



# 2021 NEIGHBORHOOD COUNCIL ELECTIONS

## VOTE-BY-MAIL

### APPLICATION INSTRUCTIONS



**Step 1:** Write your first, middle, and last name; birthdate; phone number, and/or email address.

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**Step 2:** Write the Neighborhood Council's (NC) name and place an X in the box next to your stakeholder status to establish your eligibility to vote in the NC (*address must be located within the NC boundary or District, Area, etc., within the NC boundary*).



**Example A:**

I qualify to Vote in (NC Name) because **I am a resident** and live at (Street Address, City, and Zip Code).



**Example B:**

I qualify to Vote in (NC Name) because **I own a business or work** within the NC at (Street Address, City, and Zip Code).



**Example C:**

I qualify to Vote in (NC Name) because **I own real property** in the NC at (Street Address, City, and Zip Code).



**Example D:**

I qualify to Vote in (NC Name) because **I have a community interest** at (Community Organization Name) located at (Street Address, City, and Zip Code).

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**Step 3:** Provide a mailing address where you would like your ballot mailed to (*if different from the address above*).

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**Step 4:** Sign and date the application.

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**Step 5:** To designate someone to return your ballot on your behalf, have that person print and sign their name in this area, if applicable.

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Return your Vote-By-Mail (VBM) application by:

**Mail:** Office of the City Clerk - Election Division 555 Ramirez Street,  
Space 300, Los Angeles, CA 90012

**Email:** [clerk.electionvbm@lacity.org](mailto:clerk.electionvbm@lacity.org)

**Fax:** (213) 978-0376

**For questions regarding the application process,  
please contact our office at (213) 978-0444.**

**City of Los Angeles, Office of the City Clerk | Neighborhood Council Elections**



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## VOTE-BY-MAIL APPLICATION FAQs

### What are Neighborhood Councils (NC)?

LA's 99 NCs form the grassroots level of the Los Angeles City government. The system was created to connect LA's diverse communities to City Hall. While NC board members are volunteers, they are public officials elected to office by the members of their community.

### How do I find out more information about the Neighborhood Councils?

The Department of Neighborhood Empowerment (EmpowerLA) is responsible for promoting civic engagement and supporting NCs in their mission to make municipal government more responsive to local needs. For more information about NCs, contact EmpowerLA at (213) 978-1551 or [EmpowerLA@LAcity.org](mailto:EmpowerLA@LAcity.org)

### Where can I find more information about the NC VBM election process?

Please visit the City Clerk's Election Division website at [clerk.lacity.org/elections](http://clerk.lacity.org/elections) or call our office at (213) 978-0444 or toll free at (888) 873-1000.

### How do I vote?

Due to public health and safety concerns as a result of the COVID-19 pandemic, the City Clerk is implementing an all Vote-By-Mail (VBM) voting model for all NC elections in 2021. You must complete a VBM Application to receive a ballot.

### How do I apply to receive a VBM ballot?

- Complete and return the attached VBM paper application *or*
- Complete a VBM Application using the online portal at [clerk.lacity.org/elections](http://clerk.lacity.org/elections).

### How do I qualify to vote?

To cast a ballot in an NC election, a voter must be 16 years of age or older and live, work, or own real property within the boundaries of the NC; or is a member or participates in a community organization within the boundaries of the NC. Voters aged 14 - 15 can vote if the NC has a youth ballot. Documentation proving stakeholder status in the NC may be required to vote in some NC elections.

### When can I vote?

The VBM Application period will begin 60 days before Election Day. All VBM Applications must be received 7 days prior to Election Day by 5:00 p.m., Pacific Standard Time. Ballot(s) will be mailed beginning 29 days before Election Day.

### Is a phone number or email address required?

Although it is not required to provide a phone number or email address, staff may need to contact you in the event that further information or clarification is needed to process your VBM Application.

### VBM Applications are considered public information but are subject to limited disclosure under the CPRA. The following information is considered public information and subject to disclosure:

Neighborhood Council name; stakeholder type (live, work, own property, or community interest); first and last name; and staff notes made regarding the application.

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