

APPENDIX B

ELECTRONIC TRANSMISSION OF ELECTION MATERIALS

Overview

This appendix provides instructions for electronic transmission of voting materials by facsimile (fax) and electronic mail (email). Refer to individual state guidelines in Chapter Three to determine if a state allows electronic transmission of official election materials before continuing. Please read all instructions carefully.

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

1. send the FPCA for registration and/or absentee ballot request by fax or email,
2. receive the blank absentee ballot by fax or email,
3. return the voted absentee ballot by fax or email,
4. perform any combination of 1, 2 and 3 above.

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

The electronic transmission options are explained in the following sections:

1. **Electronic Transmission by Fax**
2. **Electronic Transmission by Email**
3. **Received by Fax or Email — Returned by Mail**

1. Electronic Transmission by Fax

A. Sending the FPCA by Fax

Where allowed by state law, the FPCA may be faxed to the local election official. The citizen should:

1. Complete and sign the FPCA legibly using **dark ink** according to each state's requirements as indicated in Chapter Three (in the presence of a witness or notary if required by the state). A fillable Portable Document Format (PDF) of the FPCA is available online (OFPCA) at www.fvap.gov.
2. Complete the Electronic Transmission Sheet included in this appendix (or alternative cover sheet containing similar information). Include the number of pages being transmitted for each FPCA.
3. Fax both sides of the FPCA. Use a separate transmittal cover sheet for each FPCA. Do not bundle FPCAs for faxing under one cover sheet. Each FPCA must be

transmitted separately with its cover sheet. This ensures that the FPCA is received by the proper local election office. Ensure all pages are transmitted successfully and in proper order.

4. After faxing, **mail the completed FPCA** to the local election official's address as listed in the state section in Chapter Three, even if it may not arrive by the state's registration/ballot request deadline. See Mailing Instructions in Chapter Two.

B. Receiving the Blank Absentee Ballot by Fax

Where allowed by state law, the blank absentee ballot will be faxed from the local election official to the fax number provided by the citizen on the FPCA or other absentee ballot request.

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

C. Returning the Voted Absentee Ballot by Fax

If the citizen determines that 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 citizen should follow the instructions provided by the local election official in marking and executing the ballot. The citizen should vote in private and fax the voted ballot (as allowed by the state) in private.

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 transmittal cover sheet 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 transmittal cover sheet included in this appendix, or alternative cover sheet containing similar information (including the signed secrecy waiver). Ensure all information is entered, especially the complete destination address for the ballot (as found under the respective state headings in Chapter Three), and the signed statement referenced above. See the Electronic Transmittal Sheet at the end of this appendix for details.

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.

After faxing, **mail the voted ballot** to the local election official's address provided or as listed in the state section in Chapter Three, even if it may not arrive by the state's ballot return deadline. See Section 3 of this appendix for more information.

When transmitting election materials by fax the citizen may use the following toll-free numbers:

DSN 223-5527
(703) 693-5527

1-800-368-8683

(from U.S., Canada, Guam, Puerto Rico, Virgin Islands only)

International toll-free fax numbers
(See inside back cover or www.fvap.gov)

By using the above numbers to electronically transmit any election materials, the integrity of the electoral process and an audit trail are maintained.

2. Electronic Transmission by Email

A. Sending the FPCA by Email

Some states and localities now allow submission of the FPCA by email. Please be sure the voter's jurisdiction accepts emailed FPCAs before sending (see Chapter 3 of the *Voting Assistance Guide* for more information).

A fillable Portable Document Format (PDF) of the FPCA is available online (OFPCA) at www.fvap.gov. In addition to the following instructions, emailing instructions are often provided on the state or county election website. The citizen may link to the State Election Site from the FVAP website at www.fvap.gov.

The citizen should:

1. Complete the OFPCA from a personal computer or complete the cardstock FPCA according to the state's requirements in Chapter Three using dark ink. The citizen should print out the completed OFPCA. Then the OFPCA or cardstock FPCA must be signed and dated (in the presence of a witness or notary if required by the state).
2. **Scan both sides of the FPCA** to a PDF file. Email the file as an attachment along with a scanned completed copy of the transmittal cover sheet (included in this appendix), or alternative cover sheet containing similar information. See the Electronic Transmittal Sheet at the end of this appendix.
3. Use a separate transmittal cover sheet and include the number of pages being transmitted for each FPCA. A

separate email must be sent for each FPCA. Email the FPCA directly to the local election official. The local election official's email address may be obtained by linking to the State Election Site from the FVAP website at www.fvap.gov.

It is recommended that the citizen email the FPCA directly to the local election official. If the citizen prefers to email the voting materials through FVAP or is unable to obtain the local election official's email address, it will be forwarded to the local election official as a fax. The citizen should send the transmittal cover sheet (available in this appendix or online at www.fvap.gov) as a scanned attachment along with the FPCA to: ets@fvap.ncr.gov.

After emailing, **mail the completed FPCA** to the local election official's address as listed in the state section in Chapter Three, even if it may not arrive by the state's registration/ballot request deadline. See Mailing Instructions in Chapter Two.

B. Receiving the Blank Absentee Ballot by Email

Where allowed by state law, the blank absentee ballot will be emailed from the local election official to the individual's email address as indicated on the absentee ballot request (FPCA).

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

C. Returning the Voted Absentee Ballot by Email

If the citizen determines there is not sufficient time to return the ballot by mail and the state allows receipt of a voted ballot by email, the voted ballot may be transmitted via email. **The State or local election official cannot accept an emailed voted ballot unless allowed by state law.**

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

It is recommended that the voter email the voted ballot directly to the local election official. If unable to access the local election official's email address, the voter should send the transmittal cover sheet (available in this appendix or online at www.fvap.gov) as a scanned attachment along with the voted ballot to: ets@fvap.ncr.gov. The voting materials will then be forwarded as a fax to the local election official.

The voter must understand that by emailing the voted ballot, he/she is waiving the right to secrecy of the ballot. The voter must sign a statement on the transmittal cover sheet indicating, **"I understand that by emailing 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 copy of the transmitted email as a receipt.

Use a copy of the transmittal cover sheet included in this appendix, or other cover sheet containing similar information (including the signed secrecy waiver). Ensure all information is entered, especially the complete destination address for the ballot (as found under the respective state headings in Chapter Three), and the signed statement referenced above. See the Electronic Transmittal Sheet at the end of this appendix.

After emailing the ballot, **mail the completed ballot** to the local election official's address as listed in the state section in Chapter 3, even if it may not arrive by the state's ballot return deadline. See Mailing Instructions in Chapter Two.

3. Received by Fax or Email — Returned by Mail

It is preferred that the voter return the voted ballot to the local election officials by mail, even if the blank ballot has been sent to him or her by fax or email. Official election materials that are faxed or emailed to the Local Election Official should also be mailed.

After faxing or emailing the FPCA, **mail the completed FPCA** to the local election official's address as listed in the state section in Chapter Three, even if it may not arrive by the state's ballot return deadline.

To return by mail a voted ballot that has been sent by fax or email, use the Security Envelope and ballot transmittal envelope from the Federal Write-In Absentee Ballot (FWAB) Standard Form 186. Detach the envelopes from the rest of the form. (See FWAB Illustration and Mailing Instructions in Chapter Two.)

The voter should vote in private, place only the ballot in the security envelope and seal it without any assistance

whenever possible. The voter should not write on the security envelope.

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.

If required by the state or territory, the voter must sign and date a declaration/affirmation in the presence of a notary or witness, place it in the transmittal envelope along with the security envelope, seal 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. The voter may use the prepaid (in U.S. Mails including APO and FPO addresses) envelope template as the transmittal envelope (found online at www.fvap.gov). Follow the instructions provided with the ballot.

See also Mailing Instructions for the FPCA and the FWAB in Chapter Two.

Assistance Available

Questions concerning use of the electronic transmission service may be directed to the Federal Voting Assistance Program at any of the following numbers:

**DSN 425-1584, (703) 588-1584, or
1-800 438-8683.**

(from U.S., Canada, Guam, Puerto Rico, Virgin Islands only)

International toll-free numbers
(See inside back cover or 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 email 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			
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 _____			
Number of pages being transmitted, including this sheet _____			
If a VOTED BALLOT is being faxed or emailed as a scanned document, sign below: "I understand that by faxing/emailing my voted ballot I am voluntarily waiving my right to a secret ballot."			
Signature _____		Date _____	
Fax to one of these numbers: 703-693-5527, DSN 223-5527, or 1-800-368-8683 (from U.S., Canada, Guam, Puerto Rico, Virgin Islands only) For international toll-free fax numbers see inside back cover of the Voting Assistance Guide or online at www.fvap.gov . If emailing, it is recommended that the citizen email the local election official directly. If unable to access the local election official's email address, include this transmittal sheet in the attachment along with the voting material to: ets@fvap.ncr.gov			
Federal Voting Assistance Program Use Only — DO NOT Complete this Section			
Date Received _____		Time Received _____	
Date Sent _____		Time Sent _____	

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 or emailing a voted ballot and understand that the right to a secret ballot is waived when using this alternative transmission method.

Fax to one of these official fax numbers, or the fax numbers listed on the inside back cover. Email directly to the local election official whenever possible.

Include an email address as an alternate method to contact the voter.

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

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

Do not fill in this section.

Image of the Absentee Voter's Electronic Transmission Sheet (reduced size). The next page contains the actual Electronic Transmission Sheet to be used by the citizen when transmitting voting materials to the Local Election Official. Voting Assistance Officers and citizens are encouraged to duplicate the sheet as needed.

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	
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 _____

Number of pages being transmitted, including this sheet _____

If a VOTED BALLOT is being faxed or emailed as a scanned document, sign below:
"I understand that by faxing/emailing my voted ballot I am voluntarily waiving my right to a secret ballot."

Signature _____ Date _____

Fax to one of these numbers: 703-693-5527, DSN 223-5527, or 1-800-368-8683
(from U.S., Canada, Guam, Puerto Rico, Virgin Islands only)
For international toll-free fax numbers see inside back cover of the Voting Assistance Guide or online at www.fvap.gov.
If emailing, it is recommended that the citizen email the local election official directly.
If unable to access the local election official's email address, include this
transmittal sheet in the attachment along with the voting material to: ets@fvap.ncr.gov

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

Date Received _____ Time Received _____
Date Sent _____ Time Sent _____

