Dover DE 19904

**Sussex County**
119 N Race Street*  
Georgetown DE 19947

200 Allen Street*  
Seaford DE 19973

*Available during Early Voting Hours only.

For more information and/or assistance with Vote By Mail contact your County Elections Office by phone or email.

**Department of Elections, New Castle County**
Phone: 302-577-3464  
Email: votebymailncc@delaware.gov

**Department of Elections, Kent County**
Phone: 302-739-4498  
Email: votebymailkc@delaware.gov

**Department of Elections, Sussex County**
Phone: 302-856-5367  
Email: votebymailsc@delaware.gov

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**Return Your Mail Ballot**

1. **Sign, Date and Seal your Envelope**

   - After marking your mail ballot, fold it and put it into the BALLOT ENVELOPE.
   - Sign the oath on the back of the envelope beside the big “X” and also include the date.
   - Seal the BALLOT ENVELOPE.

2. **Return Your Ballot Envelope**

   - Mail your Ballot Envelope or take it to a Department of Elections office.
   - Drop boxes are available at each Elections Office during facility operating hours.
   - If mailing your Ballot Envelope, please note that the postage has been pre-paid by the Department.
# How to vote and return your Mail Ballot

1. **Read all of the instructions**

   Read these instructions carefully.

   If the mail ballot tells you to vote for one choice, fill in one oval.

   If the mail ballot lets you vote for more than one choice, fill in no more than the number stated in the ballot directions.

2. **Mark the ballot correctly**

   Use a pen with dark blue or black ink, or use a regular pencil. Do not use other colors.

   **Completely** fill in the oval to the right of your choice as shown above.

3. **How to write-in a candidate**

   Write-in votes are permitted only in General Elections, and not in Primary Elections.

   - Go to the “Write-In” block below the candidate name(s).
   - Fill in the oval on the right side of the block, and PRINT the name of the person for whom you want to vote in the block.

4. **Review your ballot**

   Make sure that you have made selections for each office for which you want to vote.

   Contact the Department of Elections office in your county if you:

   - Need assistance, or
   - Need a replacement mail ballot.

5. **Put your ballot in the Ballot Envelope**

6. **Fill Out Required Information Section**

   Write ONE of the following in the red-stamped “Required!” section on the bottom left side of the ballot envelope:

   → Last 4 digits of your Social Security Number, OR
   → Your DE Driver’s License Number, OR
   → Your DE State ID number.

7. **Cover your identification information with this security label (below).**

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