



STATE OF DELAWARE  
DEPARTMENT OF ELECTIONS

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**Instructions for Modifying the Municipal Absentee Application Template**

1. **Do not change anything on the Municipal template 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. Replace the word “**Municipal Election template**” on the title line with the name of your municipality.
4. Replace the words **in blue** in the left column with the date of your election. You must do this before each election.
5. For those who must add reasons, delete the words in blue in the right column and replace them with the reason(s) required by your charter
6. For those who do not have to add reasons, delete the words in blue below the last checkbox in the right column.
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 application with instructions for voters on their Web Sites when they post the notice of election in order to give their citizens easier access.

[HTTPS://IVOTE.DE.GOV](https://ivote.de.gov)

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