



City of Galena
PO Box 149 - Galena, Alaska 99741-0149
(907) 656-1301 -- (907) 656-1769 Fax

Absentee Voting Instructions For the City of Galena Municipal Election to be held October 4, 2022

Absentee Voting in Person:

1. A qualified voter may apply in person for, and vote, an absentee ballot at Galena City Hall between the dates of September 24, 2022 and October 4, 2022.
2. Voter will need to provide proof of identification. Proof may be waived if the election clerk knows the voter.
3. The election clerk will supply a ballot.
4. The voter shall proceed, in the presence of the election clerk, to mark the ballot in secret, to place the ballot in an envelope marked "BALLOT", and to place that envelope in a larger envelope containing the voter's certification.
5. The voter shall sign and date the certification, and the election clerk shall sign and date the certification as an attesting witness.
6. The election clerk shall then accept the ballot.

Absentee Voting by Mail:

1. A qualified voter may apply for an absentee ballot to be submitted by mail if the application for the ballot is postmarked between the dates of September 24, 2022 and October 4, 2022. The application for an absentee ballot to be submitted by mail may be obtained at Galena City Hall.
2. As soon as the ballots have been prepared, the City Clerk will send to the qualified voter a ballot, an envelope marked "BALLOT", an envelope containing the voter's certification, and a self-addressed return envelope.
3. The qualified voter, in the presence of a notary public or other person qualified to administer oaths, will mark the ballot in secret, place the ballot in the envelope marked "BALLOT", and place that envelope in the one containing the voter's certification.
4. The voter shall sign and date the certification and the notary public or other person qualified to administer oaths shall sign and date the certification as an attesting witness. The absentee ballot must be marked and attested to on or before the date of the election (October 4, 2022).
5. Ballots returned by mail should be sent to City Clerk, City of Galena, and P.O. Box 149, Galena, AK 99741. The ballot must be postmarked on or before the date of the election (October 4, 2022 and received by the City Clerk no later than October 7, 2022 at 5:00 p.m.)

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