

**INSTRUCTIONS - REQUEST FOR AN ABSENTEE BY-MAIL BALLOT  
FOR THE NOVEMBER 3, 2020 ELECTION  
State of Tennessee Federal/State General Election**

**Read and follow all directions.**

***Failure to follow directions may result in a delay in processing your Request and/or  
your Request being denied.***

**COMPLETE REQUEST**

- Provide all requested information in Step 1. Do not leave any sections blank (exception- email can be left blank if you do not have an email address.)
- The mailing address that you provide on the Request is the address to which your ballot will be mailed. Please complete this question accordingly.
- Select your reason for requesting to vote by mail in Section 3.
- Read the statement in Step 4 and sign and date the Request. An electronic/digital signature is not acceptable.
- If the voter cannot sign their own name, he or she may make an "X" or other mark in the signature box. If the voter cannot sign their own name or if other assistance is given in completing the Request, the person assisting and one witness must provide their address and sign and date the Request.
- A Power of Attorney is not valid for election purposes. You cannot vote on behalf of someone else.

**SUBMIT YOUR REQUEST**

- You may submit your completed Request by mail, fax, email, or in-person delivery.



**Mail Your Request:**  
Loudon County Election Commission  
P.O. Box 193  
Loudon, TN 37774



**Email Your Request:** Scan and attach the completed Request form to your email.  
[HarrisonS@loudoncounty-tn.gov](mailto:HarrisonS@loudoncounty-tn.gov) or [OodyT@loudoncounty-tn.gov](mailto:OodyT@loudoncounty-tn.gov)



**Fax Your Request:** (865) 458-4825



**Deliver Your Request In-Person:** 100 River Road, Suite 108, Loudon, TN 37774

**Requests must be received at the Election Commission Office by October 27, 2020.  
Requests received after October 27, 2020 will not be processed.**

### **TRACK YOUR BALLOT**

- View the status of your Request and Absentee By-Mail ballot at <https://tnmap.tn.gov/voterlookup/>. The website is updated daily and will reflect the date your Absentee By-Mail ballot is mailed to you and when the returned ballot is received by our office.
- It is anticipated that Absentee By-Mail ballots will be mailed by September 19, 2020.

### **QUESTIONS**

If you have any questions, please contact the Loudon County Election Commission office by telephone at (865) 458-2560, email at [HarrisonS@loudoncounty-tn.gov](mailto:HarrisonS@loudoncounty-tn.gov) or [OodyT@loudoncounty-tn.gov](mailto:OodyT@loudoncounty-tn.gov), or fax at (865) 458-4825.