



CITY OF SPARTA
201 W OAK STREET
SPARTA, WI 54656
(608) 269-4340, EXT 241
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OPTIONS FOR RETURNING YOUR ABSENTEE BALLOT

Absentee voters have several options available for returning their absentee ballot. Please choose the option that best suits your needs. Ballots must be received in time to be delivered to your polling place **NO LATER THAN 8:00 P.M. ON ELECTION DAY.**

1. MAIL YOUR BALLOT:

Each absentee ballot is accompanied by an Official Absentee Ballot Certification Envelope that contains the required postage to mail it back to the City Clerk's office. The United States Postal Service recommends mailing your ballot at least one week before Election Day. Returning a ballot overseas may take longer. Ballots received after 8:00 p.m. on Election Day will not be counted.

2. DROP IT OFF IN THE SECURE DROP BOX:

Sparta City Hall (201 W Oak Street) has a secure drop box located on the building on the South Court Street entrance. The drop box is checked and emptied numerous times throughout the day, including weekends.

Ballots that are placed in the drop box must be delivered **no later than 4:00 p.m.** on Election Day to ensure that election officials are able to deliver any ballots to the polling place.

3. DROP IT OFF ON ELECTION DAY:

Ballots may be dropped off at the polling place – Sparta Community Center, 1000 E Montgomery Street – on Election Day beginning at 7:00 a.m. and must be received **no later than 8:00 p.m.** to be counted.