

# PENNSYLVANIA

The Federal Post Card Application (FPCA) is the primary form for requesting registration and/or an absentee ballot from your local election official. **Read all instructions printed below and on the FPCA before completing and signing your application.**

## FEDERAL POST CARD APPLICATION

SAMPLE FORM

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

The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law.

### Application Instructions

*Circled letters on the form above correspond to the instructions below. You must complete all shaded areas.*

- A** Designation of race is optional in Pennsylvania. This data is requested from some states by the Department of Justice in their enforcement of the Voting Rights Act and the National Voter Registration Act. Enter the choice that best describes you from the following list. AI = American Indian or Alaskan Native; AP = Asian or Pacific Islander not Native Hawaiian; B = Black, not of Hispanic Origin; H = Hispanic; M = Multi-racial; NH = Native Hawaiian; W = White, not of Hispanic Origin; O = Other.
- B** Your Pennsylvania Driver's License is required for voter registration. If you do not have a Pennsylvania Driver's License, you must include the last four digits of your Social Security number. If you do not possess either of these identifications, Pennsylvania will assign a number that will serve to identify you for voter registration purposes.
- C** Do not leave blank. Enter "N/A" if not applicable or if you are a first time voter.
- D** Provide the complete street address of your Pennsylvania voting residence. A post office box is not sufficient. If your address includes a rural route, describe its location in Item 7. For example: "2 miles past Highway \_\_\_\_\_, across the street from the \_\_\_\_\_ gas station."

- This address must be different from the one provided in Item 4 and must be within the county where you claim legal voting residence.
- E** Print the complete address where you want your ballot sent — usually your current mailing address. Your current mailing address must be different from the address you provided in Item 3.
- F** **If you do not list a party affiliation, you cannot vote in primary elections.** You must indicate your political party affiliation when applying for a primary ballot (Example: Democrat, Republican) or write "none" in Item 6 of the FPCA. Political party affiliation is not required if only requesting absentee ballots for general elections.
- G** Check ONE box. **Please note under 8f:** 1) Mental competence is not a requirement to register and vote in Pennsylvania and 2) Reinstatement — in Pennsylvania, once a convicted felon is released from prison, he or she may register to vote.
- H** You must sign and date the FPCA. When signing, you are swearing or affirming that the information is true and correct.

# I. UNIFORMED SERVICES

## A. Who Can Do It

These procedures apply to persons who are U.S. citizens, residents of Pennsylvania and members of the Uniformed Services and their family members. Uniformed Services are defined as the U.S. Armed Forces, merchant marine, commissioned corps of the Public Health Service and the National Oceanic and Atmospheric Administration.

## B. Registering and Requesting an Absentee Ballot

You should send an FPCA to your County Board of Elections early every year and whenever you change your mailing address (see Chapter 2).

If you are a member of the Armed Forces, you are exempted from registration and the County Board of Elections must receive your FPCA for ballot request anytime before the election. In some cases, however, the County Board of Elections may send you a state Voter Registration Mail Application (VRMA) or a state absentee ballot application if they cannot determine from the information on the FPCA whether or not you meet all the requirements to vote in that county. Either the state VRMA or the state absentee ballot application must be completed and returned with the voted ballot to the County Board of Elections so your ballot for all offices is counted. If the local election official does not receive either application, your ballot will be counted for Federal offices only.

If you are a spouse or dependent of a member of the Armed Forces, or a merchant marine member or a spouse or dependent of a merchant marine member, the County Board of Elections must receive your FPCA for ballot request anytime before the election. If you are not registered you may receive, along with your ballot, a state VRMA. You must complete and return the state VRMA with your voted ballot so your ballot for all offices is counted. If you do not return the state VRMA, the ballot is counted for Federal offices only.

The registration declaration on the Pennsylvania VRMA is accepted for all purposes as the equivalent of an affidavit, and if the VRMA contains a materially false statement, the applicant will be subject to penalties for perjury.

## C. Casting Your Vote

**Ballot Return Deadline:** Voted ballot must arrive by 5:00 p.m. on the Friday before the election.

Local election officials mail ballots and state registration materials approximately 45 days before the election.

If official absentee ballots are not available at that time, you will be sent a special write-in absentee ballot.

If you are outside the U.S. and have not received your state ballot in a timely manner, use the **Federal Write-In Absentee Ballot**. See instructions in Chapter 2, page 12.

## D. Notary/Witness Requirements

No registration or voting materials are notarized or witnessed.

## E. Electronic Transmission of FPCAs and Ballots

- Pennsylvania allows you to send the FPCA for registration and absentee ballot by fax. After faxing, submit the FPCA by mail. The original FPCA must be received prior to the election by the county election office in order for the ballot to count.
- Pennsylvania allows you to receive the blank ballot by fax if you are in a designated hostile fire, imminent danger pay, combat zone or qualified hazardous duty area.
- Pennsylvania does not allow you to return the voted ballot by fax.

Please refer to Appendix C for specific instructions when transmitting election materials electronically. Use the following numbers:

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

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

## F. Special Write-In Absentee Ballot

Pennsylvania provides a state special write-in absentee ballot available 50 days before the primary election and 70 days before the general election if you will be unable to vote during the regular absentee balloting period by reason of military service or living in a remote or isolated area of the world.

The FPCA may be used to request the state special write-in ballot. In Item 7 of the FPCA, place one of the state special write-in labels from Section III.E. If no labels are available, write in Item 7: “I am unable to vote during the regular absentee balloting period by reason of living or performing military service in an extremely remote or isolated area of the world. I request a special write-in absentee ballot.”

***Notify Your Local Election Official About Your Current Mailing Address***

The special write-in ballot may be requested at any time before the election.

Vote the special write-in ballot by writing in the names of specific candidates from the list provided.

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

## II. CIVILIANS OUTSIDE U.S.

### A. Who Can Do It

These procedures apply to persons who are U.S. citizens, residents of Pennsylvania and overseas electors. The term “overseas electors” means a U.S. citizen who resides outside the U.S. and (but for such residence) would be qualified to vote in Pennsylvania.

- U.S. Government employees overseas and their spouses and dependents (for local, state and Federal office ballots)
- other residents of Pennsylvania temporarily residing outside the U.S. (for local, state and Federal office ballots)
- overseas electors as defined above (for Federal office ballots only).

### B. Registering and Requesting an Absentee Ballot

You should send an FPCA to your County Board of Elections early every year and whenever you change your mailing address (see Chapter 2).

**If you are a civilian employee of the U.S. Government, or a spouse or dependent of a civilian employee of the U.S. Government,** the County Board of Elections must receive your FPCA for ballot request anytime before the election. If you are **not registered** you may receive, along with your ballot, a state Voter Registration Mail Application (VRMA). You must complete and return the state VRMA with your voted ballot so your ballot for all offices is counted. If you do not return the state VRMA, the ballot is counted for Federal offices only.

If you are a registered Pennsylvania elector temporarily residing outside the U.S., the County Board of Elections must receive your FPCA at least 7 days before the election.

**If you are an unregistered resident temporarily residing outside the U.S.,** the County Board of Elections must receive your FPCA not later than 30 days before the election. You may receive, along with your ballot, a state VRMA if the County Board of Elections cannot determine from the information on the FPCA whether you meet all the requirements to vote in the county. The completed state

VRMA must arrive at least 30 days before the election for the ballot to be counted for all offices. If the state VRMA is not received timely, your ballot will be counted for Federal offices only.

**If you are an overseas elector who does not meet the state residency requirement,** you will receive a ballot for Federal offices only.

### C. Casting Your Vote

**Ballot Return Deadline:** Voted ballot must arrive by **5:00 p.m. on the Friday before the election.**

Local election officials mail ballots and state registration materials approximately 45 days before the election.

If official absentee ballots are not available at that time, you will be sent a special write-in absentee ballot.

If you have not received your state ballot in a timely manner, use the **Federal Write-In Absentee Ballot**. See instructions in Chapter 2, page 12.

### D. Notary/Witness Requirements

No registration or voting materials are notarized or witnessed.

### E. Electronic Transmission of FPCAs and Ballots

- Pennsylvania allows you to send the FPCA for registration and absentee ballot by fax. After faxing, submit the FPCA by mail. The original FPCA must be received prior to the election by the county election office in order for the ballot to count.
- Pennsylvania does not allow you to receive the blank ballot by fax.
- Pennsylvania does not allow you to return the voted ballot by fax.

Please refer to Appendix C for specific instructions when transmitting election materials electronically. **Use the following numbers:**

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

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

### F. Special Write-In Absentee Ballot

Pennsylvania provides a state special write-in absentee ballot available 50 days before the primary election and 70 days before the general election if you will be unable to vote during the regular absentee balloting period by reason of living in a remote or isolated area of the world.

The FPCA may be used to request the state special write-in ballot. In Item 7 of the FPCA, place one of the state special write-in labels from Section III.E. If no labels are available, write in Item 7: “I am unable to vote during the regular absentee balloting period by reason of living or performing military service in an extremely remote or isolated area of the world. I request a special write-in absentee ballot.”

The special write-in ballot may be requested at any time before the election.

Vote the special write-in ballot by writing in the names of specific candidates from the list provided.

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

### III. UNIFORMED SERVICES & CIVILIANS OUTSIDE U.S.

#### A. Bars to Registration and Voting

Persons imprisoned for a felony conviction may not vote absentee.

#### B. Action on Registration Requests

Pennsylvania sends notification of registration.

#### C. Action Upon Denial of Registration or Absentee Ballot Request

Upon denial of your voter registration application or absentee ballot request, Pennsylvania will provide you with the reason(s) for the rejection. Persons denied registration should consult a legal assistance officer or civilian counsel.

#### D. Where To Send It

Mail the FPCA to the **County Board of Elections**, county of voting residence, as listed below:

County	County Seat	Zip Code
Adams	Gettysburg	17325-2312
Allegheny	Pittsburgh	15219-2953
Armstrong	Kittanning	16201-1448
Beaver	Beaver	15009-2145
Bedford	Bedford	15522-0166
Berks	Reading	19601-3540
Blair	Hollidaysburg	16648-2022
Bradford	Towanda	18848-1878
Bucks	Doylestown	18901-4318
Butler	Butler	16603-1208

County	County Seat	Zip Code
Cambria	Ebensburg	15931-1947
Cameron	Emporium	15834-1469
Carbon	Jim Thorpe	18229-0129
Centre	Bellefonte	16823-1488
Chester	West Chester	19382-0990
Clarion	Clarion	16214-1093
Clearfield	Clearfield	16830-2425
Clinton	Lock Haven	17745-1385
Columbia	Bloomsburg	17815-0380
Crawford	Meadville	16335-2678
Cumberland	Carlisle	17013-3044
Dauphin	Harrisburg	17108-1295
Delaware	Media	19063-2728
Elk	Ridgway	15853-0448
Erie	Erie	16501-1096
Fayette	Uniontown	15401-3412
Forest	Tionesta	16353-0126
Franklin	Chambersburg	17201-2211
Fulton	McConnellsburg	17233-1198
Greene	Waynesburg	15370-1839
Huntingdon	Huntingdon	16652-1486
Indiana	Indiana	15701-3934
Jefferson	Brookville	15825-1269
Juniata	Mifflintown	17059-0068
Lackawanna	Scranton	18503-1714
Lancaster	Lancaster	17608-3480
Lawrence	New Castle	16101-3593
Lebanon	Lebanon	17042-6794
Lehigh	Allentown	18101-2400
Luzerne	Wilkes-Barre	18711-1001
Lycoming	Williamsport	17701-0536
McKean	Smethport	16749-0507
Mercer	Mercer	16137-1227
Mifflin	Lewistown	17044-1797
Monroe	Stroudsburg	18360-2170
Montgomery	Norristown	19404-0311
Montour	Danville	17821-1999
Northampton	Easton	18042-3695
Northumberland	Sunbury	17801-2360
Perry	New Bloomfield	17068-0037
County	County Seat	Zip Code
Philadelphia	Philadelphia	19107-3211
Pike	Milford	18337-1535
Potter	Coudersport	16915-1690
Schuylkill	Pottsville	17901-3602
Snyder	Middleburg	17842-0217
Somerset	Somerset	15501-1459
Sullivan	Laporte	18626-0157
Susquehanna	Montrose	18801-0218
Tioga	Wellsboro	16901-0589
Union	Lewisburg	17837-1996
Venango	Franklin	16323-0831
Warren	Warren	16365-2399
Washington	Washington	15301-4480
Wayne	Honesdale	18431-1996
Westmoreland	Greensburg	15601-9620
Wyoming	Tunkhannock	18657-1216
York	York	17401-1256

***Be Heard. Be Counted. Vote***

by SSgt Jeffery Barnes, USAF, Franklin, Pennsylvania



