

A Picture Tutorial on How to Sign up for Permanent Vote-by-Mail for Senior Citizens

1. You must already be a registered voter to ask for vote-by-mail ballots by this method. If you need to register, you can do that from the sos.la.gov website but following different steps.
2. There are many reasons to request vote-by-mail ballots. This procedure is only for Senior Citizens since that law is already in place and there is no controversy around this option.
3. Use a computer or phone with internet access. Go to voterportal.sos.la.gov/Home/VoterLogin. You can click this link or type in yourself.
4. Fill in the blanks. The system is particular about your entries matching what is on their records. We found out it is best to not enter the middle initial. The next screen looks like this. Fill in your own information then SUBMIT.

The screenshot shows a web browser window with the URL voterportal.sos.la.gov/home/VoterLogin. The page features the Louisiana Department of State logo and a banner for Secretary of State R. Kyle Ardoin. Below the banner is a "Voter Search" form with the following fields: "First Name" (text input), "Last Name" (text input), and "Zip Code" (text input) followed by "- AND - Birth Month/Year" (text input) with a "MM/YYYY" placeholder. A "Submit" button is located below the form. At the bottom of the page, there is a copyright notice: "Copyright © 2020 Louisiana Department of State. Read our disclaimer."

5. Click link to request absentee voting ballot.

The screenshot shows the user dashboard on the Louisiana Voter Portal. The user's name is Gregory W Baldwin, Party is No Party, Parish is East Baton Rouge, Ward/Precinct is 03/064, and Status is Active. A navigation menu includes links for HOME, VOTER REGISTRATION, ELECTION CALENDAR, BALLOT INFORMATION, VOTING INFORMATION, and CHANGE SEARCH. Below the navigation menu is a "Quick Links" section with two columns of links. A red arrow points to the "Request Absentee Ballot" link in the right column. The links in the left column are: My Early Voting Location, My Election Day Voting Location, My Sample Ballot, My Districts, My Elected Officials, My Registrar of Voters, and My Electronic Notifications. The links in the right column are: View Election Dates, Request Absentee Ballot, Change Voter Registration, Print Voter Registration Card, Check Absentee Ballot Status, and Check Provisional Ballot Status. At the bottom of the page, there is a copyright notice: "Copyright © 2020 Louisiana Department of State. Read our disclaimer."

6. The next screen looks like this. Click on the link for 65 or older – Senior Citizen.

The screenshot shows the Louisiana Absentee Request form. At the top, there is a banner for the Louisiana Secretary of State, R. Kyle Ardoin. Below the banner, a message states: "The COVID-19 Absentee Ballot Application cannot be submitted online at this time. Please download the form, complete it, and mail, fax, or hand deliver it to your parish registrar of voters. You may also obtain a copy of this form by contacting your parish registrar of voters." The form has a navigation bar with tabs: Request Type, Applicant Information, Additional Information, Ballot Mailing Address, and Review. The "Request Type" tab is selected. Under "Request Type", the question is "What is the reason for this absentee by mail request? *". There are several radio button options: "Senior Citizen" (I am 65 years of age or older), "Disabled/Homebound **", "I am a resident of a nursing home", "I am a member of the United States Service, or a spouse or dependent thereof, living in the United States", "I am a member of the United States Service, or a spouse or dependent thereof, living overseas", "I am residing outside of the United States", and "General application". A red arrow points to the "Senior Citizen" option. Below the options, there is a disclaimer: "** I understand that by making this selection, I will need to submit current proof of disability to the Registrar of Voters if I have not previously done so, prior to being able to receive my absentee ballot." and a list of "Proof of disability documents include:" with three items: a. A copy of a current mobility impaired identification card issued by the Office of Motor Vehicles; b. A copy of documentation showing eligibility for Social Security disability benefits, veteran's disability benefits, paratransit services, benefits from the office for citizens with developmental disabilities, or benefits from Louisiana Rehabilitation Services; or c. Physician's letter certifying my disability.

7. Here is where you request ballots. I asked for a ballot for July 11 AND the federal election on November 3. They are drop-down lists (see arrow at right in box). Also, click the button for wanting to receive ballots for each election. (We'll see how well this works.) Note also that the top of the page says you must print this form and send it in – THIS DOES NOT APPLY TO SENIOR CITIZEN REQUESTS. You can submit these request on line – see the end of this procedure.

The screenshot shows the Louisiana Absentee Request form, Step 2: Other Ballot Information. The navigation bar is the same as in the previous screenshot. The "Other Ballot Information" tab is selected. The question is "I am eligible to vote absentee for the Primary Election date [dropdown] AND/OR General Election date [dropdown] for the reason selected below." There are two red arrows pointing to the dropdown menus. Below this, there is a question: "If I request a general election ballot at the same time as a primary election, I declare that I will be eligible to vote absentee by mail in the general election." Below that, the question is "Indicate your preference: *". There are two radio button options: "I wish to receive an absentee by mail ballot only for the election dates on this application." and "I wish to receive an absentee by mail ballot automatically for the election dates listed on this application AND all elections hereafter. (By selecting this option, you will receive a ballot automatically unless your ballot is returned to the registrar as undeliverable or you cancel the request.)". A red arrow points to the second option. At the bottom, there is a "Save & Continue" button. The footer says "Copyright © 2020 Louisiana Department of State."

8. Here is the above form filled out. Click Save & Continue.

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Request Type | **Other Ballot Information** | Applicant Information | Additional Information | Ballot Mailing Address | Review

Other Ballot Information

I am eligible to vote absentee for the Primary Election date AND/OR General Election date for the reason selected below.

If I request a general election ballot at the same time as a primary election ballot, I declare that I will be eligible to vote absentee by mail in the general election.

Indicate your preference:

- I wish to receive an absentee by mail ballot only for the election dates on this application.
- I wish to receive an absentee by mail ballot automatically for the election dates listed on this application **AND** all elections hereafter. (By selecting this option, you will receive a ballot automatically unless your ballot is returned to the registrar as undeliverable or you cancel the request.)

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9. If the website finds your voter information, the following picture shows the next screen with your information shown. You will then fill in the rest of the information, your birthday, gender and information from your driver's license or state issued ID. On a driver's license, the Audit Code is located on the front, right hand side, toward the middle. This is how the state knows it is you.

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Request Type | **Other Ballot Information** | **Applicant Information** | Additional Information | Ballot Mailing Address | Review

Applicant Information

First Name

Middle or Maiden Your information would show here.

Last Name

Suffix

Date of Birth

If you do not select a gender, you will not be able to submit electronically. You may complete the online form, print the form, sign the form, and submit the form by mail to the Registrar of Voters in the parish in which you reside.

Gender Male Female

Louisiana driver's license or Louisiana special ID card
Only a Louisiana driver's license or Louisiana special ID card and the audit code, may be used to submit this application online. If you do not have either form of identification, you may print and mail this form to the Registrar of Voters in the parish in which you reside.

License Number
Enter number as it appears on your ID, including leading zeros

Audit Code
Generally, the audit code can be found in the bottom right hand corner of your license

Social Security Number

10. The following pictures show the next steps. They do not show the entire screen since personal information was included. Keep filling out the requested information. ALSO, do not be concerned about the statement at the top of the screen about a COVID requested mail ballow, you are filling out a Senior Citizen request and that CAN be submitted on line.

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Request Type	Other Ballot Information	Applicant Information	Additional Information	Ballot Mailing Address	Review
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Additional Information

Residential Address

'Residential Address' is the address where you live and are registered to vote. If you claim a homestead exemption, you must list the address of that residence. **Do not use a post office box number.** Enter the house or apartment number and street. If your address is rural, enter the Route and Box Number. The residential address for a U.S. citizen residing outside the United States is where you resided in Louisiana immediately before leaving the country.

Parish of Residence EAST BATON ROUGE Ward/Precinct 03/064

* Zip Code

* Address

Apartment/Suite

* City

* State, Zip Code LA

* Mother's Maiden Name

Daytime Phone ###-###-####

State law prohibits the disclosure of your e-mail address to any third party. Your daytime phone number and e-mail will be used in the administrative processing of your application and to provide elections information to you from the Department of State and/or Registrar of Voters.

Email

Confirm Email



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Request Type	Other Ballot Information	Applicant Information	Additional Information	Ballot Mailing Address	Review
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Ballot Mailing Address

I understand that my absentee ballot(s), if sent to an address within the parish or adjacent parish, can only be sent to the address at which I am registered to vote, my mailing address on file with the registrar of voters, or an address at which I regularly receive mail.

Please send my absentee ballot(s) and instructions to:

Mailing Address

Use registration address

Country

* Zip Code

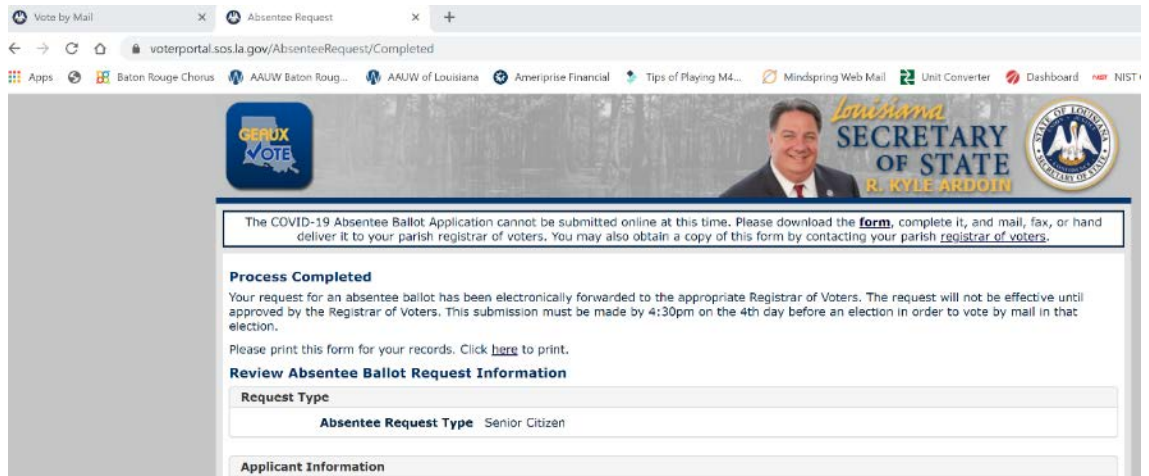
* Address 1

Address 2

* City

* State, Zip Code

Save & Continue



11. Soon after you submit your request, you will receive an email from the state asking you to click a link to confirm your email address. After doing that, and after a few days you will hear back from the state to confirming your request for mail-in ballots. Once approved they will send your ballot via the post office USPS.
12. When the ballot arrives in the mail, BE VERY CAREFUL OPENING YOUR BALLOT. Any damage invalidates the ballot. Follow directions carefully.
13. Now you can vote safely without risking exposure to any infectious organisms.