

Good afternoon everyone,

It has come to my attention that in my attempt to be as prepared for the November 3rd election as early as possible, I inadvertently used the instruction pamphlets for the September primary. I sincerely apologize for the oversight and take full responsibility for the mistake.

I will be mailing out a letter and the correct instructions to all the voters who have already been sent ballots. I have made the correct instructions available on my website:

<http://norfolk.ma.us/assets/files/departments/town-clerk/voter/voter-instructions-nov.pdf> and encourage anyone to contact my office if they ever have a question or find a mistake that my office has made. The Town Clerk's direct office line is 508-528-1400 or you can email me at cgreene@norfolk.ma.us.

The most important difference in the instructions is the deadline that your ballot must be received by my office in order to be counted. In order for a ballot to be received in a timely manner and be counted it **MUST** be received by **Friday, November 6th** and postmarked by **Tuesday, November 3rd**. Ballots received by 8PM on Tuesday, November 3rd do not require a postmark. **The U.S. Postal Service recommends mailing your ballot no later than Tuesday, October 27th to ensure timely delivery!**

I have also added a new, larger, and more secure drop box at the rear of the Town Hall building. I highly encourage you to use the drop box to return your ballot to my office to ensure that it is received and processed in time to be counted.

Again, I sincerely apologize for the mistake in sending out the incorrect instructions and I promise you that my office will be even more vigilant to make sure that this unprecedented Presidential and General election will be conducted in a proper and thorough manner in the Town of Norfolk. Please feel free to contact me if you have any questions or concerns.

Sincerely,

Carol Greene