



Voting Information News

December 2003 Vol. 13, No. 12

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

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Voting Assistance Officers

"To Do" This Month:

☑ Inventory your supplies of voting materials on-hand within your organization. FVAP recommends stocking at least four FPCAs for each citizen you provide assistance to. This will provide enough forms for voting age family members, for changes of address, and for spoilage of these forms during their completion.

☑ Remind those citizens you assist to submit their FPCAs to their local election official in January as recommended by DoD Directive 1000.4.

☑ Remember to inform the citizens you serve of the early Primary election dates. Encourage these citizens to submit their FPCAs early.

Completing the Federal Post Card Application

Citizens voting under the *Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)* are eligible to participate in all elections for Federal offices. Many of these citizens are also eligible to vote in state and local elections. Because election laws vary from state to state, please consult the recently distributed, *2004-2005 Voting Assistance Guide* or your Voting Assistance Officer (VAO). The *Guide* contains state-by-state procedures for UOCAVA citizens to register and/or request an absentee ballot using the Federal Post Card Application (FPCA) or (SF-76). All shaded areas for your state or territory as indicated in the *Guide* must be completed. The *Guide* is available in hard copy format or on-line at the FVAP website, www.fvap.gov. The FPCA is the first step in the absentee voting process.

The following are general item-by-item instructions for completing the FPCA. It is important to realize that state laws determine the information required on the FPCA as well as the deadline for submitting the form. As a result, accurate completion and timely submission of the FPCA are critical.

Follow the instructions carefully when completing the FPCA. After completing the form, send it to your jurisdiction of voting residence. The *Guide* contains addresses for sending the completed form to your Local Election Official (LEO). Alternative means of transmitting election materials (faxing) are also outlined in the *Guide*.

Although Federal law states that the FPCA is valid for two regular Federal elections, FVAP recommends that you (*continued on page 2*)

Optional instructions are contained on reverse. (Fold to inside)

REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)
APPLICATION FOR STATE OF _____ COUNTY OF _____ CITY OR TOWNSHIP OF _____ §

I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE.

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

Completing the FPCA (continued)

submit a new FPCA in January of every year and whenever you move to ensure that your absentee ballots will be sent to you in a timely manner. Here is an item-by-item breakdown:

✍ **Top of the form:** Fill in the blanks with your state/territory, county or parish, and city/township of voting residence and the items required in accordance with the instructions for your state or territory.

✍ **Item 1 - Applicant Information:** Type or print full name, sex, date of birth, social security number (some states require only the last four digits), and other identification (passport, ID card). Insert only one character per box.

✍ **Item 2 - I Last Voted or Place of Last Registration:** Do not leave this blank. If unknown, write, "Unknown", or "N/A" if you have never registered to vote previously.

✍ **Item 3 - Voting Residence:** A complete street address of where you actually lived in the state is necessary for the LEO to place you in the proper voting precinct. A post office box is not appropriate. If your address includes a Rural Route, use Item 7 (Remarks) to indicate the specific location of the residence (for example, 2 miles south of the intersection of Route 9 and I-34.) This address should be different from the one provided in Item 4 and must be within the county or township where you claim legal voting residence.

✍ **Item 4 - Mail Absentee Ballot to:** Enter the complete mailing address where you wish to receive your absentee ballot. This address should be different from the address you provided in Item 3. If you will have a new mailing address by the time election materials will be sent to you, please be sure to indicate this address here.

✍ **Item 5 - Your Fax Number:** Provide a complete fax number where the LEO may reach you. Some States and Territories allow you to request, receive, and/or return your ballot by fax. Refer to your state pages in the *Guide* for more details on electronic transmission.

✍ **Item 6 - Political Party Affiliation:** In many states and territories, you must specify your party affiliation to vote in primary elections. Please refer to the *Guide* for specific information regarding your state's primary elections.

✍ **Item 7 - Remarks:** Provide information that may assist LEOs in contacting you or determining your eligibility to vote. For example, a maiden name (or other name used), an **e-mail address**, or a phone number of a relative in your home county. If you are requesting your state's special write-in ballot, apply the gummed label provided in Chapter 3 of the *Guide*.

✍ **Item 8 - Affirmation by applicant:** Place an "X" in only one block. You must sign at 8(i) and put a date in 8(j).

✍ **Item 9 Oath:** Not all states and territories require a witness. Check the *Guide* for state-specific requirements and instructions.

Absentee voting materials may be obtained through your unit, Embassy, or Consulate VAO. Many US citizens' organizations and corporations overseas maintain a stock of absentee voting materials as well. An on-line (PDF) version of the FPCA is also available for many states at www.fvap.gov, and needs to be printed, completed, and sealed in an envelope affixed with proper postage. You may also contact your Voting Action Officer (see page 3) or the FVAP directly to request voting materials. ☑



FROM THE DESK OF THE AIR FORCE SENIOR SERVICE VOTING REPRESENTATIVE

With the 2004 Presidential election year right around the corner, I would once again like to take the time to encourage all levels of command to fully support the Air Force Voting Program. As defenders of freedom and democracy, voting is our opportunity to express those very rights.

The best way to ensure that all of our people have the information they need is to ensure you have Voting Assistance Officers (VAOs) appointed at every appropriate level who will serve in that key position throughout the election season in 2004. It is imperative that VAOs are thoroughly trained and equipped so they can adequately serve and assist their unit members. A valuable source of information for all VAOs is the Air Force Voting Website, <http://www.afpc.randolph.af.mil/votefund/>. This website will contain the 2004-2005 Air Force Voting Plan shortly and includes a link to the Federal Voting Assistance Program (FVAP) website. As the year progresses, the website will be updated with pertinent and current information. Ensure all VAOs are visible to those they serve—visibility of the VAO is the key to a successful voting program. Ensure the Federal Post Card Application (FPCA) is placed in every unit member's hand and assist anyone who needs help with completing the form. Organize activities such as registration drives that target the younger service members who may be an absentee voter for

the first time. Keep in mind that VAOs also serve the family members of their unit military personnel. Under the leadership and direction of the VAOs, we can ensure every eligible voter is well armed to discharge their responsibility as United States citizens to register and vote. Remember, ***"It's Your Future. VOTE For It!"***



Maj Gen Peter Sutton
Director for Learning and Force
Development
Deputy Chief of Staff, Pentagon

Voting Action Officers

Department of State: Office of Overseas Citizens Services

Chief VAO: Mr. Jack Markey, **tel:** (202) 736-4937, **fax:** (202) 647-6201, **E-mail:** markeyjd@state.gov
Deputy VAO: Ms. Bonita Harris, **tel:** (202) 647-5435, **fax:** (202) 647-6201, **E-mail:** harrisbg@state.gov

Service Voting Action Officers

U.S. Dept. of the Army: Mr. James Davis **tel:** (703) 325-4530 **DSN:** 221-4530; **fax:** (703) 325-4532
DSN fax: 221-4532; **E-mail:** davisj@hoffman.army.mil,
https://www.perscomonline.army.mil/tagd/pssd/psb/voting/votingindex.htm

U.S. Dept. of the Navy: LT Brian Campbell **tel:** 1-866-U-ASK-NPC (827-5672); **DSN:** 882-4327, **fax:** (901) 874-2785,
DSN fax: 882-2785; **E-mail:** MILL_navyvote@navy.mil, **http://www.persnet.navy.mil/nvap**

U.S. Dept. of the Air Force: Lt. Col. Lee Shick **tel:** (210) 565-2338 (MSgt. Julie Schlip), **toll free:** 1-866-229-7074 (select option 4, then 6 from menu), **DSN:** 665-2338; **fax:** (210) 565-2543, **DSN fax:** 665-2543;
E-mail: afpc/dpsfvotingpgmdlist@randolph.af.mil; **http://www.afpc.randolph.af.mil/votefund/**

U.S. Marine Corps: GySgt Kenneth B. Warford **tel:** (703) 784-9511, **DSN:** 278-9511;
fax: (703) 784-9827, **DSN fax:** 278-9827; **E-mail:** warfordkb@manpower.usmc.mil
https://inweb1.manpower.usmc.mil/manpower/mi/mra_ofct.nsf/mrp/Voting+Home

U.S. Coast Guard: YNCS Lori McNaught **tel:** (202)-267-1636, **fax:** (202) 267-4823;
E-mail: LMcNaught@comdt.uscg.mil, **http://www.uscg.mil/hq/g-w/g-wp/g-wpm-1/VotingAssistance/Voting_Assistance.htm**

All of the above can also be reached through the DoD Voting Information Center and the FVAP Website.

**Federal Voting
Assistance Program**

Department of Defense
Washington
Headquarters Services
1155 Defense Pentagon
Washington, DC
20301-1155

PHONE:
(703) 588-1584
DSN 425-1584

FAX:
(703) 588-0108
DSN 425-0108

VOTING INFORMATION
CENTER:
(703) 588-1343
DSN 425-1343

TOLL FREE:
1-800-438-VOTE (8683)

E-MAIL:
vote@fvap.ncr.gov

Website:
www.fvap.gov

Vote!

FVAP SEEKING "BEST PRACTICES" FROM LOCAL ELECTION OFFICES

The Federal Voting Assistance Program (FVAP) is looking for the best practices state and local election officials use to increase voter participation, voter access, and voter education for our military and overseas voters. The best of these will be listed on the FVAP website and printed in the FVAP Voter Information News (VIN), our newsletter that is a roundup of voting news from the Federal Voting Assistance Program (FVAP) for voters, potential voters and those who assist voters in a special

section devoted to local election officials. Please submit your most successful practices to ClearyC@fvap.ncr.gov by February 15, 2004.

We will also be publishing selected best practices and all election administration practices that state and local jurisdictions find particularly successful and are willing to share with others through the FVAP website and VIN. Please submit these as well to ClearyC@fvap.ncr.gov.

TEXAS RESCHEDULES THE PRESIDENTIAL PRIMARY ELECTION

Texas has rescheduled the state and Presidential primary election from March 2, 2004 to March 9, 2004. If a run-off election is required, the run-off election will be held on April 13, 2004.

VAOs should make notations of these changed dates on the Election Calendar posters and in Appendices A and B of the *2004-05 Voting Assistance Guide*, as well as in last month's VIN.

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Washington, DC 20301-1155



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