

APPENDIX C

ELECTRONIC TRANSMISSION OF ELECTION MATERIALS

NOTE: Please refer to individual state guidelines in Chapter 3 to determine if a specific state allows electronic transmission of official election materials. Please read all instructions carefully.

If a state allows electronic transmission of official election materials, it may allow:

1. the citizen to fax the FPCA for registration and/or ballot request,
2. the citizen to be sent the absentee ballot by fax,
3. the citizen to return the voted ballot by fax,
4. or any combination of 1), 2) and 3).

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

To Send the FPCA by Fax

1. Complete and sign the FPCA legibly using **dark ink** as indicated in Chapter 3, according to each state's requirements.
2. **Fax both sides of the FPCA** using a copy of the fax transmittal cover sheet included in this Appendix, or other cover sheet containing similar information, indicating sender's full name, fax number (DSN and Commercial, if available) and telephone number.
3. Use a separate transmittal cover sheet including the number of pages being transmitted for each FPCA. More than one FPCA with cover sheet may be faxed in a single transmission if they have the same destination.
4. After faxing, **mail the completed FPCA** to the local election official address as listed in Chapter 3 even if it may not meet the state's registration deadline.

To Receive the Absentee Ballot by Fax

Ballots will be faxed where allowed by state law from the local election official to the individual's fax machine or to an office or command fax machine as indicated on the ballot request, for delivery to addressee (voter).

The voter should follow all instructions provided by the local election official in marking and executing the ballot.

To Return the Voted Absentee Ballot by Mail

It is preferred that the voter return the voted ballot to the local election officials by mail, even if the ballot has been sent to the voter by fax.

To return by mail a voted ballot that has been sent to the voter by fax, use the security envelope and ballot transmittal envelope from the Federal Write-In Absentee Ballot (SF-186), if available. Detach the envelopes from the rest of the form. The voter should then place the voted ballot in the security envelope, seal it and place the sealed security envelope in the transmittal envelope and mail it immediately to the local election official.

If SF-186 forms are not readily available, use two plain envelopes. Mark one as the security envelope and the other as the transmittal envelope for mailing. Follow the instructions provided with the ballot.

The voter should vote in private and seal the ballot in the security envelope without any assistance whenever possible.

To Return the Voted Absentee Ballot by Fax

If the voter determines there is not sufficient time to return the ballot by mail and the state allows receipt of a voted ballot by fax, the voted ballot may be transmitted by fax. The voter should follow the instructions provided by the local election official in marking and executing the ballot. Mark the ballot and print legibly in **dark ink** or type.

The voter must understand that by faxing the voted ballot, he/she is waiving the right to secrecy of the ballot. The voter must sign a statement on the fax transmittal cover page indicating, "I understand that by faxing my voted ballot I am voluntarily waiving my right to a secret ballot." This must be followed by the signature of voter and the date. The voter is advised to obtain and retain a facsimile receipt of the date and time the voted ballot was faxed successfully.

Use a copy of the fax transmittal cover sheet included in this Appendix, or other cover sheet containing similar information, indicating the name, telephone number and fax number of the sender, the name and SSN of the voter, and the complete destination address for the ballot (as found under the respective state headings in Chapter 3).

IMPORTANT: Voting Assistance Officers are reminded that they are performing duties in an official capacity and are obliged to protect the integrity of the

electoral process and the confidentiality of the voter and his/her vote.

Voting materials described for any state may be transmitted through the following numbers:

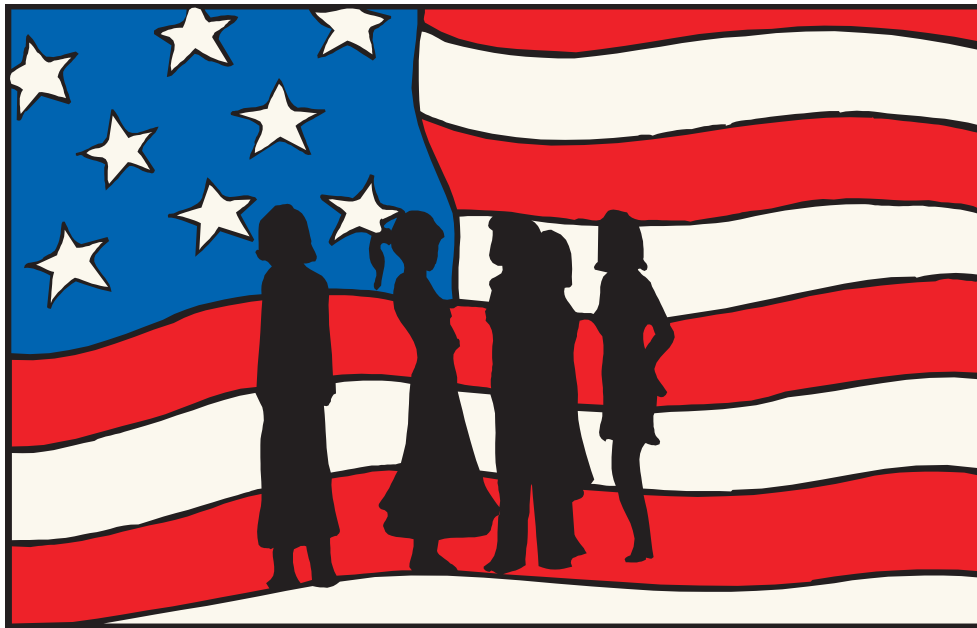
(800) 368-8683
(703) 693-5527
DSN 223-5527

Additional international toll-free fax numbers are listed on the inside back cover.

By using the above numbers to electronically transmit any election materials, an audit trail is maintained.

Assistance Available

Questions concerning policy for use of the system may be directed to the Federal Voting Assistance Program at any of the following numbers: DSN 425-1584, (703) 588-1584, or (800) 438-8683. Overseas citizens may contact the FVAP on the international toll-free numbers listed on the inside back cover of this Guide and on the FVAP website at www.fvap.gov. All written correspondence should be directed to the Director, Federal Voting Assistance Program, Department of Defense, 1155 Defense Pentagon, Washington, DC 20301-1155 or by e-mail to vote@fvap.ncr.gov.



SAMPLE TRANSMISSION SHEET

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

TO:

City/County Board of Elections	State
Telephone Number	
Fax Number	
Street Address	
City	State Zip Code

From:

Last Name	
First Name	Middle Name
Telephone Number	
Fax Number	
Social Security Number (###-##-####)	Date of Birth (MM/DD/YYYY)
Mailing Address	
City	State or Country
Unit/Ship	Postal Code/APO/FPO
Email Address	

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

If a VOTED BALLOT is being faxed, sign below:
"I understand that by faxing my voted ballot I am voluntarily waiving my right to a secret ballot."

Signature _____ Date _____

Number of pages being transmitted, including this sheet _____

Fax to one of these numbers:
703-693-5527, 1-800-368-8683, or DSN 223-5527

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

Date Received _____ Time Received _____

Date Sent _____ Time Sent _____

Transaction Number _____ Processed By _____

Include as much of the local election official's information as possible to insure prompt delivery.

Important: Complete this section in its entirety. It will enable the election official to get in touch with the voter if necessary.

The voter must sign here when faxing a voted ballot and understand that the right to secret ballot is waived when using this service.

Fax transmissions to one of these official fax numbers, or the fax numbers listed on the inside back cover.

If applicable, indicate branch of service. This will help to locate voter in case of deployment.

Indicate the total number of pages sent, including this cover sheet.

Do not fill in this section.

Electronic Transmission Sheet
 from the Absentee Voter to the Local Election Official
 (shown reduced)

Official Election Materials — Electronic Transmission Sheet

Transmittal (Cover) Sheet from Absentee Voter to Local Election Official

TO:

City/County Board of Elections		State
Telephone Number		
Fax Number		
Street Address		
City	State	Zip Code

From:

Last Name		
First Name	Middle Name	
Telephone Number		
Fax Number		
Social Security Number (###-##-####)	Date of Birth (MM/DD/YY)	
Mailing Address		
City	State or Country	
Unit/Ship	Postal Code/APO/FPO	
Email Address		

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

If a VOTED BALLOT is being faxed, sign below:
"I understand that by faxing my voted ballot I am voluntarily waiving my right to a secret ballot."

Signature _____ Date _____

Number of pages being transmitted, including this sheet _____

Fax to one of these numbers:

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

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

Date Received _____ Time Received _____

Date Sent _____ Time Sent _____

Transaction Number _____ Processed By _____

