



# Federal Voting Assistance Program

## Voting Assistance Officer Workshop





# Voting Assistance Officer Workshop



In 2008 - Election of:

President, Vice President



35 U.S. Senators



435 U.S. Representatives



13 State Governors

Thousands of local offices & State Referenda

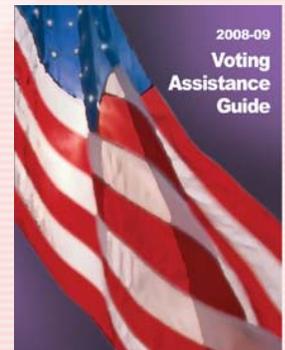


# Voting Assistance Officer Workshop



## Today, you will learn about:

- The Federal Voting Assistance Program
- *The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)*, The Federal Voting Assistance Program (FVAP) and You
- The Military Voting Assistance Officer
- The Absentee Voting Process
- How to Use Absentee Voting Materials
- Additional resources





# The Federal Voting Assistance Program



Director, FVAP Administers the:

*Uniformed and  
Overseas Citizens  
Absentee Voting Act  
(UOCAVA)*

42 USC § 1973ff

For the complete text of  
UOCAVA Go to Appendix A

INTRODUCTION, P. 1



# The *UOCAVA*, FVAP and You

## *UOCAVA*

& Executive Order 12642 of June 8, 1988

President



Secretary of Defense



Director, FVAP

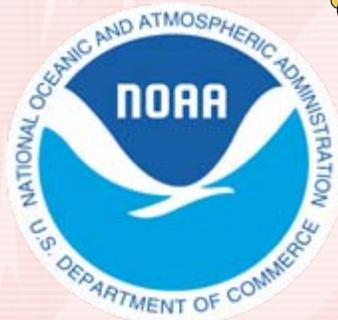


Senior Service Voting Representative, Service Voting Action Officer, Installation Voting Assistance Officer, Unit Voting Assistance Officer



# The UOCAVA, FVAP and You

*UOCAVA* Covers Members of the Uniformed Services and the Merchant Marine





# The *UOCAVA*, FVAP and You

*UOCAVA* Covers Family Members of all  
the Above



And

U.S. Citizens Residing Outside the U.S.



# The *UOCAVA*, FVAP and You



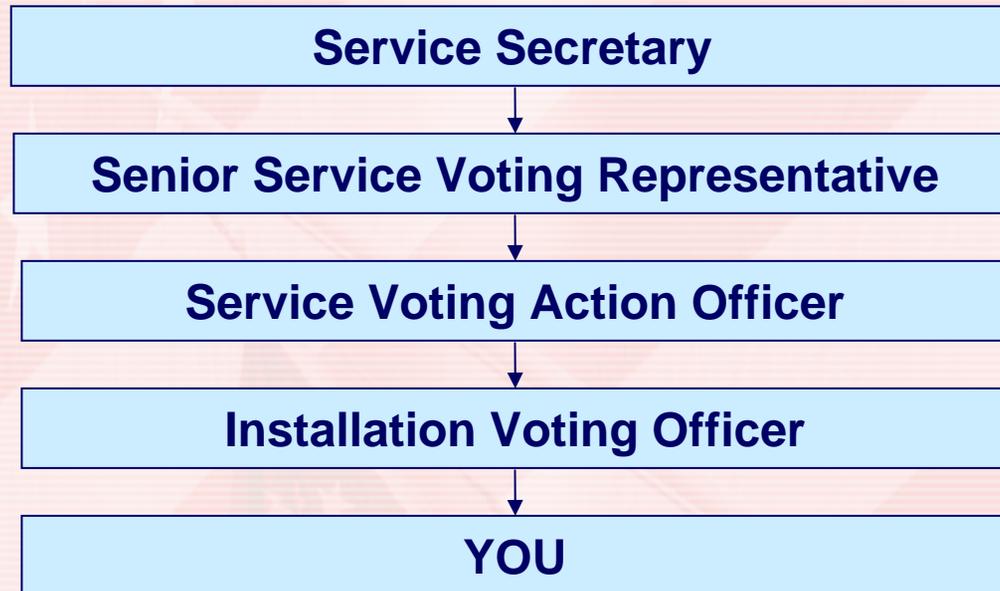
Your Voting Assistance Mission is to:

1. Inform and Educate U.S. Citizens of the Right to Vote
2. Foster Voting Participation
3. Protect the Integrity of, and Enhance, the Electoral Process



# The UOCAVA, FVAP and You

## Your Service Voting Assistance Program





# The Military Voting Assistance Officer



Contact:

Your Installation Voting Assistance Officer



Your Service Voting Action Officer



[www.fvap.gov](http://www.fvap.gov)

[vote@fvap.ncr.gov](mailto:vote@fvap.ncr.gov)

1-800-438-VOTE (8683)

DSN 425-1584 (Military)

Toll-free Telephone Numbers from 67 Countries  
Toll-free Fax Numbers from 51 Countries

FRONT AND BACK INSIDE COVER



# The Military Voting Assistance Officer



## Chapter One

### CHAPTER ONE VOTING ASSISTANCE OFFICERS - WHAT YOU SHOULD DO (AND NOT DO)

#### I. The Voting Assistance Officer

As a Voting Assistance Officer (VAO), you aid in ensuring that citizens understand their voting rights and how to register and vote absentee under the *Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)*. See Appendix A. The act requires each Federal department and agency with personnel covered by the UOCAVA to have a voting assistance program. The Federal Voting Assistance Program's (FVAP) biennial Voting Action Plan and the Department of Defense Directive 1000.4 (link available on the FVAP website at [www.fvap.gov](http://www.fvap.gov)) establish policy and guidelines for carrying out an effective voting assistance program.

Whether you are a Civilian or a Military VAO, or a voting assistance volunteer of a U.S. citizens organization overseas, you are critical to the success of these programs. You are responsible for providing accurate nonpartisan voting information and assistance.

The U.S. Uniformed Services have an extensive chain of command, which provides support for their VAOs. The Department of State offers voting assistance through its embassy and consulate VAOs to all U.S. citizens outside the United States. In addition, many U.S. citizen organizations and corporations outside the United States designate and support VAOs to assist their members, employees and other U.S. citizens living abroad.



#### A. Voting Assistance Officers - What are your responsibilities?

As a successful VAO, you engage in the following activities:

- Explore the FVAP website ([www.fvap.gov](http://www.fvap.gov)) and how the program can assist you.
- Become familiar with your organization or service voting websites.
- Review the FVAP biennial Voting Action Plan and use it as a timeline during the election year (found online at [www.fvap.gov](http://www.fvap.gov)).

- Become familiar with this *Guide*. (In addition to the FVAP website, this is your primary source of reference.)
- Learn the absentee voting process (see Chapter Two for more information).
- Attend a VAO training workshop. Workshops are offered in the Washington, D.C. area twice a month and at military installations and Department of State locations worldwide. Contact the FVAP or SVAOs for a schedule.

You may also complete E-Learning/Online Training. If unable to attend an in-person workshop, training may be completed online at [www.fvap.gov](http://www.fvap.gov) by downloading the workshop slides or requesting an e-learning training CD. Further instruction is provided on the FVAP website ([www.fvap.gov](http://www.fvap.gov)).

- Introduce yourself! Let people know you are available as a resource. Tell them how and where they can reach you.
- Keep current by signing up to receive press releases and the monthly *Voting Information News (VIN)* - both are available online. The *VIN* will help you get started immediately with things - "To Do This Month." Email [votes@fvap.mcr.gov](mailto:votes@fvap.mcr.gov) with your email address if you wish to receive it via email, or provide your full name and mailing address in the body of the email message to receive it by standard mail, or you can do both.
- Organize a local Voting Assistance Plan. (see Implementing an Effective Voting Assistance Plan in section II.A.)
- Review and/or create a "Continuity Folder." (see Continuity of Your Voting Assistance Program in section II.B.)

Specific responsibilities for carrying out a successful voting assistance program are found in sections I.B. for civilian VAOs and in section I.C. for military VAOs.

#### B. Civilian Voting Assistance Officers

Many U.S. citizen organizations and corporations outside the U.S. have designated a Voting Assistance Officer (VAO) for a two-year federal election cycle tenure. This VAO will serve as an organization's primary point of contact to work with the FVAP to carry out an effective voting assistance effort for the 2008-09 election years and establish community for future election years.

The FVAP provides the necessary materials for organizing and directing the organization's voting assistance program. Those materials include a 2008-09 Voting Action and Information Support Plan (outlining a schedule of action for



# The Military Voting Assistance Officer



## Service/DoD Guidance:

- DoD Directive 1000.4, DoD Voting Action Plan
- Service Voting Action Plan, Service Voting Instructions
- DoD Directive 1344.10: Political Activities by Members of the Armed Forces on Active Duty
- The Hatch Act, Title 5 U.S.C. Sec. 7321



# The Military Voting Assistance Officer



## How to be an effective VAO

- Let them know who you are
  - How to contact you
  - Where you are located
- Distribute absentee voting forms to all (include dependents)
- Make yourself available to assist
- Continue on-going voting assistance effort



# The Military Voting Assistance Officer



## What VAOs Need

- *2008-09 Voting Assistance Guide*
- Command Support
- Letter of Designation
- Voting Assistance Materials
- Internet Access
- To Communicate Voting Information
- Time and Resources
- To Designate an Assistant Voting Assistance Officer



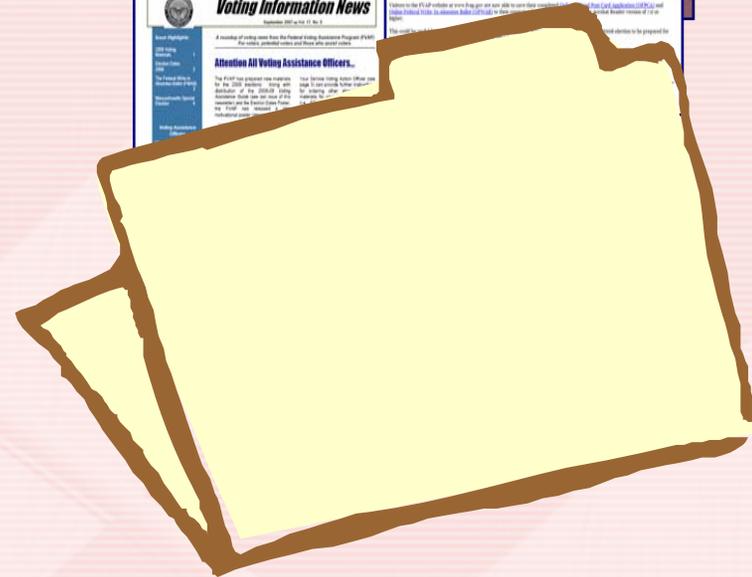
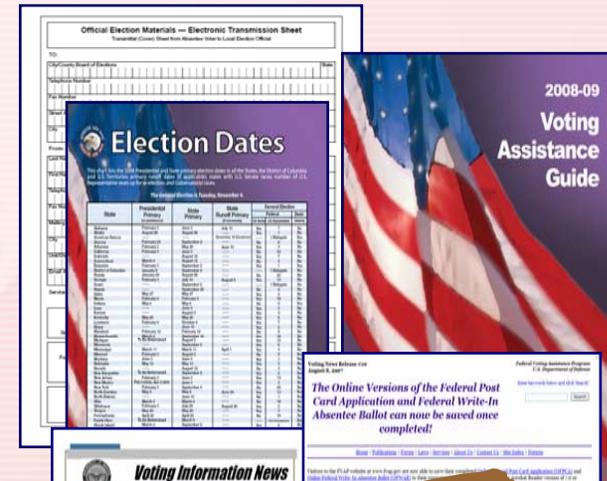
# The Military Voting Assistance Officer



## Voting Continuity Folder

### Partial list of Items:

- Current *Voting Assistance Guide*
- Absentee voting forms (FPCA, FWAB)
- VAO designation letter
- Election Dates calendar
- Good ideas and lessons learned
- *Voting Information News*
- Voting news releases
- Your voter assistance activities
- VAO Training





# The Military Voting Assistance Officer

The FVAP Website: [www.fvap.gov](http://www.fvap.gov)



FEDERAL VOTING ASSISTANCE PROGRAM

Voting Help For Uniformed Service Members, Their Families, & Citizens Living Outside The U.S.

[For Voting Assistance Officers](#) | [For Election Officials](#)

[HOME](#)

[UNIFORMED SERVICES MEMBERS](#)

[CITIZENS OUTSIDE U.S.](#)

[REFERENCE CENTER](#)

[FAQ](#)

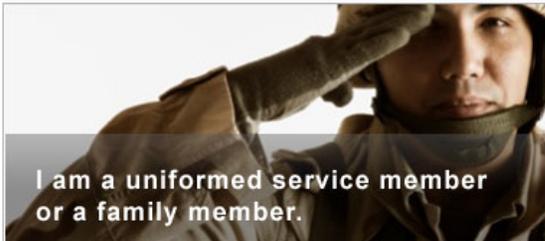
[CONTACT](#)

Search Site...

## To Vote Absentee, Start By Telling Us Who You Are

Election Countdown

**106 Days**



**I am a uniformed service member or a family member.**

For active-duty members of the Armed Forces, Merchant Marine, Public Health Service, NOAA, and their family members.

[Get Started](#)



**I am a citizen living outside the U.S.**

For United States citizens who are living outside the U.S. for work, school or other reasons.

[Get Started](#)

If neither of these choices apply to you, please visit [www.canivote.org](http://www.canivote.org)

### News

[\(More News\)](#)

**July 21, 2008**

[Minnesota News](#)

**July 17, 2008**

[Missouri News](#)

**May 27, 2008**

[Minnesota News](#)

[RSS Subscribe](#)

### Quick Links

[Get the Voter Registration/Absentee Ballot Request Form](#)

[Get the Back-up Ballot \(Federal Write-In Absentee Ballot\)](#)

[Find out where to send my Voter Registration/Absentee Ballot Request and absentee ballot](#)

[Use Our New Automated Tool to Register/Request a Ballot](#)



# The Military Voting Assistance Officer



## Uniformed Services Voting Participation

	2000	2004
Army	65%	78%
Navy	68%	77%
Air Force	76%	79%
Marine Corps	62%	80%
Coast Guard	71%	83%
<b>All Services</b>	<b>69%</b>	<b>79%</b>



# The Military Voting Assistance Officer



## Voter Events:

Overseas Citizens Voters Week  
June 28-July 7, 2008

Armed Forces Voters Week  
August 31-September 7, 2008

Absentee Voting Week  
October 12-18, 2008



# The Military Voting Assistance Officer



## Good Ideas & Lessons Learned





# The Absentee Voting Process



## Chapter Two

### CHAPTER TWO

#### REGISTERING, REQUESTING A BALLOT, AND VOTING

##### I. Requirements for Voting and Establishing Voting Residence

###### A. Citizenship and Age

All states and territories prescribe two voter requirements:

- A voter must be a citizen of the United States on the date of the election in which he or she wishes to vote, and
- A voter must be at least 18 years old on election day in order to vote. Some states permit a 17-year-old to vote in primary elections if he or she will be 18 by the date of the general election.

###### B. Voting Residence

Elections in the United States are run by state and local election officials. One must have a legal voting residence address in a state or territory to vote in U.S. elections.

The issue of voting residence can be complex, depending on individual circumstances. Even in states where laws clearly define criteria for determining a person's voting residence, the final determination is generally up to each local election official. Providing as much information as possible to these officials on the Federal Post Card Application, Standard Form 76(FPCA, SF 76) is critical to successful registration and ballot request.

**Overseas Citizens:** A citizen outside the United States (not affiliated with the Uniformed Services) vote in the state or territory where he or she last resided immediately prior to departing the United States, even if many years have elapsed, and the voter maintains no residence in the state or territory, and the voter's intent to return to that state or territory may not be certain.

**Military Citizens:** For members of the Uniformed Services and their family members, in most states the legal voting residence is defined as where the citizen has, or has had, physical presence at the location and where there is the intent to remain or return.

If a citizen is uncertain about his or her current legal voting residence, the citizen should examine his or her connections or ties to the state or territory in question and consult with legal counsel. Further, voting assistance personnel advising citizens of their proper voting residence or registration status should consult legal counsel.

###### C. Questions to Help Determine Correct Voting Residence

Asking citizens the following questions may help you advise on voting residence:

- Where have you registered to vote?
- Where have you voted?
- What state or territory has issued you a driver's license, any other license or identification card?
- Where is your motor vehicle registered?
- Where is your home or home of record?
- What state or territory are you from?
- Where did you live before coming here?
- Where did you live immediately before leaving the United States?
- Where does your family live?
- Where do your parents live?
- Where do you own property?
- Where do you engage in any businesses?
- Where do you have bank accounts?
- Where are you a member of any organization?

##### II. The Basic Absentee Voting Process

The absentee voting process permits citizens covered by the *DOCAFIA*, who will be away from their local polling places on election day, to register, request a ballot, and vote through the mail or an alternative method. Absentee voters should request ballots at least 60 days before the election whenever possible to allow enough by-mail transit time. The following is the basic absentee voting process for citizens covered by the *Uniformed and Overseas Citizens Absentee Voting Act (DOCAFIA)*. Refer to page 14 for an illustration of the absentee voting process.

- Step 1: A citizen must register to vote in his or her state of legal residence. In order to register and/or vote absentee as an eligible U.S. citizen, he or she must carefully, legibly and accurately complete a Federal Post Card Application (FPCA) and submit it to the proper election official. State-specific instructions for completing the FPCA are contained in Chapter Three.
- Step 2: The local election official, once receiving the form, will process the FPCA to determine if the citizen meets the jurisdiction's residency requirements. The local election official will contact the voter if there are any questions during the process or if the form is not acceptable. For this reason, it is critical for the citizen to provide an email address and other contact information on the FPCA.



# The Absentee Voting Process

## The Basic UOCAVA Voting Process

**Step 1: Citizen submits a voter registration/absentee ballot request form**

**Step 2: Local Election Official approves the request or asks for more information**

**Step 3: Local Election Official mails the absentee ballot**

**Step 4: Citizen votes and returns the ballot to the Local Election Official in time to meet state deadlines**

**OR**

**If insufficient time exists to receive, vote and return the ballot on time, he/she submits the Federal Write-In Absentee Ballot**



# Using Absentee Voting Materials

## Chapter Three: State-by-State Instructions

**WASHINGTON**

**Absentee Voting Guide**  
**FOR UNIFORMED SERVICES AND U.S. CITIZENS OVERSEAS**

Website: [www.sectate.wa.gov/](http://www.sectate.wa.gov/)  
Link to state election website is also available through FVAP website at [www.fvap.gov](http://www.fvap.gov)

**Presidential Primary Date: February 19, 2008**  
**State Primary Date: August 19, 2008**  
**General Election Date: November 4, 2008**

DEADLINES FOR UNIFORMED SERVICES*	Presidential Primary (or preference)	State Primary	General Election
Registration	February 19, 2008	August 19, 2008	November 4, 2008
Ballot Request	February 19, 2008	August 19, 2008	November 4, 2008
Ballot Return**	March 5, 2008**	September 3, 2008**	November 25, 2008**

DEADLINES FOR CIVILIANS OUTSIDE THE U.S.†	Presidential Primary (or preference)	State Primary	General Election
Registration	February 19, 2008	August 19, 2008	November 4, 2008
Ballot Request	February 19, 2008	August 19, 2008	November 4, 2008
Ballot Return**	March 5, 2008**	September 3, 2008**	November 25, 2008**

Note: Election dates and information are current as of July 2007. Check the state election website above, the FVAP Website at [www.fvap.gov](http://www.fvap.gov), or contact your Voting Assistance Officer for updates.  
 \*Special conditions apply; check the following pages for details.  
 \*\*Ballot return envelope must be dated no later than Election Day.

399



# Using Absentee Voting Materials

## Section I: Application Instructions for FPCA Section II: Uniformed Services

**WASHINGTON**

**FEDERAL POST CARD APPLICATION**

**REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)**

*Circled letters on the form below correspond to the instructions on the following page. You must complete all shaded areas.*

**1. REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH AM ELIGIBLE TO VOTE AND I AM (check only one):**

I AM A MEMBER OF THE UNIFORMED SERVICES OR MERCHANT MARINE ON ACTIVE DUTY, OR AN ELIGIBLE SPOUSE OR DEPENDENT

I AM A U.S. CITIZEN RESIDING OUTSIDE THE U.S. TEMPORARILY

I AM A U.S. CITIZEN RESIDING OUTSIDE THE U.S. INDEFINITELY

**2. MY INFORMATION (Required)**

**a. YOUR CURRENT HOME (Last, First, Middle)**

1. LAST NAME: \_\_\_\_\_ 2. FIRST NAME: \_\_\_\_\_ 3. MIDDLE NAME (if applicable): \_\_\_\_\_

**b. SOCIAL SECURITY NUMBER** \_\_\_\_\_

**c. PHONE NUMBER (Include or 10 NUMBER)** \_\_\_\_\_

**d. TELEPHONE NUMBER (Include area code, 7-digit or 10-digit number)** \_\_\_\_\_

**e. FAX NUMBER (Include area code, 7-digit or 10-digit number)** \_\_\_\_\_

**3. MY CURRENT ADDRESS (Please include ZIP CODE)**

1. STREET ADDRESS: \_\_\_\_\_

2. CITY/TOWN OR VILLAGE: \_\_\_\_\_ 3. COUNTY: \_\_\_\_\_ 4. STATE: \_\_\_\_\_ 5. ZIP CODE: \_\_\_\_\_

**4. MY VOTING RESIDENCE ADDRESS (For military, use legal residence. For overseas citizens, use last legal residence in U.S.) (Required)**

1. STREET ADDRESS: \_\_\_\_\_

2. CITY/TOWN OR VILLAGE: \_\_\_\_\_ 3. COUNTY: \_\_\_\_\_ 4. STATE: \_\_\_\_\_ 5. ZIP CODE: \_\_\_\_\_

**5. I PREFER TO SEND MY VOTING MATERIALS**

**a. MY CURRENT ADDRESS (Please include ZIP CODE)**  MAIL  FAX  EMAIL

**b. MY FORWARDING ADDRESS (Complete only if you do not want your ballot mailed to the address in Block 3.)**

1. STREET ADDRESS: \_\_\_\_\_

2. CITY/TOWN OR VILLAGE: \_\_\_\_\_ 3. COUNTY: \_\_\_\_\_ 4. STATE: \_\_\_\_\_ 5. ZIP CODE: \_\_\_\_\_

**6. MY POLITICAL PARTY PREFERENCE (Optional, but may be required by states to register to vote in primary elections)** \_\_\_\_\_

**7. ADDITIONAL INFORMATION (Designate the period for which you want to receive ballots — see instructions for SIGN & PARAGRAPH 11. Consult the Voting Assistance Guide for other specific state instructions)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. AFFIRMATION (Required)**

I hereby affirm, under penalty of perjury, that:

- I am a member of the Uniformed Services or Merchant Marine on active duty or an eligible spouse or dependent of such a member of the U.S. Armed Forces, merchant marine, commissioned corps of the U.S. Armed Forces, or other U.S. citizen residing outside the U.S. and
- I am a U.S. citizen, at least 18 years of age, or will be by the day of the election. I have the right to vote in the requested jurisdiction, and
- I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated, and
- I am not registered, including by mail, in another jurisdiction in the U.S., and
- I am applying for this ballot as a voter in compliance with the law, and
- The information on this form is true and complete to the best of my knowledge.

I understand that a false statement of fact or completion of this form constitutes a crime under the laws of the United States and may result in the denial of my ballot.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

400

2008-09 Voting Assistance Guide Washington

**I. APPLICATION INSTRUCTIONS FOR FPCA**

The Federal Post Card Application (FPCA) is the primary form for requesting registration and/or an absentee ballot from your local election official. Read all instructions printed below and on the FPCA before completing and signing your application. Circled letters correspond to the circled letters on the sample form on the preceding page.

**1.** Block 2.f and 2.g: Your Washington Driver's License number is required for voter registration. If you do not have a Washington Driver's License, enter the last four digits of your Social Security number.

**2.** Block 2.h through 2.j: Indicate your email address and a telephone number (including all country and local prefixes) where you can be reached.

**3.** Block 3.a through 3.e: Provide the complete street address of your Washington voting residence. A post office box or rural route is not sufficient. If your address includes a rural route, describe its location in Block 6. For example: "on Highway \_\_\_\_\_ 2 miles past Highway \_\_\_\_\_ across the street from the \_\_\_\_\_ gas station." This address must be within the county or township where you claim legal voting residence.

**4.** Block 4.a: Print the complete address where you want your ballot sent — usually your current mailing address. Your current mailing address must be different from the address you provided in Block 3.

**5.** Block 4.c: Please check the box corresponding to the manner in which you prefer to receive your ballot. If you want to receive it by fax or email, please be sure to include your fax number or email address in Block 2.i or 2.j. See Section II.A and D or Section III.A and D.

**6.** Block 5: Designation of political party affiliation is not required.

**7.** Block 6: Submission of this form serves as a request to receive ballots for all Federal elections held through the next two regularly scheduled general elections. If you do not wish to receive ballots for that length of time, you may request a ballot for each election for Federal office held in the next election year OR a ballot for only the next scheduled election for Federal office by signing your choice here.

You may also use this section to include any former name or address under which you may be registered.

Refer to Section II.E or III.E for additional instructions.

**8.** Block 7: You must sign and date the FPCA. When signing, you are swearing or affirming that the information is true and correct.

**II. UNIFORMED SERVICES**

These procedures apply to persons who are U.S. citizens, residents of Washington and members of the Uniformed Services and their family members. Uniformed Services are defined as the U.S. Armed Forces, merchant marine, commissioned corps of the Public Health Service and the National Oceanic and Atmospheric Administration.

**A. Registering and Requesting an Absentee Ballot**

You should send an FPCA to your local election official every year and whenever you change your mailing address except if you are requesting a special write-in ballot (see Section E and also Chapter Two).

You may also request absentee ballots by telephone, fax, email or by filling out and mailing the request form printed from the Secretary of State website. Effective January 1, 2008, a person who has a valid Washington State Driver's License or state identification card may register to vote online on the secretary of state's website at [www.sectate.wa.gov](http://www.sectate.wa.gov). Notifying the County Auditor of any mailing address changes is required for an individual to receive absentee ballots for all future elections.

FPCAs should be received by the County Auditor by 20 days before an election to ensure there is sufficient time for the voter to receive the ballot. However, FPCAs will be accepted up through election day. If you think there will not be enough time to receive your ballot by mail, make sure to include an email address or fax number on your FPCA so that the ballot can be sent electronically if necessary.

Washington allows UOCAVA voters to receive absentee ballots even if they are not currently registered. If you were not registered when you sent in your FPCA, Washington will automatically use your completed form to register you, as long as the hardcopy is received.

**B. Casting Your Vote**

**Ballot Return Deadline:** Your voted ballot must arrive at the County Auditor prior to certification of the election. Certification for primary and special elections is 15 days after election day; certification for general elections is 21 days after election day. The oath accompanying your voted ballot must be signed and dated by election day.

Countries begin mailing UOCAVA ballots 30 days before the election.

If you have not received your state ballot in a timely manner, use the Federal Write-In Absentee Ballot. See instructions in Chapter Two.

Washington

401



# Using Absentee Voting Materials

## Section III: Civilians Outside U.S.

Washington

2008-09 Voting Assistance Guide

### C. Notary/Witness Requirements

No requirements for registration or voting materials to be notarized or witnessed.

### D. Electronic Transmission of FPCAs and Ballots

Washington allows you to send your FPCA ballot request by fax or email. If you would like to use the FPCA to register to vote, the fax or email must be followed up with the original form.

Effective January 1, 2008, a person who has a valid Washington State Driver's License or state identification card may register to vote online on the secretary of state's website at [www.sectate.wa.gov](http://www.sectate.wa.gov).

Washington allows you to receive a blank ballot by fax or email.

If you have questions about electronic transmission of your FPCA or ballots, contact your County Auditor. Visit [www.sectate.wa.gov/elections](http://www.sectate.wa.gov/elections), then select County Auditors for contact information.

Please refer to Appendix B for specific instructions when transmitting election materials electronically. Use the following numbers:

DSN 223-5527  
(703) 693-5527

1-800-368-8683  
(from U.S., Canada, Guam, Puerto Rico, Virgin Islands only)

International toll-free fax numbers  
(See inside back cover)

### E. Special Write-In Absentee Ballot

Washington will provide a state special write-in absentee ballot upon request if you believe that you will be unable to vote and return a regular absentee ballot by normal mail delivery within the period provided for regular absentee ballots.

The FPCA may be used to request this state special write-in ballot. In Block 6 of the FPCA write: "I am unable to vote and return a regular absentee ballot by normal mail delivery within the time provided for regular absentee ballots. I request a special write-in absentee ballot." Candidate and issue information may not be available at the time of your request.

The state special write-in ballot must be requested not earlier than 90 days before the election. You may vote it by writing in the names of specific candidates.

### F. Ballot Application By Proxy

If you are currently registered, a member of your immediate family may request an absentee ballot for your use on your behalf. As a means of ensuring that the person who requests the absentee ballot is requesting the ballot for

you, an auditor may require the person who requests the absentee ballot to identify your date of birth and deny a request that is not accompanied by this information.

### G. Bars to Voting

Persons convicted of a felony must have voting rights restored prior to registering to vote. Persons judicially declared incompetent may not vote.

### H. Action Upon Denial of Registration or Absentee Ballot Request

Should your voter registration application or absentee ballot request be denied, Washington shall provide you with the reason(s) for the rejection.

### I. Transfer of Registration

If you change your residence to a different county, you must re-register. If you change your residence within the same county, you must notify the county elections department by phone or in writing. Both of these actions must be completed at least 30 days before the election to be eligible to vote in your new jurisdiction.

### J. Late Registration

Qualified persons not registered anywhere in the state of Washington may register to vote in person at the office of the County Auditor or at a designated voter registration site in the county where the applicant resides. This may be done up until the fifteenth day before the election. These persons will be given an absentee ballot to vote.

## III. CIVILIANS OUTSIDE U.S.

The following procedures apply to persons who are U.S. citizens, residents of Washington and overseas citizens. The term "overseas citizen(s)" means a U.S. citizen who resides outside the U.S. and (but for such residence) would be qualified to vote in Washington for local, state and Federal office ballots.

### A. Registering and Requesting an Absentee Ballot

You should send an FPCA to your local election official early every year and whenever you change your mailing address except if you are requesting a special write-in ballot (see Section E and also Chapter Two).

You may also request absentee ballots by telephone, fax, email or by filling out and mailing the request form printed from the Secretary of State website. Effective January 1, 2008, a person who has a valid Washington State Driver's License or state identification card may register to vote online on the secretary of state's website at [www.sectate.wa.gov](http://www.sectate.wa.gov). Notifying the County Auditor of any mailing address changes is required for an individual to receive absentee ballots for all future elections.

2008-09 Voting Assistance Guide

Washington

FPCAs should be received by the County Auditor by 30 days before an election to ensure there is sufficient time for the voter to receive the ballot. However, FPCAs will be accepted up through election day. If you think there will not be enough time to receive your ballot by mail, make sure to include an email address or fax number on your FPCA so that the ballot can be sent electronically if necessary.

Washington allows *UOCAVA* voters to receive absentee ballots even if they are not currently registered. If you were not registered when you sent in your FPCA, Washington will automatically use your completed form to register you, as long as the hardcopy is received.

### B. Casting Your Vote

**Ballot Return Deadline:** Your voted ballot must arrive at the County Auditor prior to certification of the election. Certification for primary and special elections is 15 days after election day; certification for general elections is 21 days after election day. The oath accompanying your voted ballot must be signed and dated by election day.

Countries begin mailing *UOCAVA* ballots 30 days before the election.

If you have not received your state ballot in a timely manner, use the Federal Write-In Absentee Ballot. See instructions in Chapter Two.

### C. Notary/Witness Requirements

No requirements for registration or voting materials to be notarized or witnessed.

### D. Electronic Transmission of FPCAs and Ballots

Washington allows you to send your FPCA ballot request by fax or email. If you would like to use the FPCA to register to vote, the fax or email must be followed up with the original form.

Effective January 1, 2008, a person who has a valid Washington state driver's license or state identification card may register to vote online on the secretary of state's website at [www.sectate.wa.gov](http://www.sectate.wa.gov).

Washington allows you to receive a blank ballot by fax or email.

If you have questions about electronic transmission of your FPCA or ballots, contact your County Auditor. Visit [www.sectate.wa.gov/elections](http://www.sectate.wa.gov/elections), then select County Auditors for contact information.

Please refer to Appendix B for specific instructions when transmitting election materials electronically. Use the following numbers:

DSN 223-5527  
(703) 693-5527

1-800-368-8683  
(from U.S., Canada, Guam, Puerto Rico, Virgin Islands only)

International toll-free fax numbers  
(See inside back cover)

### E. Special Write-In Absentee Ballot

Washington will provide a state special write-in absentee ballot upon request if you believe that you will be unable to vote and return a regular absentee ballot by normal mail delivery within the period provided for regular absentee ballots.

The FPCA may be used to request this state special write-in ballot. In Block 6 of the FPCA write: "I am unable to vote and return a regular absentee ballot by normal mail delivery within the time provided for regular absentee ballots. I request a special write-in absentee ballot." Candidate and issue information may not be available at the time of your request.

The state special write-in ballot must be requested not earlier than 90 days before the election. You may vote it by writing in the names of specific candidates.

### F. Ballot Application By Proxy

If you are currently registered, a member of your immediate family may request an absentee ballot for your use on your behalf. As a means of ensuring that the person who requests the absentee ballot is requesting the ballot for you, an auditor may require the person who requests the absentee ballot to identify your date of birth and deny a request that is not accompanied by this information.

### G. Bars to Voting

Persons convicted of a felony must have voting rights restored prior to registering to vote. Persons judicially declared incompetent may not vote.

### H. Action Upon Denial of Registration or Absentee Ballot Request

Should your voter registration application or absentee ballot request be denied, Washington shall provide you with the reason(s) for the rejection.

### I. Transfer of Registration

If you change your residence to a different county, you must re-register. If you change your residence within the same county, you must notify the county elections department by phone or in writing. Both of these actions must be completed at least 30 days before the election to be eligible to vote in your new jurisdiction.

Washington



# Using Absentee Voting Materials

## Section IV: Uniformed Services & Civilians Outside U.S. - Where To Send It

Washington

2008-09 Voting Assistance Guide

### J. Late Registration

Qualified persons not registered anywhere in the state of Washington may register to vote in person at the office of the County Auditor or at a designated voter registration site in the county where the applicant resides. This may be done up until the fifteenth day before the election. These persons will be given an absentee ballot to vote.

### IV. UNIFORMED SERVICES & CIVILIANS OUTSIDE U.S.

#### Where To Send It

Mail the FPCA or other signed request to the County Auditor in your county of voting residence as listed below:

County	Mailing Address
Adams	Adams County Auditor 210 W. Broadway Ave. Ste 200 Bilaluzie, WA 99169-1897
Asotin	Asotin County Auditor PO Box 129 Asotin, WA 99402-0129
Benton	Benton County Auditor PO Box 470 Prosser, WA 99350-0470
Chehalis	Chehalis County Auditor PO Box 400 Wenatchee, WA 98807-0400
Clallam	Clallam County Auditor 222 E. 4th Street, Suite 1 Port Angeles, WA 98362-3000
Clem	Clem County Auditor PO Box 8816 Vancouver, WA 98668-8816
Columbia	Columbia County Auditor 341 E Main Oyster, WA 99329-1361
Cowlitz	Cowlitz County Auditor 207 N 4th Ave. Room 107 Hedo, WA 98624-4124
Douglas	Douglas County Auditor PO Box 486 Wahatville, WA 98869-0486
Ferry	Ferry County Auditor 365 E Deakare Avenue, Bop 2 Republic, WA 99169-9747
Franklin	Franklin County Auditor PO Box 1461 Pasco, WA 99331-1461
Garfield	Garfield County Auditor PO Box 279 Pomeroy, WA 99134-0279
Grant	Grant County Auditor PO Box 37 Bonanza, WA 98829-0037
Grays Harbor	Grays Harbor County Auditor 100 W Broadway, Suite 2 Wilton, WA 98553-2514
Island	Island County Auditor PO Box 800 Coupeville, WA 98238-8000
Jefferson	Jefferson County Auditor PO Box 663 Port Townsend, WA 98368-0663

County	Mailing Address
King	King County Auditor King County Records & Elections 800 4th Avenue, Room 853 Seattle, WA 98104-3300
Kitsap	Kitsap County Auditor 615 Division Street Port Orchard, WA 98366-4614
Kittitas	Kittitas County Auditor 205 W 8th Ave, Suite 105 Blenheim, WA 98928-2891
Klickitat	Klickitat County Auditor 208 S. Columbus, Bop 2 Odenton, WA 98620-9200
Lewis	Lewis County Auditor PO Box 29 Chehalis, WA 98832-0029
Lincoln	Lincoln County Auditor PO Box 26 Davenport, WA 99122-0026
Mason	Mason County Auditor PO Box 400 Benton, WA 98834-0400
Okanogan	Okanogan County Auditor PO Box 1010 Okanogan, WA 98840-1010
Pacific	Pacific County Auditor PO Box 97 South Bend, WA 98888-0097
Pend Oreille	Pend Oreille County Auditor PO Box 5016 Newport, WA 99156-5016
Pierce	Pierce County Auditor 2401 S. 28th Street, Room 200 Tacoma, WA 98402-5484
San Juan	San Juan County Auditor PO Box 538 Friday Harbor, WA 98250-0538
Skiagit	Skiagit County Auditor PO Box 1306 Mt. Vernon, WA 98273-1306
Skanania	Skanania County Auditor PO Box 790 Stevenson, WA 98848-0790
Snohomish	Snohomish County Auditor 2002 Rockefeller Ave. (Rd-508) Everett, WA 98201-4048
Spokane	Elections Department 1021 W. Gardner Spokane, WA 99200-0020
Stevens	Stevens County Auditor 218 S Oak St. Rm. 106 Colville, WA 99114-2536
Thurston	Thurston County Auditor 2000 Latentage Drive, 3rd Olympia, WA 98502-0001
Wahkanium	Wahkanium County Auditor PO Box 343 Cathlamet, WA 98812-0343
Walla Walla	Walla Walla County Auditor Elections Department PO Box 188 Walla Walla, WA 99162-0188
Whitcom	Whitcom County Auditor 311 Grand Avenue, Suite 103 Bellingham, WA 98228-6038
Witman	Witman County Auditor PO Box 330 Cortex, WA 98111-0330
Yakima	Yakima County Auditor 128 N. Second Street, #117 Yakima, WA 98901-2019

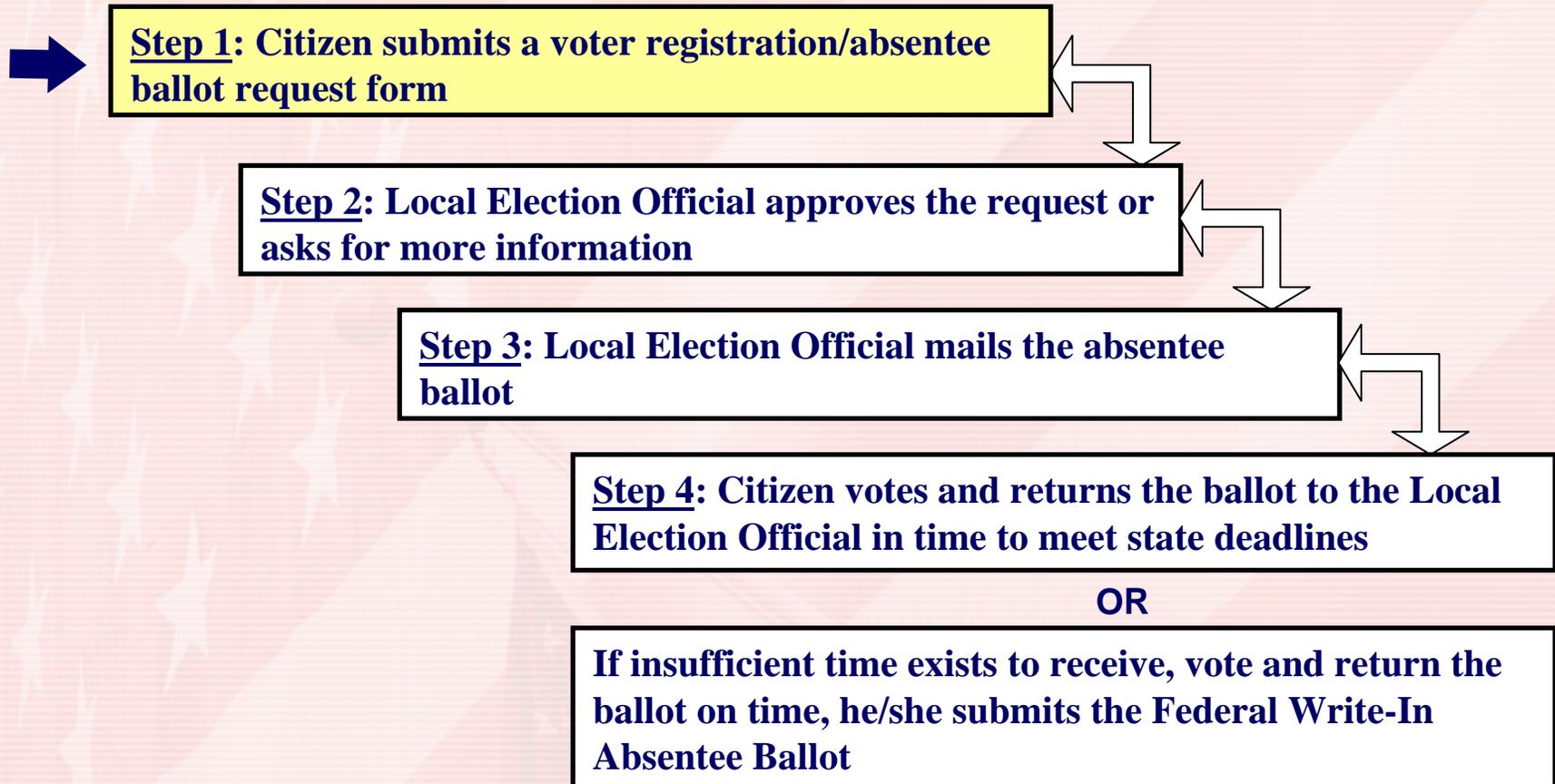
*Dare To Soar Like An Eagle. Voting Is The Greatest High*

by Kim Shoemaker



# Using Absentee Voting Materials

## The Basic UOCAVA Voting Process







# Using Absentee Voting Materials

## FPCA Completion

### Block 1: Register/Request Ballot

#### REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)

1. I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE AND I AM *(Mark only one)*:

- (a) A MEMBER OF THE UNIFORMED SERVICES OR MERCHANT MARINE ON ACTIVE DUTY, OR AN ELIGIBLE SPOUSE OR DEPENDENT
- (b) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. TEMPORARILY
- (c) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. INDEFINITELY

### Block 6: Additional Information

6. **ADDITIONAL INFORMATION** *(Designate the period for which you want to receive ballots - see instructions for Block 6, paragraph (3). Consult the Voting Assistance Guide for other specific state instructions.)*

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-----  
-----  
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# Using Absentee Voting Materials

## FPCA Completion

### Block 2: My Information

2. MY INFORMATION					
a. TYPED OR PRINTED NAME (Last, First, Middle)				SUFFIX (Jr., Sr., III, etc.)	b. PREVIOUS NAME (if applicable)
Jones, James, Larry				Sr	
c. SEX	d. RACE	e. DATE OF BIRTH	f. SOCIAL SECURITY NUMBER	g. STATE DRIVER'S LICENSE OR I.D. NUMBER	
<input checked="" type="checkbox"/> M <input type="checkbox"/> F		05 17 1985	- - 11 25 XY - 145257 1772		
h. TELEPHONE NUMBER (No DSN number; include all international prefixes)			i. FAX NUMBER (No DSN number; include all international prefixes)		
23- 145 - 14- 5777 145			23- 1 45- 14- 67 8791 4 5		
j. EMAIL ADDRESS					
jj.pdf57@hawkstooth.com					

Include a fax number and email address.



# Using Absentee Voting Materials

## FPCA Completion

### Block 3: My Voting Residence

<b>3. MY VOTING RESIDENCE ADDRESS (Required)</b> <i>(Military, use legal residence. Overseas citizens, use last legal residence in U.S.)</i>				
a. NUMBER AND STREET <i>(Cannot be a P.O. Box)</i>				
122 Maple Terrace				
b. CITY, TOWN OR VILLAGE		c. COUNTY	d. STATE	e. ZIP CODE
Mayville		Somewhere	PA	06757-1007

Use your legal residence in the U.S.  
Provide further description in Block 6 if necessary.



# Using Absentee Voting Materials



## FPCA Completion

### Voting Residence

- Physical presence in the State and intent to remain or make the State your home or domicile
- One legal residence
- A conscious decision
- Voting address good as long as you are on active duty
- Spouses can have a different legal residence
- Cannot arbitrarily choose

**CHECK WITH LEGAL COUNSEL  
IF YOU HAVE QUESTIONS ABOUT LEGAL RESIDENCY!**



# Using Absentee Voting Materials

## FPCA Completion

### Block 4: Where To Send My Voting Materials

4. WHERE TO SEND MY VOTING MATERIALS	
a. MY CURRENT ADDRESS (Where I live now) (Required)	b. MY FORWARDING ADDRESS (NOTE: Complete 4b. only if you do not want your ballot mailed to the address in Block 4a.)
James Larry Jones	
USS FVAP	
FPO AE 54321	
c. I PREFER TO RECEIVE MY BALLOT, AS PERMITTED BY MY STATE, BY:	
	<input type="checkbox"/> MAIL <input type="checkbox"/> FAX <input type="checkbox"/> EMAIL

Remember to notify your local election official of all address changes!



# Using Absentee Voting Materials

## FPCA Completion

### Block 4: How I Want to Receive My Ballot

<b>4. WHERE TO SEND MY VOTING MATERIALS</b>	
a. MY CURRENT ADDRESS (Where I live now) (Required)	b. MY FORWARDING ADDRESS (NOTE: Complete 4b. only if you do not want your ballot mailed to the address in Block 4a.)
James Larry Jones	
USS FVAP	
FPO AE 54321	
c. I PREFER TO RECEIVE MY ABSENTEE BALLOT, AS PERMITTED BY MY STATE, BY:	
<input checked="" type="checkbox"/> MAIL	<input type="checkbox"/> FAX <input type="checkbox"/> EMAIL

Check Chapter 3 for State alternatives for receiving the ballot!



# Using Absentee Voting Materials

## FPCA Completion

### Block 5: My Political Party Preference

Required by most States to vote in the primaries.

**5. MY POLITICAL PARTY PREFERENCE** *(Optional, but may be required by states to register to vote in primary elections):*

A b c d e f | P a r t y | | | | |



# Using Absentee Voting Materials

## FPCA Completion

Provide additional information that may assist Local Election Official in approving this application.

### Block 6: Additional Information

**6. ADDITIONAL INFORMATION** *(Designate the period for which you want to receive ballots - see instructions for Block 6, paragraph (3). Consult the Voting Assistance Guide for other specific state instructions.)*

Last date lived in Mayville: Feb. 2002.

Due to military contingencies, I am unable to follow the regular absentee ballot application process. I request a special write-in ballot.

Some states provide a State Special Write-in Ballot (text for Connecticut).



# Using Absentee Voting Materials

## FPCA Completion Block 7: Affirmation

### 7. AFFIRMATION

I swear or affirm, under penalty of perjury, that:

1. I am a member of the Uniformed Services or merchant marine on active duty or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or other U.S. citizen residing outside the U.S., and
2. I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
3. I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated, and
4. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., and
5. My signature and date below indicate when I completed this document, and
6. The information on this form is true and complete to the best of my knowledge.

I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

Signed: James L. Jones Date: 08072006 Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
M M D D Y Y Y Y (Witness/Notary and address (if required)) M M D D Y Y Y Y

The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law.

Applicant must read, sign  
(in presence of notary if  
required) and date.



# Using Absentee Voting Materials

## FPCA Completion

## Local Election Official Mailing Address (flip-side)

Standard Form 76 Back

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 42 USC 19736, Title 1 - Registration and Voting By Absentee Undersigned Overseas Voters and Overseas Voters in Elections for Federal Office

**PURPOSE:** This form is an application for registration and request for absentee ballot for all persons covered by the Undersigned and Overseas Citizens Absentee Voting Act.

**DISCLOSURE:** Voluntary, however, failure to provide the necessary information may keep the pertinent jurisdiction from processing this request and may prevent you from voting absentee.

**SPECIFIC INSTRUCTIONS FOR COMPLETION:**

Please use the *Voting Assistance Guide* for specific state-by-state information when completing this form. Type or print legibly. Assistance and information regarding the use and completion of this form, as well as specific state information may be obtained from military Unit Voting Assistance Officers, U.S. Embassy and Consular Voting Assistance Officers, or organizations of U.S. citizens overseas and <http://www.fvap.gov>.

**Block 1.** Place an X only in one block. Marking Block 1(c) generally means that you were a resident of that state before departing the U.S. and your intent to return at some time in the future is uncertain. Marking Block 1(c) applies for a Federal ballot only (if one is printed by the state).

**Block 2. MY INFORMATION:** Block 2a. RACE. This information is requested from some states for statistical purposes by the Department of Justice in their enforcement of the Voting Rights Act and the National Voter Registration Act. See *Voting Assistance Guide*.

**Block 3. MY VOTING RESIDENCE ADDRESS.** Enter the complete legal voting residence address (including county) where you ACTUALLY LIVED in the state or territory. Your right to vote in your state and determination of your voting precinct depend on the physical location of your residence while you were in the state. DO NOT USE A POST OFFICE BOX NUMBER. In an area with no street names, indicate route name and number and box number. Also provide any additional information necessary to physically describe your residence location. If you have never lived in the U.S., check the *Voting Assistance Guide* for the states that allow you to vote using a parent's voting residence address.

**Block 4. WHERE TO SEND MY VOTING MATERIALS.** Block 4a is the complete mailing address where you are now living. If you have an alternate address or an address of a mail forwarding service that delivers your mail more quickly, enter that address in Block 4b. If your state allows absentee ballots to be sent via e-mail or fax, check the appropriate box in Block 4c. See *Voting Assistance Guide*. This form should be resubmitted every time you change your mailing address.

**Block 5. MY POLITICAL PARTY PREFERENCE.** This is an optional entry, however, this information is required by most states in order to vote in primary elections. Consult the *Voting Assistance Guide* for any specific state information requests.

**Block 6. ADDITIONAL INFORMATION:**

(1) Provide any information that may assist the local election official in approving this application. It would be helpful if you provide the date you last lived at the address in Block 3a and if you list a name and telephone number of a local contact in the event the local election official cannot contact you and has a question concerning the application.

(2) If you were previously registered to vote in a jurisdiction other than the one in which you are applying, indicate "previously registered in (location)".

(3) Submission of this form serves as a request to receive ballots for all Federal elections held through the next two regularly scheduled general elections. If you do not wish to receive ballots for that length of time, you may request a ballot for each election the Federal office held in the next election year OR a ballot for only the next scheduled election for Federal office by noting your choice in Block 6. (Depending on your state of residence, you may also receive ballots for State and local offices during the indicated period as well.)

(4) If your state provides a special state write-in ballot and you are requesting one, indicate the reason you are requesting a special write-in ballot or place a sticker from the *Voting Assistance Guide* in this section.

**Block 7. AFFIRMATION:** Ensure that you read the oath, sign, and enter the date you completed the form in the spaces provided. Not all states require a witness or notary, and state laws vary regarding the voting of recovered ballots. Consult your state section of the *Voting Assistance Guide* as your Voting Assistance Officer for your state's requirements.

**MAILING INSTRUCTIONS:** Fold and seal using the sealing tabs so that the local election official's address is on the outside. DO NOT STAPLE.

(dots visible)

**FROM:**  
(Voter name and current complete military or overseas mailing address)

PAR AVION

U.S. Postage Paid  
39 USC 3406

INTERNATIONAL AIRMAIL POSTAGE IS REQUIRED IF NOT MAILED IN THE U.S. FIRST CLASS MAIL SYSTEM OR AIRMAIL SYSTEM, OR EQUIVALENT POSTAGE.

OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 765.8.0

**TO:**

See "Where To Send It" section IV of Chapter 3.



# Using Absentee Voting Materials

## FPCA Completion

**FROM:**  
(Voter name and current complete military or overseas mailing address)  
 James Larry Jones  
 USS FVAP  
 FPO AE 54321

**MAILING ENVELOPE:**  
International mail postage is required if not mailed in the U.S. Postal Service's APO/FPO System, or Diplomatic Pouch.

**OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST CLASS MAIL**

**NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0**

**TO:** Chautauqua County Board of Elections  
 Gerace Office Building  
 3 North Erie Street  
 Mayville, PA 06757-1007

U.S. Postage Paid  
39 USC 3406

PAR AVION

OFFICIAL ELECTION MAIL  
Authorized by the U.S. Postal Service™

Citizen's  
Name and Current  
Mailing Address

Local Election  
Official's  
Mailing Address



# Using Absentee Voting Materials

## Electronic Transmission Service

Check Chapter 3 for State Faxing/Emailing Rules and Appendix B for Instructions and Cover Sheet



Citizen



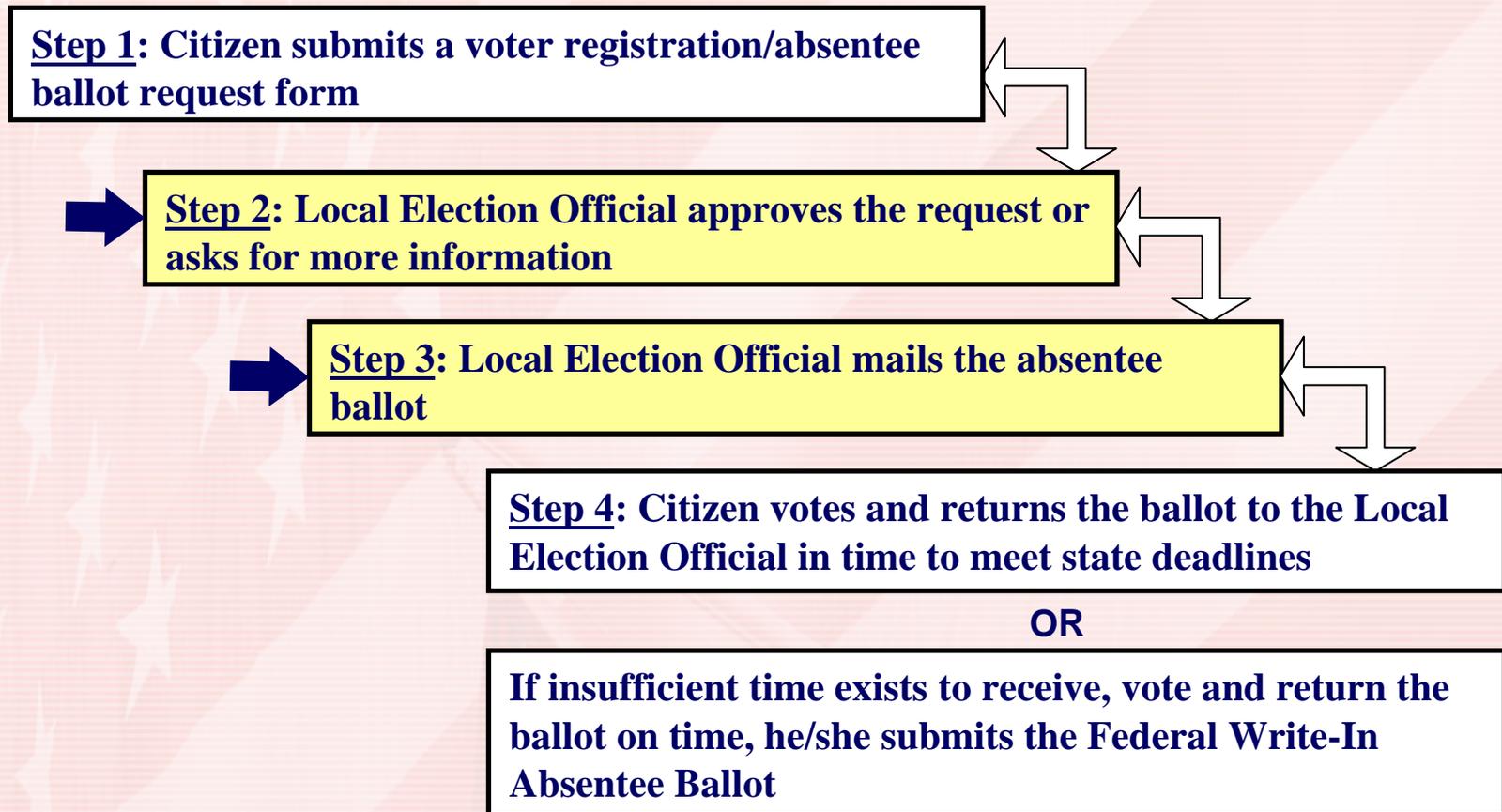
Election Official

DSN plus toll-free fax numbers from 51 countries.



# Using Absentee Voting Materials

## The Basic UOCAVA Voting Process





# Using Absentee Voting Materials



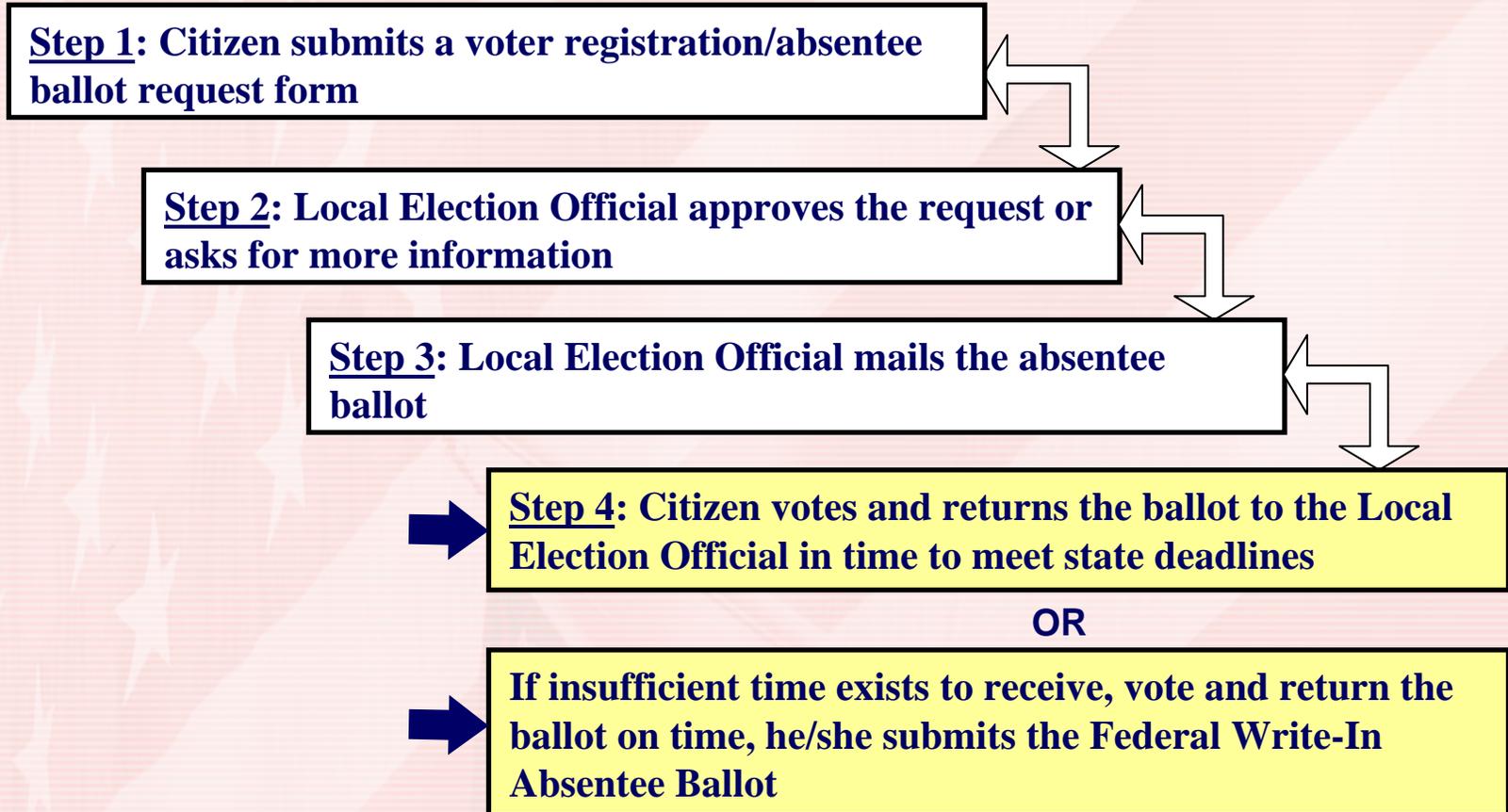
## Top Reasons FPCAs Cannot Be Processed

- Inadequate or No Legal Voting Residence Address
- Inadequate or Illegible Current Mailing Address
- Illegible Writing
- Applied to Wrong Jurisdiction
- Failure to Indicate Party Preference
- No Signature
- Received Too Late
- Form Not Completed
- Mailing Envelope Lacks Proper Postage



# Using Absentee Voting Materials

## The Basic UOCAVA Voting Process







# Using Absentee Voting Materials



To be eligible for the FWAB, a citizen must:

1. Be a *UOCAVA* citizen who is absent from the place of residence where he or she is otherwise qualified to vote during the general election
2. Has applied for a regular ballot, using the FPCA or other application allowed by state law, the local election official receives the request at least 30 days before the election or before the registration/ballot request deadline established by the state, whichever is later
3. Not have received the requested regular absentee ballot from the state



# Using Absentee Voting Materials

## FWAB

## Voter's Declaration/ Affirmation Completion

### Essentially the same as the FPCA.

**WARNING: Knowingly presenting false information in this application could result in criminal sanctions.** Standard Form 186A (Rev. 10-2005)

**VOTER'S DECLARATION/AFFIRMATION - FEDERAL WRITE-IN ABSENTEE BALLOT (FWAB)**

1.a. I AM (Mark only one):

A MEMBER OF THE UNIFORMED SERVICES OR MERCHANT MARINE ON ACTIVE DUTY, OR AN ELIGIBLE SPOUSE OR DEPENDENT

A U.S. CITIZEN RESIDING OUTSIDE THE U.S. TEMPORARILY

A U.S. CITIZEN RESIDING OUTSIDE THE U.S. INDEFINITELY

1.b. I ALSO REQUEST VOTER REGISTRATION (where permitted by state law)

**2. MY INFORMATION (Required)**

3. TYPED OR PRINTED NAME (Last, First, Middle) \_\_\_\_\_ SUFFIX (Jr., Sr., III, etc.) \_\_\_\_\_ b. PREVIOUS NAME (if applicable) \_\_\_\_\_

4. SEX  M  F d. RACE \_\_\_\_\_ e. DATE OF BIRTH (MM/DD/YYYY) \_\_\_\_\_ f. SOCIAL SECURITY NUMBER \_\_\_\_\_ g. STATE DRIVER'S LICENSE OR I.D. NUMBER \_\_\_\_\_

h. TELEPHONE NUMBER (No DSN number; include all international prefixes) \_\_\_\_\_ i. FAX NUMBER (No DSN number; include all international prefixes) \_\_\_\_\_

j. EMAIL ADDRESS \_\_\_\_\_

**3. MY VOTING RESIDENCE ADDRESS (Required)** (Military, use legal residence. Overseas citizens, use last legal residence in U.S.)

a. NUMBER AND STREET (do not use a P.O. box) \_\_\_\_\_

b. CITY, TOWN OR VILLAGE \_\_\_\_\_ c. COUNTY \_\_\_\_\_ d. STATE \_\_\_\_\_ e. ZIP CODE \_\_\_\_\_

**4. WHERE TO SEND MY VOTING MATERIALS**

5. MY CURRENT ADDRESS (where I live now) (Required) \_\_\_\_\_

6. MY FORWARDING ADDRESS (NOTE: Complete 4b. only if you do not want your ballot mailed to the address in Block 4a.) \_\_\_\_\_

**5. MY POLITICAL PARTY PREFERENCE** (Optional, but may be required by states to register to vote in primary elections) \_\_\_\_\_

**6. ADDITIONAL INFORMATION** (Designate the period for which you want to receive future ballots. See instructions. Consult your state pages of the Voting Assistance Guide for additional information requested.) \_\_\_\_\_

**7. AFFIRMATION: (Required)**

I swear or affirm, under penalty of perjury, that:

- I am a member of the Uniformed Services or merchant marine on active duty or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or other U.S. citizen residing outside the U.S., and
- I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
- I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated, and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., and
- My application for a regular absentee ballot was mailed in time to be received by the local election official 30 days prior to the election, or the state deadline, whichever is later, and
- I have not received the requested ballot, and
- I understand that if my regular absentee ballot is received by the local election official in time to be counted, that ballot will be counted and this write-in ballot will be voided, and
- I have voted and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except for those authorized to assist voters under state or Federal law and I have not been influenced, and
- I am a Uniformed Services member, or dependent, who is absent from my voting jurisdiction, or I am an overseas citizen and have submitted this ballot from outside the U.S., or my state has made special provisions to allow me to mail this ballot inside the U.S., and
- My signature and date below indicate when I completed this document, and
- The information on this form is true and complete to the best of my knowledge.

I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(MMDDYYYY) Witness/Notary and Address (if required) (MMDDYYYY)

The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law.





# Using Absentee Voting Materials

**FROM:**  
(Voter name and current complete military or overseas mailing address)  
 James Larry Jones  
 USS FVAP  
 FPO AE 54321

**MAILING ENVELOPE:**  
International airmail postage is required if not mailed in the U.S. Postal System, APO/FPO System, or Diplomatic Pouch.

**OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST CLASS MAIL**

**NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0**

**TO:** Chautauqua County Board of Elections  
 Gerace Office Building  
 3 North Erie Street  
 Mayville, PA 06757-1007

U.S. Postage Paid  
39 USC 3406

PAR AVION

OFFICIAL ELECTION MAIL  
Authorized by the U.S. Postal Service

FWAB

Mailing Envelope Completion

Citizen's Name and Current Mailing Address

Local Election Official's Mailing Address



# Using Absentee Voting Materials

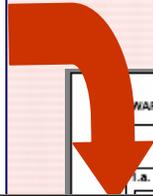
OFFICIAL FEDERAL WRITE-IN ABSENTEE BALLOT

SECURITY ENVELOPE

(ONLY PUT VOTED BALLOT INSIDE THIS ENVELOPE)

Standard Form 186

1



2

## FWAB Completion

Insert sealed Security Envelope containing (1) Write-In Ballot and (2) the Voter's Declaration/Affirmation into Mailing Envelope.

WARNING: Knowingly presenting false information in this application could result in criminal sanctions. Standard Form 186

VOTER'S DECLARATION/AFFIRMATION - FEDERAL WRITE-IN ABSENTEE BALLOT (FWAB)

I AM (Mark only one):

**FROM:**  
(Voter name and current complete military or overseas mailing address)  
James Larry Jones  
USS FVAP  
FPO AE 54321

U.S. Postage Paid  
39 USC 3406

PAR AVION

OFFICIAL ELECTION MAIL

**MAILING ENVELOPE**  
International airmail postage is required if not mailed in the U.S. Postal System or APO/FPO System, or Diplomatic Pouch.

**OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST CLASS MAIL**

NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0

**TO:**  
Chautauqua County Board of Elections  
Gerace Office Building  
3 North Erie Street  
Mayville, PA 06757-1007



# Using Absentee Voting Materials



## Voter Responsibilities

- Submit FPCA in timely manner and update address
- Follow up with local election official
- Check registration status. Several states allow you to check registration online. (Links available from [www.fvap.gov](http://www.fvap.gov))
- Visit and use the state election websites (Links available from [www.fvap.gov](http://www.fvap.gov))



# Using Absentee Voting Materials



## Voter Responsibilities

- Other Voter Self-Help: Service Voting Assistance Website, Local Election Official, JAG Officer, and FVAP website
- Follow state instructions accompanying ballot
- Promptly vote and return ballot
- If the ballot has not been received, vote and send the FWAB
- If there are problems - go to VAO



# Additional Resources



Federal Voting Assistance Program - News Release # 10 - Message (Plain Text)

From: RSS - WG/PVAP Vote Sent: Wed 8/8/2007 8:36 AM

To:

Cc: Federal Voting Assistance Program-News Release # 10

Subject: Federal Voting Assistance Program-News Release # 10

# 10 August 8, 2007

The Online Versions of the Federal Post Card Application and Federal Write-In Absentee Ballot can now be saved once completed!

Visitors to the FVAP website at [www.fvap.gov](http://www.fvap.gov) are now able to save their completed Online Federal Post Card Application (OPFCA) and Online Federal Write-In Absentee Ballot (OFWAB) to their computer for future use, using an Adobe Acrobat Reader version of 7.0 or higher.

**Voting News Release #10  
August 8, 2007**

**The Online Versions of the Federal Post Card Application and Federal Write-In Absentee Ballot can now be saved once completed!**

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Visitors to the FVAP website at [www.fvap.gov](http://www.fvap.gov) are now able to save their completed [Online Federal Post Card Application \(OPFCA\)](#) and [Online Federal Write-In Absentee Ballot \(OFWAB\)](#) to their computer for future use, using an Adobe Acrobat Reader version of 7.0 or higher.

This could be useful for someone who may expect to move frequently between now and the November 4, 2008 election to be prepared for sending mailing address updates to the local election official.

The FVAP can be contacted from the United States, Canada, Guam, Puerto Rico, and the Virgin Islands with any questions via our toll-free telephone service at 1-800-438-8683 and from 67 countries using the specific international [toll-free numbers](#) listed on the FVAP website, [www.fvap.gov](http://www.fvap.gov). Questions regarding the above may also be referred to the Director, Federal Voting Assistance Program, Department of Defense, 1155 Defense Pentagon, email: [vote@fvap.ncr.gov](mailto:vote@fvap.ncr.gov) and on the World Wide Web at [www.fvap.gov](http://www.fvap.gov).

Home | Publications | Forms | Laws | Services | About Us | Contact Us | Site Index | Notices

Last updated/revised: August 8, 2007

**Voting Information News**  
October 2007 or Vol. 17, No. 10

**Issue Highlights:**

- Ordering 2008 Voting Materials 1
- Toll Free Phone and Fax Numbers 2
- Watch for Post-Election Survey Information 4
- Voting Assistance Officers
- "To Do" This Month:

**Ordering 2008 Voting Materials**

Ensure that you are on the distribution list for the FVAP News Releases and this Newsletter. The VAV is available by e-mail, regular mail, or both! News Releases are available only by e-mail. Contact our office (see page 4) to be added to the distribution list.

Ensure that citizens you assist have submitted new FPCAs to their local election officials if they have recently changed their mailing address or are residents of a state holding elections this year.

(continued on page 2)

**Ordering Voting Materials**

Maintaining an adequate supply of voting materials is an essential function of every Voting Assistance Officer (VAO). With the updated Voting Assistance Guide (VAG) coming out this fall, it is essential for every VAO to know the proper procedure for ordering new materials, such as the Federal Post Card Application (FPCA, SF 76), Federal Write-In Absentee Ballot (FWAB, SF 185), and the VAG. The following can be used as a reference for VAOs to order new and replacement materials. These materials are also available online.

**Army:** There are Form/Publication numbers for the voting forms. The FPCA is Standard Form 76, the FWAB Standard Form 185, the VAG is Misc. Publication 380-02, motivational poster is DoD 113, and the 2008 State Primary Election Dates Poster is Publication EPD05. Voting Assistance Officers (VAOs) are responsible for ensuring these items are ordered for their unit from the Army Publishing Directorate. The website for ordering forms and publications is [www.apd.army.mil](http://www.apd.army.mil). Each Army ordering agency has an account number and the items are mailed from the Distribution Operations Facility in St. Louis, MO.

Voting materials ordered from the U.S. Army Europe (USAREUR) Publications Office must be ordered from: <https://aepubs.army.mil/aepubs/aepubs.html> using the nomenclatures above.

**Navy:** FPCA (SF 78): Order from Navy Logistics Library (NLL) Stock # 0506LP103130 - Unit of Issue: 100HD; Contact Navy Voting Assistance Officer at [vote@navy.mil](mailto:vote@navy.mil) for limited quantities.

**FWAB (SF 185):** Order from NLL Stock # 0506LP172400 - Unit of Issue: 100HD; Contact Navy Voting Assistance Officer at [vote@navy.mil](mailto:vote@navy.mil) for limited quantities.

**Voting Assistance Guide (VAG09-09):** Order from NLL Stock number not available at time of publishing Unit of Issue EA; Contact Navy Voting Assistance Officer at [vote@navy.mil](mailto:vote@navy.mil) for limited quantities.

**Posters:** Contact NVAO at [vote@navy.mil](mailto:vote@navy.mil), 901-874-8636, or toll-free 1-866-827-5672

**Training CD:** Contact FVAP at [vote@fvap.ncr.gov](mailto:vote@fvap.ncr.gov), 703-559-1594

**Toll-free:** 1-800-438-8683 or NVAO at [vote@navy.mil](mailto:vote@navy.mil), 901-874-8636, or toll-free 1-866-827-5672

**Tool Box CD:** Contact NVAO at [vote@navy.mil](mailto:vote@navy.mil), 901-874-8636, or toll-free 1-866-827-5672

**Air Force:** Air Force Voting Assistance Officers (VAOs) order voting materials (FPCA, SF 76; FWAB, SF 185; VAG09-09; DoD 113; and EDO8) at: [afpubs.hq.af.mil](mailto:afpubs.hq.af.mil). VAOs may establish an online account to order the materials or place their order through an Organizational Account Representative (OAR). OARs are squadron personnel (normally in the orderly room/CSS) who order forms and publications. Units are not charged for voting materials.

Voting information is available at [www.afcrossroads.com/VoteFund/VOIndexDefault.htm](http://www.afcrossroads.com/VoteFund/VOIndexDefault.htm).

(Continued on page 3)

**Share your good ideas!** Send your voting assistance program good ideas and to your Voting Action Officer. Contact information is on page 3.

Make news releases and the newsletter available to citizens you assist.

Request via email: [vote@fvap.ncr.gov](mailto:vote@fvap.ncr.gov)



# Additional Resources



## Election Dates

This chart lists the 2008 Presidential and State primary election dates in all the States, the District of Columbia and U.S. Territories; primary runoff dates (if applicable); states with U.S. Senate races; number of U.S. Representative seats up for re-election, and gubernatorial races.

*The General Election is Tuesday, November 4.*

State	Presidential Primary (or preference)	State Primary	State Runoff Primary (if necessary)	General Election		
				U.S. Senate	U.S. Representative	
Alabama	February 5	June 3	July 15	Yes	7	No
Alaska	August 26	August 26	---	Yes	1	No
American Samoa	---	---	November 18 (Governor)	1 Delegate	---	Yes
Arizona	February 26	September 2	---	No	6	No
Arkansas	February 5	May 20	June 10	Yes	4	No
California	February 5	June 3	---	No	53	No
Colorado	---	August 12	---	Yes	7	No
Connecticut	March 4	August 12	---	No	5	No
Delaware	February 5	September 9	---	Yes	1	Yes
District of Columbia	January 6	September 9	---	1 Delegate	---	No
Florida	January 29	August 26	---	No	25	No
Georgia	February 5	July 15	August 5	Yes	15	No
Guam	---	September 6	---	1 Delegate	---	No
Hawaii	---	September 20	---	No	2	No
Idaho	May 27	September 20	---	Yes	2	No
Illinois	February 5	February 5	---	Yes	19	No
Indiana	May 6	May 6	---	No	9	Yes
Iowa	---	June 3	---	Yes	5	No
Kansas	---	August 5	---	Yes	4	No
Kentucky	May 20	May 20	---	Yes	6	No
Louisiana	February 9	October 4	---	Yes	7	No
Maine	---	June 10	---	Yes	2	No
Maryland	February 12	February 12	---	No	6	No
Massachusetts	March 4	September 16	---	Yes	10	No
Michigan	To Be Determined	August 5	---	Yes	13	No
Minnesota	---	September 9	---	Yes	6	No
Mississippi	March 11	March 11	April 1	Yes	4	No
Missouri	February 5	August 5	---	No	9	Yes
Montana	June 3	June 3	---	Yes	1	Yes
Nebraska	May 13	May 13	---	Yes	3	No
Nevada	---	August 12	---	No	3	No
New Hampshire	To Be Determined	September 9	---	Yes	2	No
New Jersey	February 5	June 3	---	Yes	13	No
New Mexico	Feb 5 (PSC), Jun 3 (PSC)	June 3	---	Yes	3	No
New York	February 5	September 9	---	No	29	No
North Carolina	May 6	May 6	June 24	Yes	13	Yes
North Dakota	---	June 10	---	No	1	Yes
Ohio	March 4	March 4	---	No	16	No
Oklahoma	February 5	July 29	August 26	Yes	5	No
Oregon	May 20	May 20	---	Yes	0	No
Pennsylvania	April 22	April 22	---	No	19	No
Puerto Rico	To Be Determined	March 9	---	1 Delegate	---	---
Rhode Island	March 4	September 9	---	Yes	2	No
South Carolina	June 20 (PSC)/Feb 2 (PSC)	June 24	June 24	Yes	6	No
South Dakota	June 3	June 3	June 17	Yes	1	No
Tennessee	February 5	August 7	---	Yes	9	No
Texas	March 4	March 4	April 6	Yes	32	No
Utah	February 5	June 24	---	No	3	Yes
Vermont	March 4	September 9	---	No	1	Yes
Virgin Islands	---	September 3	---	1 Delegate	---	No
Virginia	February 12	June 10	---	Yes	11	No
Washington	February 19	August 19	---	No	9	Yes
West Virginia	May 13	May 13	---	Yes	3	Yes
Wisconsin	February 19	September 9	---	No	8	No
Wyoming	---	August 19	---	Yes	1	No

This information is current as of July 2007. Visit your state election website for updates. State links are available from the Department of Defense Federal Voting Assistance Program website at [www.fvap.gov](http://www.fvap.gov).

**Your Local Voting Assistance Officer Is:**

Name \_\_\_\_\_

Location \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Call the Voting Information Center for election information 24 hours a day.**

**1-800-438-VOTE (8643)**

**(703) 588-1343 DSN 425-1343**

Visit the FVAP website for international toll-free phone and fax numbers.

ED098

**BE SMART  
DO YOUR PART  
VOTE!**

Conceptual Design by: Tara Sue K. Department of Defense Federal Voting Assistance Program, Washington, DC 20304-1115 • [www.fvap.gov](http://www.fvap.gov) • [fvap@fvap.gov](mailto:fvap@fvap.gov) • (800) 438-VOTE

Features 2007  
Slogan Contest Winner



# Additional Resources

- Appendix C (Frequently Asked Questions - Uniformed Service members)
- Appendix H (Ordering Voting Materials)
- Appendix I (Primary Election by State/by Month)

**APPENDIX C**  
**FREQUENTLY ASKED QUESTIONS - UNIFORMED SERVICE MEMBERS**  
*The procedures and deadlines to vote absentee vary from state to state; refer to Chapter Three for specific state requirements.*

**I. QUALIFYING TO VOTE ABSENTEE & DETERMINING WHERE TO VOTE**      **Where is my "legal voting residence?"**  
For voting purposes, "legal voting residence" can be the state of your legal residence.

2008-09 Voting Assistance Guide      Ordering Voting Materials

**APPENDIX H**  
**ORDERING VOTING MATERIALS**

Maintaining an adequate supply of voting materials is an essential function of every Voting Assistance Officer (VAO). The Federal Post Card Application, Standard Form 76 (FPCA, SF 76) and the Federal Write-In Absentee Ballot, Standard Form

**APPENDIX I**  
**2008 PRIMARY ELECTIONS BY STATE**

This chart lists the 2008 Presidential and State primary election dates in all the States, the District of Columbia and U.S. Territories, primary runoff dates (if applicable); states with U.S. Senate races; number of U.S. Representative seats up for re-election; and gubernatorial races. The General Election is Tuesday, November 4, 2008.

State	Presidential Primary (or preference)	State Primary	State Runoff Primary (if necessary)	General Election		State
				U.S. Senate	U.S. Representative	
Alabama	February 5	June 3	July 15	Yes	7	No
Alaska	August 26	August 26	-----	Yes	1	No
American Samoa	-----	-----	November 18 (Governor)	-----	1 Delegate	Yes
Arizona	February 26	September 2	-----	No	8	No
Arkansas	February 5	May 20	June 10	Yes	4	No
California	February 5	June 3	-----	No	53	No

Appendix I      2008-09 Voting Assistance Guide

**2008 PRESIDENTIAL AND STATE PRIMARIES BY MONTH**

<p><b>JANUARY</b></p> <p>District of Columbia 01/08 (P)</p> <p>Florida 01/29 (P)</p> <p>South Carolina 01/29 (DEM-P)</p>	<p><b>APRIL</b></p> <p>Pennsylvania 04/22 (P, S)</p>	<p><b>AUGUST</b></p> <p>Kansas 08/05 (S)</p> <p>Michigan 08/05 (S)</p> <p>Missouri 08/05 (S)</p> <p>Tennessee 08/07 (S)</p> <p>Colorado 08/12 (S)</p> <p>Connecticut 08/12 (S)</p> <p>Nevada 08/12 (S)</p> <p>Washington 08/19 (S)</p> <p>Wyoming 08/19 (S)</p> <p>Alaska 08/26 (P, S)</p> <p>Florida 08/26 (S)</p>
<p><b>FEBRUARY</b></p> <p>South Carolina 02/02 (REP-P)</p> <p>Alabama 02/05 (P)</p> <p>Arkansas 02/05 (P)</p> <p>California 02/05 (P)</p> <p>Connecticut 02/05 (P)</p> <p>Delaware 02/05 (P)</p> <p>Georgia 02/05 (P)</p> <p>Illinois 02/05 (P, S)</p> <p>Missouri 02/05 (P)</p> <p>New Jersey 02/05 (P)</p> <p>New Mexico 02/05 (DEM-P)</p> <p>New York 02/05 (P)</p> <p>Oklahoma 02/05 (P)</p>	<p><b>MAY</b></p> <p>Indiana 05/06 (P, S)</p> <p>North Carolina 05/06 (P, S)</p> <p>Nebraska 05/13 (P, S)</p> <p>West Virginia 05/13 (P, S)</p> <p>Arkansas 05/20 (S)</p> <p>Kentucky 05/20 (P, S)</p> <p>Oregon 05/20 (P, S)</p> <p>Idaho 05/27 (P, S)</p>	<p><b>JUNE</b></p> <p>Alabama 06/03 (S)</p> <p>California 06/03 (S)</p> <p>Iowa 06/03 (S)</p> <p>Montana 06/03 (P, S)</p> <p>New Jersey 06/03 (S)</p> <p>New Mexico 06/03 (REP-P) (S)</p>
		<p><b>SEPTEMBER</b></p> <p>Arizona 09/02 (S)</p> <p>Virgin Island 09/03 (S)</p> <p>Guam 09/06 (S)</p> <p>Delaware 09/09 (S)</p> <p>District of Columbia 09/09 (S)</p>



# Voting Assistance Officer Workshop

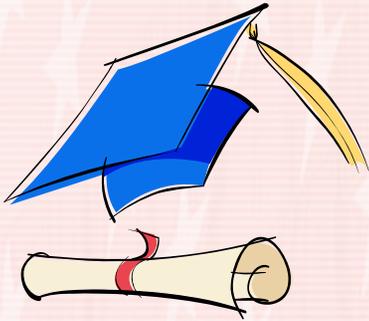


## Today you have learned about:

- *The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)*, the Federal Voting Assistance Program (FVAP) and You, the Military Voting Assistance Officer
- The Absentee Voting Process
- How to Use Absentee Voting Materials
- Additional resources



# Voting Assistance Officers Make a Difference



Thank You for your Attention  
and Congratulations!





# Federal Voting Assistance Program

## Voting Assistance Officer Workshop

