**Guidance for Sealed Mail Ballot Return Envelopes**

**Q: What should I do if my return envelope for my Vote by Mail ballot arrives pre-sealed?**

**A:** If your return envelope is pre-sealed, call our office at 352-486-5163 and we will provide you with guidance or send you a replacement envelope. You may also come to our office, and we will provide you with a new envelope.

If there is insufficient time to request a replacement return envelope, you may carefully open the top of your pre-sealed return envelope with a letter opener or scissors, place your ballot in the return envelope, and seal the return envelope with tape. You may also sign your name or initials across the tape for added security, in addition to the required signature on the affidavit. Be sure to carefully follow all instructions on the Vote by Mail ballot and envelope.

**Q: What should I do if my Vote by Mail ballot is damaged?**

**A:** If your Vote by Mail ballot is damaged, immediately call our office at 352-486-5163. We can discuss whether your Vote by Mail ballot is usable and send you a replacement Vote by Mail ballot, if necessary.