



FVAP.gov
FEDERAL VOTING ASSISTANCE PROGRAM



INSTALLATION VOTER ASSISTANCE OFFICE

handbook

Contact Information

Federal Voting Assistance Program

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Service and Department of State Voting Action Officers

Please contact your Voting Assistance Officer. If you are unable to obtain information locally, contact the Voting Action Officer below.

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Marine Corps	
Voting Action Officer	Mr. Brian Mitchell
Mailing Address	Headquarters U.S. Marine Corps (MFP-4) Attn: Service Voting Action Officer 2008 Elliot Road, Suite 149 Quantico, VA 22134-5103
Phone	703 784-9511 DSN: 278-9511
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Department of State	
Voting Action Officer	Ms. Kim Richter
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Website	https://travel.state.gov/content/passports/en/abroad/legal-matters/benefits/voting.html

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Introduction

A | Overview

In recognition of the importance for citizens to be able to vote and in response to recent legislative changes, the Department of Defense (DoD) issued new guidance on the implementation of Installation Voter Assistance Offices. This guidance aims to permanently establish voter assistance offices on military installations to provide year-round voting assistance to U.S. citizens with access to these offices.

This guidance adds to the existing directive previously provided by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) of 1986. The UOCAVA helps to ensure the voting rights for more than six million active duty uniformed service members, their families, and overseas civilians. One of the actions was to create the Federal Voting Assistance Program (FVAP) to administer the responsibilities of UOCAVA. The mission of FVAP is to:

- > Inform and educate U.S. citizens worldwide of their right to vote
- > Administer UOCAVA effectively and efficiently
- > Foster voting participation
- > Protect the integrity of, and enhance the electoral process at the Federal, State, and Local levels for military and overseas voters

FVAP has developed this handbook to help the Services establish Installation Voter Assistance Offices. Their establishment requires adherence to specific guidelines to set up the office, as well as additional responsibilities to staff the office. This handbook serves to provide assistance to create the Installation Voter Assistance Office, guide the operation of the office, and instruct on the additional responsibilities.

Chapter 1 // background information and changes in legislation and DoD guidance

Chapter 2 // creating and running the installation voter assistance office

Chapter 3 // registering U.S. citizens to vote

Appendix A // copies of the relevant legislation and DoD Directives

Appendix B // important installation voter assistance office resources and job aids

Appendix C // installation voter assistance office checklists

B | Relevant Legislation, Directives, and Memoranda

The MOVE Act and DoD Guidance

In 2009, Congress passed the Military and Overseas Voter Empowerment (MOVE) Act to improve the process by which uniformed service members, their families, and overseas voters are able to register and cast their ballots. The MOVE Act approaches the situation from two directions: 1) mandates the provisions by which States accept and deliver voting materials and 2) improves access to voter registration. Sections of the MOVE Act have been incorporated into the Uniformed and Overseas Citizen Absentee Voting Act (UOCAVA).

- > **State Requirements.** For uniformed service members, their families, and overseas voters, all States are required to accept at least one mode of electronic transmission for voter registration and absentee ballot information and must establish procedures to transmit blank absentee ballots electronically. Further, States must now ensure that absentee ballots are transmitted to voters at least 45 days before an election, provided that the request for the ballot was made prior to that time period.¹
- > **Military Requirements.** To improve voter registration reliability, the UOCAVA specifies the establishment of voter assistance offices on military installations and outlines the responsibilities of the offices. The recommendations made in the MOVE Act have been adopted by the DoD and has been integrated as part of DoD Instruction 1000.04. Due to the significance of their impact, it is worthwhile to discuss the important changes and requirements specified by the UOCAVA and implemented by DoD. The relevant section of the MOVE Act is included in Appendix A.
 - **Establishment of Installation Voter Assistance Offices on Military Installations**
The MOVE Act specifies that an Installation Voter Assistance Office be established to provide absent uniformed service voters and their family members with aid in voting-related matters. The MOVE Act specifies both the type of aid and the individuals covered. Information and assistance must be provided, both in writing as well as individually, on voter registration and absentee ballot procedures, including how to update voter information.
 - **Designation of Installation Voter Assistance Offices as Voter Registration Agencies**
Installation voter assistance offices are Voter Registration Agencies as defined by the National Voter Registration Act of 1993 (NVRA). This designation makes the Installation voter assistance office responsible to provide voter registration assistance to uniformed services voters, their family members, and overseas citizens, as well as to all other civilian voters who have access and visit the office. Also, the installation voter assistance office must provide the voter registration services and assistance required by the NVRA.

C | Implications for the Establishment of the Installation Voter Assistance Office

The DoDI 1000.04 provides guidance to implement the MOVE Act by providing further clarification on the functions of the office, the establishment of the office, and the responsibilities of the office.

¹ States are permitted to apply for waivers in certain situations for particular elections; check the State's election website for the most current information.

Function and establishment of the office

The office has two main functions:

- > **Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) Voting Assistance.**
To provide uniformed service members, their family members, and overseas citizens with information and assistance on how to request an absentee ballot and vote absentee. These functions are accomplished through the use of two forms: 1) the Federal Post Card Application (FPCA), which serves as a vehicle for registration as well as a request for an absentee ballot; and 2) the Federal Write-in Absentee Ballot (FWAB), which serves as a back up in the event an official absentee ballot is not received.
- > **Civilian Voting Assistance.** To provide to civilians with access to the Installation Voter Assistance Office information and assistance on procedures to register to vote and update voter registration information (e.g., change of address). This is accomplished by completing the National Mail Voter Registration Form (NVRF).

DoDI 1000.04 further requires the establishment of the office's location and chain of command.

- > **Chain of Command.** Shall be established within the installation headquarters organization and report directly to the commander, regardless of where it is geographically located.
- > **Location.** Should be in a well-advertised, fixed location while physically co-located with an existing office that receives extensive visit.

Responsibilities of the Installation Voter Assistance Office

The DoDI 1000.04 designates the responsibilities of the office. These responsibilities include:

- > The Installation Voter Assistance Office shall be integrated into processing activities required of military personnel and dependents, as well as civilian personnel and other civilians who have access to the office who are reporting, deploying, returning from deployment, or recording a change of address.
- > The Installation Voter Assistance Office shall provide written instruction on voter registration and absentee ballot procedures.
- > Installation Voter Assistance Office personnel shall provide direct assistance in completing the FPCA or NVRF.
- > The installation voter assistance office needs to transmit completed forms to the appropriate election officials on behalf of the applicant, no later than 5 days of receipt of completed forms.
- > The installation voter assistance office needs to maintain monthly records of the number of citizens assisted as well as actions taken with regards to the application forms.

Oversight

The passage of the MOVE Act places the authority to monitor compliance with the Inspectors General of each of the Army, Navy, Air Force, and Marine Corps. The Inspectors General will conduct an annual review of the effectiveness and compliance of voting assistance programs, including the installation voter assistance office.

Summary of Installation Voter Assistance Office Requirements

The MOVE Act and DoDI 1000.04:

- > Create new responsibilities regarding military voting assistance
- > Require the creation of Installation Voter Assistance Offices
- > Require the Installation Voter Assistance Offices to also provide assistance to civilians who have access to the office

The Installation Voter Assistance Office:

- > Provides the appropriate form to citizens who have access to the office
- > Provides voting assistance to all citizens who come to the office
- > Transmits the completed form to the appropriate voting office, either electronically or by mail, on behalf of the applicant
- > Coordinates with other departments on the installation to integrate voting assistance into installation personnel processing activities and when citizens are changing their address
- > Collects metrics measuring the volume of citizens assisted on a monthly basis

Chapter 2 will provide help on how to set up the Installation Voter Assistance Office and execute these responsibilities.

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Installation Voter Assistance Office Operations

A | Establishing an Installation Voter Assistance Office

DoDI 1000.04, in conjunction with the MOVE Act, requires military installations to designate a voter assistance office to provide voting assistance to all U.S. citizens with access to the office. The following section outlines key requirements to establish an installation voter assistance office, including the designation, location, personnel, equipment/materials, installation awareness, and reporting structure.

Designation

The installation Commander must designate the Installation Voter Assistance Office in writing as a Voter Registration Agency as defined by NVRA. This written designation shall be kept on file in the headquarters office and a copy shall be included in the Installation Voter Assistance Office continuity folder. The installation Commander must also designate, in writing, personnel to staff the installation voter assistance office (for more information on personnel, see point 3 of this section).

It is recommended that the Installation Voter Assistance Office be clearly established as an office that offers only voting services. While the Installation Voter Assistance Office should be co-located with a frequently visited office, it should be set up with reporting, visual, functional, and personnel separation.

- > **Reporting Separation:** While staffing the Installation Voter Assistance Office, personnel report directly to the installation Commander—not to the office in which the Installation Voter Assistance Office is co-located.
- > **Visual Separation:** The Installation Voter Assistance Office should be set up in an independent, well-defined space (room, desk, or cubicle) and should be clearly labeled as the installation voter assistance office.
- > **Functional Separation:** The Installation Voter Assistance Office should only be used to provide voting services.
- > **Personnel Separation:** While staffing the Installation Voter Assistance Office, personnel should only provide voting services.

The way in which the office is physically set up has important implications for what is required as an NVRA Voter Registration Agency. NVRA specifies different requirements for an office that offers only voting services and an office that offers other services or assistance in addition to conducting voter registration.

Location

The Installation Voter Assistance Office should be located in a well-advertised, fixed location. This location should be physically co-located with an existing office that receives extensive visits by Service personnel, family members, and DoD civilians. Examples of such offices include the Personnel Support Detachment, Family Readiness Group, or In & Out Processing Center. These types of locations are recommended to maximize the visibility of the office and its accessibility to voters associated with that installation. Other areas on the installation that are highly trafficked, such as an ID card office would also provide high visibility to the installation community.

Consult your Service's instruction for specific information on where the installation voter assistance office should be placed.

The decision of where to place Installation Voter Assistance Offices will ultimately be determined within each of the Services and by their installation Commanders—consult your Service's instruction for additional information on an appropriate location.

Personnel

DoDI 1000.04 requires the designation of voting assistance officers at every level of command, including the installation level, to coordinate the programs conducted by subordinate units and tenant commands. Although the Installation Voting Assistance Officer (IVAO) retains the responsibilities outlined in DoDI 1000.04 and in your Service-specific instruction, the IVAO's role in the day-to-day operations of the Installation Voter Assistance Office will be determined by each of the Services.

The Installation Assistance Office is staffed by Voter personnel who must be designated in writing and have training on providing voting assistance.

Similarly, the Unit Voting Assistance Officers (UVAOs) operate outside the sphere of influence of the Installation Voter Assistance Office. The UVAOs ensure that all small and geographically separated units are assisted and have responsibility to promote and assist voting-related efforts within their given units. Service-specific guidelines should be consulted

as to any additional roles of the UVAOs.

To fulfill the responsibilities of the Installation Voter Assistance Office the installation needs to designate and train sufficient personnel. The number of personnel required to staff the office will vary based on how an individual Service chooses to execute the responsibilities of the office and on the size and activity level of the installation. Given the substantial effort involved in providing voter registration assistance to all voters who can access the Installation Voter Assistance Office, the staffing level is estimated at one to two full-time equivalents. Service-specific rank requirements must be adhered to in the designation of personnel. See your Service Voting Action Plan or ask your SVAO for details.

Regardless of rank, all designated personnel must be trained to provide voting assistance within the installation voter assistance office. Copies of training certificates for all office personnel should be kept in the office continuity folder. In addition, all installation voter assistance office personnel must be familiar with the materials available on www.fvap.gov. Along with the Voting Assistance Guide and other reference information, the website offers training, information on marketing materials, and other resources. Familiarity with the website is crucial, as www.fvap.gov contains the most up-to-date and complete information related to voting assistance activities.

Voting assistance needs to be available during normal business hours; however, the office does not require continuous staffing. When the office is not staffed during business hours, designated installation voter assistance office personnel should be on call and in close proximity. Additionally, while staffing the installation voter assistance office, all installation voter assistance office personnel should provide exclusively voting services.

Equipment/Materials

Information and assistance must be provided to individuals regarding registering to vote, registration procedures, updating registration information, and absentee voting. To achieve these goals it is recommended that, where practical, a computer with access to the internet and a printer are provided so that applicants may complete their forms online and print them in the Installation Voter Assistance Office. If a computer and printer are not available for the applicant to use, a computer with internet access and a printer are still necessary for installation voter assistance office personnel to be able to access voting materials online and print voter registration forms and information on voter registration for citizens.

To meet this requirement, the installation voter assistance office must have:

- > A computer with access to the internet and a printer (along with adequate printing supplies) to print copies of:
 - The FPCA for military members and their voting age dependents and overseas civilians.
 - The FWAB for military members and their voting age dependents and overseas civilians.
 - The NVRF and the instructions attached to that form (issued by the Election Assistance Commission) for Federal civilian employees and non-Federal civilians with access to the installation voter assistance office.
 - State-specific instructions for completing the FPCA and FWAB available in the Voting Assistance Guide
- > Business-size envelopes (Number 10) with the Postage-Paid Template printed upon them (for mailing completed FPCAs). This template can be downloaded and printed from www.fvap.gov/eo/overview/materials/forms
- > First-class postage or other mail franking to mail completed NVRFs.

A computer access to the internet and a printer are necessary so office personnel can print voter registration forms and instructions for citizens.

Additionally, it is strongly recommended that the Installation Voter Assistance Office have access to a fax machine and a scanner to submit FPCAs electronically on behalf of applicants (if the applicant's State permits electronic submissions). This is particularly important if the applicant's voter registration deadline is approaching.

NOTE: Not all States currently accept completed FPCAs via fax or email; check the Voting Assistance Guide on www.fvap.gov for the most current State-specific information.

Installation Awareness

Appropriate actions are required to inform the installation community about the availability of information and voter registration assistance at the installation voter assistance office, including the time, location, and manner in which voters may utilize the installation voter assistance office.

To meet this requirement, the Installation Voter Assistance Office should:

- > Post hours of operation outside of the office
- > Provide the installation directory and telephone operators with the contact information for the installation voter assistance office and for installation voter assistance office personnel
- > Post hours of operation, location, and contact information on installation website

Additional recommended outreach practices include:

- > Posting copies of the Election Calendar Poster throughout the installation to inform installation personnel of upcoming dates. Instructions for ordering posters can be found in your Service Voting Action Plan.
- > Coordination with the local Public Affairs office to encourage voter registration and voter participation in State primary elections and the general election.
- > Including office location and hours of operation on all posted election materials.
- > Soliciting publicity through additional channels, such as service or installation newsletters or social media.

Reporting Structure

The Installation Voter Assistance Office shall report directly to the installation Commander, even if geographically located in another office. When providing voting assistance, all Installation Voter Assistance Office personnel report directly to the installation Commander.

B | Responsibilities of the Installation Voter Assistance Office

DoDI 1000.04 specifies five required activities of the Installation Voter Assistance Office. Each of these requirements is outlined in this section.

Inclusion in Processing Activities

The Installation Voter Assistance Office is included in processing activities required of reporting personnel, deploying personnel, personnel returning from deployment, and personnel recording a change of address.

To meet this requirement, the Installation voter assistance office shall:

- > Require individuals to visit the installation voter assistance office or meet with

installation voter assistance office personnel as part of in-processing.

- > Require individuals to visit the installation voter assistance office or meet with installation voter assistance office personnel pre- and post-deployment.
- > Coordinate with installation commands to place on all in- processing, personnel pre- and post-deployment checklist forms, a required visit to the installation voter assistance office or meeting with installation voter assistance office personnel.
- > Coordinate with other installation offices so when individuals update or change their mailing address they are informed of the location of the installation voter assistance office so that they can update their address with their local election office.

To ease the burden on the installation voter assistance office, it is recommended that individuals interested in registering to vote or updating their registration information be advised to complete the FPCA using FVAP's online assistant and bring the completed paperwork to the office.

This could include coordinating with offices such as Personnel Support Detachment or battalion personnel offices.

Provide Written Information on Voter Registration and Absentee Ballot Procedures

The Installation Voter Assistance Office is required to provide written information on voter registration and absentee ballot procedures.

To meet this requirement, the installation voter assistance office shall:

- > Be able to print copies of the FPCA, FWAB, NVRF, and State-specific instructions for completing the FPCA and FWAB available in the Voting Assistance Guide for citizens to use in the office or take with them.

Provide Direct Assistance in Completing the FPCA or the NVRF

Personnel staffing the Installation Voter Assistance Office must be equipped to provide direct assistance to individuals in completing the FPCA and the NVRF.

To meet this requirement, all Installation Voter Assistance Office personnel must:

- > Complete FVAP's Installation Voter Assistance Office training. This self-paced training module can be completed online at www.fvap.gov.

The installation voter assistance office must mail the completed FPCA or NVRF to the appropriate election official within five days.

Mail Completed FPCA or NVRF

Personnel staffing the Installation Voter Assistance Office must mail completed FPCAs or NVRFs to the appropriate election office within five days.

To meet this requirement, all Installation Voter Assistance Office personnel must:

- > Be familiar with the resources provided by FVAP (Voting Assistance Guide, Installation Voter Assistance Office Handbook) and the EAC (NVRF) and able to use the resources to find the correct contact information for an applicant's election office (mail, email, or fax number).

Maintain Monthly Records

The Installation Voter Assistance office must maintain monthly records regarding voting assistance activities. Consult your Service Voting Action Plan and/or your Service Voting Regulations for specific information on collecting and reporting voting assistance metrics.

To meet this requirement, each Installation Voter Assistance Office must, at a minimum, establish a method for recording the number of:

- Citizens assisted
- FPCAs and NVRFs provided
- FPCAs and NVRFs mailed

Installation voter assistance office personnel should check their Service Voting Action Plan or with their SVAO for Service- specific metrics and reporting protocol.

Summary of Installation Voter Assistance Office Operations

Chapter 2 outlined the requirements for establishing an Installation Voter Assistance Office.

Installation Voter Assistance Office Set-up:

- > **Designation.** The Installation Commander must designate in writing the installation voter assistance office as a Voter Registration Agency.
- > **Location.** Consult your Service's instruction to ensure compliance with its specific requirements. The Installation Voter Assistance Office needs to be:
 - **In** a fixed location that is well advertised and co-located with another well-trafficked office
 - **Established** as an office that only offers voting services
- > **Personnel.** Make sure enough personnel have been designated and trained to cover the responsibilities of the installation voter assistance office.
- > **Equipment/Materials.** The Installation Voter Assistance Office needs:
 - **Computer** access to the internet and a printer to provide citizens with copies of the FPCA, FWAB, and NVRF, as well as the State-specific instructions for completing those forms
 - **Business** envelopes and postage or franking to mail completed forms
 - **A** fax machine and scanner to submit completed FPCAs to States that accept the form electronically
- > **Installation Awareness.** The Installation Voter Assistance Office needs established phone number and email addresses that are registered with the installation directory and operators, and must ensure that the contact information is well advertised throughout the installation.
- > **Reporting Structure.** The Installation Voter Assistance Office reports directly to the Installation Commander—regardless of where it is located.

Responsibilities:

- > **Inclusion in Processing Activities.** The Installation Voter Assistance Office must be included in the processing activities required of reporting personnel, deploying personnel, personnel returning from deployment, and personnel recording a change of address.
- > **Provide Written Voting Materials.** Installation Voter Assistance Office personnel need to be able to print out copies of the FPCA, FWAB, NVRF, and information from the Voting Assistance Guide in the office.
- > **Provide Direct Voting Assistance.** Personnel staffing the Installation Voter Assistance Office need to offer assistance to applicants to complete the appropriate forms.
- > **Mail Completed Forms.** Applicants must be advised that the Installation Voter Assistance Office can send the completed application form to local election officials. Forms must be transmitted by the Installation Voter Assistance Office within five calendar days.
- > **Maintain Monthly Records.** Accurate records of the volume of assistance must be kept.

Checklists for the Installation Voter Assistance Office establishment, operations, and continuity folder are available in Appendix C.

Chapter 3 will guide you through helping voters.

3

Assisting Voters

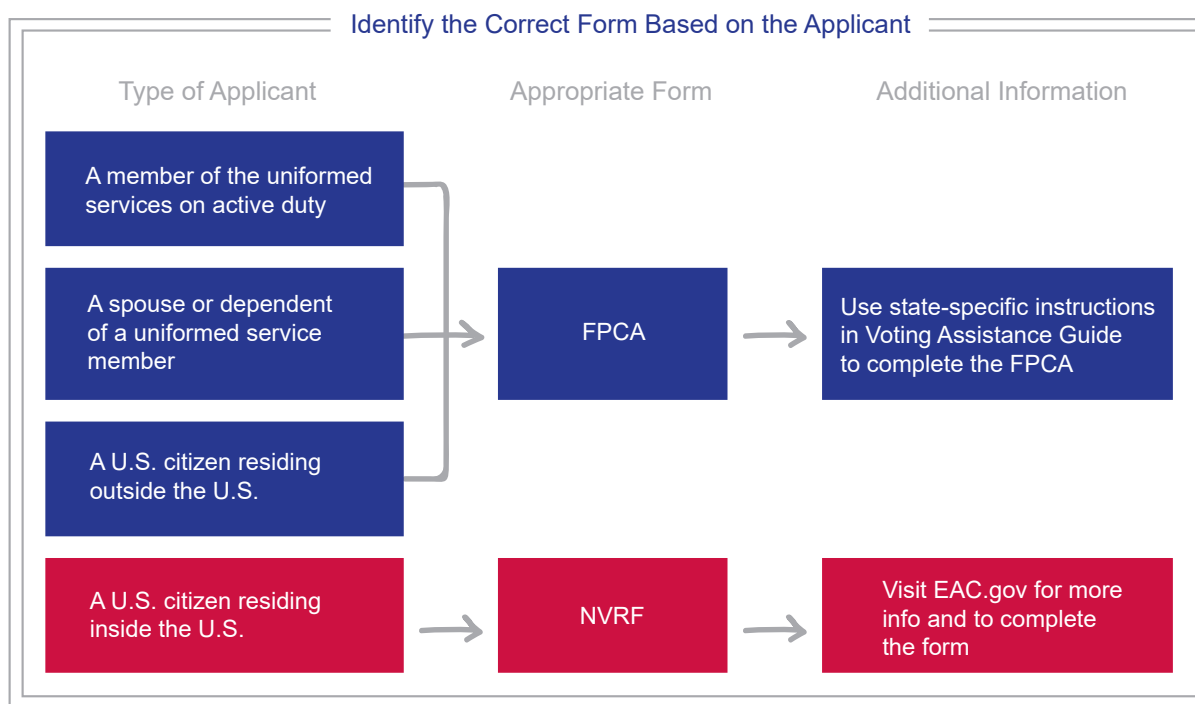
The Installation Voter Assistance Office provides applicants with written information on voter registration procedures and absentee ballot procedures. Voting assistance begins with helping the applicant identify the correct form. There are two different voter registration forms that need to be available in the installation voter assistance office—the Federal Post Card Application (FPCA) and the National Mail Voter Registration Form (NVRF).

The FPCA should be used by all uniformed service personnel and their family members, as well as all overseas U.S. citizens. The FPCA can be used to:

- > Register to vote
- > Update information with the local voter registration office (e.g., report address change)
- > Request an absentee ballot

The NVRF should be used by all other U.S. citizens. The NVRF can be used to:

- > Register to vote
- > Update information with the local voter registration office (e.g., report address change)



Quick Reference Guides on completing the FPCA and the NVRF are included in Appendix B.

Federal Post Card Application (FPCA)

The Federal Post Card Application (FPCA) should be used by uniformed service personnel and their family members, as well as overseas U.S. citizens. The FPCA can serve as both a voter registration form and a request for an absentee ballot.

The FPCA must be completed according to the applicant's State or territory's specific instructions and submitted to the applicant's local election office. State- specific instructions are available in the Voting Assistance Guide, which can be accessed at www.fvap.gov.

Uniformed service personnel and their family members and overseas citizens should submit a new FPCA each year and whenever the applicant changes his or her mailing address. The following pages outline how Installation Voter Assistance Office personnel can help an applicant submit an FPCA.

The FPCA Online Assistant is available at:

> www.fvap.gov/r3/privacyactnotice

The Voting Assistance Guide is available at:

> www.fvap.gov/vao/vag

The FPCA is available at:

> www.fvap.gov/eo/overview/materials/forms

Determine an
Applicant's Legal
Voting Residence

Use State-Specific
Guidelines for
Completing the FPCA

Submit the
Completed FPCA
to the Appropriate
Election Official

Remind Applicant
of the Option to
Submit the FWAB

FPCA - Step 1: Determine an Applicant's Legal Voting Residence

To vote in U.S. elections, citizens must have a legal voting residence address in a State or territory. A legal voting residence is typically defined as where a citizen has, or has had, physical presence and where the citizen intends to remain or return.

U.S. citizens may only have one legal voting residence at a time, and may not arbitrarily choose which State to declare as their legal voting residence without meeting the State's residency requirement.

If you are assisting a member of the uniformed services or family member...

- > For uniformed service members their legal voting residence can either be the State or territory where he or she last resided prior to entering military service (Home of Record) OR the State or territory that he or she has since claimed as a legal residence.
- > A spouse does not automatically assume the legal residence of the active duty member upon marriage. Minors typically assume the legal residence of either parent and, when they become 18, they also have the option of establishing their own legal residence that can be different from either parent, assuming they have met the guidelines of physical presence and intent to remain or return.
- > Uniformed service members and their eligible dependents may change their legal residence every time they change permanent duty stations, or they may retain their established legal residence without change. This may mean that a uniformed service member has a different legal voting residence than his or her family members.
- > A Judge Advocate General officer or legal counsel should be consulted before legal residence is changed because there are usually other factors that should be considered besides voting, such as State and local taxes.

If you are assisting an overseas civilian...

- > For overseas civilians, their legal voting residence is usually the State or territory in which they resided immediately prior to leaving the U.S. This is true even if many years have elapsed since they lived in the U.S., and they no longer maintain a residence in that State or territory, or if their intent to return is uncertain.

NOTE: Voting in an election for Federal offices only may not be used as the sole basis to determine residency for the purposes of imposing State and local taxes. If a voter claims a particular State as his or her residence and has other ties with that State in addition to voting, then that voter may be liable for State and local taxation, depending upon that particular State law. Consult legal counsel for specific questions or situations.



FPCA - Step 2: Use State-Specific Guidelines for Completing the Form

After determining an applicant's legal voting residence, the FPCA must be completed according to the rules of the applicant's State of residence. State-specific instructions for completing the FPCA are available in the Voting Assistance Guide, which can be accessed at www.fvap.gov. Office personnel should offer to assist applicants in completing the FPCA.

Local election officials have noted that some of the most frequent problems with processing the FPCA include not providing an adequate voting residence address, writing illegibility, and mailing the completed FPCA to the wrong jurisdiction. To reduce the occurrences of these issues, FVAP has created an online tool to help applicants to correctly complete the FPCA. The FPCA online assistant (available at www.fvap.gov) asks applicants to enter the State of their voting residence and provides State-specific instructions for completing and submitting the form.

After completing the FPCA online assistant, the applicant is provided with a personalized FPCA PDF package that includes:

- > A pre-addressed, postage-paid envelope template
- > State-specific instructions including key deadlines for registering to vote, requesting an absentee ballot, and returning that ballot
- > An electronic transmission coversheet for faxing or emailing the FPCA (depending what is allowed by that State)
- > The completed FPCA for the applicant to sign

If possible, the Installation Voter Assistance Office should include a computer with internet access and a printer that applicants can use to access the FPCA online assistant. If there is not a computer for the applicant to use, Installation Voter Assistance Office personnel need to provide the applicant with the state-specific instructions from the Voting Assistance Guide. Whether the FPCA is completed on paper or on a computer, office personnel should offer to assist applicants in filling out the form.

Installation voter assistance office personnel need to print copies of the FPCA and the State-specific instructions for applicants who wish to complete the form at a later time.

If an applicant wants to take the FPCA with them to complete at a later time or pick-up copies of the FPCA for family members to complete, Installation Voter Assistance Office personnel must print copies of the FPCA as well as the State-specific instructions for completing the form available in the Voting Assistance Guide.

The FPCA Online Assistant is available at:

> www.fvap.gov/r3/privacyactnotice

The Voting Assistance Guide is available at:

> <https://www.fvap.gov/guide>

The FPCA is available at:

> www.fvap.gov/eo/overview/materials/forms



FPCA - Step 3: Submit the Completed Form to the Appropriate Election Official

The completed and signed FPCA should be sent directly to the applicant's local election office. All States will accept the FPCA via mail; however, State laws may differ as to whether an applicant may return the completed FPCA via email or fax. Check the Voting Assistance Guide, (available at www.fvap.gov) for State-specific requirements. The installation voter assistance office should have the contact information for local and State election offices readily available to help address citizens' concerns on the submission of their FPCAs.

Mail: Postal addresses for the local election offices are included in the Voting Assistance Guide (available at www.fvap.gov). The cardstock version of the FPCA is postage-paid within the U.S. postal system, including APO and FPO addresses. The online version of the FPCA must be placed in an envelope; a postage-paid envelope template is available at www.fvap.gov. If using a foreign mail service, the applicant must affix proper postage and include "USA" in the mailing address.

Email: Scan the completed and signed FPCA and save as a PDF file. Email the file as an attachment, along with a copy of the Electronic Transmission Sheet. Email directly to the local election office. Email addresses can be found on the State's election website or at www.fvap.gov. Note: Not every State currently accepts the FPCA via email—check the Voting Assistance Guide available at www.fvap.gov.

Fax: Fax the completed and signed FPCA to the applicant's local election office. Fax numbers can be found on the State's election website or in the Voting Assistance Guide (available at www.fvap.gov). Use a separate transmission coversheet for each FPCA and send each form separately. Note: Not every State currently accepts the FPCA via fax—check the Voting Assistance Guide available at www.fvap.gov.

Installation Voter Assistance Office: The Installation Voter Assistance Office must mail the completed FPCA for the applicant within five calendar days to the appropriate local election office. If the applicant's State allows the FPCA to be submitted via email or fax, installation voter assistance office personnel may email or fax the signed FPCA to the correct local election official.

FPCA Mailing Instructions

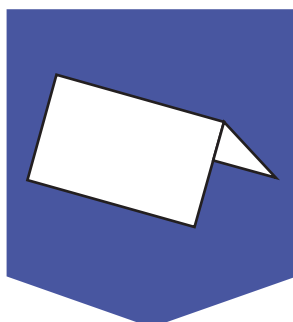
1



Step 1

Complete the FPCA using your State's instructions in the Voting Assistance Guide. The FPCA and the Voting Assistance Guide are available at www.fvap.gov.

2



Step 2

If completing the cardstock version of the FPCA, sign, fold, and seal your FPCA.

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



If using FVAP's online assistant for completing the FPCA, a pre-addressed postage-paid envelope template will be provided for you to print.

3



Step 3

Mail the FPCA to your local election official (addresses are available in the Voting Assistance Guide). Be sure to include your return address and affix postage if using a foreign postal service.

The following pages outline how to submit an FPCA using the online assistant.

Submitting FPCAs Completed Using the FPCA Online Assistant on www.FVAP.gov

If an applicant brings in the printed personalized FPCA PDF package produced by the FPCA online assistant, the installation voter assistance office has several options for submitting the form (mail, fax, or email), depending on the submission methods allowed by the applicant's State and the equipment available to the installation voter assistance office.

FPCA Package from the Online Assistant

FPCAs completed by the applicant with the FPCA online assistant will have all the applicant's information printed on the form. The installation voter assistance office personnel should check that the applicant has signed and dated the FPCA. Reference State information to determine whether a witness is required.

Voter Registration and Absentee Ballot Request

Federal Post Card Application (FPCA)

Print clearly in blue or black ink, please see back for instructions.

This form is for absent Uniformed Service members, their families, and citizens residing outside the United States. It is used to register to vote, request an absentee ballot, and update your contact information. See your state's instructions at FVAP.gov.

1. Who are you? Pick one.

I request an absentee ballot for all elections in which I am eligible to vote AND:

☐ I am on active duty in the Uniformed Services or Merchant Marine -OR- ☐ I am an eligible spouse or dependent.

☐ I am a U.S. citizen living outside the country, and I intend to return.

☐ I am a U.S. citizen living outside the country, and my intent to return is uncertain.

☐ I am a U.S. citizen living outside the country, and I have never lived in the United States.

Sex ☐ Female ☐ Male

Last name

First name

Middle name

Social Security Number

Suffix (Jr., II)

Previous names (if applicable)

Birth date (MM/DD/YYYY)

Driver's license or State ID #

2. What is your address in the U.S. state or territory where you are registering to vote and requesting an absentee ballot?

Your voting materials will not be sent to this address. See instructions on other side of form.

Street address

City, town, village

County

Apt #

State

ZIP

3. Where are you now? You MUST give your CURRENT address to receive your voting materials.

Your mailing address. (Different from above)

Your mail forwarding address. (If different from mailing address)

4. What is your contact information? This is so election officials can reach you about your request.

Provide the country code with your phone and fax number. Do not use a Defense Switched Network (DSN) number.

Email:

Alternate email:

Phone:

Fax:

5. What are your preferences for upcoming elections?

A. How do you want to receive voting materials from your election office? (Select One)

☐ Mail ☐ Email or online ☐ Fax

B. What is your political party for primary elections?

6. What additional information must you provide?

Puerto Rico and Vermont require more information, see back for instructions. Additional state instructions may be found at FVAP.gov. You may also use this space to clarify your voter information.

7. You must read and sign this statement.

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

- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.

Sign here: X

Today's date

(MM/DD/YYYY) / /


This information is for official use only. Any unauthorized release may be punishable by law. Standard Form 76 (Rev.04-2019), OMB No. 0704-0503

Ensure the applicant has signed and dated the FPCA.

Check to see if a witness is required.

Mailing

The first page of the personalized PDF package is a postage-paid envelope template that is pre-addressed to the applicant's local election office. To use this envelope, it must be printed onto an envelope at least 9½ inches by 41/8 inches (a number 10 envelope). Please note that the postage- paid label must be printed directly onto the envelope (not taped or stapled to the envelope). Be sure to mail the completed and signed FPCA along with any addendum sheets in the personalized FPCA PDF package.


From (Your name and current complete military or overseas mailing address) <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		<div style="border: 1px solid black; padding: 2px; text-align: center;">U.S. Postage Paid 39 USC 3406</div> <div style="text-align: center; margin-top: 10px;">PAR AVION</div>
<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;"> OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL </div> <div style="text-align: center;"> NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 703.8.0 </div> <div style="text-align: center;"> To (Your local election office in the United States. Check your State's pages in the Voting Assistance Guide on FVAP.gov for contact information.) </div> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		

International airmail postage **is required** if not mailed in the U.S. Postal Service, APO/FPO system, or diplomatic pouch.

Electronic Submissions

If the applicant's State accepts FPCAs via fax or email, the PDF package will include transmission coversheets for submitting the FPCA electronically. The transmission coversheets will be prefilled with the correct contact information for the jurisdiction selected by the applicant. When possible, it is recommended that the Installation Voter Assistance office submit FPCAs electronically for faster delivery to the local election office. **If there are no transmission coversheets in the package, that State does not currently accept electronic submissions of the FPCA.**

Sample Transmission Coversheet

 FVAP.gov <small>FEDERAL VOTING ASSISTANCE PROGRAM</small> Transmission Cover Sheet	
To:	
City/County Board of Elections	
Fax Number	
City	
State	
From:	
Last Name	
First Name	
Middle Name	
Telephone Number	
Fax Number	
Email Address	
Additional Information:	
<p>If a VOTED BALLOT is being faxed or emailed, sign below: "I understand that by faxing or emailing my voted ballot I am voluntarily waiving my right to a secret ballot"</p> <p>Signature: _____ Date: _____</p>	
<p>Number of pages being transmitted, including this sheet:</p>	
<p>Not all forms can be sent electronically. Please check the FVAP.gov website or the Voting Assistance Guide to verify which forms can be sent electronically to your Election Official.</p>	
<p>Fax: Send directly to your Election Official. If you are unable and need fax assistance send to: 703-693-5527/DSN 223-5527 or 1-800-368-8683 or check FVAP.gov for international fax numbers. If you need to fax and do not have access to a fax machine you can email your forms to fax@fvap.gov.</p>	
<p>Email: If your forms can be emailed, DO NOT USE FAX@FVAP.GOV. Email them directly to your election official. Email addresses for your election official can be found at FVAP.gov.</p>	

The transmission coversheet in the PDF package will include the fax number or email address for the applicant's local election office depending on how the state accepts the form.

If the voter must send the form by fax, fill in the number of pages being transmitted via fax. Fax the signed FPCA and any "Addendum Sheets" created by the online assistant.

Determine an Applicant's Legal Voting Residence

Use State-Specific Guidelines for Completing the FPCA

Submit the Completed FPCA to the Appropriate Election Official

Remind Applicant of the Option to Submit the FWAB

FPCA - Step 4: Remind Applicant of the Option to Submit the FWAB

The Federal Write-In Absentee Ballot (FWAB) is a back-up ballot available to citizens who have submitted an FPCA requesting an absentee ballot from their State but have not yet received their ballot. To use the FWAB, citizens must have submitted their FPCA early enough so that the local election office received the request at least 30 days before the election or before the State's ballot request deadline—whichever is later.

A voter can submit a FWAB any time after submitting an FPCA. It is important for installation voter assistance office personnel to remind installation voters who complete an FPCA of the option to submit a FWAB as a backup for a State absentee ballot not received in time.

If citizens receive their State absentee ballot after they submit their FWAB, they should vote and immediately return the State absentee ballot. If the State absentee ballot arrives by the State's ballot return deadline, the State will count the State absentee ballot instead of the FWAB.

The Federal Write-In Absentee Ballot (FWAB)

Voter Information
Federal Write-In Absentee Ballot (FWAB)

Print clearly in blue or black ink, please see back for instructions.

1. Who are you? Pick one.
For absent Uniformed Service members, their families, and citizens residing outside the United States.
☐ I am on active duty in the Uniformed Services or Merchant Marine -OR- ☐ I am an eligible spouse or dependent.
☐ I am a U.S. citizen living outside the country, and I intend to return.
☐ I am a U.S. citizen living outside the country, and my intent to return is uncertain.
☐ I am a U.S. citizen living outside the country, and I have never lived in the United States.

Last name _____ Suffix (Jr., II) _____ Sex ☐ Female
First name _____ Previous names (if applicable) _____
Middle name _____ Birth date (MM/DD/YYYY) ____/____/____
Social Security Number ____-____-____ Driver's license or State ID # _____

2. What is your U.S. voting residence address?
Your voting materials will not be sent to this address. See instructions on other side of form.
Street address _____ Apt # _____
City, town, village _____ State _____
County _____ ZIP _____

3. Where are you now? You MUST give your CURRENT contact information.
Your mailing address. (Different from above) _____ Your mail forwarding address. (If different from mailing address) _____

4. What is your contact information? This is so election officials can reach you about your request.
Provide the country code and area code with your phone and fax number. Do not use a Defense Switched Network (DSN) number.
Email: _____ Phone: _____
Alternate email: _____ Fax: _____

5. What are your preferences for future elections?
A. Do you want to register and request a ballot for all elections you are eligible to vote in? ☐ Yes ☐ No
B. How do you want to receive voting materials from your election office? ☐ Mail ☐ Email or online ☐ Fax
C. What is your political party for primary elections? _____

6. What additional information must you provide?
The following need more information: Alabama, Alaska, Puerto Rico, Vermont, Virginia and Wisconsin, see back for instructions. Additional state instructions can be found at FWAB.gov.

7. You must read and sign this statement.
I swear or affirm, under penalty of perjury, that:
■ The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
■ I am a U.S. citizen, at least 18 years of age (or will be by the day of election), eligible to vote in the requested jurisdiction, and
■ I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
■ I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.
■ In voting, I have marked and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except those authorized to assist voters under State and Federal law.

Sign here X _____ **Today's date** (MM/DD/YYYY) ____/____/____

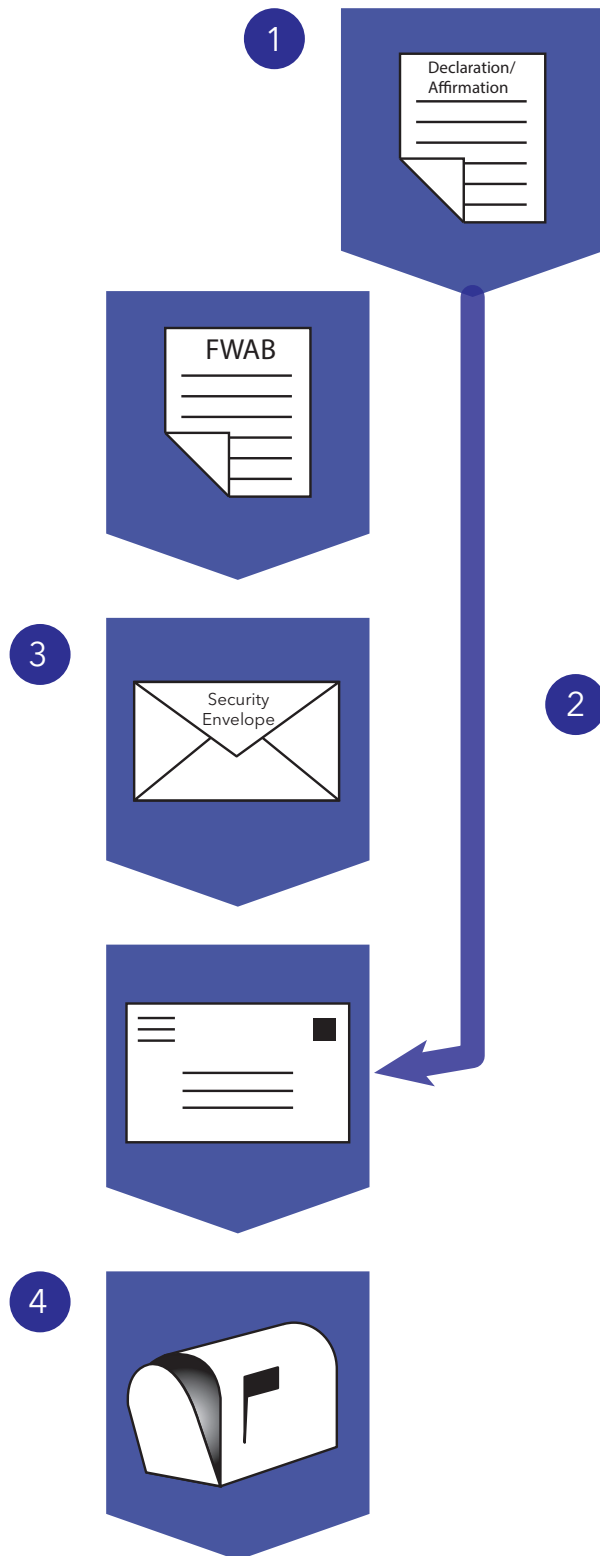
This information is for official use only. Any unauthorized release may be punishable by law. Previous editions are obsolete. Standard Form 158 (Rev.04-2019), OMB No. 0704-0502

Voters can submit a FWAB any time after submitting an FPCA. If their absentee ballot arrives after they submit the FWAB they should still complete and return the absentee ballot.

Currently, all States accept the FWAB as a ballot for Federal offices (President/Vice President, U.S. Senator, U.S. Representative, Delegate, or Resident Commissioner) in general elections. Some States have expanded the use of the FWAB and accept the FWAB for voting in primary, special, and runoff elections and/or for State and local offices (refer to the Voting Assistance Guide for State-specific uses of the FWAB).

The following page illustrates how to submit a FWAB.

FWAB Mailing Instructions



Step 1

Complete and sign the FWAB's Voter Declaration/Affirmation using your State's instructions in the Voting Assistance Guide.

Step 2

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

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

Step 3

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

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

Step 4

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

National Mail Voter Registration Form (NVRF)

The National Mail Voter Registration Form (NVRF) should be used by all U.S. citizens that are not uniformed service personnel and their families, or an overseas U.S. citizen.

The NVRF can be used to register to vote in a U.S. State, report a change of name to the applicant's voter registration office, report a change of address to the applicant's voter registration office, or to register with a political party.

Unlike the FPCA, the NVRF does not serve as an application for an absentee ballot. Voters who are not active-duty military, family members of active-duty military, or overseas citizens but will be away from their polling place on Election Day should contact their local election office or check their State election website for their State's guidelines on voting absentee.

State-specific instructions and contact information are listed in instructions attached to the NVRF (available at www.eac.gov).

Voter Registration Application					
Before completing this form, review the General, Application, and State specific instructions.					
Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No					This space for office use only.
Will you be 18 years old on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you checked "No" in response to either of these questions, do not complete form. (Please see state-specific instructions for rules regarding eligibility to register prior to age 18.)					
1	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Last Name	First Name	Middle Name(s)	<input type="checkbox"/> Jr. <input type="checkbox"/> II <input type="checkbox"/> Sr. <input type="checkbox"/> IV
2	Home Address		Apt. or Lot #	City/Town	State Zip Code
3	Address Where You Get Your Mail If Different From Above		City/Town	State	Zip Code
4	Date of Birth Month Day Year	Telephone Number (optional)		ID Number - (See item 6 in the instructions for your state)	
5	Choice of Party (see item 7 in the instructions for your State)		Race or Ethnic Group (see item 8 in the instructions for your State)		6
I have reviewed my state's instructions and 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. <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 fined, imprisoned, or (if not a U.S. citizen) deported from or refused entry to the United States.					
9					Please sign full name (or put mark) ^ Date: Month Day Year
If you are registering to vote for the first time: please refer to the application instructions for information on submitting copies of valid identification documents with this form.					
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	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Last Name	First Name	Middle Name(s)	<input type="checkbox"/> Jr. <input type="checkbox"/> II <input type="checkbox"/> Sr. <input type="checkbox"/> IV
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/County	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.					
Write in the names of the crossroads (or streets) nearest to where you live. Draw an X to show where you live. Use a dot to show any schools, churches, stores, or other landmarks near where you live, and write the name of the landmark.					
C	Example: Route #2 Public School		Grocery Store Woodchuck Road X		
If the applicant is unable to sign, who helped the applicant fill out this application? Give name, address and phone number (phone number optional).					
D					
Mail this application to the address provided for your State.					

Determine an Applicant's Legal Voting Residence

Use State-Specific Guidelines for Completing the FPCA

Submit the Completed NVRF to the Appropriate Election Official

NVRF - Step 1: Determine an Applicant's Legal Voting Residence

To vote in U.S. elections, citizens must have a legal voting residence address in a State or territory. A legal voting residence is typically defined as where a citizen has, or has had, physical presence and where the citizen intends to remain or return. U.S. citizens may only have one legal voting residence at a time and must meet the State's residency requirement.

If assisting domestic civilians, their legal voting residence is their home address (which might not be their current mailing address). If determining a civilian's voting residence is complicated, contact the State election office.

NOTE: Voting in an election for Federal offices only may not be used as the sole basis to determine residency for the purposes of imposing State and local taxes. If a voter claims a particular State as his or her residence and has other ties with that State in addition to voting, then that voter may be liable for State and local taxation, depending upon that particular State law. Consult legal counsel for specific questions or situations.



NVRF - Step 2: Use State-Specific Guidelines for Completing the Form

After determining an applicant's legal voting residence, the form needs to be completed according to the rules of the applicant's State. The instructions attached to the NVRF contain State-specific guidelines for completing the form. If a computer with internet access and a printer are available, encourage the applicant to complete the form online. This will ensure that the form is completed legibly. Whether the NVRF is completed on paper or on a computer, office personnel should offer to assist applicants in filling out the form.

If an applicant wants to take the NVRF with them to complete at a later time or pick up copies of the NVRF for family members to complete, installation voter assistance office personnel shall print copies of the NVRF as well as the State-specific instructions attached to the form.

The NVRF and its instructions are available at:

- > [www.eac.gov/assets/1/Page/National Mail Voter Registration Form - English.pdf](http://www.eac.gov/assets/1/Page/National_Mail_Voter_Registration_Form_-_English.pdf)

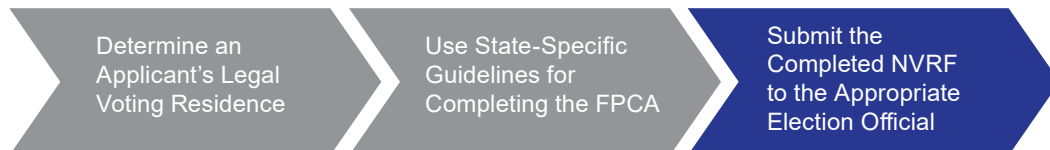
In addition to English, the NVRF is available in Spanish, Chinese, Japanese, Korean, Tagalog, and Vietnamese from:

- > www.eac.gov/voter_resources/register_to_vote.aspx

All states have specific instructions regarding the NVRF. For example:

- > Wyoming does not allow the use of the NVRF. Wyoming applicants must use the form available at: soswy.state.wy.us/Forms/Elections/General/vrapp.pdf
- > North Dakota voters are not required to register, so there is no need to submit the NVRF.
- > Virginia, along with some other States, requires a full Social Security Number.

Always check the State-specific instructions.



NVRF - Step 3: Submit the Completed Form to the Appropriate Election Official

The completed and signed NVRF should be mailed directly to the State election office or delivered in person to the local election office.

Mail: Postal addresses for the State election offices are included in the State-specific instructions attached to the NVRF. Mailing the NVRF requires a first-class postage stamp.

Installation Voter Assistance Office: Installation Voter Assistance Office personnel shall mail the completed NVRF for the applicant within five calendar days to the appropriate State election office. Mailing the NVRF requires first-class postage (either stamp or other frank), which must be provided by the Installation Voter Assistance Office.

The following page illustrates how to submit an NVRF.

NVRF Mailing Instructions

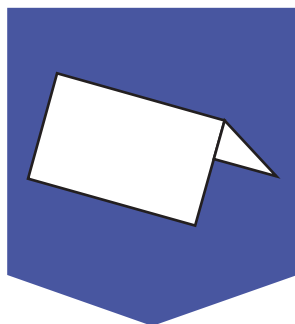
1



Step 1

Complete the NVRF using your State's instructions that are attached to the NVRF. The NVRF and the instructions for the NVRF are available at www.eac.gov.

2



Step 2

Print, sign, and fold your NVRF and place in an envelope.



3



Step 3

Mail the NVRF to your State election office (addresses are available in the instructions attached to the NVRF). Be sure to include your return address and affix first class postage.

Guidelines for Installation Voter Assistance Office Personnel

Installation Voter Assistance Office personnel must not provide partisan voting information from candidates, political parties, or partisan organizations. Installation Voter Assistance Office personnel may receive questions from voters regarding whether they can distribute and/or display materials at the military installations. Installation Voter Assistance Office personnel should consult their Commanding Officer for their interpretation of DoD Directive 1344.10 Political Activities by Members of the Armed Forces on Active Duty, available at www.fvap.gov.

Additionally, because the Installation Voter Assistance Office is designated as a Voter Registration Agency, Federal law provides that personnel staffing the office must not:

- > Seek to influence an applicant's political preference or party registration
- > Display any such political preference or party allegiance
- > Make any statement to an applicant or take any actions with the purpose or effect of encouraging or discouraging the applicant from registering to vote
- > Make any statement to an applicant or take any action the purpose or effect of which is to lead the applicant to believe that deciding to register, or not to register, has any bearing on the availability of services or benefits.

Installation Voter Assistance Office personnel should report any irregularities in the voting process to their department or agency headquarters' voting assistance officers. Federally-employed voting assistance officers should refer to the Hatch Act, Title 5 U.S.C. Sec. 7321, link available at: www.fvap.gov.

Installation Voter Assistance Office personnel can advise citizens on locating information on candidates and issues. The primary source of information should be voters' state and local election websites. Additional resources that may be useful include national, local, and Service newspapers, magazines, radio, television, political party and campaign committee offices, overseas newspapers and periodicals.

If voters are looking for information on candidates and issues, installation voter assistance office personnel should direct them to their local or state election websites.

Summary of Voter Assistance

Chapter 3 provided guidance on how to determine which form is appropriate for the applicant and how to assist them in completing the appropriate form.

Installation voter assistance office personnel need to be familiar with three forms:

- > **Federal Post Card Application (FPCA)**
 - Used by all uniformed service members, their family members, and overseas U.S. citizens to register to vote, update mailing address, or request an absentee ballot
- > **Federal Write-In Absentee Ballot (FWAB)**
 - Used as a back-up ballot by uniformed service members, their family members, and overseas U.S. citizens
- > **National Mail Voter Registration Form (NVRF)**
 - Designed to serve civilians who reside in the U.S. in registering to vote or updating voter information

Installation voter assistance office personnel need to provide assistance with:

- > **Completing the forms**
 - Legibility and completeness are key components to ensuring that forms will be accepted by the election offices
 - Both the FPCA and NVRF have State-specific instructions that need to be referenced when completing the forms. Installation Voter Assistance Office personnel must print a copy of the form and the State-specific instructions.
- > **Transmitting the forms**
 - The Installation Voter Assistance Office must transmit completed forms on behalf of the applicant. Using the online assistant for the FPCA quickly provides the necessary information to make certain of successful delivery. The State-by-State instructions for the NVRF provide the appropriate information, but postage is still necessary and must be provided by the Installation Voter Assistance Office.
 - Transmission of the forms by the Installation Voter Assistance Office must occur within five calendar days

Installation Voter Assistance Office personnel need to be aware of restrictions of voting assistance

- > Installation voter assistance office personnel must not attempt to influence or interfere with anyone's voting rights, nor demonstrate or display any partisan stance
- > Installation voter assistance office personnel can assist interested parties to find voting-related information

Appendix A

Directives & Legislation

Department of Defense Instruction (DoDI) 1000.04

Below is Page 1 of the DoDI. The full document can be found at <http://www.fvap.gov/vao/guidance.html>.



Department of Defense Instruction (DoDI)
1000.04
October 31, 2019

SUBJECT: Federal Voting Assistance Program (FVAP) References: Enclosure 1

1. PURPOSE. This Instruction:

- a. Reissues DoD Directive (DoDD) 1000.04 (Reference (a)) as a DoD Instruction in accordance with the authority in DoDD 5124.02 (Reference (b)) to establish policy and assign responsibilities for the FVAP in accordance with Executive Order 12642 (Reference (c)) and sections 1973ff – 1973ff-76 of title 42, United States Code (U.S.C.) (also known and hereinafter referred to as “The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)” (Reference (d))).
- b. Establishes policy and assigns responsibilities for the development and implementation of installation voter assistance (IVA) offices in accordance with section 1566a of title 10, U.S.C. (Reference (e)).
- c. Establishes policy and assigns responsibilities for the development and implementation, jointly with each State, of procedures for persons to apply to register to vote at recruitment offices of the Military Services in accordance with section 1973gg-5 of Reference (d).
- d. Incorporates and cancels DoDD 1344.13 (Reference (f)) and Directive-Type Memorandum 10-021

(Reference (g)).

2. APPLICABILITY. This Instruction applies to:

a. OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense (IG DoD), the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (hereinafter referred to collectively as the “DoD Components”).

Section 583 (b) of Military and Overseas Voter Empowerment Act

VOTER REGISTRATION ASSISTANCE FOR ABSENT UNIFORMED SERVICES VOTERS

(a) DESIGNATION OF OFFICES ON MILITARY INSTALLATIONS

AS VOTER ASSISTANCE OFFICES.

Not later than 180 days after the date of the enactment of the National Defense Authorization Act for Fiscal Year 2010 and under regulations prescribed by the Secretary of Defense under subsection (f), the Secretaries of the military departments shall designate offices on installations under their jurisdiction to provide absent uniformed services voters, particularly those individuals described in subsection (b), and their family members with the following:

- (1) Information on voter registration procedures and absentee ballot procedures (including the official post card form prescribed under section 101 of the Uniformed and Overseas Citizens Absentee Voting Act (42 U.S.C. 1973ff).
- (2) Information and assistance, if requested, including access to the Internet where practicable, to register to vote in an election for Federal office.
- (3) Information and assistance, if requested, including access to the Internet where practicable, to update the individual's voter registration information, including instructions for absent uniformed services voters to change their address by submitting the official post card form prescribed under section 101 of the Uniformed and Overseas Citizens Absentee Voting Act to the appropriate State election official.
- (4) Information and assistance, if requested, to request an absentee ballot under the Uniformed and Overseas Citizens Absentee Voting Act (42 U.S.C. 1973ff et seq.).

(b) COVERED INDIVIDUALS.

The individuals described in this subsection are absent uniformed services voters who—

- (1) are undergoing a permanent change of duty station;
- (2) are deploying overseas for at least six months;
- (3) are returning from an overseas deployment of at least six months; or
- (4) otherwise request assistance related to voter registration.

(c) TIMING OF PROVISION OF ASSISTANCE.

The regulations prescribed by the Secretary of Defense under subsection (f) shall ensure, to the maximum extent practicable and consistent with military necessity, that the assistance provided under subsection (a) is provided to a covered individual described in subsection (b)—

- (1) if described in subsection (b) (1), as part of the administrative in-processing of the covered individual upon arrival at the new duty station of the covered individual;
- (2) if described in subsection (b) (2), as part of the administrative out-processing of the covered individual in preparation for deployment from the home duty station of the covered individual;

Section 583 (b) of Military and Overseas Voter Empowerment Act

VOTER REGISTRATION ASSISTANCE FOR ABSENT UNIFORMED SERVICES VOTERS (a) DESIGNATION OF OFFICES ON MILITARY INSTALLATIONS

AS VOTER ASSISTANCE OFFICES.

Not later than 180 days after the date of the enactment of the National Defense Authorization Act for Fiscal Year 2010 and under regulations prescribed by the Secretary of Defense under subsection (f), the Secretaries of the military departments must designate offices on installations under their jurisdiction to provide absent uniformed services voters, particularly those individuals described in subsection (b), and their family members with the following:

- (1) Information on voter registration procedures and absentee ballot procedures (including the official post card form prescribed under section 101 of the Uniformed and Overseas Citizens Absentee Voting Act (42 U.S.C. 1973ff).
- (2) Information and assistance, if requested, including access to the Internet where practicable, to register to vote in an election for Federal office.
- (3) Information and assistance, if requested, including access to the Internet where practicable, to update the individual's voter registration information, including instructions for absent uniformed services voters to change their address by submitting the official post card form prescribed under section 101 of the Uniformed and Overseas Citizens Absentee Voting Act to the appropriate State election official.
- (4) Information and assistance, if requested, to request an absentee ballot under the Uniformed and Overseas Citizens Absentee Voting Act (42 U.S.C. 1973ff et seq.).

(b) COVERED INDIVIDUALS.

The individuals described in this subsection are absent uniformed services voters who—

- (1) are undergoing a permanent change of duty station;
- (2) are deploying overseas for at least six months;
- (3) are returning from an overseas deployment of at least six months; or
- (4) otherwise request assistance related to voter registration.

(c) TIMING OF PROVISION OF ASSISTANCE.

The regulations prescribed by the Secretary of Defense under subsection (f) must ensure, to the maximum

extent practicable and consistent with military necessity, that the assistance provided under subsection (a) is provided to a covered individual described in subsection (b)—

- (1) if described in subsection (b)(1), as part of the administrative in-processing of the covered individual upon arrival at the new duty station of the covered individual;
- (2) if described in subsection (b)(2), as part of the administrative out-processing of the covered individual in preparation for deployment from the home duty station of the covered individual;
- (3) if described in subsection (b)(3), as part of the administrative in-processing of the covered individual upon return to the home duty station of the covered individual; or
- (4) if described in subsection (b)(4), at the time the covered individual requests such assistance.

(d) OUTREACH.

The Secretary of each military department, or the Presidential designee, must take appropriate actions to inform absent uniformed services voters of the assistance available under subsection (a), including—

- (1) the availability of information and voter registration assistance at offices designated under subsection (a); and
- (2) the time, location, and manner in which an absent uniformed services voter may utilize such assistance.

(e) AUTHORITY TO DESIGNATE VOTING ASSISTANCE OFFICES AS VOTER REGISTRATION AGENCY ON MILITARY INSTALLATIONS.

The Secretary of Defense may authorize the Secretaries of the military departments to designate offices on military installations as voter registration agencies under section 7(a)(2) of the National Voter Registration Act of 1993 (42 U.S.C. 1973gg–5(a)(2)) for all purposes of such Act. Any office so designated must discharge the requirements of this section, under the regulations prescribed by the Secretary of Defense under subsection (f).

(f) REGULATIONS.

The Secretary of Defense shall prescribe regulations relating to the administration of the requirements of this section. The regulations shall be prescribed before the regularly scheduled general election for Federal office held in November 2010, and shall be implemented for such general election for Federal office and for each succeeding election for Federal office.

(g) DEFINITIONS.

In this section:

- (1) The term ‘absent uniformed services voter’ has the meaning given that term in section 107(1) of the Uniformed and Overseas Citizens Absentee Voting Act (42 U.S.C. 1973ff–6(1)).
- (2) The term ‘Federal office’ has the meaning given that term in section 107(3) of the Uniformed and Overseas Citizens Absentee Voting Act (42 U.S.C. 1973ff–6(3)).
- (3) The term ‘Presidential designee’ means the official designated by the President under section 101(a) of the Uniformed and Overseas Citizens Absentee Voting Act (42 U.S.C.1973ff (a)).

Section 7 of National Voter Registration Act

VOTER REGISTRATION AGENCIES (a) DESIGNATION.

- (1) Each State must designate agencies for the registration of voters in elections for Federal office.
- (2) Each State shall designate as voter registration agencies—
 - (A) all offices in the State that provide public assistance; and
 - (B) all offices in the State that provide State-funded programs primarily engaged in providing services to persons with disabilities.
- (3)
 - (A) In addition to voter registration agencies designated under paragraph (2), each State shall designate other offices within the State as voter registration agencies.
 - (B) Voter registration agencies designated under subparagraph (A) may include—
 - (i) State or local government offices such as public libraries, public schools, offices of city and county clerks (including marriage license bureaus), fishing and hunting license bureaus, government revenue offices, unemployment compensation offices, and offices not described in paragraph (2)(B) that provide services to persons with disabilities; and
 - (ii) Federal and nongovernmental offices, with the agreement of such offices.
- (4)
 - (A) At each voter registration agency, the following services shall be made available:
 - (i) Distribution of mail voter registration application forms in accordance with paragraph (6).
 - (ii) Assistance to applicants in completing voter registration application forms, unless the applicant refuses such assistance.
 - (iii) Acceptance of completed voter registration application forms for transmittal to the appropriate State election official.
 - (B) If a voter registration agency designated under paragraph (2) (B) provides services to a person with a disability at the person's home, the agency shall provide the services described in subparagraph (A) at the person's home.
- (5) A person who provides service described in paragraph (4) shall not—
 - (A) seek to influence an applicant's political preference or party registration;
 - (B) display any such political preference or party allegiance;
 - (C) make any statement to an applicant or take any action the purpose or effect of which is to discourage the applicant from registering to vote; or
 - (D) make any statement to an applicant or take any action the purpose or effect of which is to lead the applicant to believe that a decision to register or not to register has any bearing on the availability of services or benefits.
- (6) A voter registration agency that is an office that provides service or assistance in addition to conducting voter registration shall—

- (A) distribute with each application for such service or assistance, and with each recertification, renewal, or change of address form relating to such service or assistance—
 - (i) the mail voter registration application form described in section 1973gg-7 (a)(2) of this title, including a statement that—
 - (I) specifies each eligibility requirement (including citizenship);
 - (II) contains an attestation that the applicant meets each such requirement;
 - and
 - (III) requires the signature of the applicant, under penalty of perjury; or
 - (ii) the office's own form if it is equivalent to the form described in section 1973gg-7 (a) (2) of this title, unless the applicant, in writing, declines to register to vote;
 - (B) provide a form that includes—
 - (i) the question, "If you are not registered to vote where you live now, would you like to apply to register to vote here today?";
 - (ii) if the agency provides public assistance, the statement, "Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.";
 - (iii) boxes for the applicant to check to indicate whether the applicant would like to register or declines to register to vote (failure to check either box being deemed to constitute a declination to register for purposes of subparagraph (C)), together with the statement (in close proximity to the boxes and in prominent type), "IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.";
 - (iv) the statement, "If you would like help in 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."; and
 - (v) the statement, "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 XXXXX.", the blank being filled by the name, address, and telephone number of the appropriate official to whom such a complaint should be addressed; and
 - (C) provide to each applicant who does not decline to register to vote the same degree of assistance with regard to the completion of the registration application form as is provided by the office with regard to the completion of its own forms, unless the applicant refuses such assistance.
- (7) No information relating to a declination to register to vote in connection with an application made at an office described in paragraph (6) may be used for any purpose other than voter registration.
- (b) **FEDERAL GOVERNMENT AND PRIVATE SECTOR COOPERATION.** All departments, agencies, and other entities of the executive branch of the Federal Government shall, to the greatest extent practicable, cooperate with the States in carrying out subsection (a) of this section, and all nongovernmental entities are encouraged to do so.
 - (c) **ARMED FORCES RECRUITMENT OFFICES.**
 - (1) 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.

- (2) A recruitment office of the Armed Forces of the United States shall be considered to be a voter registration agency designated under subsection (a)(2) of this section for all purposes of this sub-chapter.

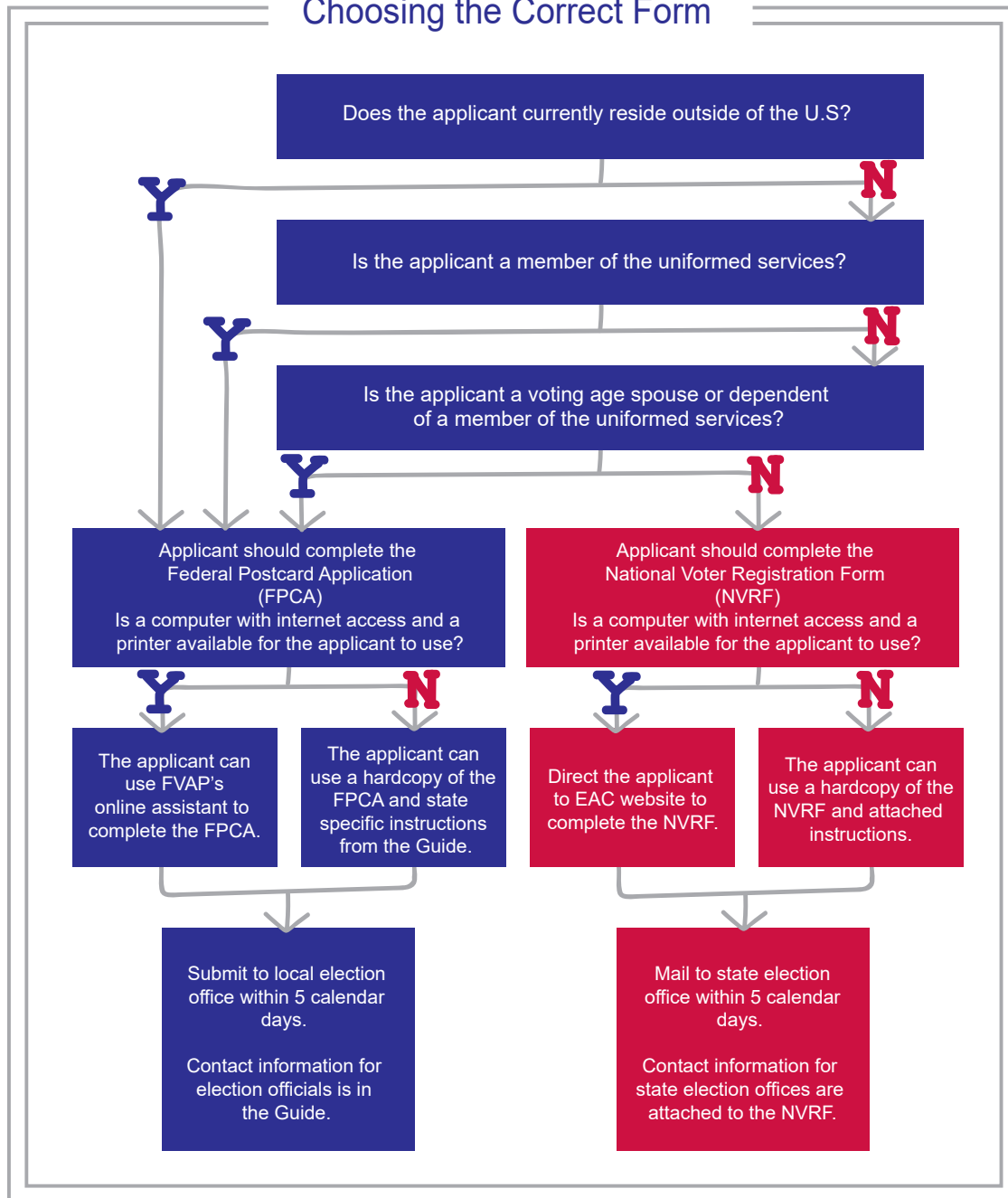
(d) TRANSMITTAL DEADLINE.

- (1) Subject to paragraph (2), a completed registration application accepted at a voter registration agency shall be transmitted to the appropriate State election official not later than 10 days after the date of acceptance.
- (2) If a registration application is accepted within 5 days before the last day for registration to vote in an election, the application shall be transmitted to the appropriate State election official not later than 5 days after the date of acceptance.

Appendix B

Job Aids & Handouts

Choosing the Correct Form



Note: Installation voter assistance office personnel should offer to assist applicants in completing the voter registration forms and to transmit completed forms on behalf of the applicant.

2013 Federal Post Card Application (FPCA) Quick Reference Guide

The Federal Post Card Application (FPCA) is for absent uniformed service personnel and their family members, as well as all overseas U.S. citizens, to apply to register to vote, to request an absentee ballot and/or to update their contact information with their local election office. Applicants should fill the FPCA out in January of each year, and again each time there is a change in contact information to successfully receive their ballot.

The FPCA is updated every 2 years; previous versions of this form are obsolete. Voting Assistance Officers can obtain the current form at FVAP.gov. If older editions are used and information is included as required, they will be accepted and processed by election officials.

Instructions

Federal Postcard Application (FPCA)

Section 1

Check the box that describes you best. Then enter your current name. If you registered under a different name, write this information in the previous name area. Your date of birth is required.



You must provide either a state-issued ID number or the last four digits of your Social Security Number. If you do not have either of these numbers, you must write in Section 6: "I do not have a Social Security Number or state-issued ID number."

Section 2

Include the complete street address of your voting residence. You cannot use a post office box mailing address. If your address is a rural route, write a description of your voting residence in Section 6.



Election offices use your U.S. voting residence address to determine whether you are eligible to vote absentee, which offices and candidates you are eligible to vote for, and to send the correct ballot for your voting precinct. For overseas citizens, it is usually the last place you lived before moving overseas. This address is valid even if: you no longer have property or other ties to this state; your intent to return to that state is uncertain; or your previous address is no longer a recognized address.

If you cannot remember the address where you last resided, FVAP recommends checking old family correspondence, passports, or tax records. Election offices may also help identify your address.

Section 3



Include your current mailing address, even if you are requesting your ballot be sent to you by email or online. Use the forwarding address space only if you want your election materials sent to a different address or have a mail forwarding address. If you are an overseas citizen, your current address must be located outside the United States.



Section 4

Include your contact information so your election office can contact you if they need additional information in order to process your FPCA. If you want to receive your absentee ballot by email/online, you must provide an email address.



Section 5

(A) All states allow you to receive your absentee ballot by mail or email/online. Select your preferred method of receiving your absentee ballot. (B) In many states, you must enter the name of the party whose ballot you want to receive to vote in primary elections.



Section 6

Provide any clarifying information that may assist your election office in approving your request. No witness or notary signature is required on this form for any state.



Section 7

Sign and date.

The FPCA can also be completed using the online assistant at <https://www.fvap.gov/r3>

FPCA Submission Checklist:

- ☐ Look over the completed FPCA to ensure the applicant provided all the information required by the applicant's State, including a complete voting residence address (no P.O. Box addresses).
- ☐ Make sure that the information provided is clear and legible.
- ☐ Check that the applicant signed and dated the application.
- ☐ Look in the Voting Assistance Guide to determine if the applicant's State allows the FPCA to be submitted by email or fax.
- ☐ If mailing the FPCA through the U.S. Postal Service, (including APO/ FPO) or diplomatic pouch, it can be sent postage paid using the mail indicia available at [fvap.gov](https://www.fvap.gov) (www.fvap.gov/eo/overview/materials/forms).
- ☐ If mailing the FPCA using a foreign country's postal service, it requires postage and should have "USA" in the address line of the mailing envelope.

NOTE: Encourage applicants to contact their local election officials (LEOs) to confirm that their applications were successfully processed. LEOs will only contact voters if the form is not accepted.

2018 Federal Write-In Absentee Ballot (FWAB) Quick Reference Guide

The Federal Write-In Absentee Ballot (FWAB) was designed for absent uniformed service personnel and their family members, as well as all overseas U.S. citizens, who completed and submitted a Federal Post Card Applicant (FPCA) in a timely manner but may not receive their ballot in time to return it by their State's deadline. The FWAB was redesigned in 2018; previous versions of this form are obsolete. Voting Assistance Officers can obtain the current form at FVAP.gov. If older editions are used and information is included as required, they will be accepted and processed by election officials.

Instructions

Federal Write-In Absentee Ballot (FWAB)

Section 1

Check the box that describes you best. Then enter your current name. If you registered under a different name, write this information in the previous name area. Your date of birth is required.



You must provide either a state-issued ID number or the last four digits of your Social Security Number. If you do not have either of these numbers, you must write in Section 6: "I do not have a Social Security Number or state-issued ID number."

Section 2

Include the complete street address of your voting residence. You cannot use a post office box mailing address. If your address is a rural route, write a description of your voting residence in Section 6.



Election offices use your U.S. voting residence address to determine whether you are eligible to vote absentee, which offices and candidates you are eligible to vote for, and to send the correct ballot for your voting precinct. For overseas citizens, it is usually the last place you lived before moving overseas. This address is valid even if: you no longer have property or other ties to this state; your intent to return to that state is uncertain; or your previous address is no longer a recognized address.

If you cannot remember the address where you last resided, FVAP recommends checking old family correspondence, passports, or tax records. Election offices may also help identify your address.

Section 3



Include your current mailing address. If you are an overseas citizen, your current address must be located outside the United States to ensure protections under federal law.



Section 4

Include your contact information so your election office can contact you if they need additional information in order to process your FWAB. If you want to receive your absentee ballot by email/online, you must provide an email address.



Section 5

(A) Choose “yes” if you would like to receive ballots for future elections. (B) All states allow you to receive your absentee ballot by mail or email/online. Choose your preferred method of receiving your absentee ballot. (C) In many states, to vote in primary elections, you must enter the name of the party whose ballot you want to receive.



Section 6

Provide any clarifying information that may assist your election office to approve your request. There may be state specific information you will need to provide. Please visit the FVAP.gov to see your state's submission guidelines.



Section 7

Sign and date.

The FWAB can also be completed using the online assistant at <https://www.fvap.gov/r3>

FWAB Submission Checklist:

- ☐ Look in the Voting Assistance Guide to determine if the applicant's State allows the FWAB to be submitted by email or fax.
- ☐ If submitting by mail, the applicant should insert the voted ballot into the security envelope. The sealed security envelope and the Voter's Declaration/ Affirmation form should be inserted into the mailing envelope.
- ☐ If mailing the FWAB through the U.S. Postal Service, (including APO/ FPO) or diplomatic pouch, it can be sent postage paid using the mail indicia available at fvap.gov (www.fvap.gov/eo/overview/materials/forms).
- ☐ If mailing the FWAB using a foreign country's postal service, it requires postage and should have “USA” in the address line of the mailing envelope.

NOTE: If an applicant's State absentee ballot arrives after mailing the FWAB, the applicant should vote and return the State ballot immediately. If the State ballot arrives by the State's deadline for ballot receipt, the State absentee ballot will be counted instead of the FWAB.

National Mail Voter Registration Form (NVRF) Quick Reference Guide

The National Mail Voter Registration Form (NVRF) is for a U.S. citizen who lives or has an address within the United States, to 1) register to vote in their State 2) report a change of name to their voter registration office 3) report a change of address to their voter registration office or 4) register with a political party. **Uniformed service members, their families, and U.S. citizens overseas should use the FPCA.**

Instructions

National Mail Voter Registration Form (NVRF)



Block 1

The applicant should fill in his name in this order—Last, First, Middle. Do not use nicknames or initials.



Block 2

Put in the applicant's legal home address. Do not put his mailing address here if it is different from their home address. Do not use a P.O. box or rural route without a box number



Block 3

If the applicant receives mail at an address other than the address in Block 2, put that address here.



Block 6

Block 4 and 5 are self explanatory. In Block 6 federal law requires that states collect from each applicant an identification number. Refer to the state's specific instructions regarding information on what number is acceptable for their state. Identification numbers typically include a driver's license number or Social Security number.



Block 7

Political party preference is required in most states to participate in partisan primary elections. If the applicant does not want to register with a party, write "no party" or leave the box blank. Do not write in the word "independent" if they mean "no party", because this might be confused with the name of a political party in their state.



Block 8

A few States ask race or ethnic group information in order to administer the Federal Voting Rights Act. If so, put the choice that best describes the applicant from the list below. To find out if a state asks for this information, see item 8 in the instructions for the specific state.



Block 9

After reading the affirmation, have the applicant sign and date the application. Remind the applicant that by signing the NVRF they are verifying their information under the penalty of perjury.

- | | |
|-------------------------------------|---------------------------------|
| > American Indian or Alaskan Native | > Multi-racial |
| > Asian or Pacific Islander | > White, not of Hispanic Origin |
| > Black, not Hispanic Origin | > Other |
| > Hispanic | |

How to Submit Your Application

Mail your application to the address listed under your State instructions. Or, deliver the application in person to your local voter registration office. The States that are required to accept the national form will accept copies of the application printed from the computer image on regular paper stock, signed by the applicant, and mailed in an envelope with the correct postage.

First Time Voters Who Register by Mail

If you are registering to vote for the first time in your jurisdiction and are mailing this registration application, federal law requires you to show proof of identification the first time you vote. Proof of identification includes:

- > A current and valid photo identification or
- > A current utility bill, bank statement, government check, paycheck or government document that shows your name and address.

Voters may be exempt from this requirement if they submit a COPY of this identification with their mail in voter registration form. If you wish to submit a COPY, please keep the following in mind:

- > Your State may have additional identification requirements which may mandate you show identification at the polling place even if you meet the federal proof of identification.
- > Do not submit original documents with this application, only COPIES.

FAQs – Installation Voter Assistance Office

Where should the installation voter assistance office be located?

The Installation Voter Assistance Office should be located in well-advertised, fixed location. This location should be physically co-located with an existing office that receives extensive visits by Service personnel, family members, and DoD civilians. The precise location of installation voter assistance offices will ultimately be determined by each of the Services and their installation commanders—consult your Service's instruction for additional information.

What does it mean for the installation voter assistance office to be considered a Voter Registration Agency?

According to the NVRA Section 7, a Voter Registration Agency must offer the following services:

- > Distribute mail voter registration application form
- > Assist applicants in completing the voter registration application forms, unless the applicant refuses assistance
- > Accept completed voter registration forms to be sent to the appropriate election office

This means that each Installation Voter Assistance Office in the U.S. must be prepared to provide all civilians who have access to the Installation Voter Assistance Office with the National Mail Voter Registration Form (NVRF). Installation Voter Assistance Office personnel must be prepared to provide assistance in completing the form and mail the form to appropriate local election office within five days.

Additionally, as a voter registration agency, personnel staffing the installation voter assistance office shall not:

- > Seek to influence an applicant's political preference or party registration
- > Display any such political preference or party allegiance
- > Make any statement to an applicant or take any actions with the purpose or effect of discouraging or encouraging the applicant from registering to vote
- > Make any statement to an applicant or take any action the purpose or effect of which is to
- > Lead the applicant to believe that deciding to register, or not to register, has any bearing on the availability of services or benefits.

What does it mean to establish an office that only offers voting services?

While the Installation Voter Assistance Office should be co-located with a frequently visited office, it should be set up with reporting, visual, functional, and personnel separation.

- > Reporting Separation: While staffing the installation voter assistance office, personnel report directly to the installation commander—not to the office in which the installation voter assistance office is co-located.
- > Visual Separation: The Installation Voter Assistance Office should be set-up in a well-defined space (room, desk, or cubicle) and should be clearly labeled as the Installation Voter Assistance Office.
- > Functional Separation: The Installation Voter Assistance Office

should only be used to provide voting services.

- > **Personnel Separation:** While staffing the Installation Voter Assistance Office, personnel should provide exclusively voting services.

How many hours does the installation voter assistance office need to be staffed?

Individuals should be able to receive voting assistance during normal business hours. While the office does not require continuous staffing, personnel should be on call and in close proximity during business hours to provide voting assistance if needed. Refer to your Service instruction for additional information.

What are the staffing needs of the installation voter assistance office?

The installation needs to have enough personnel to fulfill the responsibilities of the Installation Voter Assistance Office. The number of personnel required to staff the office will vary based on how an individual Service chooses to execute the responsibilities of the office and the size and activity level of the installation. The staffing level is estimated at one to two full-time equivalents.

To whom does the installation voter assistance office report?

The Installation Voter Assistance Office and personnel staffing the office report directly to the installation Commander—even if geographically located in another office.

What's the difference between the FPCA and the NVRF?

The FPCA is only to be used by uniformed services voters, their family members, or overseas U.S. voters. U.S. citizens that are not members of those groups should complete the NVRF. Additionally, submitting the FPCA serves as a request for an absentee ballot—submitting the NVRF does not.

Can the postage-paid envelope template provided for the FPCA be used to mail the NVRF?

No. The FPCA is postage paid under 39 USC 3406 which applies only to balloting materials used by uniformed services voters, their family members, or overseas U.S. voters.

How often should citizens submit an FPCA?

The military and overseas absentee ballot procedure only works when the local election office has a valid address to mail an absentee ballot. This makes it important to notify the local election office whenever there is a change in the mailing address of uniformed service members, their family members, and overseas U.S. citizens to ensure timely delivery of election materials. Integrating the completion of an FPCA as part of activities that involve a change in mailing address (reporting, deploying, and returning from deployment) ensures that local election officials have accurate mailing information for all Service personnel.

In addition to updating voter registration information, the FPCA also serves as a request for an absentee ballot. For this reason, the FVAP recommends all uniformed service members, their family members, and overseas U.S. citizens submit an FPCA by January 15th of each year.

Who can I contact if I have questions?

FVAP staff can be reached from 8:00am-4:00pm Eastern Time (U.S.), Monday-Friday. Messages can be left 24 hours a day, 7 days a week.

Toll-free: 1-800 -438-8683

Commercial: 703-588-1584

DSN: 425-1584

Email: vote@fvap.gov

FAQs – Voters

How do I register to vote?

To register to vote you must complete, sign, date, and mail the appropriate application form:

- > Uniformed services members, their family members, and overseas citizens should register using the FPCA. The FPCA is available at www.fvap.gov/eo/overview/materials/forms.
- > All other U.S. citizens should register using the NVRF. The NVRF is available at [www.eac.gov/assets/1/Page/National Mail Voter Registration Form - English.pdf](http://www.eac.gov/assets/1/Page/National%20Mail%20Voter%20Registration%20Form%20-%20English.pdf).

How do I update my voter registration information?

The same application form that you use to register to vote can also be used to update your name and address with your voter registration office.

- > For uniformed services members, their family members, and overseas citizens this form is the FPCA. The FPCA is available at www.fvap.gov/resources/media/fpca.pdf.
- > For all other U.S. citizens the form is the NVRF. The NVRF is available at [www.eac.gov/assets/1/Page/National Mail Voter Registration Form - English.pdf](http://www.eac.gov/assets/1/Page/National%20Mail%20Voter%20Registration%20Form%20-%20English.pdf)

Where do I send my voter registration application form?

The application form must be submitted to the appropriate election office. The installation voter assistance office will submit completed applications to the appropriate office on behalf of the applicant.

- > For uniformed services members, their family members, and overseas citizens, the FPCA should be submitted to your local election office. The FPCA is postage-paid in the U.S. mail system using either the cardstock hard copy or the postage-paid envelope template available at www.fvap.gov/eo/overview/materials/forms. Some States accept FPCAs submitted electronically (email or fax). Check the Voting Assistance Guide to see if electronic submission is allowed for your State.
- > For all other U.S. citizens, the NVRF should be submitted to the State election office. The NVRF requires first-class postage.

Where is my legal voting residence?

- > For uniformed services members, your legal voting residence is either the State or territory where you last resided prior to entering military service (Home of Record) OR the State or territory that you have since claimed as a legal residence. This is true even if many years have elapsed since you lived in the U.S., and you no longer maintain a residence in that State or territory, or if your intent to return is uncertain.
- > For spouses of uniformed service personnel, your legal voting residence is either the State or territory where you last resided prior to your spouse entering military service OR the State or territory that you have since claimed as a legal residence. This may mean that you and your spouse have different voting residences.
- > Minors typically assume the legal residence of either parent, and when

they become 18, they also have the option of establishing their own legal voting residence which can be different from either parent.

- > For overseas citizens, your legal voting residence is usually the State or territory in which you resided immediately prior to leaving the U.S.

Can I use a P.O. Box as my voting residence address?

No. When you register to vote, your election official needs your previous residence address in order to determine your precise voting district. Your voting residence address must be a physical street or rural route address, or a location that you describe in detail—a P.O. Box address is not an acceptable voting residence address. You can use a P.O. Box as the address where you would like the election office to send your voting materials (Box 4 on the FPCA).

Can I vote in-person where I am stationed?

Uniformed service members and their family members can vote in-person if their current residence is their voting residence (even if that residence is on a military installation). Be advised that there may be legal obligations, such as taxation, if you change your State of residence. Therefore, consult a Judge Advocate General officer or legal counsel before changing your residence for voting purposes.

Can I vote absentee? How do I request an absentee ballot?

Uniformed service members, their family members, and overseas U.S. citizens can vote absentee in all Federal elections by submitting the FPCA as their request for an absentee ballot. Parents, children, or siblings who are not dependents, or spouses and dependents who are not absent from the place they are eligible to vote may not register to vote absentee using the FPCA. However, they may still be eligible to vote absentee depending on their State's requirements and should contact their local election office for their State's guidelines on voting absentee.

I'm in the Military but my family members are not; can they vote absentee?

It depends, eligible spouses and dependent family members (U.S. citizens, ages 18 years or older) of uniformed service members may vote absentee and should submit an FPCA to request an absentee ballot.

When should I request an absentee ballot for the General Election?

For the general election, FVAP recommends that you send your FPCA by August 15 to ensure that you receive your ballot in time to vote and return it to be counted.

Where do I send my request for an absentee ballot?

- > For uniformed services members, their family members, and overseas citizens, the FPCA should be submitted to your local election office. The FPCA is postage-paid in the U.S. mail system using either the cardstock hard copy or the pre-paid envelope template available at www.fvap.gov/eo/overview/materials/forms. Some States accept FPCAs submitted electronically (email or fax). Check the Voting Assistance Guide to see if electronic submission is allowed for your State. The installation voter assistance office will submit completed FPCAs to the appropriate election official on behalf of the applicant.
- > All other U.S. citizens should contact their local election office or check their

State election website for their State's guidelines on voting absentee.

When mailing election materials, do I have to pay postage?

- > The FPCA may be mailed for free from any U.S. post office, U.S. embassy or consulate, or APO/FPO mail facility. The hard copy FPCA on cardstock is printed to be postage-paid. If you use the online FPCA, you can print the postage-paid envelope template available at www.fvap.gov/eo/overview/materials/forms.
- > The NVRF is not postage-paid and requires first-class postage. If submitted to the installation voter assistance office, the office will provide first-class postage.

Appendix C

Appendix C: Checklists

Checklist – Establishment of an Installation Voter Assistance Office

Designation

Has the office been officially designated as a Voter Registration Agency?

- ☐ The installation commander has signed a written designation identifying the installation voter assistance office a Voter Registration Agency as defined by the NVRA.

Location

Has a fixed location been identified for the office?

- ☐ The installation voter assistance office is located in an area that receives extensive visits by Service personnel, family members, and DoD civilians.
- ☐ The installation voter assistance office is established as an office that only offers voting services.

Personnel

Have personnel been assigned to staff the office?

- ☐ All Installation Voter Assistance Office personnel have a letter of designation.
- ☐ All Installation Voter Assistance Office personnel received the FVAP Installation Voter Assistance Officer training.

Equipment/Materials

Are the required materials available in the installation voter assistance office?

- ☐ A computer with internet access and a printer is available to print copies of the FPCA, FWAB, NVRF, and the instructions for those forms, including the Voting Assistance Guide.

Installation Awareness

Is the installation voter assistance office advertised to the installation community?

- ☐ Telephone operators at the installation been provided with the contact information for the installation voter assistance office.
- ☐ The installation website includes information on Installation Voter Assistance Office, including the hours of operation, location, and contact information.
- ☐ The hours of operation and contact information are posted in and /or around the office location.

Other Steps

Are installation voter assistance personnel familiar with available resources?

- ☐ Installation Voter Assistance Office personnel are familiar with the resources available at www.fvap.gov.
- ☐ Contact information for local and State election offices is available in the Installation Voter Assistance Office

Checklist – Installation Voter Assistance Office Operations

Is the installation voter assistance office included in pre-existing processing activities?

- ☐ Reporting personnel (military and civilian) and their voting age dependents are reminded to complete the FPCA or NVRF.
- ☐ Deploying military personnel are reminded to complete the FPCA prior to, and again upon return from deployment.
- ☐ All installation personnel (military and civilian) and their voting age dependents are reminded to complete the FPCA or NVRF when they update their address on the installation.

Does the installation voter assistance office provide written information on voter registration and absentee ballot procedures?

- ☐ Copies of the FPCA, NVRF, FWAB, the instructions for those forms, and the Voting Assistance Guide are available at the installation voter assistance office.

Are all installation voter assistance office personnel equipped to provide direct assistance to citizens in completing the FPCA, NVRF, or FWAB?

- ☐ All Installation Voter Assistance Office personnel have received the FVAP installation voter assistance office training (either in-person or online).

Is the installation voter assistance office mailing completed forms within five days?

- ☐ The office maintains an adequate supply of business envelopes and first-class postage. Is the installation voter assistance office maintaining monthly records of its activities?
- ☐ The Installation Voter Assistance Office records are being submitted according to the protocol determined by the Service Voting Action Plan.

Checklist – Installation Voter Assistance Office Continuity Folder

The Installation Voter Assistance Office should maintain a continuity folder for personnel to reference. It should provide basic details on absentee voting procedures and contain anything that may assist personnel in carrying out the responsibilities of the installation voter assistance office.

- ☐ Written designation establishing the installation voter assistance office as a Voter Registration Agency
- ☐ Designation letters for all personnel staffing the installation voter assistance office
- ☐ FVAP Installation Voter Assistance Office Training certificates for all designated office personnel
- ☐ Contact information for installation voter assistance office and personnel in the office
- ☐ Current Service Voting Action Plan
 - Available from SVAO
- ☐ Service Voting Instruction/Directives on Voting Assistance
 - Available from SVAO or Service publications website
- ☐ FPCAs and FWABs (Available at www.fvap.gov/eo/overview/materials/forms)
- ☐ NVRFs for civilian voters (Available at www.eac.gov/assets/1/Page/)

National Mail Voter Registration Form - English.pdf)

- Current Voting Assistance Guide (Available at [www.https://www.fvap.gov/guide](https://www.fvap.gov/guide))
- Materials for monthly reporting requirements
 - Available from SVAO
- Current Election Dates Calendar (Available at www.fvap.gov/vao/calendar.html)
- DoD Directives 1000.04 and 1344.10 (Available at www.fvap.gov/vao/directives)
- Training materials from FVAP Installation Voter Assistance Office Training (Available at www.fvap.gov/vao/training)
- Installation Voter Assistance Office Handbook
 - Available from www.fvap.gov