



#BEREADY2016

TIPS ON PREPARING ELECTION MAIL AND SENDING BALLOTS



MAY 2016



FVAPGov
FEDERAL VOTING ASSISTANCE PROGRAM



SENDING BALLOTS AND MAILING MATERIALS

One of the biggest factors in the military and overseas voting process is the timely delivery of election materials to the correct address. Election officials and voters should be aware of the latest USPS guidelines and delivery windows to ensure that blank ballots are delivered to the voter and that completed ballots are delivered to their election official on time. FVAP encourages election officials to review the USPS State and Local Election Mail – User’s Guide (<http://about.usps.com/publications/pub632.pdf>) and the USPS Election Officials’ Mailing Resource Site (<http://about.usps.com/gov-services/election-mail/>) for current information on election mailing.

Tips on preparing election mail and sending ballots:



Consult your local postal service coordinator to help coordinate your mailing. The coordinator will assist with providing delivery dates; when to provide mail to the Postal Service, necessary bulk preparation supplies and equipment; required forms; return address options; and options for undeliverable mail. USPS offers a list of Election Mail Coordinators (<http://about.usps.com/election-mail/lead-election-and-political-mail-coordinators.pdf>) and District Sales Managers (<http://about.usps.com/election-mail/district-sales-managers.xls>)

by region.



Make sure your mailings are properly designed by reviewing USPS guidance on Designing Election Mail (<http://about.usps.com/election-mail/design-election-mail.htm>). Properly designed mailings can cut postage costs and speed up delivery.



Make sure your mailing lists are current, envelopes are addressed properly, and obtaining forms and tags needed for the mailing. USPS provides an Election Mail Kit (<http://about.usps.com/election-mail/election-mail-resources.htm>) to assist with the steps of the preparation process.

MAILING TO MILITARY VOTERS

Election materials to military service members with APO and FPO addresses require extra mailing time and special tags. As an election official, it is important that you review USPS’ Guidelines for APO and FPO Mailing (<http://pe.usps.com/text/dmm300/703.htm#1113810>) and

2016 Special Procedures for APO/FPO/DPO Ballots (<http://about.usps.com/election-mail/special-procedures-apo-fpo-absentee-ballots.htm>). The Military Postal Service Agency (MPSA) has also provided Overseas Ballot Mailing Deadlines for 2016 <https://www.usps.com/election-mail/2016-americans-overseas-ballot-mailing-deadlines.pdf>).

When addressing your military or diplomatic shipment, make sure to include the unit and box numbers for APO and FPO addresses. To prevent mail from entering foreign mail markets, do not include city or country names.

Example:

**PFC John Doe
PSC 3 Box 4120
APO AE 09021**

MILITARY POSTAL AUTOMATED REDIRECTION SYSTEM (MILPARS)

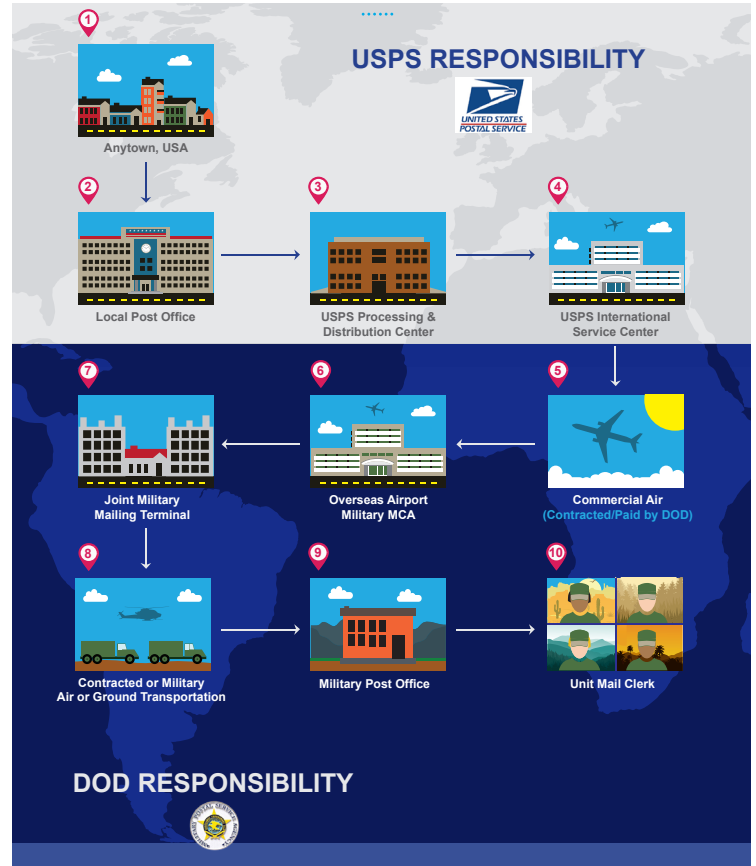


The Military Postal Service Agency (MPSA) has implemented a system that automates the redirection of first class military mail. This brings the MPSA system in line with the USPS system. Rather than making it all the way to an overseas installation before being redirected, mail is now redirected before leaving the United States. For this process to work, the mailing must be a “flat,” or large envelope, no larger than 12” x 15” x 0.75” and the voter must have updated their address in the National Change of Address (NCOA) system. In addition to their out-processing at the military post office, service members will now be asked to go online at USPS.com and complete an internet or post card change of address every time they change their mailing address. For additional information, please contact your

USPS Election Mail Coordinator (<http://about.usps.com/election-mail/lead-election-and-political-mail-coordinators.pdf>).

If your mailing envelopes are larger than 12” x 15” x 0.75”, then you will not see the benefits of MIL PARs; however, you may still reduce your number of undeliverables by running your list of registered UOCAVA voters against the NCOA. We encourage all election

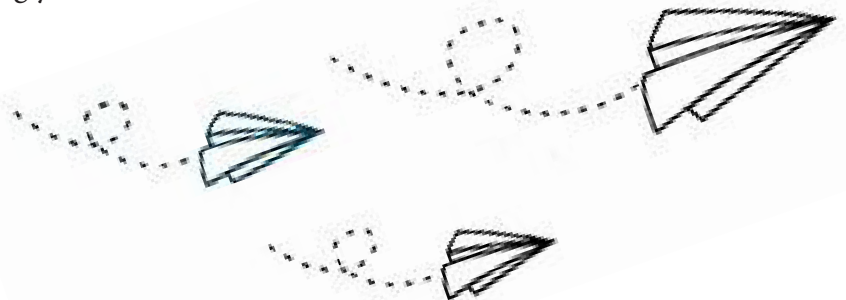
officials to make this a part of your regular list maintenance program.



FVAP'S VOTING ASSISTANCE CENTER

Did you know that FVAP offers a Voting Assistance Center to answer any UOCAVA related questions a voter or election official might have? Well we do! Dedicated FVAP staff stand ready to answer any FPCA, FWAB, and voting residence questions (and many more) Monday through Friday, 7:00am-4:00pm Eastern. If your State or local call center would be interested in providing FVAP contact information to voters

who call in, simply add our email vote@fvap.gov and phone number 1-800-438-VOTE (8683) to your call center script. We look forward to assisting your State's UOCAVA voters!



MAILING TO OVERSEAS CITIZENS

As with military voters, election materials to U.S. citizens living abroad require extra mailing time. For information on proper addressing to overseas citizens, please review USPS guidance (http://pe.usps.com/text/imm/immc1_008.htm).

Tips for Mailing to Overseas Citizens:

- No more than five (5) lines
- Last line should only show country name, written in full

- All capital letters

Example:

MR THOMAS CLARK
117 RUSSELL DRIVE
LONDON W1P 6HQ



STATE ONLINE TOOLS

FVAP.gov displays State-specific pages that provide information for upcoming federal elections for each of the 55 States, territories and the District of Columbia. On these pages you can access Statewide/local online tools that are available to assist voters in their efforts to navigate the

UOCAVA absentee voting process. Some of these systems may serve the sole purpose of registration while other systems may have many utilities such as registration, absentee ballot request, tracking of requests and absentee ballots as well as allowing for voters to update their contact information and communicate with their election officials. Whatever the case, we want to know!

Please review your State's page online at FVAP.gov to see if we have your State wide/local online tools listed. If not, please notify us by sending an email to vote@fvap.gov with the URL of the system, if it's a Statewide or local system and a short description of what the system provides for UOCAVA voters so we know where to place it on the State-specific pages.

MAKE SURE VOTERS CAN REACH YOU!

It's important to make sure your contact information is correct at FVAP.gov - that's how people will find you! To check it, go to FVAP.gov and access the Contact page (<https://www.fvap.gov/info/contact>).

In the "Locate Your Local Election Official" section, select your State. Search for your jurisdiction and verify the information is correct. If there is an update to your information, please use the update

form located at <https://www.fvap.gov/portal/leo/update-leo.html>.