



COUNTY OF POTTER

BOARD OF ELECTIONS

Gunzburger Building, 1 N Main Street, Coudersport, PA 16915
Phone 814-274-8467

CANCEL & REISSUE BALLOT REQUEST FORM INSTRUCTIONS

1. When can I use this form?

- Your mail-in/absentee ballot has not been returned to the Board of Elections and you need a replacement (e.g., your ballot did not arrive, your ballot was damaged, your delivery address changed, or you made a mistake); or
- You returned your voted mail-in/absentee ballot, but were notified of an issue with your ballot and cannot visit a Board of Elections Office in person.

2. When can I not use this form?

- You have not submitted an application or been approved for a mail-in/absentee ballot; or
- You returned your voted mail-in/absentee ballot to the Board of Elections and were not notified of an issue with your ballot.

3. What happens to my original ballot if I request a replacement?

- Your original ballot will be cancelled in our system and will not be counted if it is returned. Once you receive your reissued ballot, you may destroy your cancelled ballot.

4. What information do I need to fill out on this form?

- All sections of this form must be completed. The name, date of birth, and driver's license number or the last four digits of your social security number must match the information on your voter record. Failure to complete all sections or provide correct information may result in your request being delayed or not being processed.

5. Can I electronically sign this form?

- No, you must physically sign this form. Forms containing a digital signature or submitted without a signature will not be processed.

6. Can I complete and return this form on behalf of someone else?

- The voter requesting a ballot cancellation and reissue must complete, sign, and return this form, unless the voter has a disability and requires assistance. If assistance is required, a [Designated Agent Form](#) must accompany this form.

7. How do I submit my completed form?

- **Deliver the completed form in person to a Board of Elections Office.** If you deliver your form in person, your replacement ballot will be issued to you immediately.
- **Scan and e-mail** the completed form to **cbrown@pottercountypa.net**
 - Forms sent to other e-mail addresses may not be processed.
- **Mail the completed form to:** Potter County Board of Elections, 1 North Main Street, Coudersport, PA 16915



COUNTY OF POTTER

BOARD OF ELECTIONS

Gunzburger Building, 1 N Main Street, Coudersport, PA 16915
Phone 814-274-8467

2026 GENERAL ELECTION CANCEL & REISSUE BALLOT REQUEST

I. Voter Information (Complete all fields)

Name

Date of Birth

Driver's License Number or last four digits of your SSN

Mailing Address

City

State

Zip Code

Email Address

Phone Number

II. Reason for Cancel & Replacement (Select one)

☐ My ballot never arrived

☐ My ballot delivery address changed

☐ My ballot was damaged

☐ I was notified of an issue with my returned ballot, and
I cannot visit a Board of Elections office in person

☐ Other (specify): _____

III. Delivery of Replacement Ballot (Select one – not required for forms submitted in-person)

☐ Mail the replacement ballot to the mailing address provided above.

☐ Pick up the replacement ballot at the Potter County Gunzburger Building, 1 North Main Street, Coudersport, PA (Monday-Friday 8:30AM to 4:30PM).

☐ If you are disabled, designate another person to pick up the replacement ballot at the Potter County Gunzburger Building. For this option, you must complete a [Designated Agent Form](#) verifying you have a disability, and your designated agent must bring the form when retrieving your ballot.

IV. Verification (Review and sign below)

I, the undersigned, verify: (i) I am the voter listed above, and I am requesting the cancel and replacement of my current, approved mail-in/absentee ballot for the 2026 General Election; (ii) the foregoing information is true and accurate to the best of my knowledge; and (iii) I have read and understand the instructions relating to the use of this form.

Signature

Date