

CITY & BOROUGH OF JUNEAU

Elections Policies & Procedures

SECTION 3.5 Receiving a Ballot

Effective Date: 8/26/2026

Pursuant to CBJ Code 29.07.005, these Election Policies and Rules of Procedure may not be amended within 40 days before an election through final certification of that election. These policies remain in effect until superseded by an updated version.

3.5 RECEIVING A BALLOT

CBJ Code **29.07.100 - Voting procedure** provide guidelines for how people can receive a ballot for the election.

All people registered to vote in Juneau at least 30 days before Election Day are eligible to vote in a regular or special election. They may receive a ballot through any of the following methods:

1. By Mail (Default Method)

Through the mail to the mailing address on record with the State of Alaska Division of Elections. Ballots are mailed out to all registered voters 18 days before Election Day who have A/RG (Active Registered) or A/ID (Awaiting ID) status. Ballots are not forwarded by the postal service. Ballots are not mailed out to voters in any other status – they must obtain a ballot using one of the below methods.

2. By Mail to an Alternative Address

Any voter may choose to have their ballot mailed to an alternative address. They must fill out an application to do so. If the application is received 23 days before Election Day, then they will not receive a ballot from the initial bulk mail out (see above). If the application is received after that, election staff will process and send the additional ballot within three working days. Applications close 7 days prior to Election Day.

3. In Person at a Vote Center

Any voter may choose to go to a Vote Center to receive a ballot. Ballots must be voted in-person and cannot leave the building with the voter (exception below). Vote

Centers open at least 15 days before Election Day and close at 8:00pm on Election Day.

4. Ballot by Personal Representative

A voter who is unable to go to the vote center due to age, illness, or disability may appoint a personal representative to obtain a ballot for them. The personal representative must sign the special needs register and fill out the special needs ballot oath and affidavit envelope before receiving the ballot.

5. By Fax

A voter may choose to receive a ballot by fax. They must fill out an application to do so and the application must be received by 5:00pm Alaska time the day before Election Day.

6. By Electronic Transmission

A voter may choose to receive a ballot by electronic transmission (email or Omniballot portal). They must fill out an application to do so and the application must be received by 5:00pm Alaska time the day before Election Day.

Only one ballot may be accepted and counted for each voter. The election system automatically checks the unique barcode identifier on every ballot received against the voter's ballot record. This process identifies whether a ballot has already been received and accepted for that voter and prevents an additional ballot from being accepted and counted. This check is performed on every ballot received, regardless of how the ballot was issued or returned.