

Date Printed: 06/16/2009

JTS Box Number: IFES_79
Tab Number: 63
Document Title: National Voter Registration Act -- One
Year Later
Document Date: 1996
Document Country: United States -- General
Document Language: English
IFES ID: CE01981



**FEDERAL VOTING
ASSISTANCE PROGRAM**

**National Voter
Registration Act (NVRA)
June 2nd Session
(NVRA) One year later**

**JUNE 4TH SESSION

LEGAL AND
LEGISLATIVE NEWS**

VOTER REGISTRATION INFORMATION

INTERAGENCY REPORT
CONTROL NUMBER

0424-DOD-QU

PRIVACY ACT STATEMENT

AUTHORITY: PL 103-31.

PRINCIPAL PURPOSE: Information is collected to assist Department of Defense participation in the National Voter Registration Act.

ROUTINE USE: Used by Department of Defense only.

DISCLOSURE: Voluntary. There will be no harm to you for not responding.

1. If you are not registered to vote where you live now, would you like to apply to register to vote here today?

(X one)

YES

NO

IF YOU DO NOT MARK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.

Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

If you would like help filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private.

If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with:

Federal Voting Assistance Program
Office of the Secretary of Defense
Room 1B457
Washington, DC 20301-1155

Telephone Number: 800-438-VOTE

If you decline to register to vote, that information will remain confidential and will only be used for voter registration purposes.

If you register to vote, information regarding the office in which the application was submitted will remain confidential and only be used for voter registration purposes.

2. PRINTED NAME

3. SIGNATURE

4. DATE

Voter Registration Application

For U.S. Citizens

Please read Privacy Act Statement below
before completing this form.

You can use this form to: <input type="checkbox"/> register to vote <input type="checkbox"/> report that your name or address has changed <input type="checkbox"/> register with a party Please print in blue or black ink		This space for office use only.				
1	Mr. Mrs. Miss Ms.	Last Name	First Name	Middle Name(s)	(Circle one) Jr Sr II III IV	
2	Address (see instructions) - Street (or route and box number)		Apt. or Lot #	City/Town	State	Zip Code
3	Address Where You Get Your Mail If Different From Above (see instructions)			City/Town	State	Zip Code
4	Date of Birth ____ / ____ / ____ Month Day Year		5	Telephone Number (optional)	6	ID Number (see item 6 in the instructions for your State)
7	Choice of Party (see item 7 in the instructions for your State)			8	Race or Ethnic Group (see item 8 in the instructions for your State)	
9	I swear/affirm that: <input type="checkbox"/> I am a United States Citizen <input type="checkbox"/> I meet the eligibility requirements of my state and subscribe to any oath required. (See item 9 in the instructions for your state before you sign.) <input type="checkbox"/> The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under Federal or State laws.			Please sign full name (or put mark) ↓ <div style="border: 1px solid black; height: 60px; width: 100%; margin: 5px 0;"></div> Date: ____ / ____ / ____ Month Day Year		
10	If the applicant is unable to sign, who helped the applicant fill out this application? Give name, address and phone number (phone number optional).					

PRIVACY ACT STATEMENT

AUTHORITY: PL 103-31. **PRINCIPAL PURPOSE:** Information is collected to assist voter registration.
ROUTINE USE: This form will be given only to your State election officials.
DISCLOSURE: Voluntary; however, failure to provide the requested information may invalidate your application.

Fold here

Please fill out the sections below if they apply to you.

If this application is for a change of name, what was your name before you changed it?

A	Mr. Mrs. Miss Ms.	Last Name	First Name	Middle Name(s)	(Circle one) Jr Sr II III IV
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If you were registered before but this is the first time you are registering from the address in Box 2, what was your address where you were registered before?

B	Street (or route and box number)	Apt. or Lot #	City/Town	State	Zip Code
----------	----------------------------------	---------------	-----------	-------	----------

If you live in a rural area but do not have a street number, or if you have no address, please show on the map where you live.

C	<ul style="list-style-type: none"> <input type="checkbox"/> Write in the names of the crossroads (or streets) nearest to where you live. <input type="checkbox"/> Draw an X to show where you live. <input type="checkbox"/> Use a dot to show any schools, churches, stores or other landmarks near where you live, and write the name of the landmark. 	NORTH ↑											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 2px;">Example</td> <td style="width: 5%; text-align: center; padding: 2px;">Route #2</td> <td style="width: 75%; padding: 2px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px; text-align: center;">Grocery Store</td> </tr> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px; text-align: center;">Woodchuck Road</td> </tr> <tr> <td style="width: 50%; height: 20px; text-align: center;">Public School</td> <td style="width: 50%; height: 20px; text-align: center;">X</td> </tr> </table> </td> </tr> </table>	Example	Route #2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px; text-align: center;">Grocery Store</td> </tr> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px; text-align: center;">Woodchuck Road</td> </tr> <tr> <td style="width: 50%; height: 20px; text-align: center;">Public School</td> <td style="width: 50%; height: 20px; text-align: center;">X</td> </tr> </table>				Grocery Store		Woodchuck Road	Public School	X	
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	Grocery Store												
	Woodchuck Road												
Public School	X												

To Mail:

1. Address the back of this application (see address under your state).
2. Remove plastic strip below.
3. Fold form at middle and seal at top.
4. Put on a first-class stamp and mail.

FOR OFFICIAL USE ONLY

FIRST CLASS
STAMP
NECESSARY
FOR
MAILING

OFFICIAL ELECTION MATERIAL



**FEDERAL VOTING ASSISTANCE PROGRAM
OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC 20301-1155**

National Voter Registration Act - 1993

**The National Voter Registration Act (NVRA) Requires
Each state and the Secretary of Defense:**

"...shall jointly develop and implement procedures for persons to apply to register to vote at recruitment offices of the Armed Forces of the United States."

The NVRA designates Armed Forces recruitment offices as voter registration agencies. The Director of the Federal Voting Assistance Program (FVAP) carries out this responsibility on behalf of the Secretary of Defense.

In coordination with all the States:

- FVAP Director developed Department of Defense policy and internal implementing procedures
- States accept only the national Mail Voter Registration Application form (DD 2644) from Recruitment Office personnel
- Recruitment office personnel send completed Mail Voter Registration Application forms to one state contact
- Recruitment office personnel maintains for 24 months the Mail Voter Registration Information form (DD 2645) required by law
- Recruitment office personnel maintains records
- FVAP Director compiles and reports statistics and information to the Federal Election Commission for the Congressional Report
- FVAP places all materials in recruitment offices at no cost to the State
- Ombudsman Service 1-800-438-8683 (VOTE) for recruitment personnel and state and local government officials

Editor: Richard G. Smolka

Volume 26, Number 10, May 13, 1996



Washington Focus: The Republican Party of Alaska plans to appeal to the United States Supreme Court a decision of the Alaska Supreme Court that requires the party to allow any registered voter to vote in its primary elections. (O'Callahan v. Ulmer, State of Alaska, No. S-6249, dec. March 20, 1996). Party rule restricted voting in primary elections to Republicans and Independents. Alaska law provides for a blanket primary with voters permitted to vote in any party primary for any office but not in more than one party for the same office. Other Alaskan parties defended the law in court.

NASS COMMITTEE EXAMINES PRESIDENTIAL PRIMARY ELECTION PROCESS CHANGES

A committee of the National Secretaries of State (NASS) charged with examining the presidential nominating system heard comments from former presidential candidate Lamar Alexander, and seven other speakers on May 10 in Washington, D.C.

NASS created the Committee on Presidential Primaries and Caucuses, chaired by William Gardner, (N.H.) and Ronald Thornburgh, (Kan.), to examine the process and suggest what role or recommendations NASS can make to improve the system. Most Secretaries of State are the chief electoral officer of their respective States. Several Secretaries had expressed concern that the presidential primaries in their States, especially in the latter part of the primary season, are of diminishing relevance. They also reported candidates and voters increasingly are showing indifference, States incur major expenses to conduct these elections, and the presidential primaries produce negative impacts on the State electoral system.

Alexander told the Secretaries that Senator Bob Dole, R-Kan. would have been the Republican favorite under any system but did recommend that ways be found to enable more potential candidates to seek the presidency. Alexander said the current process places the real campaign (fundraising and building bases) in the year prior to the election. By the time the heavily

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ELECTION ADMINISTRATION REPORTS

frontloaded primaries and serious media coverage starts the election is over, because those who lose early primaries have little chance of raising money to continue.

Alexander also commented that "early voting" -- voters casting ballots up to three weeks prior to the election date -- could affect outcomes because voters who make up their minds on or near election day have access to more information. He said exit polls from New Hampshire showed many voters make up their minds in the final days before the election and that those who decided on election day gave him a much higher percentage of the vote than those who apparently made up their minds weeks earlier. Alexander's home State, Tennessee, allows early voting.

Democratic National Committee Co-Chair Don Fowler observed that the past reforms of the Democratic Party have had unintended consequences, not all of which have been favorable. Fowler also commented that "frontloading" was not all bad. The system favors experienced candidates who command wide support and financial backing.

David Norcross, Legal Counsel, Republican National Committee reported that the RNC has created a task-force to study the presidential primary process. Norcross invited NASS to present any recommendations. Fowler and Norcross emphasized that political parties are the appropriate body to make the final decision on how their candidates are nominated.

Mark Siegel, a former assistant to President Carter and Democratic party activist who participated on many of the party commissions, said that "frontloading" produced dramatic changes in the nomination process. In a discussion paper prepared for the NASS-committee, Siegel showed that a majority of all delegates to Democratic national party conventions were selected by the middle of May in 1972, by the middle of April in 1984, and by the middle of March this year.

Siegel identified ten negative effects of the current "frontloaded" system. Among them: inflexibility because delegates are frozen too early in process; candidates do not receive appropriate scrutiny -- "of ideas, ideology, background, electability or character"; too much money -- at least \$20 million -- must be raised before first primary; campaigns are limited to well known, well organized candidates; demagogues might dominate early tests; late entries into race are precluded; process discourages otherwise potentially able contenders; general election of seven months is too long; twilight zone of disinterest between nominee clinching in March and November election could chill voter participation in November; and, the national party conventions become rubber stamps.

Siegel called "intriguing" the idea of a regional primary system -- four regions with presidential primaries one month apart as proposed in the Senate by Joseph Lieberman (D-N.J.)

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and Slade Gorton (R-Wash.). The bill, S. 1589, also provides that the Federal Election Commission certify to the States the names of candidates to be placed on the ballot and prescribes that delegates elected in the process be bound for two ballots at the national convention. The bill has not yet commanded attention in the Senate, no such bill has been introduced in the House, and passage this year is very unlikely.

Others who addressed the Secretaries included Lyn Nofziger, former advisor to President Ronald Reagan; Curtis Gans, Director of the Committee for the Study of the American Electorate; Rhodes Cook, Senior Correspondent, *Congressional Quarterly*, and Richard Smolka, professor emeritus, American University, and Editor, *Election Administration Reports*.

Seventeen states were represented at the meeting, most by Secretaries of State. Following the presentations, Secretaries devoted the remainder of Friday afternoon and three and one-half hours on Saturday to searching out areas of agreement both on substance and procedures to bring about changes. The Secretaries focused attention on details States can address such as "frontloading," but recognized in some areas improving the process will require a cooperative effort with the political parties.

The committee will make a report including possible recommendations to be considered at the NASS summer meeting in July. Presentations and follow-up discussions May 10 were aired on C-Span and will be shown again on later dates.

POSTAL SERVICE TESTING WELCOME KITS INCLUDING VOTER REGISTRATION FORMS FOR NEW RESIDENTS

Beginning this month, the U.S. Postal Service (USPS) is testing a Welcome Kit for new residents that includes a voter registration form in five areas of the country. The Welcome Kit is being tested in greater Boston, Mass; Buffalo, N.Y.; Indianapolis, Ind.; San Antonio, Texas; and Sacramento, Cal.

The Welcome Kit will be among the first pieces of mail a new resident receives. The envelope, which bears a return address of the U.S. Postal Service carries a large message in bright red ink: "IMPORTANT: Official Change of Address Confirmation Enclosed."

The postal change of address confirmation notice advises the recipient that a permanent change of address has been received and that mail will be forwarded as shown. This form also advises the recipient that previously registered voters need to reregister after they move or if they change their name.

During the test, only one state or local mail voter registration form will be included. Whether more than one form may be included in future kits, has not yet been decided. The kit will include much useful information including a one-page important numbers telephone directory, motor vehicle information and requirements such as when, where and how to register motor vehicles and to obtain a driver's license.

Among other useful information is an Internal Revenue Service change of address mailer, a long distance telephone company advertising card, and a settling-in guide providing useful tips on maintaining and improving a new home.

The Welcome Kit test market has three phases - a home envelope version that will be distributed in May, an apartment envelope version in June, and a home box version in July that will include some product samples. If the tests prove successful, Welcome Kits could be provided



EXTREME EMERGENCIES

IF VOTING PLACE MUST BE LEFT
UNATTENDED DUE TO CATASTROPHIC
EMERGENCY (*tornado, fire, bomb threat,
other situations where election officers may be
ordered to leave premises*):

1. DON'T PANIC!
2. SEAL MACHINES -- Record public counter for later reference
3. IF THERE IS TIME, LEAVE A NOTE for die-hard voters
4. LEAVE -- Taking Signature Roster and Registration Book
All other supplies are to be left
5. AS SOON AS ELECTION OFFICERS ARE IN
SECURE LOCATION CALL election office
to advise of situation and receive further
instructions

IF VOTING PLACE CAN BE REOPENED:

1. CUT SEAL ON MACHINES -- Double
check Public Counter number
2. RESUME VOTING AS NORMAL
3. CALL ELECTION OFFICE TO ADVISE OF SITUATION
4. ANOTHER SEAL WILL BE SENT to be used for closing
the polls at 7:00 PM



to new residents nationwide before the end of the year.

At the completion of the test mailings, the Welcome Kit developer, Targeted Marketing Solutions, Inc. (TMSI) will conduct surveys to determine reaction of recipients. As part of this research, TMSI will determine how well recipients liked and used the voter registration forms.

Welcome Kits distributed by the Postal Service are financed by paid advertising included in the envelopes and packages. USPS has not yet decided whether to impose a charge on State and local governments to insert the voter registration form in the kit.

SEDGWICK COUNTY, KS OFFERS POLL WORKERS DIRECTIONS ON CATASTROPHIC EMERGENCIES

The Sedgwick County, Kansas Election Commission places an emergency advice sheet in each poll kit providing instructions to poll workers in case of extreme emergencies that may require them to leave the poll. The Sedgwick County catastrophic emergency advice sheet is printed on bright lemon-lime paper and included in all poll kits. (See example on page 4).

County Election Commissioner Marilyn Chapman told *Election Administration Reports* the notices have been given out each election since 1994. During an election in 1993, a bomb threat was reported at a school being used as a poll. Election workers were moved immediately to a church across the street but the poll books and election supplies remained at the school.

When the election commission learned of the incident some hours later, the poll was officially moved to a nearby polling location, enabling voting to continue.

After this event, and recognizing that Sedgwick County, (Wichita) is in an area susceptible to tornado damage at certain election times, Chapman decided to provide poll workers with emergency procedures before rather than after catastrophic events. Fortunately, there has been no need since 1993 to use any emergency procedure.

MINNESOTA ENACTS MULTIPLE NOMINATION LAW, ASKS SUPREME COURT TO REVIEW DECISION

The Minnesota legislature, reacting to a recent federal Court of Appeals ruling that struck down a state law prohibiting candidates from being listed as the nominees of more than one party, passed a law specifying the conditions under which candidates may do so. The State also has asked the U.S. Supreme Court to stay the ruling and to review the Court of Appeals decision (*Twin Cities Area New Party v. McKenna*, No 94-3417, 8th Cir., January, 1996).

The new law permits candidates to seek a major party nomination and one or more minor party nominations simultaneously with the consent of the state chairs of the parties whose nomination is sought.

The law provides that the candidate's name appear on the ballot only once, that any party nominations be listed below the candidate's name. The law also contains what is believed to be a unique sore loser provision. Any candidate who fails to be nominated in the state major party primary automatically forfeits any minor party nominations.

Included in the law is a sunset provision making the law inoperable upon a stay or a reversal of the Court of Appeals decision.

VICE PRESIDENT ALBERT GORE FEATURED SPEAKER AT IACREOT 25TH ANNUAL CONFERENCE

Vice President Albert Gore will be the featured speaker at the 25th International Association of Clerks, Recorders, Election Officials and Treasurers (IACREOT) Annual Conference and Trade Show June 1-5 in Nashville, Tenn.

The Election Officials program this year emphasizes poll worker recruitment and training. The two and one-half hour program will include presentations by Derm Whelan, Chief Electoral Officer of Alberta, Canada; Marilyn Chapman, Election Commissioner, Sedgwick County, Kan.; Gayle Hamilton, Assistant Elections Administrator, Tarrant County, Texas; Joyce Wallace, Deputy Director of Elections, Greene County, Ohio; and Karen Hartenbower, County Clerk, Lyon County, Kansas.

"International Elections: How You Can Help," features three election officials with substantial experience assisting in foreign elections. Sharing their expertise will be Charles Lasham, Liverpool, U.K. Electoral Registration Officer, who has assisted and observed elections in many nations of Europe and Africa; Connie Kaplan, Chicago Board of Election Commissioners who helped train poll officials in South Africa and China; and Loren Wells, Elections Canada, who includes in her foreign election experience several months working on elections in Haiti. Dr. Pierre-Michel Sajous, President, Provincial Electoral Council, Haiti, and Karen Sieger of the International Foundation for Election Systems will also participate.

Other sessions include: legislation and litigation; new technology; election management; NVRA procedures including list purging and fail-safe voting management; and statewide voter registration systems. In addition, the Federal Voting Assistance Program and the International Foundation for Election Systems will describe their work and relationship with local election officials.

Election Officials are encouraged to bring for display innovative election materials, including printed matter, videos, posters, etc. The Election Officials Committee will award two prizes for items on display. For further information on the election officials booth, contact: Janis Womack, City Secretary, 630 East Hopkins, San Marcos TX 78666. Tel. 512-353-4444.

On site registration fee is \$250. For Registration Information contact: Mahalia Hughes, PO Box 549, Gallatin TN, 37066. Tel. 615-4520-4367. For hotel reservations contact Opryland Hotel and Convention Center (619) 889-1000.

FEDERAL COURT DISMISSES SUIT AGAINST TEXAS SORE LOSER LAW

A federal court, without yet issuing a written opinion, last month dismissed a challenge brought by the U.S. Taxpayers Party to Texas' "sore loser" law. The Party wants the right to name Pat Buchanan as its candidate for President if he does not receive the Republican Party nomination.

Texas advised the U.S. Taxpayers Party that the State "sore loser" law would prevent Buchanan, who ran second to Robert Dole, R-Kan. in the Texas Republican Presidential Primary, from being listed on the ballot other than as a Republican. The Party claimed the law does not apply, but if it does, is unconstitutional. Further, the party alleges State interpretation of the law hindered the party's ballot access petition efforts.

Texas argued the challenge was premature and speculative because Buchanan has not yet been named the party's candidate, has not agreed to such a candidacy, and the party has not yet qualified for a ballot position in November.

ELECTIONotes

Calvert County, Maryland is accepting sealed bids for 85 reconditioned 40-column AVM Print-o-Matic Voting Machines, series 130,000 through 150,000. Machines are being sold "as is." Deadline for bidding is June 7, 1996. Buyer must pay cost for removal of machines and must complete removal within 30 days of purchase. For more information contact: Gail Hatfield, Elections Administrator, 150 Main St., Suite 107, PO Box 798, Prince Frederick MD 20678-0798. Tel. (410) 535-2214 or (301) 855-1376. Fax: 410-535-1600 x392.

The Electoral Board for Fairfax County, Va. is interested in acquiring additional Shoupronic 1242 Voting Machines. Persons with information about available Shoupronic 1242s are asked to contact Patricia W. Drain, Electoral Board Secretary, Fairfax County Electoral Board, 12000 Government Center Parkway, Suite 323, Fairfax VA 22035-0081. Tel. (703) 324-4734. Fax. (703) 324-4706.

The International Foundation for Election Systems recently published an *International Directory of Election Offices*. The directory describes the national election administration in 144 countries and explains the legal status of the authority. The directory provides the name of the current administrative head of elections for the country, descriptions of the election authority's members and how they are named, the terms of those members, and the primary responsibilities of that authority.

The directory is now available from the F. Clifton White Resource Center at IFES for \$25. A discounted price of \$20 is available to election professionals, educational institutions and students. To purchase a copy contact: Michael Boda, IFES, 1101 15th St NW, 3rd Floor, Washington, DC 20006. Tel: (202) 828-8507. Fax: (202) 452-0804. Email: mboda@ifes.org

San Francisco City Attorney Louise Renne will not yet have to prepare a ballot title and summary for a proposed Immigrant Voting Rights Initiative. A judge granted her petition for a stay of these duties pending a ruling on whether the initiative is contradictory to the California constitution. California Secretary of State Bill Jones joined Renne is seeking the stay. The proposed initiative would allow noncitizens to vote in San Francisco school board elections.

If a call to the Cuyahoga County, Ohio Board of Elections is any indicator, at least one voter may be anticipating voting by telephone or by remote electronic device. A very serious newly registered voter who had completed registration two weeks earlier called the board ask what the holdup was on receiving his pin number. Apparently he had been told that he would be receiving a card with his ward, precinct, and voting location but did not remember exactly what he was to receive.

Jefferson County, Ky. Clerk Rebecca Jackson recently visited Bulgaria as part of a team sponsored by the International Republican Institute. Jackson provided a working group of Bulgarians with a practical summary of the way primary elections are conducted in the United States. Bulgaria has since organized and will hold a presidential primary election in June.

ELECTION ADMINISTRATION REPORTS

DISTRICT OF COLUMBIA JURY CONVICTS ITS FIRST CANDIDATE PETITION FORGER

A District of Columbia Superior Court jury last month found a petition circulator guilty of one count of corrupt election practices. This was the first instance of prosecution for petition forgeries in the District of Columbia since municipal voting was restored to the capital in 1971.

The jury found that Gregory Mitchell falsified the affidavit of the circulator on a petition sheet of signatures that was submitted to the Board of Elections in 1994 to support the candidacy of JePhujunneh Lawrence for the office of Chairman of the Council of the District of Columbia in the November, 1994 general election. The petition was challenged by an opponent. The election board found that signatures on several sheets did not appear to match those on registration records. The matter was referred to the Corporation Counsel.

At the trial a metropolitan police department handwriting expert testified that the signatures on the petition sheet all appeared to be written in the same hand. Mr. Mitchell's signature appeared in the circulator's affidavit where he affirmed that he had witnessed each individual sign the petition. Witnesses whose names were on the petition testified they did not sign the petition.

Three other petition circulators earlier had pleaded guilty to one count of corrupt election practices and will be sentenced May 16.

ELECTION LEGISLATION INTRODUCED AND ACTION TAKEN

TOPIC	CHIEF SPONSOR, MAJOR BILLS	CONGRESSIONAL ACTION
Repeal or delay of the National Voter Registration Act	Bob Stump, R-Ariz. H.R. 370 Paul Coverdell, R-Ga. S. 91	House Oversight Committee held hearing in July. Prospects for final passage are slim. Enacted. (1-26-96) Continuing Resolution with amendment exempting States with election day registration as of August 1, 1994 from NVRA.
Campaign Finance Reform, limits on PACs, spending, for candidates, committees, other provisions	Tom Daschle, D-S.D. S. 10 John McCain, R-Ariz. S.1219	The House Oversight Committee held several hearings on campaign finance reform. Senate hearings began February 1, 1996. Wide range of options suggested. Agreement still distant.
Amendments to the Uniformed and Overseas Citizens Absentee Voting Act to allow Fax transmission of voting materials and absentee ballots	Bill Thomas, R-Cal. Vic Fazio, D. Cal. H.R. 3058	House Oversight Committee March 12 adopted amendments allowing federal write in ballots for primary and special elections and other procedural changes. House may pass bill but Senate prospects are uncertain.
Official Language Act of 1995 makes English the Official language; repeals Voting Rights Act bilingual mandates	Toby Roth, R- Wis. H.R. 739	Various bills prohibiting bilingual ballots have been introduced. Hearings have been held in House and Senate. Action is expected in House during 1996 but no agreements have been reached on any bill likely to pass.

Bills listed above are those most likely to be acted upon or have the greatest potential impact on state and local election administration. Election related bills not listed above do not appear to have sufficient support to be considered seriously in the near future. Information current as of date of publication. *Changes from previous issue in italics.*

To contact Members of Congress write: Member, House of Representatives, Washington DC 20515
Member, United States Senate, Washington DC 20510
Tel. For House and Senate Members or Committees (202) 224-3121

For further information on these or other election related bills
contact: Election Administration Reports (202) 244-5844

**NEW
DOCUMENT**

FEDERAL WRITE-IN ABSENTEE BALLOT
FOR GENERAL ELECTIONS

Instructions to the Voter

Please read instructions before completion. If you have any questions, consult your Unit Voting Assistance Officer or Embassy/Consulate Voting Assistance Officer or the *Voting Assistance Guide*.

1. Tear perforation at left. Separate and remove the Mailing Envelope on the back of this package.

2. Complete, sign and date the Voter's Declaration/Affirmation on the Mailing Envelope as follows:

VOTER INFORMATION.

Enter information for 1.a. through 1.e. For Block 1.d., provide identification form and number of that form. For example: passport 0000, State Department 0000, driver's license 0000, birth certificate 0000.

VOTING RESIDENCE.

Block 2. Enter complete legal voting residence address, in as much detail as possible, where you ACTUALLY LIVED. 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. A Post Office Box number is not a residence address. In an area with street names and numbers, this information is required. 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. This voting residence address must be the same as the voting residence on the application you previously submitted for your regular absentee ballot.

CURRENT COMPLETE MILITARY OR OVERSEAS ADDRESS.

Block 3. Enter information which indicates your physical location outside the United States. APO/FPO addresses are considered to be outside the United States. Some states allow you to mail this ballot from inside the United States. Consult your state pages in the *Voting Assistance Guide*. This address must be different from the address in Block 2.

WITNESS(ES).

Some states require a notary or witness(es) for absentee ballots. Consult your Voting Assistance Officer or the *Voting Assistance Guide* to determine the requirements of your state.

3. Separate the Ballot and Security Envelope and follow instructions.

4. Complete the Ballot as follows:

Voting Procedure: For each office for which you vote, write in either a candidate's name or political party designation. President and Vice President run as a team and your vote must be for members of the same party. For other offices, you may vote for members of different parties for each office indicated. "Senator" means U.S. Senator; "Representative" means U.S. Congressman or Congresswoman. See *Voting Assistance Guide* for Special Provisions implemented by your state, and possible use of "ADDENDUM" section.

5. Detach, fold and insert the ballot into the Security Envelope. Remove tape from the Security Envelope and seal. NOTE: ONLY THE BALLOT SHOULD BE PLACED IN THE SECURITY ENVELOPE.

6. Insert the sealed Security Envelope into the Mailing Envelope. Remove the tape from the Mailing Envelope and seal.

7. If mailed in a foreign postal system, international airmail postage must be affixed. Enter your name and current complete military or overseas mailing address in the "FROM" section on the Mailing Envelope. Enter the name and mailing address of the proper city, township, village, county or state election official in the "TO" section on the Mailing Envelope. Consult the *Voting Assistance Guide* for correct address. This must be the same election official where you sent your application for an absentee ballot. No postage is necessary if mailed within APO/FPO or U.S. postal system.

PRIVACY ACT STATEMENT

- AUTHORITY:** 42 USC 1973ff, "Title 1 - Registration and Voting By Absent Uniformed Services Voters and Overseas Voters in Elections for Federal Office."
- PRINCIPAL PURPOSE:** Serves as a Federal Write-in Absentee Ballot for general elections or other elections provided by law or special provisions for all persons covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).
- DISCLOSURE:** Voluntary; however failure to furnish requested personal information may result in the Federal Write-In Absentee Ballot not being recognized and therefore not counted.

OFFICIAL FEDERAL WRITE-IN ABSENTEE BALLOT

SECURITY ENVELOPE

(ONLY PUT VOTED BALLOT
INSIDE THIS ENVELOPE)

Standard Form 186 (OCT 95)

DETACH HERE, FOLD AND INSERT INTO SECURITY ENVELOPE

OFFICIAL FEDERAL WRITE-IN ABSENTEE BALLOT

PRESIDENT/VICE PRESIDENT

U.S. SENATOR(S)*

U.S. REPRESENTATIVE/DELEGATE**/ RESIDENT COMMISSIONER**

* Legal residents of the District of Columbia may vote only for President/Vice President and Delegate.
**Legal residents of American Samoa, Guam, Puerto Rico, and the Virgin Islands may vote only for non-voting Delegate or Resident Commissioner to the Congress.

ADDENDUM

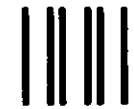
Some states allow the Federal Write-in Absentee Ballot to be used by military and overseas civilian voters in elections other than general elections or for offices other than Federal offices. Consult your state section in the *Voting Assistance Guide* to determine your state's policy. *If you are eligible to use this ballot to vote for offices/candidates other than those listed above, please indicate in the spaces provided below, the office for which you wish to vote (for example: Governor, Attorney General, Mayor, State Senator, etc.), and the name and/or party affiliation of the candidate for whom you wish to vote.*

OFFICE

CANDIDATE NAME or PARTY AFFILIATION

Blank lines for writing office and candidate name.

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



U.S. Postage Paid
39 USC 3406

PAR AVION

OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAILS - DMM E080

Standard Form 186 (OCT 95)
Issued under Public Law 99-410
186-102
1988 edition may be used.

MAILING ENVELOPE
VOTER

BEFORE YOU SEAL THIS MAILING ENVELOPE, CHECK THE FOLLOWING:

- 1. Complete the Voter's Declaration/Affirmation (on back of this envelope).
- 2. Sign and date the Voter's Declaration/Affirmation.
- 3. Vote your Ballot.
- 4. Put your voted Ballot in the Security Envelope, remove tape and seal Security Envelope.
- 5. Put the sealed Security Envelope in the Mailing Envelope.
- 6. Remove tape and seal the Mailing Envelope.
- 7. Put your name and current complete military or overseas mailing address in the "FROM" section.
- 8. Put address of proper election official in the "TO" section of this envelope. This address must be the same local election official address where you previously submitted your regular absentee ballot application.

TO: _____

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

NOW, YOU ARE READY TO MAIL THIS ENVELOPE!



REMOVE TAPE ON REVERSE AND FOLD HERE TO SEAL



VOTER'S DECLARATION/AFFIRMATION

General Information Enter state, county, city/township/village where you are eligible to vote.

Ballot for the State of _____ County of _____ City/Township/Village of _____ §

1. VOTER INFORMATION

a. TYPED OR PRINTED NAME
 (Last) _____ (First) _____ (Middle Initial) _____ b. SEX | c. SOCIAL SECURITY NUMBER
 _____ - _____

d. OTHER IDENTIFICATION NUMBER (Passport or other ID Card) _____ e. DATE OF BIRTH
 _____ M M D D Y Y

2. VOTING RESIDENCE (For military, legal residence. For overseas civilians, last residence in county/jurisdiction in U.S.)

a. NUMBER & STREET (If rural route, include specific location of residence. Do not use Post Office box.) _____ b. CITY, TOWNSHIP OR VILLAGE _____

c. COUNTY OR PARISH _____ d. STATE _____ e. ZIP CODE (9-digit, if known) _____ f. LAST DATE OF RESIDENCY
 _____ M M D D Y Y

3. CURRENT COMPLETE MILITARY OR OVERSEAS ADDRESS

4. I swear or affirm, under the penalty of perjury, that:

a. I am a United States citizen, and eligible to vote in the above jurisdiction (Item 2).
 b. 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, if required by state law.
 c. I am not registering, requesting a ballot or voting in any other jurisdiction in the U.S.
 d. 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 this requirement has been waived by appropriate authority.
 e. I have not received the requested ballot.
 f. 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.
 g. 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. I have not been influenced.
 h. I have mailed this ballot from outside the United States, or my state has made special provisions to allow me to mail this ballot from inside the U.S.
 i. The information on this form is true and complete.

WITNESS(ES) SIGNATURE AND ADDRESS (If required by law)	APPLICANT SIGNATURE (Sign here)	DATE SIGNED
_____ _____	X	_____ M M D D Y Y

INSTRUCTIONS TO ELECTION OFFICIALS

This is an official Federal Write-in Absentee Ballot (FWAB) authorized by 42 USC 1973 ff-2.

1. Upon receipt of this ballot, examine the voter's declarations. If it appears that the voter is eligible to vote in your jurisdiction and has applied in a timely fashion for a regular absentee ballot, or this requirement has been waived by appropriate authority, then this ballot is valid unless you receive the voted regular absentee ballot in time for it to be counted. This ballot should be handled in the same manner as required by state law for other absentee ballots. If this ballot is to be counted, deposit the voted ballot in the ballot box without examining the voter's choices.
2. The oath on this ballot is self-executing and need not be notarized or witnessed, unless required by state law.
3. Unless provided by law, or special provisions have been made, this ballot should not be counted if:
 - a. It was submitted from within the United States (an APO/FPO address is considered outside the U.S.); or
 - b. This voter's application for a regular absentee ballot was received by you less than 30 days prior to the election; or
 - c. This voter's completed regular absentee ballot was received by you by the state deadline for receipt of absentee ballots; or
 - d. This ballot is not received by the state deadline for receipt of voted absentee ballots.

SPECIFIC INSTRUCTIONS FOR COMPLETION (Continued)

6. YOUR FAX NUMBER. (Continued) INFORMATION), you must fax this form ONLY to one of the following numbers: (800) 388-8683 or (703) 693-6627 or DSN (military) 223-6627. If your state does NOT allow you to submit this form by fax, DO NOT transmit this form by fax, as it will not be processed.

6. POLITICAL PARTY AFFILIATION. This information is required by most states in order to vote in primary elections. In most states, if you do not complete this section, you will not be sent a ballot for primary elections. Consult your individual state section in the Voting Assistance Guide for more specific information regarding your state's policy. Political party affiliation is not required if you live in Alaska unless you are voting in a Republican party primary, American Samoa, Guam, Hawaii, Idaho, Michigan, Minnesota, Montana, North Dakota, Vermont, Washington or Wisconsin. In order to vote in a primary election, you need not complete this section if your voting residence is in those states. If you want to indicate no affiliation or enrollment in a political party, write "unaffiliated."

7. REMARKS. Provide any information which may assist local election officials in approving this application, such as maiden name, name and telephone number of a local contact person, etc. If you are requesting the special state write-in ballot, indicate here the reason you are requesting the special state write-in ballot, i.e. you are in an isolated area with sporadic mail service, submarine duty, etc. In Colorado, you must indicate if you are a native born or naturalized citizen of the United States.

8. AFFIRMATION BY APPLICANT. Place an X in only one block: Ba., b., c., or d. In most states, marking a., b. or c. will get you a full ballot. Marking b. or c. generally means that at some future time you intend to reside again in that state. Marking block d. generally means that you were a resident of the state before departing the U.S., and your intent to return at some time in the future is uncertain. Marking block d. applies for a Federal ballot only (if one is printed by the state). Federal law provides that no tax liability may be imposed based on exercising your right to vote in Federal elections. If you are a civilian citizen residing outside the U.S. and wish to avoid classifying yourself as a state resident for tax purposes, you should mark block Bd. If the state sends a full ballot because it does not print a separate Federal ballot, you may vote the full ballot.

(fold to outside)

Block 8.f. In some states, a criminal conviction for a felony or certain misdemeanors, or an adjudication of mental incompetency disqualifies a person from voting, unless there has been a reinstatement of voting rights if required by state law.

Block 8.i. Sign at the X. Provide the date you completed the form.

9. WITNESS/NOTARY. Not all states require completion of this item. Consult your state section of the Voting Assistance Guide or your Voting Assistance Officer for your state's requirements. If you require more space to complete this item, use Item 7, Remarks.

SOURCES OF ASSISTANCE

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.

The Voting Assistance Guide contains voting information on a state-by-state basis for those eligible to use this form. The Guide is also available for purchase from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-1676.

NOTE TO ELECTION OFFICIAL

This is a return post card for your use. Please mark and fill in applicable items, sign your name, add your return address on reverse side, and return to the applicant.

THIS ACKNOWLEDGES RECEIPT OF YOUR POST CARD REGISTRATION AND ABSENTEE BALLOT REQUEST.

You will be sent an absentee ballot for the _____ election(s).

Your ballot(s) will be mailed approximately _____

Your application is incomplete. Please provide the following information to complete your application:

Your application could not be processed. Item(s) _____ must be completed.
Please resubmit a new application with all required items completed.

A separate application must be submitted for each election.

Other Comments _____

Signature _____

Title _____

Date Signed _____

Applicant name and complete address _____



U.S. Postage Paid
39 USC 3406

PAR AVION

Standard Form 76 (Rev. 10-95)
Issued under 42 U.S.C. 1973ff et seq.
76-114

1988 edition may be used.

OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST-CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAELS - DMM E080

TO: _____

TO EXPOSE ADHESIVE REMOVE LINER TO EXPOSE ADHESIVE REMOVE LINER TO EXPOSE ADHESIVE REMOVE LINER TO EXPOSE ADHESIVE REMOVE LINER TO EXPOSE ADHESIVE REMOVE LINER

PRIVACY ACT STATEMENT

AUTHORITY: 42 USC 1973ff, "Title 1 - Registration and Voting By Absent Uniformed Services Veterans and Overseas Voters in Elections for Federal Office."

PRINCIPAL PURPOSE: Serves as an application for registration or request for absentee ballot for all persons covered by the Uniformed 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.

MAILING INSTRUCTIONS: Self-address email post card to your current address. Fold so that large post card is on outside; seal; complete "TO" and upper left corner on large post card, and mail. DO NOT STAPLE OR APPLY TAPE TO SEAL.

Type or legibly print all applicable information. Sign the form.

SPECIFIC INSTRUCTIONS FOR COMPLETION

Complete the state, county, and city/township section at the top of the large postcard. Note that your state may require a separate FPCA for each election. Consult a Voting Assistance Officer or your state section in the *Voting Assistance Guide* for further information.

Standard Form 76 (Back)
(Rev. 10-95)

- 1. APPLICANT INFORMATION.** Item 1.c. 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. Enter information for 1.a. through 1.f. For block 1.f., provide identification form and number of that form. For example: passport 0000, State Department 0000, driver's license 0000, birth certificate 0000.
- 2. I LAST VOTED or PLACE OF LAST REGISTRATION.** Provide as much information as possible for the location where you last voted. This is not necessarily your last residence. Do not leave blank. Enter N/A if not applicable or if you are a first time voter.
- 3. VOTING RESIDENCE.** Provide address where you **ACTUALLY LIVED**. Your right to vote in your state and determination of voting precinct depend on your physical residence while you were within the state. If your voting residence address does not contain a street name, you may provide a Rural Route number and box number, but **DO NOT USE A POST OFFICE BOX NUMBER**. A Post Office Box is not a residence address. If using Rural Route number, include specific location of residence. Examples of voting residence: military home of record; permanent home address in U.S.; locality or state where you paid taxes, however long ago it may have been. It would be helpful if you list a name and telephone number of a local contact in the Remarks Section in the event the local election official has a question concerning the application.
- 4. MAIL ABSENTEE BALLOT TO.** Provide the complete mailing address where you wish to receive your absentee ballot. Be sure to include APO or FPO (if applicable) and ZIP Code. If you will have a new address by the time registration forms or the ballot will be sent to you, be sure to list the new address.
- 5. YOUR FAX NUMBER.** Your complete fax number (country and city code) is required if you or the local election official will be transmitting any of your election materials by fax. Members of the U.S. Military are requested to provide their commercial as well as DSN number (write "DSN" as a prefix if a DSN number is provided). Faxing is available in some states, for limited purposes only. If your state allows you to submit this form by fax (IMPORTANT: CONSULT VOTING ASSISTANCE OFFICER OR VOTING ASSISTANCE GUIDE FOR FURTHER

Election Official name and complete address



U.S. Postage Paid
39 USC 3406

PAR AVION

OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST-CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAELS - DMM E080

Applicant name and complete address

TO: _____

(Specific Instructions are continued on reverse.)
(fold to inside)

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

APPLICATION FOR STATE OF _____ COUNTY OF _____ CITY OR TOWNSHIP OF _____ §
 I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE.

1. APPLICANT INFORMATION (See instruction 1.)			6. POLITICAL PARTY AFFILIATION (This information is required by most states to send you a ballot for primary elections. See instructions.)		
a. TYPED OR PRINTED NAME (Last, First, Middle Initial)		b. SEX	c. RACE		
d. DATE OF BIRTH	e. SOCIAL SECURITY NUMBER	f. OTHER IDENTIFICATION NO. (passport, ID card)			
2. I LAST VOTED or PLACE OF LAST REGISTRATION (Do not leave this section blank. See instructions.)					
a. YEAR	b. COUNTY, CITY, OR TOWNSHIP	c. STATE	d. VOTER REGISTRATION NO. (if known)		
3. VOTING RESIDENCE (For military, legal residence. For overseas civilians, last residence in U.S.. IF USING RURAL ROUTE, SEE INSTRUCTIONS.)			a. LAST DATE OF RESIDENCY		
b. NUMBER AND STREET (Do not use Post Office Box)			M M D D Y Y		
c. CITY, TOWN OR VILLAGE		d. STATE			
e. COUNTY OR PARISH		f. ZIP CODE (9-digit, if known)			
4. MAIL ABSENTEE BALLOT TO: (Mailing address where you want the ballot to be sent.)					
5. YOUR FAX NUMBER (If this application is faxed, include all international prefixes. See instructions.)					
7. REMARKS (Provide additional information which will assist local election officials in determining your eligibility to register and vote. See instructions.)					
8. AFFIRMATION BY APPLICANT (X only one: a., b., c., or d.) I swear/affirm, under penalty of perjury, that I am: (See instructions)					
a. a member of the Uniformed Services or merchant marine on active duty, or an eligible spouse or dependent.					
b. a U.S. citizen temporarily residing outside the U.S.					
c. a U.S. citizen overseas by virtue of employment or accompanying spouse or dependent.					
d. other U.S. citizen residing outside the U.S.					
e. I am a U.S. citizen, eligible to vote in the above jurisdiction, and subscribe to any required state/local oath or statement.					
f. 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.					
g. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S.					
h. The information on this form is true and complete.					
i. SIGNATURE OF APPLICANT					j. DATE
X					M M D D Y Y
9. WITNESS/NOTARY ADDRESS AND SIGNATURE (If required by state law)					
					DATE SIGNED
					M M D D Y Y



A roundup of voting news from the Federal Voting Assistance Program (FVAP) ✓ ✓ For voters, potential voters and those who assist voters.

Help the FVAP help you

Why Should Overseas Citizens Register with their Embassy or Consulate?

One of the answers is because the Federal Voting Assistance Program (FVAP) conducts a post-election survey during the week of November 5, 1996 and the statistically random survey sample is derived from Embassy and Consulate registration rolls. Your chances of receiving a survey instrument from the FVAP depend on your having registered with your Embassy or Consulate. This means you may receive a survey instrument and, by completing the form, the FVAP will have a better understanding of your experience in voting or attempting to vote this election year.

It is easy to register with an Embassy or Consulate

Registration with your local Embassy/Consulate usually takes little time; some Embassy/Consulate personnel will mail you a registration form usually by placing a phone call. Registering with your Embassy/Consulate should help the FVAP ensure a broader spectrum of overseas U.S. citizens receive a survey instrument. In addition, it ensures the accuracy of the registration rolls. This means you can comment on your experience in voting this election year.

Is registering with an Embassy/Consulate the same as completing an FPCA?

No, registration with an Embassy/Consulate is not to be confused with registering to vote absentee. Registration with an Embassy/Consulate usually entails providing the Embassy/Consulate with your name and local in-country address and phone number. This information is then added to the Embassy/Consulate's registration rolls.

On the other hand, registration to vote absentee requires completion of a Federal Post Card Application (FPCA) and submission to your county or city of voting residence in the U.S. as per the guidelines of the 1996-97 *Voting Assistance Guide*.

Why should I complete

a Post-Election Survey Instrument?

The survey results are used by the FVAP to report to the President and Congress on overseas citizen participation in the 1996 election year. The FVAP also analyses the results to determine how they can better serve you in voting absentee.

For example, the Voting Information Center was provided to citizens based on the survey results reflecting citizens needed more information on elections, candidates and issues. The *Voting Information News* newsletter exists due to the survey results reflecting

that citizens needed a regular monthly voting publication to ensure timely voting information and continuity of voting information were received throughout the world.

In addition, the FVAP, in working with state and local governments, uses the survey results to encourage these officials and state legislators to change election laws to make it easier for you to vote. The FVAP has accomplished significant legislative reforms with the states and the territories in this regard. For example, previous survey results reflected that the notary requirement was a barrier to voting for many overseas citizens. The FVAP worked with the states to remove this barrier and today only 8 states and territories have some notarial requirements. Also, the FVAP uses the survey results in testifying before Congress on your behalf to help make sure you are not disenfranchised and can participate in your democratic process. So help the FVAP help you! Register with your Embassy/Consulate today and increase your opportunity of participation in the 1996 Post-Election Survey.

Ensure adequate supplies now

The FWAB Can Save Your Vote!

The Federal Write-In Absentee Ballot (FWAB, SF-186) plays a critical role in ensuring your vote counts in the November 5 election. As a result, Embassy/Consulate and military Voting Assistance Officers (VAOs) as well as VAOs in organizations of overseas citizens should ensure they distribute one FWAB to each voter they assist.

How can the FWAB help my vote count?

The FWAB is pre-positioned overseas for citizens to use if they determine that their regular ballot will not be received in time for them to vote the regular ballot and return it to the state by the general election deadline. While some states have expanded use of the FWAB, in most cases, you must meet all three of the following conditions before using the FWAB:

1. the ballot must be submitted from outside the U.S. or have a foreign mailing address or APO/FPO postmark;
2. the application from the overseas voter for a regular state absentee ballot must be received by the local election official at least 30 days before the general election; and
3. the voted FWAB must be received by the local election official by the state deadline for receipt of the regular state absentee ballot.

The FWAB is only valid when all the above conditions apply and the regular ballot has not been received. (see FWAB, pg. 2)

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Ombudsman Service

The following numbers for Ombudsman assistance may be dialed directly from the individual countries to reach the FVAP. No cost is incurred by the caller. They should be dialed exactly as they appear here, without affixing prefixes or international calls.

If you cannot resolve your concern locally, it's good to know the FVAP is just a phone call away!

Toll-free in the U.S. 1-800-438-8683
Antigua 1-800-326-0220

 Australia 0014-800-128509
Bahamas 180-995-09-20
Bahrain 800-621
Barbados 800-534-2104
Belgium 078-111-455
Bermuda 800-623-0077
Brazil 000-800-926-5585

Canada 800-995-0920
Chile 00-020-3071
Colombia 980-12-0896
Costa Rica 001-800-892-5446
Denmark 800-10-169
Dominican Rep. 800-751-7131
Finland 9800-156-284
France 059-00-156
Germany 013-081-9277
Greece 008-001-22-586
Hong Kong 800-6984
Hungary 00-800-11-158
Ireland 1-800-557-083
Israel 177-102-4012
Italy 1-678-72-444
Indonesia 00-800-1-923-3685
Japan 0031-11-2429
Liechtenstein 1-155-4514
Luxembourg 0-800-2499
Malaysia 800-2170
Mexico 95-800-010-1438
Monaco 0-59-00-156
Netherlands 06-022-2499
Neth. Antilles 001-800-753-0767
New Zealand 0-800-44-0799
Norway 800-12093
Panama 0083-28027-4197
Philippines 1-800-116-0009
Portugal 0501-8-13-035
San Marino 1-678-72-444
Singapore 800-1300-210
South Korea 0078-14-800-0203
Spain 900-93-1108
Sweden 020-793-503
Switzerland 155-4514
Taiwan 0080-10-3153
Thailand 001-800-1-1-923-6685
Trinidad & Tobago 1-800-934-7340
United Kingdom 0-800-895-7403
Uruguay 000-411-923-7985
Vatican City 1678-72-4444

(FWAB, from pg. 1)

Why does the '95 version of the FWAB have an *Addendum* portion?

The revised 1995 FWAB ballot portion includes an *Addendum* because some states now allow the FWAB to be used by military and overseas civilian voters in elections other than the general election, or for offices other than federal offices. Since its adoption in 1988, Iowa, Montana, Tennessee, Virginia and West Virginia have expanded its use. Established state-by-state guidelines for use of the FWAB are outlined in Chapter 3 of the 1996/97 *Voting Assistance Guide (VAG)*.

Also, states, on an *ad hoc* basis, may allow expanded use of the FWAB when unique circumstances exist that may require use of this ballot to help ensure a person may vote. Should a state expand the use of the FWAB, VAOs and eligible citizens will be notified by the Federal Voting Assistance Program (FVAP) through voting news releases, electronic voting messages and the Voting Information Center (VIC). The DoD VIC may be accessed by calling Commercial (703) 693-6500 or DSN 223-6500.

Where can a voter obtain a FWAB?

The FWAB is available through normal military and Department of State distribution channels. Information on how to obtain the FWAB, and other materials, may be obtained from Service Voting Action Officers (SVAOs) in the Armed Forces and through the Department of State VAO. Organizations of overseas citizens not affiliated with the Federal government and overseas corporations that employ U.S. citizens also maintain a stock of the FWAB. Overseas citizens may also obtain their stock of the FWAB by contacting the FVAP directly. All contact numbers can be found on the bottom of pages 2 and 3.

Should a voter also vote the regular ballot?

Citizens using the FWAB should always vote the regular ballot from the state regardless of when the citizen receives it, because there are cases where the Federal Voting Assistance Program may take legal action with a state and require late counting of ballots from overseas citizens. Of course, local election officials (LEOs) will count only one ballot per voter, whichever meets the state deadline for receipt of ballots. If both ballots arrive by the state deadline, LEOs will discard the FWAB and count the regular ballot only.

Voting Assistance Officers (VAOs)


"To Do" this Month


- [] Ensure adequate quantities of the FWAB (SF 186) one for each voter you assist. Submit your order now through your normal distribution channels to allow for sufficient delivery time.
- [] If you are overseas, plan for Overseas Citizens Voters Week (June 30 to July 6). Ensure the support of the U.S. Ambassador/Embassy staff, local U.S. corporations, and other U.S. citizen groups personnel in your voter outreach efforts.
- [] Request a copy of the VAO Training tape if you were unable to attend any of the on-site workshops or video teleconferences sponsored by the FVAP. Copies of Public Service Announcements (PSAs) for the 1996 *Get-Out-The-Vote* Campaign are also available, through normal distribution channels.


Federal Voting Assistance Program


Voting Information News provides information for voters and Voting Assistance Officers and is published monthly by the staff of the Federal Voting Assistance Program.


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Computer Specialist: James Phillips
OJE Liaison: USAF CMSgt. Ben McEachin
Executive Assistant: Marilyn Reck
Executive Assistant: Debra Lufkin
Administrative Assistant: Cheri Thurston
College Interns: Rebecca Martin, David Reiter

 Write to:
Federal Voting Assistance Program
Rm. 1B457, The Pentagon
Washington, D.C. 20301-1155

 Phone (703) 695-0663
(800) 438-8683
DSN 225-0663

 Voting Information Center
(703) 693-6500
DSN 223-6500

 Fax (703) 693-5507
DSN 223-5507

 E-mail fvap@fvo.osd.mil

Submit your FPCA at least 60 days before the election

Primary Calendar: June to September

A total of four Presidential and 39 State primaries remain between June and the general election on November 5, 1996. Primaries are used by the parties to nominate the candidates that will appear on the ballot in the November 5 general election. It is important to participate in the entire process. For example, in Louisiana, if any candidate receives more than 50% of the vote, that candidate is declared the winner and that office is not voted upon in the general election. Those who participate in the primaries ultimately decide who will take the oath of office in January.

Always consult the 1996-97 *Voting Assistance Guide* when requesting registration and/or a ballot for primary elections. Laws relating to the conduct of elections vary from state to state and the *Guide* is your best reference for insuring proper processing of your request. For instance, in most states you must declare your party affiliation in order to receive a ballot for the primary election while in others, party affiliation is secret. Check the *Guide* for details!

Presidential Primary Calendar	
State	Date
AL	JUN 4
MT	JUN 4
NJ	JUN 4
NM	JUN 4

State Primary Calendar	
State	Date
AL	JUN 4
AK	AUG 27
AZ	SEP 10
CO	AUG 13
CT	SEP 10
DE	SEP 7
DC	SEP 10
FL	SEP 3
GA	JUL 16
GU	SEP 7
HI	SEP 21
IA	JUN 4
KS	AUG 6
LA	SEP 21
ME	JUN 11
MA	SEP 17
MI	AUG 6
MN	SEP 10
MO	AUG 6
MT	JUN 4
NV	SEP 3

State Primary Calendar	
State	Date
NH	SEP 10
NJ	JUN 4
NM	JUN 4
NY	SEP 10
ND	JUN 11
OK	AUG 27
PA	APR 23
RI	SEP 10
SC	JUN 11
SD	JUN 4
TN	AUG 1
UT	JUN 25
VT	SEP 10
VI	SEP 10
VA	JUN 11
WA	SEP 17
WI	SEP 10
WY	AUG 20

State Department: Office of American Citizens Services

Voting Action Officer: Ms. Ruth Boettcher tel: (202) 647-9100 (FTS) 8-647-9100, fax: (202) 647-6201

Service Voting Action Officers

Dept. of the Army: Mr. Tom Feazell tel:(703) 325-4530 (DSN) 221-4530, fax: (703) 325-4532, fax DSN: 221-4532

Dept. of the Navy: Ms. Thelma Jones tel:(703) 614-3248, (DSN) 224-3248, fax: (703) 693-6471

Dept. of the Air Force: Mr. John Lowrance tel:(210) 652-4369 (DSN) 487-4369, fax: (210) 652-5982, fax DSN: 487-5982

Marine Corps GySgt Elijah Kinton tel:(703) 696-2026 (DSN) 426-2026, fax: (703) 696-2068, fax DSN: 426-2068
ELMS [GMHP03:HQIHQMC]; Internet:kinton_jre@mqg-smtp3.usmc.mil; E-mail kinton@mhp@hqmc

U.S. Coast Guard: CDR John Murray tel:(202) 267-2248 or PO Adonis Belt (202) 267-2239, fax: (202) 267-4600

Please share this copy of VIN with others.

'96 Tentative On-Site Workshops

The following is a tentative list of remaining On-Site Workshops for Voting Assistance Officers at Embassies/Consulates and military installations worldwide. The workshops are geared at familiarizing

VAOs with their duties and resources as VAOs. Questions about these workshops which cannot be answered locally should be addressed to the FVAP (see numbers on page 2).

<u>Date & Time</u>	<u>Location</u>
JUN 18	US Emb- Toronto, Canada & US citizen organizations
JUN 21	US Con- Montreal, Canada
JUN 30-JUL 6	Overseas Citizens Voters Week
JUL 1- 5	US Embs- Paris & London & US citizen organizations
JUL 19-24	US Mission- Geneva & US citizen orgs. in Lugano
JUL 25&26	US Emb- Prague (Czech Rep.) & US Emb- Budapest & US citizen organizations
AUG 25-31	Armed Forces Voters Week Registration Drives

June 30 to July 6, 1996

Reminder: Overseas Citizens Voters Week!

In the May issue of *Voting Information News (VIN)* we featured suggested guidelines for a successful Overseas Citizens Voters Week (OCVW). Remember: the objective of OCVW is to create awareness and motivation to participate in the November 5 general election. During this week, Voting Assistance Officers (VAOs) at Embassies/Consulates and overseas citizen organizations and corporations should make a concerted effort to promote worldwide participation in the electoral process by U.S. citizens. Activities during this week should emphasize the importance of requesting registration and a ballot in sufficient time to receive, vote and return the ballot in time to meet the state deadline for receipt of ballots for the November 5 general election. Participation in the remaining Fall primaries should be encouraged as well (see *Calendars* on pages 3).

For further details, consult the May issue of *VIN* or contact the FVAP on the numbers on page 2 of this newsletter.

Video training for VAOs**Training Tape Now Available**

If you were unable to attend any of the on-site workshops or the video teleconferences this year, the 1996 Voting Assistance Officer (VAO) Orientation training video tape is currently available through military and Department of State distribution channels. There are two versions of the tape: one directed to VAOs in the Armed Forces and the other version directed at civilian Voting Assistance Officers in U.S. Embassies/Consulates, organizations of overseas civilian citizens and overseas corporations that employ U.S. citizens. It addresses many specific questions that may arise in performing VAO responsibilities.

The tape addresses item-by-item completion of the Federal Post Card Application (FPCA) and

provides an overview of the top ten resources available from the Federal Voting Assistance Program (FVAP) to assist VAOs. It also explains the DoD Voting Information Center and the Electronic Transmission Service for transmitting (faxing) of election materials. Contact information on the Service and Department of State Voting Action Officers is also provided.

Distribution of the training tape has been made to military installations, Embassies and Consulates worldwide, overseas civilian organizations and overseas corporations that employ U.S. citizens. If you have any questions regarding receipt of the tape contact your Service Voting Action Officer (see pg. 3 for a list of telephone numbers).

**YOUR VOTE
IS THE ONE THAT MATTERS** 

Federal Voting Assistance Program
Washington, D.C. 20301-1155



U.S. Postage Paid
39 USC 3406

Par Avion

OFFICIAL VOTING INFORMATION MATERIAL-FIRST-CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIIS-DMM 137.3


MAX
Height 6 1/8 inches
Length 11 1/2 inches

MIN
Height 3 1/2 inches
Length 5 1/2 inches
(Use red ink
Pantone 194U) or darker

BALLOT TRANSMISSION ENVELOPE

(Sample)

Name and complete address



U.S. Postage Paid
39 USC 3406

PAR AVION

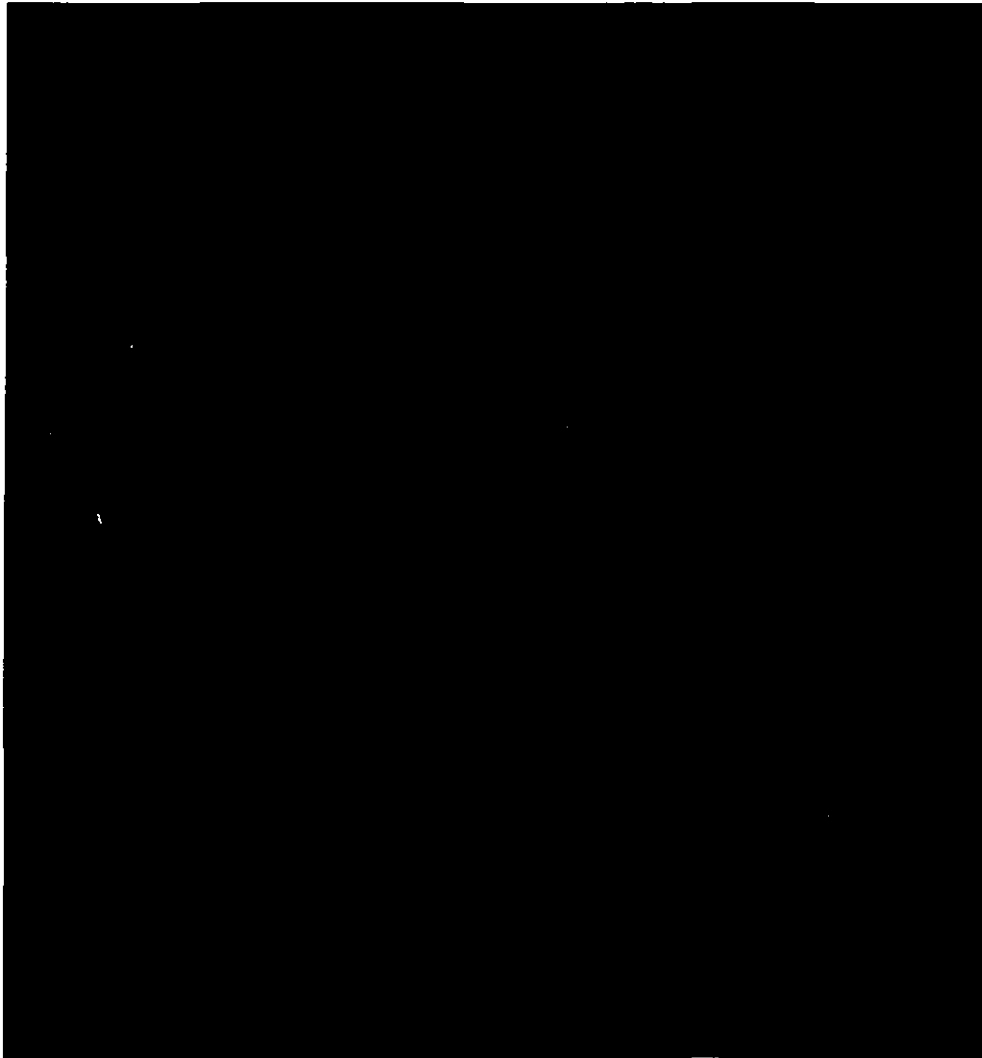
OFFICIAL ABSENTEE BALLOTING MATERIAL—FIRST CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAILS-DMM E080

TO:

• •

• •



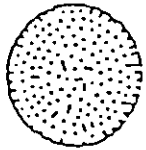
Priority Red

In lieu of Priority Red, you may use PANTONE® 194U, the standard for which is as shown in the current edition of the PANTONE COLOR FORMULA GUIDE 1000

The color shown here is not intended to match the PANTONE Color Standard

***PANTONE® is a registered trademark of Pantone, Inc.**

CLASSIFICATION SYMBOLS FOR REGISTERED VOTERS



Full ballot, Federal, State, and local registered on 3 part form, no restrictions.



Full ballot, registered on 3 part form, same address, restriction requires an affidavit, 2 forms of identification. An inactive voter within two year (94-96) time period.



Federal ballot only, President and Vice President, U.S. Senate and U.S. House of Representatives, restriction resides at different address, registered on 3 part form. Inactive voter for three years (93-96) eligible to vote in two Federal general elections.



Federal ballot only, registered on 1 part form.



Federal ballot only, registered by mail restriction, requires first time in-person absentee voting, or first time in-person voting.



Voter is in need of assistance.



Voter is unable to sign name



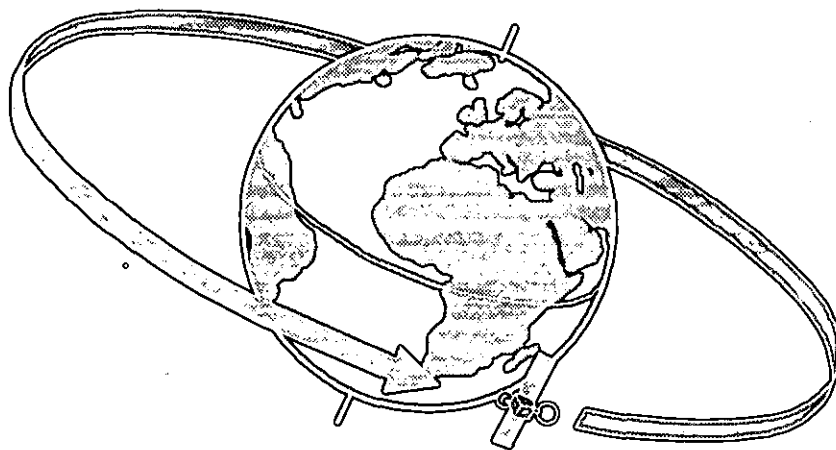
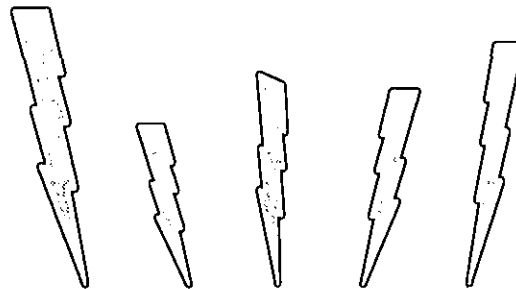
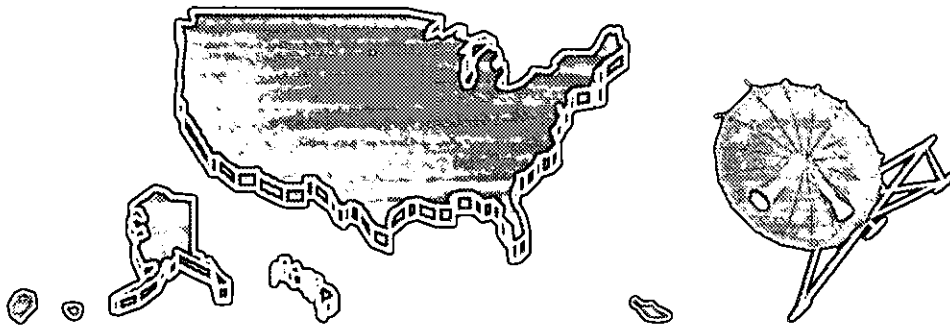
Split representative and/or county board districts.

**NEW
DOCUMENT**



Electronic Transmission of Election Materials

Manual for Local Election Officials



Federal Voting Assistance Program

We wish to acknowledge the advice and assistance received from Secretaries of State, Directors of Elections, their staffs, and the local election officials.

Questions or comments concerning any aspect of this manual may be directed to:

Director
Federal Voting Assistance Program
Office of the Secretary of Defense, Pentagon, Room 1B457
Washington, DC 20301-1155
Telephone: 1-800-438-8683 or 703-695-0663
Fax: 703-693-5507
E-Mail Address fvap@fvo.osd.mil

The Federal Voting Assistance Program

Electronic Transmission of Election Materials

Manual for Local Election Officials

**This Manual has been prepared by
The Federal Voting Assistance Program
Office of the Secretary of Defense
Washington, DC**

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Electronic Transmission of Election Materials

A. THE FEDERAL VOTING ASSISTANCE PROGRAM ELECTRONIC TRANSMISSION SERVICE

This service enables local election officials to transmit to, and receive election materials from, military and overseas voters through the electronic transmission system provided by the Federal Voting Assistance Program (FVAP). Local election officials may use the service at no cost in order to serve military personnel & U.S. Citizens overseas covered by the *Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)*.

B. WHEN TO USE THIS ALTERNATIVE

A local election official or the voter should use this service any time he/she believes the regular absentee ballot cannot be received, voted and returned by mail in time to be counted, providing the materials sent or received are not prohibited by State law. Some State or local procedures require the regular absentee ballot be sent by mail as a backup measure, and many State and local laws do not permit the return of voted ballots to election officials by fax. It is important that the local election officials understand the policy in their State. If local election officials are not certain whether their State law allows the use of this service for a particular item, they should refer to their State's section in Chapter Three of the *Voting Assistance Guide*, contact the Federal Voting Assistance Program or their State Election Office.

Using this fax alternative, local election officials may, depending on State and local policy:

- | | |
|----------|--|
| Receive: | <ul style="list-style-type: none"> • A general information request • Federal Post Card Application (FPCA) / registration and ballot request • State Registration materials • A voted ballot |
| Send: | <ul style="list-style-type: none"> • Request for additional information to enable voter to vote (i.e., an incomplete FPCA is received) • Responses to voter request for information • Other election materials necessary for the voting process • Blank ballots to the voter |

C. HOW IT WORKS

Election officials send election materials to military and overseas voters via the FVAP electronic transmission service's toll-free number. This system transmits the materials directly to the voter. Military and overseas voters may use the same number to send election materials to their local election official. The FVAP service transmits materials in a read-only mode just as they are received, regardless of completion, legibility or accuracy.

How to Fax Election Materials

A. HOW TO FAX A BALLOT

When faxing an absentee ballot, the following materials should be sent in the order listed. Instructions for preparing these materials are provided in this chapter.

- ① Official Election Materials Electronic Transmission (Cover) Sheet
- ② Voting Instructions to the Voter
- ③ Ballot Pages

Numbers to use when sending a Fax:

703-693-5527
1-800-368-8683
DSN 223-5527

DO NOT USE ANY OTHER FAX NUMBER(S) INDICATED BY THE VOTER.

The use of these numbers protects the security of the materials transmitted and provides an audit trail for all documents. If a fax transmission is interrupted before completion, the entire package should be resent.

Number to call for technical assistance:

800-966-8683

Number to call with questions concerning policy for use of the system:

800-438-8683
703-695-0663
DSN 225-0663

The Federal Voting Assistance Program
Office of the Secretary of Defense
The Pentagon, Room 1B457
Washington, DC 20301-1155

Fax Number 703-693-5507
E-Mail Address [fvap@fvo.osd.mil]

① Preparing the Official Election Materials Electronic Transmission (Cover) Sheet for Ballots

The Official Election Materials - Electronic Transmission Sheet is always the first item in a packet and serves as the cover sheet. Appendix C of this manual is the Official Transmission Sheet. It should be reproduced as needed for transmissions.

When a ballot is faxed, the Transmission Sheet must be completed as follows:

- a. Complete the “To” and “From” sections legibly and as completely as possible. Check “Ballot” in the contents area.
- b. Show the voter’s fax number and full address and Social Security Number, in the “To” section. If the fax number is not available, the voter’s full address and Social Security Number must be shown for the ballot to be properly routed.
- c. Be sure to include the number of pages being transmitted so the receiver will know when the transmission is complete.
- d. Type or print in dark ink all information so it is fully legible and easy to read.

② Preparing Voting Instructions to the Voter

The second item in a faxed absentee ballot packet are the instructions for voting the absentee ballot. It is important that the instructions are concise and clear so that the procedures will be followed correctly and the voting will go smoothly. A sample page format for organizing the instructions is provided on page 7 of this chapter. The format provides space for the instructions to include:

- How to vote the ballot
- How to return the ballot, where to send it, and by when it must be received
- The secrecy waiver to be signed if the ballot is returned by fax (see box on page 6)

Paper Ballots

If paper ballots are used for absentee voting they can be adapted for the fax ballot. The fax voting instructions should describe how to identify races and mark candidate and issue choices in the same way a regular in-person voter marks their ballot or a mail-in absentee voter marks the absentee ballot. Previously prepared ballot marking directions for mail-in absentee voters may be useful for this adaptation.

Mechanical Lever Machine Ballots

If the actual lever machine ballot is used for absentee voting, the races must be described for identification as well as how the absentee voters should mark the faxed ballot to indicate a vote. If other methods of voting such as paper ballots, punch card ballots, or optical scan ballots are used for absentee voting, provide fax ballots for that method of voting and include instructions for that type of ballot marking.

Optical Scan Paper Ballot

If optical scan paper ballots are used for fax ballots, the instructions must be prepared for marking the optical scan ballot which has been faxed with the ballot selections. Tell the voter how to identify the different races and how to indicate which candidate(s) and issues he or she wishes to select. The fax ballot may be marked in the same way it is marked for use with the scanning ballot counter. However, if the ballot is sent/received by fax, it cannot be counted by the ballot scanner and must be counted by hand, or used to make a replacement ballot that can be read by the scanner.

Direct Recording Electronic System Ballots

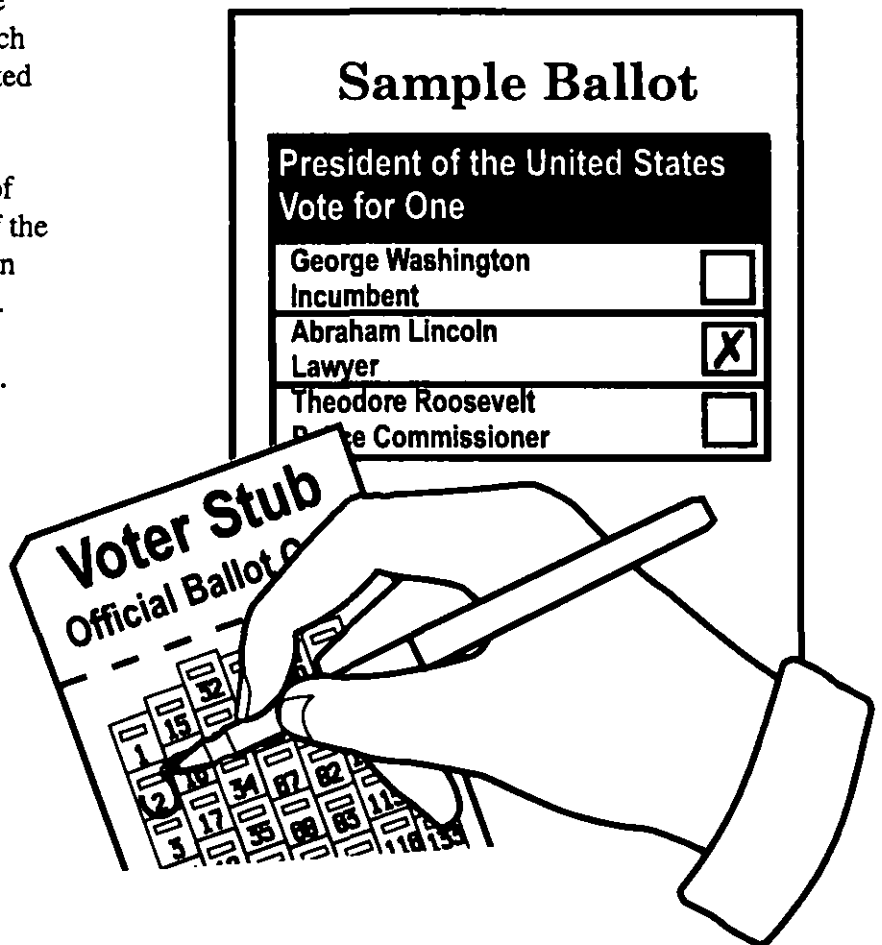
If a paper ballot is being created from a Direct Recording Electronic System ballot, instruct the voters how to identify the races and how to mark an "X", or other indicator, beside their choice for candidate or issue. If another system is being used, such as optical scan or punch card ballots for absentee voting, the instructions for voting that type of ballot should be sent.

Prescored Punch Card Ballots

If the faxed absentee ballot is adapted from a punch card with booklet, first describe how to identify a race to vote. Then clearly tell how to determine the number of votes that are valid for each race. Next describe how to mark the voted choice on the ballot. A diagram of a marked sample ballot, such as the sample illustrations shown below, may be included.

Example:

1. Make your choice from the enclosed sample ballot. Each candidate has a number listed by their name.
2. Clearly circle the number of your choice on the copy of the official ballot card as shown in the diagram on the right. Only circle the number of votes allowed for that race.



Mechanically Punched Punch Card Ballots

If the faxed absentee ballot is based on a punch card with the choices presented on a card, first instruct voters how to identify the races. Then provide the instructions to vote by marking an "X" in the square to the left (or right, depending on the ballot) of the name of the candidate(s) or the issue. To write in the name of a candidate who is not listed on the ballot instruct voters to use the blank line appearing under the list of named candidates for the office. Write the candidate's name on the line, and mark an "X" in the square by the candidate's name.

Example:

UNITED STATES SENATOR	(Vote for One)
R. Smith	<input type="checkbox"/>
J. Doe	<input type="checkbox"/>
B. Jones	<input type="checkbox"/>
	<input type="checkbox"/>



*What about
the Secrecy
Waiver?*

SECRECY WAIVER

The wording for the secrecy waiver appearing on the instruction sheet may vary from state to state. Be sure to check the wording of the secrecy waiver against the state's law or administrative instructions.

SAMPLE INSTRUCTION SHEET

Attached is your absentee ballot which is available by fax only to military personnel and overseas citizens.

HOW TO VOTE YOUR BALLOT

(Insert instructions for your type of ballot in this part of the instruction form)
Follow the above procedure for each candidate for whom you wish to vote.
Vote for only one candidate in each office.
DO NOT mark the ballot except as instructed: such marks may void the entire ballot.

HOW TO RETURN YOUR BALLOT

To be counted, your ballot must be received in the office of the (your locality name) Board of Elections before (time) on (date).

Fax only to one of these numbers: 1-800-368-8683, 703-695-0663, or DSN 223-5527

Your ballot must be mailed as well as faxed. If both arrive in time for the election, only the mailed ballot will be counted.

Voters may obtain the security envelope and ballot transmittal envelope from the Federal Write-In Absentee Ballot (SF-186), which are available from your Voting Action Officer (VAO) at military installations, embassies, or consulates. Detach the envelope from the rest of the form and place the voted ballot in the security envelope and immediately mail it back to this election office.

If a Federal Write-In Absentee Ballot is not available, use two (2) plain envelopes and mark one as the "security envelope". Place your faxed ballot in the security envelope, and seal. Place this envelope inside the second envelope. Print your residence address, sign your name and date the envelope across the sealed envelope flap. Address the envelope to:

Your Locality name

Your Locality address

(The following section is not to be included in the instructions if a voted ballot is not allowed to be returned by fax.)

The following statement MUST be signed if returning a ballot by fax (see box on page 6):

"I hereby voluntarily waive my right to a secret ballot if necessary to have my vote counted."

Signed _____ Date _____

Return this sheet signed and dated with your ballot.

SAMPLE INSTRUCTION SHEET

③ Preparing Ballot Pages

Before a ballot can be faxed, it must be prepared properly for fax transmission. This section provides instructions for preparing each different ballot type for fax transmission. In jurisdictions where it is applicable and allowed, replacement ballots can be made by the Board of Elections from the faxed ballot. These ballots can then be counted in the same manner as regular absentee ballots.

Paper Ballots

Follow the steps listed below to prepare paper ballots for fax transmission:

1. Make a photocopy of the original ballot and use the copy to cut and paste.
2. Cut and paste the ballot if necessary so it fits on one or more 8 ½" by 11" pieces of paper leaving a one inch margin on all sides.
3. If the paper ballot is smaller than 8 ½" by 11", copy it onto 8 ½" by 11" paper leaving a one inch margin on all sides. This will ensure a smooth feed through the fax machine reader mechanism.
4. If the ballot is a long or an otherwise oversized ballot and/or it is printed on both sides of the paper, make a copy of each ballot page and cut and paste the ballot onto one or more 8 ½" by 11" sheets of paper leaving a one inch margin on all sides.
5. Do not change the order of the races or split a race among two or more pieces of paper.
6. If the ballot is two-sided and is 8 ½" by 11", do not try to fax the actual ballot. It will not be possible to turn the ballot over and fax the second side before the fax machine ends the transmission. Make a copy of the second side so it can be transmitted in sequence.

Example Ballot (shown reduced):

<p>OFFICIAL BALLOT FOR THE GENERAL ELECTION NOVEMBER 5, 1998</p> <p>INSTRUCTIONS TO THE VOTER To vote mark an "X" in the box next to the candidate of your choice.</p> <p><u>For Governor (Vote for One)</u></p> <p><input type="checkbox"/> William A. (Bill) Allain <input type="checkbox"/> Billy M. Davis <input type="checkbox"/> Evelyn Candy <input type="checkbox"/> Lonnie C. Johnson <input type="checkbox"/> Mike P. Sturdivant <input type="checkbox"/> _____</p> <p><u>For United States Senator (Vote for one)</u></p> <p><input type="checkbox"/> Troy Majure, Jr. <input type="checkbox"/> Jim Buck Ross <input type="checkbox"/> Vivian J.D. Tillman <input type="checkbox"/> _____</p> <p><u>For United States House of Representatives, District One (Vote for One)</u></p> <p><input type="checkbox"/> Elizabeth Verterano <input type="checkbox"/> Nick DeRosa <input type="checkbox"/> Thomas P. Costa <input type="checkbox"/> Eugene DeCarpo <input type="checkbox"/> _____</p>

Mechanical Lever Machine Ballots

- Systems in this category include:
- **AVM**
 - **Shoup Mechanical Lever Machine**

Refer to the ballot preparation section for the system normally used for absentee voting. If paper ballots are used, refer to the section on paper ballots. If optical scan is used, refer to the section on optical scan. For punch cards, refer to the section for the type of punch card used.

Optical Scan Paper Ballots

- Systems in this category include:
 - **AIS**
 - **Accu-Vote ES-2000**
 - **BRC Optech**
 - **Airmac**
 - **EPI**

Follow the steps listed below to prepare optical scan paper ballots for fax transmission:

1. Make a photocopy of the original ballot and use the copy to cut and paste.
2. If necessary, cut and paste the ballot so it fits on one or more 8 ½" by 11" pieces of paper leaving a one inch margin on all sides.
3. If the paper ballot is smaller than 8 ½" by 11", copy it onto 8 ½" by 11" paper leaving a one inch margin on all sides. This will ensure a smooth feed through the fax machine reader mechanism.
4. If the ballot is a long or otherwise oversized ballot and/or it is printed on both sides of the paper, make a copy of each ballot page and cut and paste the ballot onto one or more 8 ½" by 11" sheets of paper leaving a one inch margin on all sides.
5. Do not change the order of the races. Do not split a race among two or more pieces of paper. For ballots with two or more columns, a column may be placed on a separate page as shown in the example below.
6. If the ballot is two-sided and is 8 ½" by 11", do not try to fax the actual ballot. It will not be possible to turn the ballot over and fax the second side before the fax machine ends the transmission. Make a copy of the second side of the ballot so it can be transmitted in sequence.

See example on following pages:

Example of Optical Scan Paper Ballot
 Original Ballot (larger than 8 1/2 x 11 inches)

OFFICIAL GENERAL ELECTION BALLOT		General Election Held Tuesday, November 2, 1993	
A	B	C	
STATE OF KENTUCKY	HENRY COUNTY	KY-052	
Instructions to Voters		Property Valuation Administrator (Vote for One)	Constable 1st Magisterial District (Vote for One)
1. TO VOTE YOU MUST BLACKEN THE OVAL (●) COMPLETELY. To write in a name, you must blacken the oval (●) to the left of the line provided, and write the name in the space provided for that purpose. 2. USE ONLY THE PENCIL PROVIDED. 3. DO NOT CROSS OUT. If you change your mind, exchange your ballot for a new one. 4. STRAIGHT PARTY VOTING. To vote for every candidate of one party, blacken the oval (●) to the left of the party name.		<input type="radio"/> Rhonda MOORE Write-in: _____	<input type="radio"/> _____ Write-in: _____
SYMBOLS & EMBLEMS		County Judge/Executive (Vote for One)	
<input type="radio"/> Democratic Party Candidate <input type="radio"/> Nonpartisan Judicial Candidate <input type="radio"/> Nonpartisan School Candidate	<input type="radio"/> Tommy BRYANT Write-in: _____		
NONPARTISAN JUDICIAL BALLOT		County Attorney (Vote for One)	
	<input type="radio"/> William F. IVERS JR. Write-in: _____		
District Judge 12th Judicial District — 1st Division (Vote for One)	<input type="radio"/> Rhonda M. CARPENTER Write-in: _____	County Clerk (Vote for One)	
<input type="radio"/> Julia L. FIELDS Write-in: _____			
District Judge 12th Judicial District — 2nd Division (Vote for One)	<input type="radio"/> Ray POWELL Write-in: _____	Sheriff (Vote for One)	
<input type="radio"/> Paul Weil ROSENBLUM Write-in: _____			
COUNTY OFFICES		Jailer (Vote for One)	
<input type="radio"/> Nell STIVERS Write-in: _____			
STRAIGHT PARTY VOTING		Coroner (Vote for One)	NONPARTISAN "SCHOOL CANDIDATES"
<input type="radio"/> DEMOCRATIC PARTY	<input type="radio"/> James POLLARD Write-in: _____		Member Board of Education Emergence Independent School District (Unexpired Term) (Vote for One)
Commonwealth's Attorney 12th Judicial Circuit (Vote for One)		County Surveyor (Vote for One)	<input type="radio"/> Eleanor BRAMMELL Write-in: _____
<input type="radio"/> William P. CROLEY Write-in: _____			
Circuit Clerk (Vote for One)	<input type="radio"/> Leland PAYTON Write-in: _____	Magistrate 1st Magisterial District (Vote for One)	
		<input type="radio"/> Wayne GUNNELL Write-in: _____	
EAST EMINENCE	A101	001:1 001	

Example (cut and pasted on 8 1/2 x 11 inch paper)

The diagram illustrates two ballot layouts on an 8 1/2 x 11 inch sheet of paper. The top layout is a 'STRAIGHT PARTY VOTING' ballot for Henry County, and the bottom layout is a 'NONPARTISAN JUDICIAL BALLOT' for the same county. Dimensions are indicated by arrows: 8 1/2" width and 11" height for the overall sheet, and 1" margins for the ballot content.

STRAIGHT PARTY VOTING BALLOT (Henry County):

- STATE OF KENTUCKY**
- INSTRUCTIONS TO VOTERS**
 - TO VOTE YOU MUST BLACKEN THE OVAL () COMPLETELY. To write in a name, you must blacken the oval () to the left of the line provided and enter the name in the space provided for that purpose.
 - USE ONLY THE PENCIL PROVIDED.
 - DO NOT CROSS OUT. If you change your mind, exchange your ballot for a new one.
 - STRAIGHT PARTY VOTING: To vote for every candidate of one party, blacken the oval () to the left of the party name.
- SYMBOLS & EMBLEMS**
 - Democratic Party Candidate
 - Republican Judicial Candidate
 - Republican Ballot Candidate
- NONPARTISAN JUDICIAL BALLOT**
 - District Judge** 12th Judicial District - 1st Division (Vote for One)
 - Julie L. FITZGERALD
 - District Judge** 12th Judicial District - 2nd Division (Vote for One)
 - Paul W. BICKENBELL
- COUNTY OFFICES**
 - STRAIGHT PARTY VOTING**
 - DEMOCRATIC PARTY
 - Commonwealth's Attorney** (Vote for One)
 - William F. CRONLEY
 - Circuit Clerk** (Vote for One)
 - Leland PAYTON
 - EAST EMLENCE
 - HENRY COUNTY**
 - Property Valuation Administrator** (Vote for One)
 - Kristin MARRIS
 - County Judge/Executive** (Vote for One)
 - Thomas BRYANT
 - County Attorney** (Vote for One)
 - William F. FRANKEL
 - County Clerk** (Vote for One)
 - Rhonda M. CAMPBELL
 - Sheriff** (Vote for One)
 - Ron POWELL
 - Jailer** (Vote for One)
 - T. BENTLEY

NONPARTISAN JUDICIAL BALLOT:

- Coroner** (Vote for One)
 - James POLLARD
- County Surveyor** (Vote for One)
 -
- Magistrate** 1st Magisterial District (Vote for One)
 - Wayne GUNNELL
- Constable** 1st Magisterial District (Vote for One)
 -
- NONPARTISAN "SCHOOL CANDIDATES"**
 - Member Board of Education** Eminence Independent School District (Unexpired Term) (Vote for One)
 - Eleanor BRAMMELL

Direct Recording Electronic (DRE) Systems

Systems in this category include:

- **Shouptronic**
- **MicroVote**
- **Sequoia Pacific**

If another method of voting for absentee voters is normally used, refer to the ballot preparation instructions for that system. If paper ballots are used, refer to the section on paper ballots. If optical scan ballots are used, refer to the section on optical scan. If punch cards for absentee voting are used, refer to the section on punch card ballots for the type of punch card used.

Otherwise, a paper ballot can be made from the DRE ballots. Follow the steps listed below to prepare paper ballots for fax transmission from DRE ballots:

1. Make a photocopy of the original ballot and use the copy to cut and paste.
2. If necessary, cut and paste the ballot so it fits on one or more 8 1/2" by 11" pieces of paper leaving a one inch margin on all sides.
3. If the paper ballot is smaller than 8 1/2" by 11", copy it onto 8 1/2" by 11" paper leaving a one inch margin on all sides. This will ensure a smooth feed through the fax machine reader mechanism.
4. If the ballot is a long or otherwise oversized ballot and/or it is printed on both sides on the paper, make a copy of each ballot page and cut and paste the ballot onto one or more 8 1/2" by 11" sheets of paper leaving a one inch margin on all sides.
5. Do not change the order of the races or split a race among two or more pieces of paper.
6. A place must be provided for the voter to indicate his/her choice. Place a box or blank beside each voting position, and instruct the voter on how to indicate his/her choice. In the example below, boxes have been added to the original ballot. The voter will indicate a vote by placing an "X" in the box beside the candidate of his/her choice. If the ballot includes write-ins, a line should also be added for write-ins to the original ballot.

See example on following pages:

Example of Direct Recording Electronic (DRE) System

Original Ballot (larger than 8 1/2 x 11 inches)

Straight Party REPUBLICAN	Button PARTY
Straight Party DEMOCRATIC	Button PARTY
Straight Party AMERICAN	Button PARTY
Straight Party INDEPENDANT	Button PARTY

PRESIDENTIAL ELECTORS	
Vote For One	
6	George R. JONES Republican Party
	Thomas L. ALLEN
7	William I. JOHNSON Democratic Party
	Robert C. SCOTT
8	Sharon SAUNDERS American Party
	Jeremy F. GALLAGER
9	Gina Maria OLAF Independent Party
	Barbara A. HULLETT

GOVERNOR AND LIEUTENANT GOVERNOR	
Vote For One	
11	Harold K. BOND Republican Party
	Marcus S. BAKER
12	Rodger M. LUCEY Democratic Party
	John J. YORK
13	Frank L. IRWIN American Party
	Michael L. WAKE

UNITED STATES SENATOR	
Vote For One	
15	Harold K. BAKER Republican Party
16	Frank L. BOND Democratic Party
17	Honore BRUBAKER American Party
18	George B. BROWNING Independent Party
19	WRITE-IN

ATTORNEY GENERAL	
Vote For One	
21	Amity VILLAREAL Republican Party
22	Raymond F. BOURBON Democratic Party
23	Newton G. GARFIELD American Party
24	Gina Maria BROWNING Independent Party
25	WRITE-IN

SUPERINTENDANT OF PUBLIC INSTRUCTION	
Vote For One	
27	Robert F. YORKING Republican Party
28	James C. O'HARA Democratic Party
29	Betty J. SHEILDS American Party
30	Jason R. KANTOR Independent Party

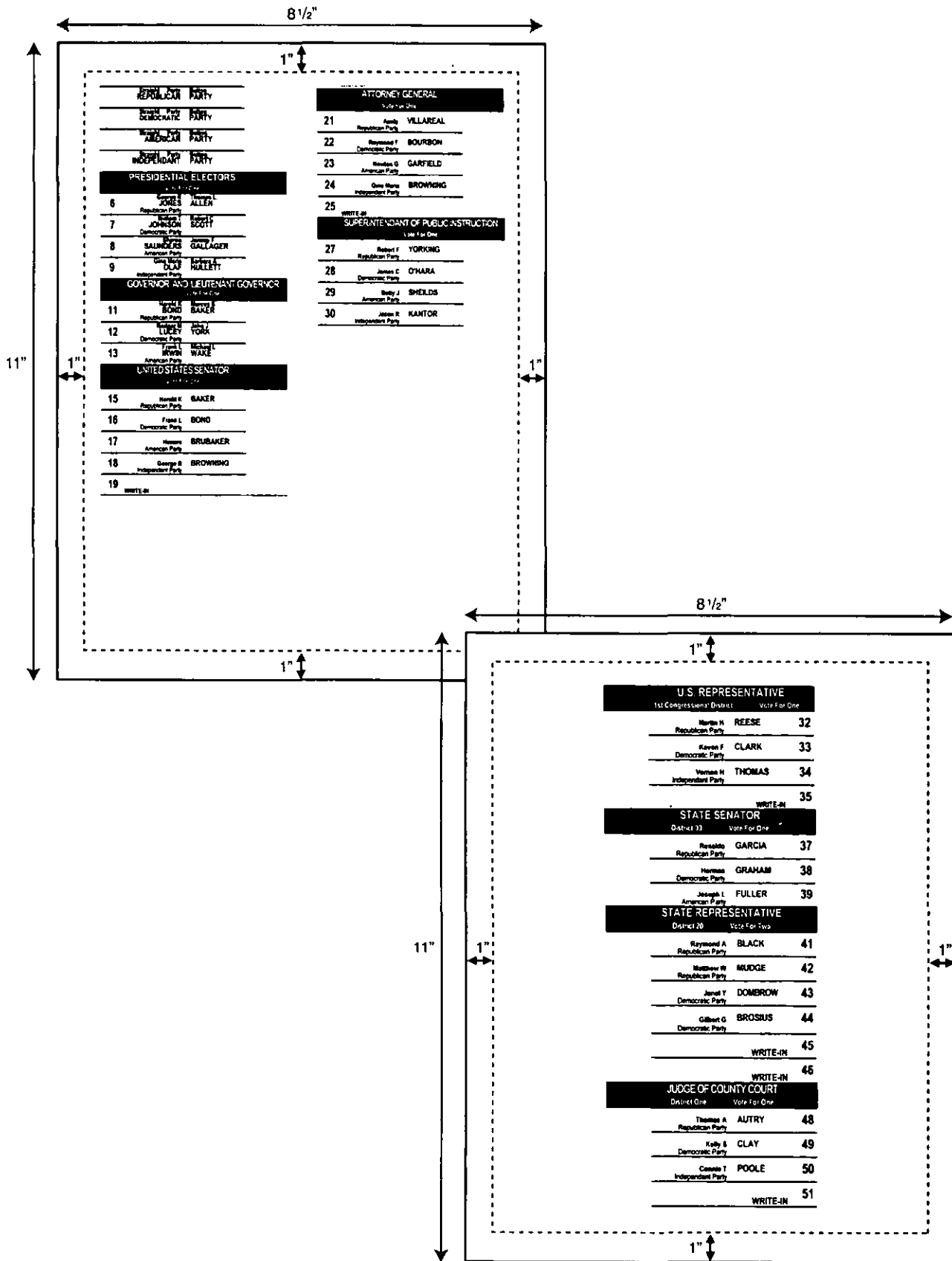
U.S. REPRESENTATIVE	
1st Congressional District	
Vote For One	
	Martin H. REESE Republican Party
	32
	Kevin F. CLARK Democratic Party
	33
	Vernon H. THOMAS Independent Party
	34
	WRITE-IN
	35

STATE SENATOR	
District 33	
Vote For One	
	Renaldo GARCIA Republican Party
	37
	Herman GRAHAM Democratic Party
	38
	Joseph L. FULLER American Party
	39

STATE REPRESENTATIVE	
District 20	
Vote For Two	
	Raymond A. BLACK Republican Party
	41
	Matthew W. MUDGE Republican Party
	42
	Janet Y. DOMBROW Democratic Party
	43
	Gilbert G. BROSIUS Democratic Party
	44
	WRITE-IN
	45
	WRITE-IN
	46


JUDGE OF COUNTY COURT	
District One	
Vote For One	
	Thomas A. AUTRY Republican Party
	48
	Kelly S. CLAY Democratic Party
	49
	Cornie T. POOLE Independent Party
	50
	WRITE-IN
	51

Example (Ballot cut and placed on 8 1/2 x 11 inch paper)



Example of Mechanically Punched Punch Card Ballot

Stub No. 2


B

OFFICIAL BALLOT

GENERAL ELECTION MANATEE COUNTY, FLORIDA NOVEMBER 6, 1990

(DETACH THIS STUB AFTER VOTING)

MANATEE CO. GENERAL ELECTION 11/6/90

NONPARTISAN JUDICIAL		
Justice of the Supreme Court		
Shall JUSTICE LEANDER J. SHAW, JR. of the Supreme Court be retained in office?	YES ▶	+
	NO ▶	+
2nd District Court of Appeal		
Shall JUDGE CHRIS W. ALTENBERND of the 2nd District Court of Appeal be retained in office?	YES ▶	+
	NO ▶	+
Shall JUDGE PAUL W. DANAHY, JR. of the 2nd District Court of Appeal be retained in office?	YES ▶	+
	NO ▶	+
Shall JUDGE JAMES E. LEHAN of the 2nd District Court of Appeal be retained in office?	YES ▶	+
	NO ▶	+
Shall JUDGE JERRY R. PARKER of the 2nd District Court of Appeal be retained in office?	YES ▶	+
	NO ▶	+
Shall JUDGE DAVID F. PATTERSON of the 2nd District Court of Appeal be retained in office?	YES ▶	+
	NO ▶	+
Shall JUDGE HERBOTH S. RYDER of the 2nd District Court of Appeal be retained in office?	YES ▶	+
	NO ▶	+

VOTE BOTH SIDES

41 202
 LAR...
 burs...
 Sara T...
 Excuses con...
 ing with gen...
 unless the law...
 and it is tract...
 lunding sources are pro...
 ditions are met. Prohibi...
 certain negative fiscal conse...
 and municipalities unless er...
 vote. Examples certain categor...
 these requirements.
 YES for Approval
 NO for Rejection

Example (cut and placed on 8 1/2 x 11 inch page)

8 1/2"

1"

Stub No. 2
↑
TOP

OFFICIAL BALLOT

GENERAL ELECTION
MANATEE COUNTY, FLORIDA
NOVEMBER 6, 1990

(DETACH THIS STUB AFTER VOTING)

MANATEE CO. GENERAL ELECTION		11/6/90
NONPARTISAN JUDICIAL		
Justice of the Supreme Court		
Shall JUDGE LEANDER J. SHAW, JR. of the Supreme Court be retained in office?		
YES	▶	+
NO	▶	+
2nd District Court of Appeal		
Shall JUDGE CHRIS W. ALTENBERND of the 2nd District Court of Appeal be retained in office?		
YES	▶	+
NO	▶	+
Shall JUDGE PAUL W. DANAHY, JR. of the 2nd District Court of Appeal be retained in office?		
YES	▶	+
NO	▶	+
Shall JUDGE JAMES E. LEHAN of the 2nd District Court of Appeal be retained in office?		
YES	▶	+
NO	▶	+
Shall JUDGE JERRY R. PARKER of the 2nd District Court of Appeal be retained in office?		
YES	▶	+
NO	▶	+
Shall JUDGE DAVID F. PATTERSON of the 2nd District Court of Appeal be retained in office?		
YES	▶	+
NO	▶	+
Shall JUDGE HERBOTH S. RYDER of the 2nd District Court of Appeal be retained in office?		
YES	▶	+
NO	▶	+
41-201X VOTE BOTH SIDES B		

MANATEE CO. GENERAL ELECTION		11/6/90
PROPOSED CONSTITUTIONAL AMENDMENTS		
NO. 1 CONSTITUTIONAL AMENDMENT ARTICLE III, SECTION 3		
Regular Legislative Sessions		
Proposing an amendment to the State Constitution to require the Legislature to convene at an earlier specified date in 1991 and, in 1992 and thereafter, to convene on the first Tuesday after the first Monday in February of each odd-numbered year and on the first Tuesday after the first Monday in February, or such other date as may be fixed by law, of each even-numbered year.		
YES for Approval	▶	+
NO for Rejection	▶	+
NO. 2 CONSTITUTIONAL AMENDMENT ARTICLE I, SECTION 8		
Three-Day Waiting Period for Handgun Purchases		
Requires a mandatory period of three days, excluding weekends and legal holidays, between the purchase and delivery at retail of any handgun. Defines the terms "purchase" and "handgun" and requires the Legislature to enact legislation to provide a felony penalty for violations.		
YES for Approval	▶	+
NO for Rejection	▶	+
NO. 3 CONSTITUTIONAL AMENDMENT ARTICLE VII, SECTION 18		
Laws Affecting Local Governmental Expenditures or Ability to Raise Revenue or Receive State Tax Revenue		
Excuses counties and municipalities from complying with general laws requiring them to spend funds unless: the law fulfills an important state interest; and it is enacted by two-thirds vote, or funding or funding sources are provided, or certain other conditions are met. Prohibits general laws that have certain negative fiscal consequences for counties and municipalities unless enacted by two-thirds vote. Exempts certain categories of laws from these requirements.		
YES for Approval	▶	+
NO for Rejection	▶	+
41-202 VOTE BOTH SIDES B		

11"

1"

1"

B. HOW TO FAX OTHER ELECTION MATERIALS

When faxing election materials other than absentee ballots, the following materials must be sent in the order listed. Instructions for preparing these materials are provided on the pages shown.

- ① Official Election Material Electronic Transmission (Cover) Sheet
- ② Election materials for the voter

The materials being sent must fit on 8 ½" by 11" sheets of paper leaving a one inch margin on all sides. If they do not, the materials must be cut and pasted on a 8 ½" by 11" sheet of paper.

Numbers to use when sending a Fax: **703-693-5527**
 1-800-368-8683
 DSN 223-5527

DO NOT USE ANY OTHER FAX NUMBER(S) INDICATED BY THE VOTER.

The use of these numbers protects the security of the materials transmitted and provides an audit trail for all documents. If a fax transmission is interrupted before completion, the entire package should be resent.

Number to call for technical assistance: **800-966-8683**

Number to call with questions concerning
policy for use of the system: **800-438-8683**
 703-695-0663
 DSN 225-0663

The Federal Voting Assistance Program
Office of the Secretary of Defense
The Pentagon, Room 1B457
Washington, DC 20301-1155

Fax Number 703-693-5507
E-Mail Address [fvap@fvo.osd.mil]

① Preparing the Official Election Materials Electronic Transmission (Cover) Sheet For Other Election Materials

The Official Election Materials Electronic Transmission Sheet is always the first item in a packet and serves as the cover sheet. Appendix C of this manual is the Official Transmission Sheet. It should be reproduced as needed for transmissions.

① Preparing the Official Election Materials Electronic Transmission (Cover) Sheet for Stored Ballots

The Official Election Materials - Electronic Transmission Sheet is always the first item in a packet and serves as the cover sheet. Appendix C of this manual is the Official Transmission Sheet. It should be reproduced as needed for transmissions.

When a pre-stored ballot is faxed, the Transmission Sheet must be completed as follows:

- a. Complete the “To” and “From” sections legibly and completely. Check “Send Stored Ballot” in the contents area and indicate the ballot number of the ballot being sent. The Election Official authorizing transmission must sign the sheet if required by state law in order for a ballot to be transmitted.
- b. Show the voter's fax number and full address and Social Security Number, in the “To” section. If the fax number is not available, the voter's full address and Social Security Number must be included for the ballot to be properly routed.
- c. Be sure to include the number of pages being transmitted so the receiver will know when the transmission is complete.
- d. Type or print all information so it is fully legible and easy to read.

Handling Election Materials Received by Fax

A. HANDLING CONSIDERATIONS

Each locality should establish a **policy** regarding the handling of election materials received by fax. Each State may have established its own set of guidelines for local election officials to follow. These procedures should ensure the maximum possible privacy of the voted ballot. Likewise, the access to the facsimile machine should be as limited as possible. Preferably, it should be located in the Election Administrator's office. A log should be maintained of all fax transmissions sent and received.

Immediately upon receipt of materials by fax, the transmission should be checked to be sure it is complete and of sufficient quality to determine the voter's intent. If it is not, call for technical assistance at 1-800-966-8683. Also the applications should be checked for acceptability. If information is missing or illegible, a return message should be faxed to the sender using 1-703-693-5527 or 1-800-368-8683 as soon as possible so that corrections may be made. If additional forms are required by the State, they should be included in the return message to the voter.

Local election officials should also be familiar with the policies of their State for the handling of fax materials. For example, States may have a set of administrative rules for fax balloting that covers facsimile machine access, handling of facsimile ballots, ballot transmission, receiving ballots, ballot log, elector affirmation, ballot acceptance, transcription of ballots, election judges and ballot secrecy.

B. RECEIVING FPCAs BY FAX

As the Federal Voting Assistance Program electronic transmission system receives Federal Post Card Applications (FPCAs) and general inquiries from military and overseas voters, the materials are forwarded directly to the proper locality. If the locality does not have a fax number on record with the FVAP system, the local election official will be contacted to arrange delivery of the election materials.

Should any difficulty be experienced, or if the number of pages indicated on the cover sheet were not received, the FVAP electronic transmission system technical number should be contacted immediately at 1-800-966-8683.

C. RECEIVING VOTED BALLOTS BY FAX

Voters receiving their blank absentee ballots by fax should return the voted ballot as described in the local election official's instructions sent with the blank ballot. If State and local law allows a voted ballot to be returned by fax, the voter should be told to return the ballot to 703-693-5527, 800-368-8683 or DSN (military) 223-5527 in the instructions provided with the ballot. The use of only these numbers protects the security of the materials transmitted and provides an audit trail for all documents. If a fax transmission is interrupted before completion, the entire package should be resent. **THE LOCAL ELECTION OFFICIAL SHOULD NOT GIVE HIS/HER FAX NUMBER AS A RETURN NUMBER.** When a voted ballot is faxed as well as mailed, and the mailed absentee ballot is received in sufficient time to be counted, the faxed ballot is not to be counted.

Preparing the Transmission (Cover) Sheet

The Official Election Materials Electronic Transmission Sheet is always the first item in a packet and serves as the cover sheet. Instructions for completing it are provided below and in the diagram on the next page. Appendix C of this manual is the Official Transmission Sheet. It should be reproduced as needed for transmissions.

A. HOW TO PREPARE THE TRANSMISSION SHEET FOR A BALLOT

1. Complete the “To” and “From” sections legibly and completely. Check “Ballot” in the contents area.
2. Show the voter's fax number and full address and Social Security Number, in the “To” section. If the voter's fax number is not provided, the voter's full address and Social Security Number must be shown for the ballot to be properly routed.
3. Type or print all information so it is fully legible and easy to read.

B. HOW TO PREPARE THE TRANSMISSION SHEET FOR OTHER ELECTION MATERIALS

1. Complete the “To” and “From” sections legibly and completely. Check “Other Election Material” in the contents area, and briefly describe material being faxed in the space provided.
2. Show the voter's fax number and full address and Social Security Number, in the “To” section. If the voter's fax number is not provided, the voter's full address and Social Security Number must be shown for the ballot to be properly routed.
3. Type or print all information so it is fully legible and easy to read.

C. HOW TO PREPARE THE TRANSMISSION SHEET FOR A STORED BALLOT

1. Complete the “To” and “From” sections legibly and completely. Check “Send Stored Ballot” in the contents area and indicate the ballot number of the ballot to be sent. The Election Official authorizing transmission must sign the sheet in order for a ballot to be transmitted.
2. Show the voter's fax number and full address and Social Security Number, in the “To” section. If the voter's fax number is not provided, the voter's full address and Social Security Number must be shown for the ballot to be properly routed.
3. Type or print all information so it is fully legible and easy to read.

See example on following pages.

Official Election Materials Electronic Transmission Sheet

Sample Transmission Sheet

Official Election Materials - Electronic Transmission Sheet
 Transmittal (Cover) Sheet from the Local Election Official to the Absentee Voter

TO:

Last Name _____

First Name _____ Middle Name _____

Telephone Number _____

Fax Number _____

Social Security Number _____ Date of Birth - MM/DD/YY _____

Street Address _____

City _____ State or Country _____

Univ/Ship _____

Postal Code / APO/FPO _____

Service (Circle One): Army Navy Air Force Marine Corps Coast Guard Other _____

FROM:

City/County Board of Elections _____ State _____

Last Name of Local Election Official _____

Telephone Number _____

Fax Number _____

Street Address _____

City _____ State _____ Zip Code _____

Contents of Transmission (Check One): Ballot Stored Ballot Number _____

Other Election Materials (Specify) _____

Authorizing Signature _____ Date _____

Number of Pages being transmitted, including this one _____

Fax ONLY to _____

700 _____, 1-800-368-8683, or DSN 223-6527

Federal Voting Assistance Program Use Only - DO NOT Complete this Section

Date Received _____ Time Received _____

Date Sent _____ Time Sent _____

Transaction Number _____ Processed By _____

IF YOU HAVE A FAX NUMBER FOR THIS VOTER, ENTER IT HERE.

PROVIDE COMPLETE NAME AND ADDRESS INCLUDING ZIP CODE OR APO/FPO

IMPORTANT: IF YOU DO NOT HAVE A FAX NUMBER FOR THIS VOTER, YOU MUST PROVIDE THE VOTER'S SOCIAL SECURITY NUMBER.

ENTER BALLOT NUMBER FOR STORED BALLOTS. (EXAMPLE: DEMOCRAT 1)

AUTHORIZED SIGNATURE AND DATE OF FAX.

DO NOT FILL IN THIS SECTION.

FULLY COMPLETE YOUR INFORMATION, INCLUDING CONTACT PERSON, PHONE NUMBER, AND FAX NUMBER.

INDICATE WHETHER YOU ARE SENDING A BALLOT, STORED BALLOT, OR OTHER MATERIALS.

INDICATE THE TOTAL NUMBER OF PAGES SENT.

Stored Ballots

Stored ballots are an additional service provided by the Federal Voting Assistance Program Electronic Transmission Service. By storing the ballots (one of each ballot style) and instructions with the service, ballots can be faxed to voters by simply completing and faxing a cover sheet. This saves time which would normally be spent individually preparing and faxing ballots to voters, and is especially recommended when the ballot is several pages in length or if large quantities of ballots will be sent to voters by fax.

A. HOW TO STORE BALLOTS

To have ballots electronically stored, send by mail:

- ① One copy of each of the voter instructions for each type of ballot.
- ② One copy of each ballot being stored electronically. These ballots **MUST** be prepared in the proper format for faxing before being submitted to the FVAP electronic transmission system. (If assistance in preparing ballots is needed, please refer to Chapter 2 of this manual which describes how to prepare instructions and ballots, or call 1 (800) 966-8683 for technical assistance).
- ③ Number each ballot using a simple numbering system. Separate the ballots by party if necessary. Keep a list for referral to the ballot by number when faxing to the voter.
- ④ Include complete information including locality, address, phone, fax, and contact person should the FVAP need to contact the local election official.
- ⑤ The name(s) and title(s) of the person(s) on the staff authorized to approve transmission of stored ballots.

A typical submission for ballot storage might include:

- Cover letter giving locality information and contact person
- Voter Instruction Sheet(s)
- Republican Primary Ballots 1996-P001
- Democratic Primary Ballots 1996-P002
- Non-Partisan Primary Ballots 1996-P003

Before mailing, please call 1-800-966-8683 so that the materials will be expected and the process expedited. Mail the package to:

Election Technology Company
P.O. Box 31525
Raleigh, NC 27622

B. TO FAX A STORED BALLOT TO A VOTER

When faxing a stored ballot only the Election Materials Electronic Transmission Sheet needs to be sent to the processing center at 1-800-368-8683. Be certain that the Ballot Number has been indicated and the voter information is completed, including Social Security Number, his/her fax number, and the **signature** of the authorizing election official approving the electronic transmission of the ballot.

Upon receipt of the transmission cover sheet, the processing center will attach the proper instructions to the corresponding ballot, log the transaction and transmit the entire packet of materials to the voter. Once the ballot has been transmitted, the local election official will receive confirmation including voter name, date and time ballot was sent, and the number of the ballot sent.

C. STORAGE OF BALLOTS

Stored ballots and instructions will be retained for **30 days following the election** and then deleted from the system, unless otherwise specified in writing by the locality.

Frequently Asked Questions and Answers

QUESTION: I received an APO/FPO list during Operation Desert Shield. Do I still only fax to voters on that list?

ANSWER: That list was only used during Operation Desert Shield/Storm. Any military person for whom sufficient information is supplied, may be faxed to, regardless of APO/FPO.

QUESTION: When can I fax?

ANSWER: The fax system accepts faxes 24-hours a day 7 days a week. Technical assistance is available 6:00 a.m. to 10:00 p.m. EST, and at extended hours during crucial periods.

QUESTION: What if my fax doesn't go through the first time?

ANSWER: All the pages must be re-faxed to the voter, being certain to include the Official Election Materials Electronic Transmission Sheet. Since there is more than one routing station for the fax to be received by, and people all around the world fax to this system, it is essential that any interrupted transmission be faxed again in its entirety. If difficulties are experienced in transmitting a fax, call 1-800-966-8683.

QUESTION: Do I have to make a separate transmission for each ballot?

ANSWER: Yes. For security purposes faxes sent cannot be altered. This means that several ballots sent in one transmission cannot be separated to be routed to different voters. This is why it is very important that each transmission be comprised of the completed Election Materials Electronic Transmission Sheet for the voter, the instructions, and the ballot, in that order. Election materials for the same destination, such as a husband and wife, may be sent together.

QUESTION: I have a special oath on the envelope, what should I do?

ANSWER: If there is any information, such as a special oath on the envelope, the oath should be copied and included in the fax transmission. The instructions should explain how this oath is to be signed and returned.

QUESTION: If I have the voter's fax number, why shouldn't I just fax it myself?

ANSWER: By using the 800 number there is no cost to the locality faxing the materials (no long distance phone charges). Additionally, the Federal Voting Assistance Program's Electronic Transmission Service should always be used for security and to ensure the integrity of the election process and to provide an audit trail if needed. It is important to the success of the program, which has taken the steps to make election material faxing possible, that controlled and accurate records on the use of faxing to enable military and overseas voters to vote be maintained.

If there are technical questions, such as how to prepare the ballot for faxing, or if difficulty is experienced in sending or receiving election materials, please call 1-800-966-8683 for technical assistance. All policy questions or legal questions, such as whether a voted ballot may be accepted by fax in the State, should be directed to the Director of the Federal Voting Assistance Program at 1-800-438-8683, (703) 695-0663, or DSN 225-0663.

Numbers to use when sending a Fax: **703-693-5527**
 1-800-368-8683
 DSN 223-5527

DO NOT USE ANY OTHER FAX NUMBER(S) INDICATED BY THE VOTER.

The use of these numbers protects the security of the materials transmitted and provides an audit trail for all documents. If a fax transmission is interrupted before completion, the entire package should be resent.

Number to call for technical assistance: **800-966-8683**

Number to call with questions concerning
policy for use of the system: **800-438-8683**
 703-695-0663
 DSN 225-0663

**The Federal Voting Assistance Program
Office of the Secretary of Defense
The Pentagon, Room 1B457
Washington, DC 20301-1155**

**Fax Number 703-693-5507
E-Mail Address [fvap@fvo.osd.mil]**

APPENDICES

- A** **DEFINITIONS**
- B** **ABSENTEE BALLOT FACSIMILE LOG**
- C** **TRANSMITTAL (COVER) SHEET**

APPENDIX A

DEFINITIONS

APO/FPO - Essentially a military "zip-code", this portion of the address must be included on the transmission sheet to ensure delivery to the proper location.

Ballot ID Number - Used when storing ballots, the number used by local election officials to identify a ballot and its instructions that have been stored at the DoD Processing Center.

Ballot Pages - The 8½" by 11" page with a one inch margin format in which the ballot is faxed.

Ballot Transmittal Envelope - Envelope used for returning by mail, a voted ballot that is sent by fax. This envelope is provided with the Federal Write-In Absentee Ballot (FWAB, SF 186) and is available from Voting Assistance Officers.

Contact Person - The election official in locality who is responsible for the participation in the electronic transmission program, and who may be contacted regarding the transmissions sent to, or received from, the locality.

Federal Voting Assistance Program Electronic Transmission Service - The processing and customer service center where transmissions are routed between absentee voters and state and local government officials.

Federal Post Card Application (FPCA, SF 76) - Form used by military and overseas voters to register to vote and request a ballot.

Federal Write-In Absentee Ballot (FWAB, SF 186) - Form available to military and overseas voters through their Voting Assistance Officers which allows them to cast their vote in federal elections. State laws differ in the extent of use for the FWAB. The envelopes which are part of the form may be used to return, by mail a ballot received by fax.

Other Election Materials - Materials to be transmitted to voters other than ballots, such as voter information, or requests for additional information when an application is incomplete.

Oversized Ballot - Any ballot larger than 8½" by 11" is considered oversized for this program and must be prepared in the proper format as described in Chapter 2.

Read-Only - Documents that may only be seen on a computer display but not altered in any way. All transmissions routed through the FVAP Electronic Transmission Service are handled in this manner.

Secrecy Waiver - Statement that must be signed by a voter who returns a voted ballot by fax. (See box on page 6.)

Security Envelope - Inner envelope that protects the secrecy of the ballot that is being returned by mail. The secrecy envelope from the Federal Write-In Absentee Ballot (FWAB).

Simple Numbering System - A simple scheme used to identify stored election materials. For example, a ballot might be identified as DEM-001 for a primary election, or 001 for a general election.

Split Races - A race whose candidates are split between two pages of a ballot when it is formatted for faxing. **DO NOT ALLOW SPLIT RACES WHEN PREPARING BALLOTS FOR FAXING.**

Stored Ballot - A ballot (or set of ballots) that is (are) marked with ID numbers and sent to the processing center prior to an election so that the absentee ballot does not have to be transmitted with each transmission cover sheet. See Chapter 5 for information and instructions on stored ballots.

Official Election Materials Electronic Transmission (Cover) Sheet - Cover sheet that must be used as the first page of any transmission sent to the voter. See Chapter 4 for information on preparing the cover sheet for various types of election materials.

Voter Instructions - Instruction sheet provided by the local election official that instruct the voter on how to vote and return the ballot. See Chapter 2, Section A.

APPENDIX B - ABSENTEE BALLOT FACSIMILE LOG

NAME OF VOTER	MATERIALS TRANSMITTED	DATE	TIME	TRANSMISSION SUCCESSFUL

APPENDIX C:

OFFICIAL ELECTION MATERIALS

ELECTRONIC TRANSMISSION SHEET

Copies should be made of the transmission sheet for actual use.

Always be sure to have a few blank copies on hand, and do not write on the original.

Official Election Materials - Electronic Transmission Sheet
Transmittal (Cover) Sheet from the Local Election Official to the Absentee Voter

TO:

Last Name

First Name Middle Name

Telephone Number

Fax Number

Social Security Number Date of Birth - MM/DD/YY

Street Address

City State or Country

Unit/Ship

Postal Code / APO/FPO

Service (Circle One): Army Navy Air Force Marine Corps Coast Guard Other _____

FROM:

City/County Board of Elections State

Last Name of Local Election Official

Telephone Number

Fax Number

Street Address

City State Zip Code

Contents of Transmission (Check Those Applicable): _____ Ballot _____ Stored Ballot (Number _____)
_____ Other Election Materials (Specify) _____

Authorizing Signature (if required) _____ Date _____

Number of pages being transmitted, including this sheet _____

Fax ONLY to one of these numbers:

703-693-5527, 1-800-368-8683, or DSN 223-5527

Federal Voting Assistance Program Use Only - DO NOT Complete this Section

Date Received _____ Time Received _____

Date Sent _____ Time Sent _____

Transaction Number _____ Processed By _____

Official Election Materials - Electronic Transmission Sheet
Transmittal (Cover) Sheet from the Local Election Official to the Absentee Voter

TO:

Last Name _____

First Name _____ Middle Name _____

Telephone Number _____

Fax Number _____

Social Security Number _____ Date of Birth - MM/DD/YY _____

Street Address _____

City _____ State or Country _____

Unit/Ship _____

Postal Code / APO/FPO _____

Service (Circle One): Army Navy Air Force Marine Corps Coast Guard Other _____

FROM:

City/County Board of Elections _____ State _____

Last Name of Local Election Official _____

Telephone Number _____

Fax Number _____

Street Address _____

City _____ State _____ Zip Code _____

Contents of Transmission (Check Those Applicable): _____ Ballot _____ Stored Ballot (Number _____)
_____ Other Election Materials (Specify) _____

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