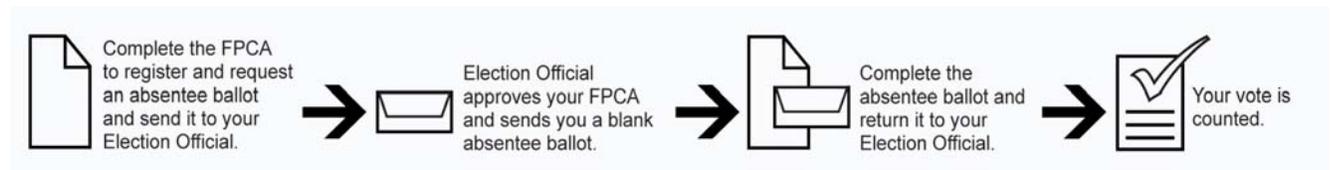


Chapter 1

How to Vote Absentee



Can You Vote Absentee?

This book describes the absentee voting process for Uniformed Service members, their families, and overseas citizens who will be away from their local polling places on election day.

In order to vote in U.S. elections, you must be:

- a citizen of the United States on the date of the election in which you wish to vote, and
- at least 18 years old on election day. (Some States allow 17-year-olds to vote in primary elections if they will be 18 on or before the general election.)

The absentee voting process in this book applies to you if you are:

- an active duty member of the U.S. Uniformed Services or merchant marine,
- a family member (spouse or dependent)
- a U.S. citizen residing outside the U.S.

If you are not one of the above but will be away from your polling place on election day, you may still be able to vote absentee according to your State's absentee voting guidelines. Contact your election office or check your State election website for more information. State websites and local election office addresses are available in your State's pages in Chapter 2.

How Do You Vote Absentee?

Step 1: Register and Request Your Absentee Ballot

You must register and request an absentee ballot in your State of legal residence by completing a Federal Post Card Application (FPCA) according to your State or territory's specific instructions and submitting it to your local election office.

In all States and territories, one FPCA can be used to request ballots for primary and general elections for Federal offices (President/Vice President, U.S. Senator, U.S. Representative, Delegate or Resident Commissioner). The FPCA is effective through two regularly scheduled general elections; however, it is recommended that you submit a new FPCA each year and whenever you change your mailing address.

The FPCA:

- is available at military bases, U.S. Embassies and Consulates, election organizations, and corporations worldwide
- is available at www.fvap.gov, along with a pre-paid envelope template for submitting by mail.
- is postage-paid within the U.S. postal system, including APO and FPO addresses, and through diplomatic pouches at some U.S. Embassies and Consulates. If submitting the FPCA from outside the United States, you must affix proper postage and include "USA" in the mailing address.
- may be sent using private courier services. However, they may not deliver to Post Office Boxes and may require the physical address of your local election office.

Many States and territories allow you to return your FPCA by fax or email. Consult your State's pages in Chapter 2 to see what your State allows.

The FPCA and mailing instructions are illustrated on pages 4-5.

Step 2: Your Election Official Processes Your Federal Post Card Application (FPCA) and Sends You a Blank Ballot

Your local election official will process your FPCA to determine if you meet the jurisdiction's residency requirements and will decide which ballot to send you. Your local election official will contact you if there are any questions or if your application has been denied. Therefore,

it is important to provide complete contact information on your FPCA.

FVAP urges you to contact your local election office with questions on the status of your FPCA. Some States have voter registration verification websites where you can find your voter registration status. Links to these sites and contact information can be found at www.fvap.gov.

Step 3: Vote Your State Ballot or Use the Back-Up Federal Write-In Absentee Ballot (FWAB)

Vote and return your State ballot as soon as you receive it.

If you have registered and requested your ballot by your State's request deadline (or at least 30 days before the election, whichever is later) but have not received it in time to vote and return it, then you may use the Federal Write-in Absentee Ballot (FWAB).

Your completed FWAB must be received by your local election office by the deadline for receipt of regular State absentee ballots for that election.

In most cases you can only use the FWAB to vote for Federal offices in general elections. Some States have expanded the use of the FWAB to include voting in primary, run-off, and special elections or for offices other than Federal offices. Some States have also expanded the use of the FWAB for registration and ballot request. Consult your State's pages in Chapter 2 to see what your State allows.

The FWAB consists of:

- Federal Write-In Absentee Ballot Instructions
- Voter's Declaration/Affirmation
- Official Federal Write-In Absentee Ballot with Security Envelope attached
- Mailing Envelope

The FWAB is also available at www.fvap.gov. The online version of the FWAB does not contain the Security or the Mailing Envelope; however, you may use two plain envelopes: mark one as the security envelope and use the other as a mailing envelope. You may use the online prepaid envelope template as the mailing envelope.

To complete your FWAB, follow your State's instructions in Chapter 2. Once finished, place your voted ballot inside the security envelope and seal it. Do not write on the outside of the security envelope. Place the security envelope, along with the voter's declaration affirmation, inside the mailing envelope.

The FWAB:

- is available at military bases, embassies and consulates, election organizations, and corporations worldwide and at www.fvap.gov.

- is postage-paid within the U.S. postal system, including APO and FPO addresses and through diplomatic pouches at some U.S. Embassies and Consulates. If submitting the FPCA from outside the United States, you must affix proper postage and include "USA" in the mailing address.
- may be sent using private courier services. However, they may not deliver to Post Office Box numbers and may require the physical address of your local election office.

Many States and territories allow you to return your FWAB by fax or email. Consult your State's pages in Chapter 2 to see what your State allows.

If you receive your regular State absentee ballot after you have submitted the FWAB, you should vote and return that ballot immediately. If the regular State absentee ballot arrives by your State's deadline, the State will count that ballot instead of the FWAB.

The FWAB and mailing instructions are illustrated on pages 6-10.

Can You Fax or Email Your Voting Materials?

If a State allows electronic transmission of election materials, it may allow citizens to:

- send the FPCA for registration and/or absentee ballot request by fax or email,
- receive the blank absentee ballot by fax or email,
- return the voted absentee ballot by fax or email,
- a combination of the above.

Any other written correspondence involving voter registration or elections may be faxed or emailed to local election officials in any State.

Sending the FPCA by Fax or Email

Where allowed by State law, you may fax or email the FPCA to your local election official. Follow the steps below:

- Complete and sign the FPCA according to your State's requirements in Chapter 2.
- Complete the Electronic Transmission Sheet included at the end of this chapter (or an alternate cover sheet containing similar information). Include the number of pages being transmitted for each FPCA.
- Faxing: Use a separate transmittal sheet for each FPCA and send each form separately to ensure that each form is received by the proper election official. It is recommended that you fax the FPCA directly to your local election office. Fax numbers can be found

on the State's election website, available in the State's pages in Chapter 2. You may also use the DoD Electronic Transmission Service to fax your FPCA toll-free. To use the Electronic Transmission Service, use the cover sheet at the end of this chapter or at www.fvap.gov, and fax to: (703)-693-5527, DSN 223-5527, or toll-free from the U.S., Canada, Guam, Puerto Rico, and the Virgin Islands to 1-800-368-8683. International toll-free numbers can be found on the inside back cover or at www.fvap.gov.

- Emailing: Scan the FPCA and save as a PDF file. Email the file as an attachment, along with a scanned copy of the Electronic Transmission Sheet. Email directly to the local election office. Email addresses can be found on the State's election website, available in the State's pages in Chapter 2 or on the FVAP website at www.fvap.gov.
- After faxing or emailing, your State may require that you also mail the completed FPCA to your local election office. Consult your State's pages in Chapter 2 under "How and Where to Submit Your FPCA" to see what your State requires.

Receiving the Blank Ballot by Fax or Email

Where allowed by State law, the blank ballot can be faxed or emailed from the local election office to the fax number or email address you provide on the FPCA.

Returning the Voted Absentee Ballot by Fax or Email

Where allowed by State law, the voted ballot may be faxed or emailed. Follow the steps below:

- Follow the instructions provided by the local election official in marking and executing your ballot.
- By faxing or emailing the voted ballot, you are waiving the right to secrecy of the ballot. You must sign and date a statement on the Electronic Transmission Sheet indicating, "I understand that by faxing or emailing my voted ballot I am voluntarily waiving my right to a secret ballot."
- Complete the Electronic Transmission Sheet included at the end of this chapter (or an alternate cover sheet

containing similar information). Include the number of pages being transmitted for each voted ballot. You should retain a receipt of the date and time the voted ballot was successfully transmitted.

- Faxing: Fax all pages of the voted ballot. Use a separate transmittal sheet for each ballot and send each ballot separately to ensure that each ballot is received by the proper election official. It is recommended that you fax the ballot directly to your local election office. Fax numbers can be found on the State's election website, available in the State's pages in Chapter 2. You may also use the DoD Electronic Transmission Service to fax your ballot toll-free. To use the Electronic Transmission Service, use the cover sheet at the end of this Chapter or at www.fvap.gov, and fax to: (703)-693-5527, DSN 223-5527, or toll-free from the U.S., Canada, Guam, Puerto Rico, and the Virgin Islands to 1-800-368-8683. International toll-free numbers can be found on the inside back cover or at www.fvap.gov.
- Emailing: Scan all pages of the ballot and save as a PDF file. Email the file as an attachment along with a scanned copy of the Electronic Transmission Sheet. Email directly to the local election office. Email addresses can be found on the State's election website, available in the State's pages in Chapter 2.
- After faxing or emailing, your State may require that you also mail the completed ballot to your local election office. Consult your State's pages in Chapter 2 under "How and Where to Submit Your FWAB" to see what your State requires.

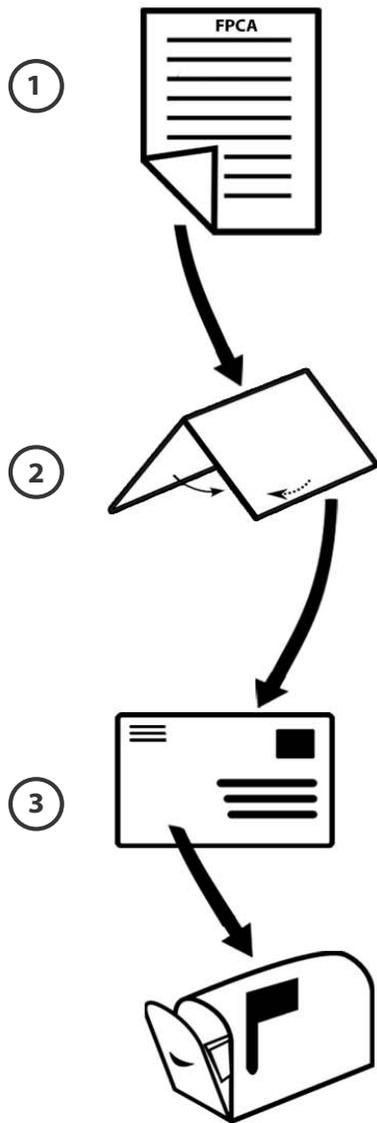
Received Your Ballot by Fax or Email, but Need to Return it by Mail?

If your State does not allow you to return your voted ballot by fax or email, you may mail it using the Security Envelope and ballot transmittal envelope from the Federal Write-In Absentee Ballot (FWAB). Detach the envelopes from the rest of the form. (See FWAB Mailing Instructions on the previous page.) You may also use two plain envelopes: mark one as the security envelope and use the other as the mailing envelope. You may use the prepaid envelope template at www.fvap.gov as the mailing envelope.

On the following pages, you will find the Federal Post Card Application (FPCA), the Federal Write-In Absentee Ballot (FWAB), and the Electronic Transmission Sheet.

You can also find the FPCA and the FWAB at www.fvap.gov.

FPCA Mailing Instructions



Step 1

Complete and sign the FPCA using your state's instruction in Chapter 2.

Step 2

Fold and seal your FPCA.

If using the online FPCA, print, sign and put it in an envelope. You may print postage-paid insignia on your envelope by using the envelope template available at www.fvap.gov.

Step 3

Address and mail the FPCA to your local election official. Be sure to include your return address, and affix postage if using a foreign postal service.

Notify Your Local Election Official About Your Current Mailing Address

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

2. MY INFORMATION (Required)

a. TYPED OR PRINTED NAME (Last, First, Middle)					SUFFIX (Jr., Sr., III, etc.)		b. PREVIOUS NAME (if applicable)	
c. SEX <input type="checkbox"/> M <input type="checkbox"/> F		d. RACE	e. DATE OF BIRTH M M D D Y Y Y Y		f. SOCIAL SECURITY 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 (For military, use legal residence. For overseas citizens, use last legal residence in U.S.) (Required)

a. NUMBER AND STREET (Cannot be a P.O. Box)									
b. CITY, TOWN OR VILLAGE				c. COUNTY			d. STATE	e. ZIP CODE	

4. WHERE TO SEND MY VOTING MATERIALS

a. MY CURRENT ADDRESS (Where I live now) (Required)					b. MY FORWARDING ADDRESS (Complete 4.b. only if you do not want your ballot mailed to the address in Block 4.a.)			

c. I PREFER TO RECEIVE MY ABSENTEE BALLOT, AS PERMITTED BY MY STATE, BY: MAIL FAX EMAIL

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 ballots — see instructions for Block 6 paragraph (3). Consult the Voting Assistance Guide for other specific state instructions.)

7. AFFIRMATION (Required)

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.

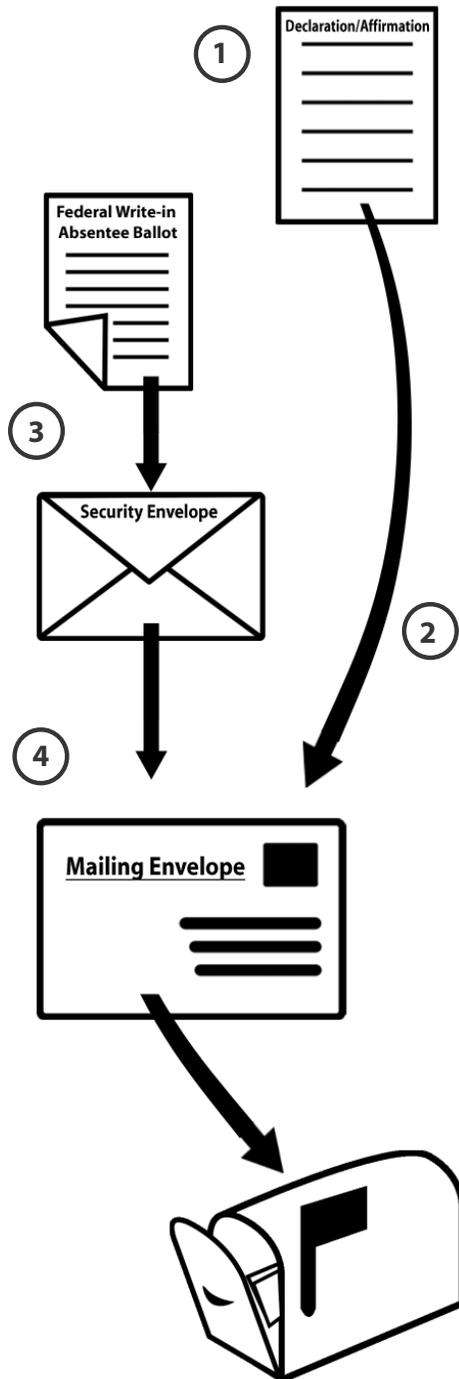
Signed: _____ Date:

M	M	D	D	Y	Y	Y	Y

 Signed: _____ Date:

M	M	D	D	Y	Y	Y	Y

FWAB Mailing Instructions



Step 1

Complete and sign the FWAB’s Voter Declaration/Affirmation using your state’s instructions in Chapter 2.

Step 2

Fold the Voter Declaration/Affirmation and put it in the accompanying Mailing Envelope. Do not seal the envelope yet.

If using the online FWAB, use your own envelope as the Mailing Envelope. You may print postage-paid insignia on your envelope by using the envelope template available at www.fvap.gov.

Step 3

Vote the ballot by writing in a candidate or party name. Detach the ballot from the Security Envelope, fold it, insert it into the Security Envelope, and seal.

If using the online FWAB, use a separate blank envelope and write “Security Envelope” on it.

Step 4

Put the Security Envelope into the Mailing Envelope, seal, and address it to your local election official. Be sure to include your return address, and affix postage if using a foreign postal service.

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)

2. MY INFORMATION (Required)

Grid for personal information including: a. TYPED OR PRINTED NAME, b. PREVIOUS NAME, c. SEX, d. RACE, e. DATE OF BIRTH, f. SOCIAL SECURITY NUMBER, g. STATE DRIVER'S LICENSE OR I.D. NUMBER, h. TELEPHONE NUMBER, i. FAX NUMBER, j. EMAIL ADDRESS

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

Grid for voting residence address including: a. NUMBER AND STREET, b. CITY, TOWN OR VILLAGE, c. COUNTY, d. STATE, e. ZIP CODE

4. WHERE TO SEND MY VOTING MATERIALS

Grid for voting materials address including: a. MY CURRENT ADDRESS, b. MY FORWARDING ADDRESS

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 other additional information requested.)

7. AFFIRMATION (Required)

- 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 application for a regular absentee ballot was mailed in time to be received by the local election official 30 days prior to this election, or the state deadline, whichever is later, and
6. I have not received the requested ballot, and
7. 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
8. 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
9. 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
10. My signature and date below indicate when I completed this document, and
11. 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: M M D D Y Y Y Y Signed: _____ (Witness/Notary and address (if required)) Date: M M D D Y Y Y Y



Official Election Materials — Electronic Transmission Sheet
Transmission (Cover) Sheet from Absentee Voter to Election Official

To:	
City/County Board of Elections	
Fax Number	
City	
State	

From:	
Last Name	
First Name	
Middle Name	
Telephone Number	
Fax Number	
Email Address	

Additional Information:

<p>If a VOTED BALLOT is being faxed or emailed, sign below: “I understand that by faxing or emailing my voted ballot I am voluntarily waiving my right to a secret ballot”</p> <p>Signature: _____ Date: _____</p>
--

Number of pages being transmitted, including this sheet: _____

Fax to one of these numbers: 703-693-5527/DSN 223-5527 or 1-800-368-8683 or
 Check www.fvap.gov for international fax numbers
 Email to ets@fvap.ncr.gov

