

Federal Voting Assistance Program  
(FVAP)  
Department of Defense

**Installation Voter Assistance Office**  
**Self-Administered Training**

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Welcome to the **Installation Voter Assistance Office Training**. This training provides information to help you establish and execute the required duties.

The installation voter assistance office has responsibility for the following voting related activities at the installation:

- ✓ Providing voting assistance to all military members and their families
- ✓ Providing voter registration assistance to civilians who have access to and visit the office
- ✓ Collecting and reporting of voting activity metrics

## Using this Training

- ✓ This training module serves as a supplement to the existing Military VAO training available through [www.fvap.gov](http://www.fvap.gov)
- ✓ The Military VAO training is available either as self-paced (<http://www.fvap.gov/vao/training.html>) or through an FVAP Workshop
- ✓ Please complete the Military VAO training before continuing with the installation voter assistance office module

## Distinction from Military VAO Training

Most of the information in the Military VAO training applies directly to the installation voter assistance office personnel, with two exceptions:

- ✓ Reporting structure: Office personnel report directly to their installation commander with the SVAO available for direction and support
- ✓ Duties: Office personnel are only responsible for assisting those that come to the office for help, not proactively seeking out potential applicants

# Overview of Office Training

This training module reviews the new requirements and duties of the installation voter assistance office. The topics to be covered are:

- ✓ New Guidance: The MOVE Act, NVRA, and DoD Issuance
- ✓ New Requirements: Setting up the Office
- ✓ New Duties: Registering Civilian Voters
- ✓ New Resources: The Online Assistant & The Handbook

This training uses some terms that have distinct meanings:

## Installation Voting Assistance Officer (IVAO)

- Coordinates the voting programs conducted by subordinate units and tenant commands

## Installation Voter Assistance Office

- Fixed office that provides voter assistance to U.S. citizens that have installation access

## Installation Voter Assistance Office Personnel

- Personnel that execute the responsibilities of the installation voter assistance office.

## Civilians

- U.S. citizens who are not members of the uniformed services and are not spouses or dependents of a uniformed service member

New Legislation:  
The MOVE Act, NVRA, and DoD  
Issuance



The Military and Overseas Voter Empowerment (MOVE) Act of 2009 aims to increase the opportunity for military personnel, their families, and overseas civilians to vote.

The MOVE Act:

- ✓ Requires States to expedite the voting process
- ✓ Improves voter registration

To expedite the voting process, States must:

- ✓ Deliver absentee ballots electronically
  - States may choose the type of electronic transmission adopted (email and/or fax)
  - Check the applicant's State-specific information to see which types are accepted
- ✓ Ensure that ballots are sent to voters at least 45 days prior to the election
  - Always check the applicant's State's website because State procedures and requirements will vary.

## Improving voter registration means:

- ✓ Creating installation voter assistance offices on military installations
- ✓ Designating the offices as Voter Registration Agencies as defined by the National Voter Registration Act (NVRA) to assist civilian voters
- ✓ Facilitating the submission of voter registration information each time a voter has a change of address (e.g., changes duty station)

DoDI 1000.04 provides specific guidance on how the MOVE Act and NVRA will be implemented by the Services.

This has two main implications:

- ✓ The set-up of the office
- ✓ The responsibilities of the office

# New Requirements: Setting up the Office

This section will review the new policies regarding the establishment of an installation voter assistance office.

We will review the requirement, provide practical implications for each new requirement, and provide suggestions for successful implementation.

## Set-up: Function

### Requirement

- Establish an installation voter assistance office within the installation headquarters organization that provides voter assistance to citizens who have access to the office

### Practical Implications

- The office must assist military personnel and their families, as well as any civilians with access to the office
- The office reports directly to the installation commander

## Requirement

- The installation voter assistance office shall serve as a Voter Registration Agency under the NVRA.

## Practical Implications

- The office will also have responsibilities for the registration of civilian voters through the use of the National Mail Voter Registration Form (NVRF). *The use of this form is addressed later in this training.*
- The installation commander shall designate, in writing, the installation voter assistance office as a Voter Registration Agency as defined by the NVRA.
- The installation commander shall also designate, in writing, personnel to staff the installation voter assistance office



### Requirement

- The installation voter assistance office shall serve as a Voter Registration Agency under the NVRA. (Cont.)

### Practical Implications

- The office must maintain:
  - **Reporting Separation**– while performing the duties of the office, personnel report directly to the installation commander
  - **Visible Distinction**– independent and well defined space
  - **Functional Separation**– the office provides exclusively voting services
  - **Personnel Separation**– while performing the duties of the office, personnel do not provide other services

## Set-up: Location

### Requirement

- The location of the office should receive extensive visits by Service personnel, family members, and DoD civilians, and should be consistent throughout the Service in a well-advertised, fixed location.

### Practical Implications

- The office should be located with another office such as:
  - Personnel Support Detachment, Family Readiness Group, In & Out Processing Center, Community Service Offices
- To the maximum extent possible this should be consistent with Service-specific instruction
- Be sure to promote awareness of the office on the installation

## Requirement

- Ensure contact information of the installation voter assistance office is established and properly distributed

## Practical Implications

- Establish e email consistent with Service guidelines (e.g., [vote@base.af.mil](mailto:vote@base.af.mil))
- Make sure contact information is updated with the installation directory and operators
- Advertise the location of the office with posters and flyers in heavily trafficked areas such as banks, exchanges, entertainment venues, and recreation areas
- Include phone number and email on promotional posters and flyers
- Publicize through additional channels, such as installation newsletters or social media

Compliance with the Set-up requirements is important because:

Office requirements are subject to Inspector  
General oversight and Department of Justice  
Review



## Requirement

- The office is to be included into existing in-processing and out-processing activities of military and civilian personnel and personnel recording a change of address.



## Practical Implications

- A visit to the office or meeting with office personnel shall be added to the personnel checklists for these processing activities
- **Note:** While individuals can be required to visit the office, they cannot be required to complete voting-related documents (i.e., FPCA or NVRF)

## Requirement

- The office is required to provide written information on voter procedures

## Practical Implications

- The office must have access to a computer with internet access and a printer to provide copies of forms and their instructions
- Where practical, the office should have a computer that applicants can use to access and complete the forms
- Display copies of FPCA, FWAB, NVRF, and VAG in the office
- Keep adequate back-up supplies of these materials at all times, particularly if a computer is not available
- Visit [FVAP.gov](http://FVAP.gov) for additional poster and materials to be displayed.

## Responsibilities: Direct Assistance

### Requirement

- The office must provide direct assistance to all individuals in completing the forms

### Practical Implications

- Personnel staffing the office must be designated to the office and trained on the usage of the various forms
- Personnel must be available to provide voting assistance
- **Note:** This does not require continuous staffing; rather personnel should be on call and in close proximity.

# Responsibilities: Mail on Request

## Requirement

- The office must mail the completed forms for the applicant

## Practical Implications

- Prepare the office to send the forms when completed
- Use of the FPCA online assistant can help streamline process by providing the delivery information and eliminating legibility issues
- Keep No.10 business envelopes on hand for mailing forms
- Faxing or emailing also fulfills this requirement for the FPCA, when accepted by the State



## Requirement

- The office is responsible for maintaining monthly records of assistance provided

## Practical Implications

- Track assistance provided, specifically:
  - Number of citizens assisted
  - Number of forms provided (both FPCA and NVRF)
  - Number of forms mailed by the office for citizens
  - Number of forms taken away by applicants
- Your SVAO should provide Service-specific procedures

Other  
Responsibilities

- Remain current on voting directives and initiatives
  - Register installation voting email at [vote@fvap.gov](mailto:vote@fvap.gov)
- Create Continuity Folder
  - See the Handbook for specifics and a checklist
- Plan for coverage of responsibilities of the office
  - Make sure there is always a trained individual available who can assist voters during office hours

Compliance with the responsibility requirements is important because:

It has an impact on your performance review

By following the practical advice offered in this section you should now be able to check off all items on the office establishment and operations checklists.

Installation Voter Assistance Office Handbook 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 office 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 the 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.

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Installation Voter Assistance Office Handbook Appendix C // Checklists

**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, if requested by applicants, 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.

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# New Duties: Registering Civilian Voters

New Requirements of the installation voter assistance office include providing civilians who have access to the office with assistance on registering to vote

# Registering Civilian voters

The National Voter Registration Act established a standardized form (NVRF) to register voters across the U.S.

**Voter Registration Application**  
Before completing this form, review the General, Application, and State specific instructions.

Are you a citizen of the United States or territory?  Yes  No  Yes (Special for certain use only)  
Are you an 18-year-old or older resident?  Yes  No

**1** Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle name(s): \_\_\_\_\_ (Print only, if not in use)  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ State: \_\_\_\_\_ ZIP/Code: \_\_\_\_\_

**2** Home Address: \_\_\_\_\_ Apt. or Unit #: \_\_\_\_\_ City/Town: \_\_\_\_\_ State: \_\_\_\_\_ ZIP/Code: \_\_\_\_\_

**3** Address where you last lived (different from above): \_\_\_\_\_ City/Town: \_\_\_\_\_ State: \_\_\_\_\_ ZIP/Code: \_\_\_\_\_

**4** Date of birth: \_\_\_\_\_ Sex: \_\_\_\_\_ **E** Telephone number (optional): \_\_\_\_\_ **G** ID Number (Use function key address for gov. sites)

**7** Country of birth: \_\_\_\_\_ **B** Date of naturalization: \_\_\_\_\_

**9** I have reviewed my state's instructions and I understand that:  
 I am a United States citizen.  
 I meet the eligibility requirements of my state and territory as they apply to me.  
 This information I have provided is true to the best of my knowledge and 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 retained entry to the United States.

**8** 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.**  
 (Only applicable in case of a change of name, and use your name unless you changed it.)

**A** Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle name(s): \_\_\_\_\_ (Print only, if not in use)  
 If your name(s) has/have not been in the first three you are registering, then the address in Part 2 will only apply to those you are registering with.

**B** Select all that apply to your situation: \_\_\_\_\_ Apt. or Unit #: \_\_\_\_\_ City/Town: \_\_\_\_\_ State: \_\_\_\_\_ ZIP/Code: \_\_\_\_\_

**C** Occupation: \_\_\_\_\_ \* Company name: \_\_\_\_\_  
 Home address: \_\_\_\_\_ Residential:  \_\_\_\_\_

**D** \_\_\_\_\_

**Mail this application to the address provided for your State.**

This form is **ONLY** for civilians not covered by UOCAVA. All military members and their families, as well as any overseas citizens should use the FPCA

- ✓ The NVRF allows citizens to:
  - ✓ Register to vote in their State of legal residence
  - ✓ Report a change of name to their voter registration office
  - ✓ Report a change of residence to their voter registration office
  - ✓ Register with a political party( in some states)
  
- ✓ Each State has different information requirements for the form  
For example: Some States require SSN for identification while others ask for driver's license number



## Step One- Determine voter eligibility

- ✓ Are they a US citizen?
- ✓ Will they be 18 or older by the election?

A negative response to either question means they are not eligible

Are you a citizen of the United States of America?

Yes

No

Will you be 18 years old on or before election day?

Yes

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.)

## Step Two- Fill in personal information

<b>1</b>	(Circle one) Mr. Mrs. Miss Ms.	Last Name	First Name	Middle Name(s)	(Circle one) Jr Sr II III IV
	Home Address		Apt. or Lot #	City/Town	State
<b>2</b>	Address Where You Get Your Mail If Different From Above		City/Town	State	Zip Code
<b>3</b>	Date of Birth ____ / ____ / ____ Month Day Year	<b>5</b>	Telephone Number (optional)	<b>6</b>	ID Number - (See Item 6 in the instructions for your state)
<b>4</b>	Choice of Party (see item 7 in the instructions for your State)	<b>8</b>	Race or Ethnic Group (see item 8 in the instructions for your State)		

## Step Two- Fill in personal information

May be necessary to vote in primaries

Not required by every State

Different States have different identifiers

1	(Optional) Mr. Mrs. Miss Ms.			Middle Initial (Optional) Jr Sr II III 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	5	Telephone Number (optional)		6	ID Number - (See Item 6 in the instructions for your state)
7	Choice of Party (see item 7 in the instructions for your State)	8	Race or Ethnic Group (see item 8 in the instructions for your State)			

## Step Three- Sign and date the form

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I have reviewed my state's instructions and I swear/affirm that:

- I am a United States citizen
- I meet the eligibility requirements of my state and subscribe to any oath required.
- 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.

Please sign full name (or put mark) ▲

Date:

Month

Day

Year

## Step Four- Deal with any special circumstances:

- ✓ Change of name since last registering

*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?

<b>A</b>	Mr. Mrs. Miss Ms.	Last Name	First Name	Middle Name(s)	(Circle one) Jr Sr II III IV

- ✓ Change of address

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>B</b>	Street (or route and box number)	Apt. or Lot #	City/Town/County	State	Zip Code

## Special circumstances continued:

### ✓ No address

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.

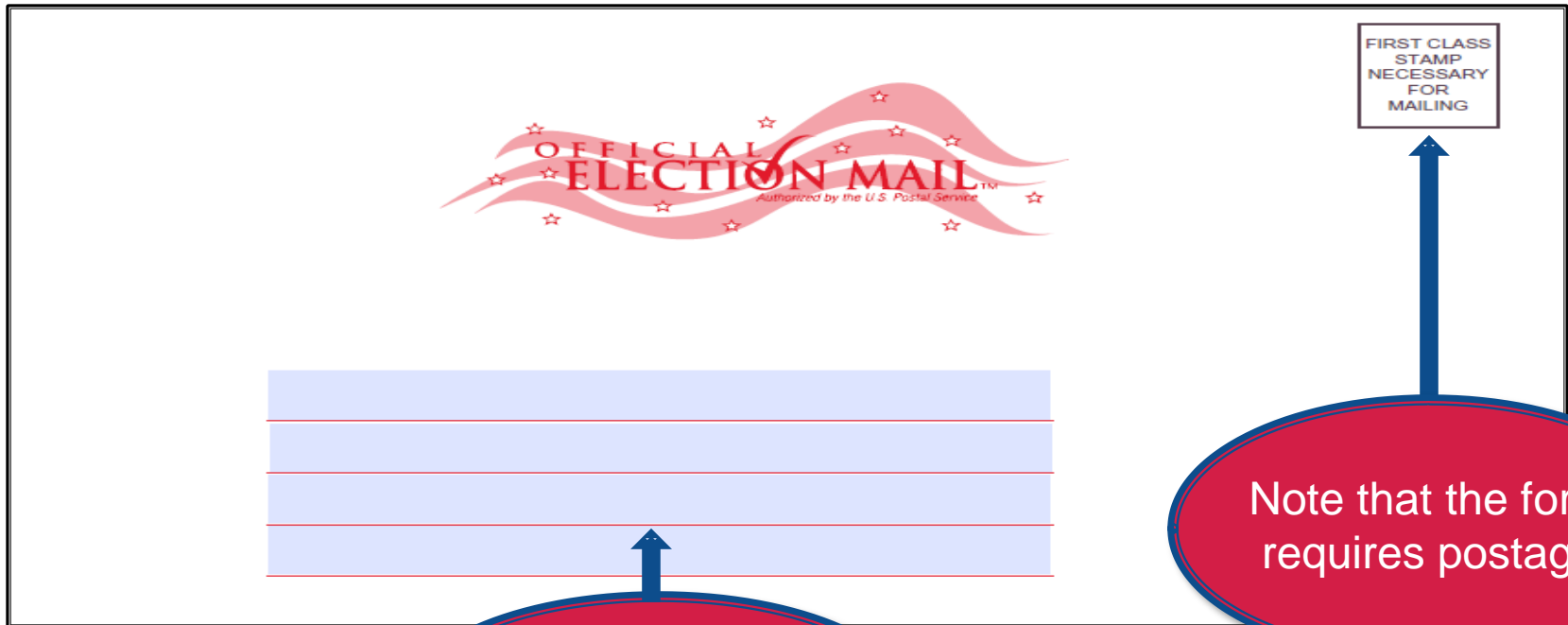
<b>C</b>	<ul style="list-style-type: none"> <li>■ Write in the names of the crossroads (or streets) nearest to where you live.</li> <li>■ Draw an X to show where you live.</li> <li>■ Use a dot to show any schools, churches, stores, or other landmarks near where you live, and write the name of the landmark.</li> </ul>	<p>NORTH ↑</p>									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">Example</td> <td style="width: 5%; text-align: center; padding: 5px;">Route #2</td> <td style="width: 75%; padding: 5px;"> <div style="text-align: center;">● Grocery Store</div> </td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px; text-align: center;">Woodchuck Road</td> </tr> <tr> <td style="padding: 5px; text-align: center;">Public School ●</td> <td style="padding: 5px;"></td> <td style="padding: 5px; text-align: right;">X</td> </tr> </table>	Example	Route #2	<div style="text-align: center;">● Grocery Store</div>			Woodchuck Road	Public School ●		X	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>
Example	Route #2	<div style="text-align: center;">● Grocery Store</div>									
		Woodchuck Road									
Public School ●		X									

### ✓ Applicant unable to sign

If the applicant is unable to sign, who helped the applicant fill out this application? Give name, address and phone number (phone number optional).

<b>D</b>	
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## Step Five- Address and Mail form



Address can be found in the NVRF instructions

Note that the form requires postage

States have specific conditions regarding the NVRF of which you should be aware. For example:

- ✓ **Wyoming**- does not allow the use of the NVRF. Wyoming applicants must use that State's form available on their [State voting website](#) to register by mail
- ✓ **North Dakota**- voters are not required to register, so there is no need to fill out an NVRF
- ✓ **Virginia**- requires a full Social Security Number, as do some other States

**ALWAYS CHECK STATE INFORMATION**



# New Resources: The Online Assistant & The Handbook

There are new resources available from FVAP to help both the establishment and operation of installation voter assistance office. This section will guide you through some of the useful new tools available to you.

- ✓ **The FPCA online assistant** automates and simplifies the process of completing the FPCA
  
- ✓ **The Installation Voter Assistance Office Handbook** is a useful reference guide to supplement this training. It provides additional detail and suggestions for implementation as well as useful tools like:
  - ✓ A decision tree to help you pick the correct form
  - ✓ Office set-up checklist
  - ✓ Continuity Folder checklist
  - ✓ Quick Reference Guides for the FPCA, FWAB, and NVRF

The FPCA online assistant, available at [www.fvap.gov](http://www.fvap.gov), is a useful tool for assisting UOCAVA voters

## Federal Post Card Application (FPCA) for Absentee Ballot

### Complete the Form

#### Eligibility

State

Jurisdiction

My Information

Voting Residence

Mailing Address

Method To Receive Ballot

Additional Information

**Print and Finish**

### Absentee Ballot Eligibility ([Help](#))

Select your voting status. (mandatory)

- I am a member of the uniformed services or merchant marine on active duty, or an eligible spouse or dependent living either in the U.S. or overseas.
- I am a U.S. citizen residing outside the U.S. or overseas.
- I am a U.S. citizen residing outside the U.S. indefinitely and my intent to remain may not be certain.

Continue >

The online assistant offers point-and-click assistance in correctly filling out the FPCA and results in a printable form that eliminates any legibility errors

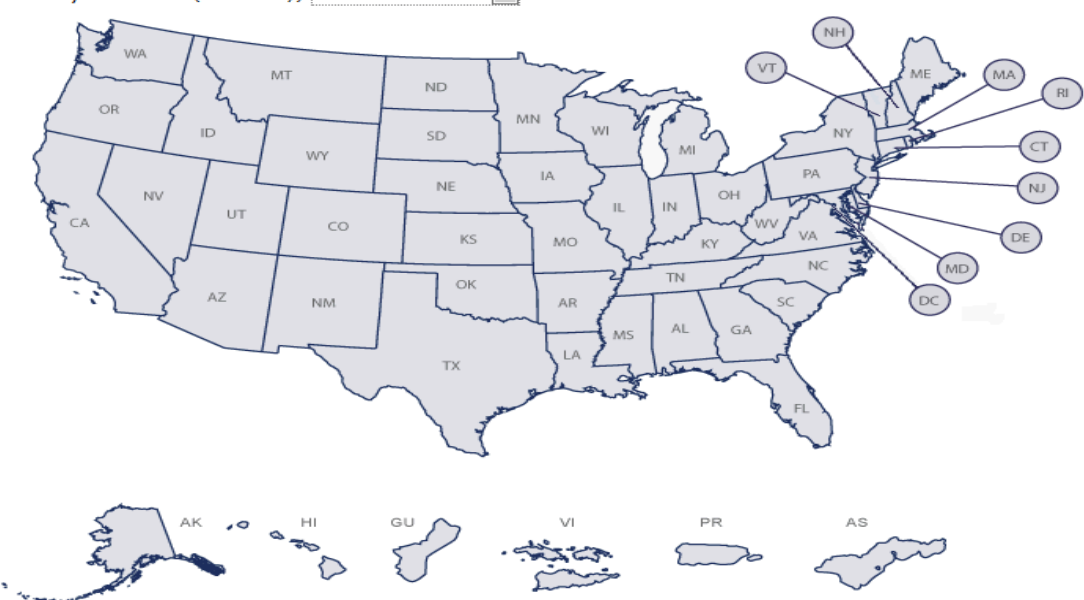
**Complete the Form**

- Eligibility
- State**
- Jurisdiction
- My Information
- Voting Residence
- Mailing Address
- Method To Receive Ballot
- Additional Information
- Print and Finish**

**Uniformed Services Member**


**Voting Residence State (Help)**

Select your state. (mandatory)




The image shows a map of the United States with state abbreviations. Several states are highlighted with callouts: NH, VT, ME, MA, RI, CT, NJ, DE, MD, DC, NY, PA, WV, VA, NC, SC, GA, AL, MS, TN, KY, OH, MI, WI, IL, IN, IA, MO, AR, LA, TX, OK, NE, KS, MN, SD, ND, MT, WY, CO, NM, AZ, NV, UT, CA, OR, WA, and FL.

The online assistant also provides delivery information regardless of whether the applicant wishes to send the form electronically or through the mail


<p>NAME AND COMPLETE ADDRESS</p> <p>James Larry Jones</p> <p>USS FVAP</p> <p>FPO AE 54321</p>		<p>US POSTAGE PAID</p> <p>39 USC 3406</p> <p>PAR AVION</p>
<p><b>OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST-CLASS MAIL</b></p> <p>NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0</p> <p>TO: <u>Mayville Town Clerk</u></p> <p><u>2234 Main St.</u></p> <p><u>Mayville, PA 06757-1007</u></p>		

<p><b>FVAP</b> FEDERAL VOTING ASSISTANCE PROGRAM Voting Help For Uniformed Service Members, Their Families, &amp; Citizens Living Outside The U.S.</p>	
<p><b>Automated Register, Request and Receive Ballot Process (R3)</b></p> <p><b>Official Election Materials - Electronic Transmission Sheet</b> Transmission (Cover) Sheet from Absentee Voter to Election Official</p>	
<b>To:</b>	
City/County	Mayville Town Clerk
Board Of Elections	
State	Pennsylvania
Fax Number	555 555-2205
<b>From:</b>	
Last Name	Jones
First Name	James
Middle Name	Larry
Telephone Number	23145145777145
Fax Number	231451467879145
Email Address	jj.pdf57@hawkstooth.com
<p>Number of pages being transmitted, including this sheet: _____</p> <p>Check <a href="http://www.fvap.gov/contact/tollfreefax.html">www.fvap.gov/contact/tollfreefax.html</a> for international fax numbers</p>	

The first page of the output provided by the online assistant gives you a postage-paid template that can be printed directly onto a No.10 business envelope for easy mailing

NAME AND COMPLETE ADDRESS		US POSTAGE PAID
<u>James Larry Jones</u> <u>USS FVAP</u> <u>FPO AE 54321</u> _____ _____		39 USC 3406
<b>OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST-CLASS MAIL</b>		<b>PAR AVION</b>
NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0		
TO: <u>Mayville Town Clerk</u> <u>2234 Main St.</u> <u>Mayville, PA 06757-1007</u>		

The next pages of the output highlight State-specific dates and instructions

 **FVAP** FEDERAL VOTING ASSISTANCE PROGRAM  
Vote Help For Uniformed Service Members, Their Families, & Citizens Living Outside The U.S.

### Instructions for Pennsylvania

Thank you for using the automated ballot request process. Review, print, sign, and submit your completed absentee ballot request form to your local election official at the address provided below.

General Election: November 2, 2010  
Registration: October 26, 2010  
Ballot Request: October 26, 2010  
Ballot Return: 7 pm, November 2, 2010

State Primary Election: June 8, 2010  
Registration: June 1, 2010  
Ballot Request: June 1, 2010  
Ballot Return: 7 pm, June 8, 2010

NOTE: Recommended Mailing Dates for Voted Ballots in 2010:

- From Iraq, Afghanistan, Deployed Naval Vessels: 4 weeks before the election
- From Other overseas Military Installations: 3 weeks before the election
- From Other overseas locations: 4 weeks before the election (depending on foreign mail service)
- From Within the United States: 1 week before the election

In order to finish the ballot request process, please complete the following steps:

- **Print this PDF package.** The package includes this cover letter, a completed fax transmittal sheet, a completed email transmittal sheet, the completed ballot request form and a completed return envelope template. If you choose to use mail to return your ballot request, the return envelope template must be printed on an envelope at least 9 1/2 x 4 1/4 inches in size. The envelope can be used to return your ballot request postage paid in the United States mail (including APO/FPO). The postal service will not accept it stapled, taped or glued onto an envelope.



Following the State information are cover sheets for both fax and email transmission of the FPCA

**FVAP** FEDERAL VOTING ASSISTANCE PROGRAM  
Voting Help For Uniformed Service Members, Their Families, & Citizens Living Outside The U.S.

**Automated Register, Request and Receive Ballot Process (R3)**

**Official Election Materials - Electronic Transmission Sheet**  
Transmission (Cover) Sheet from Absentee Voter to Election Official

<b>To:</b>	
City/County	Mayville Town Clerk
Board Of Elections	
State	Pennsylvania
Fax Number	555 555-2205

<b>From:</b>	
Last Name	Jones
First Name	James
Middle Name	Larry
Telephone Number	23145145777145
Fax Number	231451467879145
Email Address	jj.pdf57@hawkstooth.com

Number of pages being transmitted, including this sheet: \_\_\_\_\_

Check [www.fvap.gov/contact/tollfreefax.html](http://www.fvap.gov/contact/tollfreefax.html) for international fax numbers

**Fax Number**

**Email Address**

If cover sheets are not provided, that State does not accept electronic submissions

**FVAP** FEDERAL VOTING ASSISTANCE PROGRAM  
Voting Help For Uniformed Service Members, Their Families, & Citizens Living Outside The U.S.

**Automated Register, Request and Receive Ballot Process (R3)**

**Official Election Materials - Electronic Transmission Sheet**  
Transmission (Cover) Sheet from Absentee Voter to Election Official

<b>To:</b>	
City/County	Fairfax General Registrar
Board Of Elections	
State	Virginia
LEO Email	voting@fairfaxcounty.gov

<b>From:</b>	
Last Name	Jones
First Name	James
Middle Name	Larry
Telephone Number	23145145777145
Fax Number	231451467879145
Email Address	jj.pdf57@hawkstooth.com

Number of pages being transmitted, including this sheet: \_\_\_\_\_

The online assistant will also provide the completed FPCA

**Make sure the applicant signs and dates the form**

**Federal Post Card Application (FPCA)**  
**Voter Registration and Absentee Ballot Request**

A quicker, easier to complete, electronic version of this form is also available on FVAP.gov. For any questions about this form, consult your Voting Assistance Officer or the Voting Assistance Guide available in hard copy or on FVAP.gov. Please print in black ink.

**Classification**  
Make only 1 selection.

1  I am a member of the Uniformed Services or Merchant Marine on active duty OR  I am their spouse or dependent.  
 I am a U.S. citizen residing outside the U.S., and I intend to return.  
 I am a U.S. citizen residing outside the U.S., and I do not intend to return.  
 I am a U.S. citizen otherwise granted military/overseas voting rights under State law (check the Voting Assistance Guide).

**Political Party**  
2 To vote in primary elections, your State may require you to specify a political party.

**Your legal name**  
3 Last name \_\_\_\_\_ Suffix \_\_\_\_\_  
 First name \_\_\_\_\_ Middle name \_\_\_\_\_  
 Previous name (if applicable) \_\_\_\_\_

**Identification**  
Some States require your full SSN. Check your State's pages in the Voting Assistance Guide on FVAP.gov.

4 Sex  M  F Race See instructions on back Birth date | M | M | / | D | D | | / | Y | Y | Y | Y |  
 OR State Driver's License or ID \_\_\_\_\_  
 OR Social Security Number \_\_\_\_\_

**Contact information**  
Include international prefixes. No DSN number.

5 Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Email \_\_\_\_\_  
 Alternate Email \_\_\_\_\_

**Ballot receipt**  
6 I prefer to receive my ballot, as permitted by my State, by:  Email/Online  Mail  Fax  
 (rank from 1-3 in order of preference; be sure appropriate contact information is provided above)

**U.S. address for voting purposes**  
7 Street Address (not P.O. Box) \_\_\_\_\_ Apt. # \_\_\_\_\_  
 Usually your last U.S. residence or your legal U.S. residence. See instructions.  
 City/Town/Village \_\_\_\_\_  
 County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Address where you live now**  
8 This is different from above. Your voting materials will be sent here, unless you specify a forwarding address in Box 9.

**Requirements for your State**  
9 Such as: mail forwarding address, additional phone, or other State required information. See your State's pages in the Voting Assistance Guide on FVAP.gov.

**Affirmation (REQUIRED):** I swear or affirm, under penalty of perjury, that:  
 \* I am a member of the Uniformed Services or Merchant Marine on active duty or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or other U.S. citizen residing outside the U.S. \* 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. \* 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. \* I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S. \* My signature and date herein indicate when I completed this document. \* The information on this form is true 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.

Signature \_\_\_\_\_  
 Today's date | M | M | / | D | D | | / | Y | Y | Y | Y |  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

This information is for official use only. Any unauthorized release may be punishable by law. Standard Form 76 (Rev. 08-2011)

A final page may include any additional information required by the State

### **Addendum Sheet:**

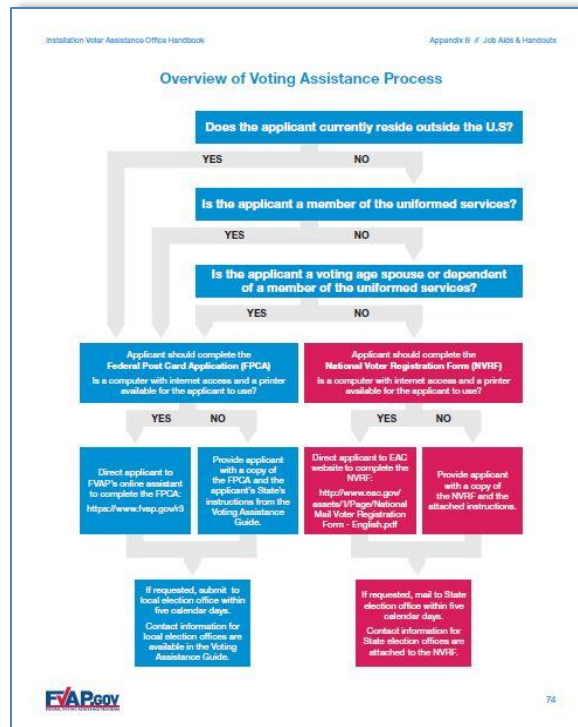
You must provide complete information on where you last registered and voted. Enter the last day of residency at your Virginia voting residence address only if that home is no longer available to you. If not applicable, write "I have never voted."

Last date lived in Mayville: Feb. 2002.

Uniformed Service members, merchant marine members, and their spouses and dependent must provide the branch of service, and grade or rank of the military member. Citizens residing overseas for reason of employment and their accompanying spouse/dependents must provide the name and address of their employer.

LTJG, United States Navy

The decision tree makes determining the correct form to assist an applicant easy with step-by-step evaluation of critical questions.



If an applicant does not wish to use the online assistant, or a computer is not available, you may find the FPCA Quick Reference Guide useful

**2011 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 was redesigned in 2011; the 2005 version of the form remains valid and will be accepted and processed by election officials.

**BLOCK 1**

- Applicants should check the box that best describes their current situation

**BLOCK 3**

- Applicants should provide their full, legal name

**BLOCK 5**

- Encourage applicants to provide a telephone, fax number, and email address, which will help local election officials communicate with applicants to resolve any questions

**BLOCK 7**

- Each applicant must have a legal residence address in a State or territory to vote in U.S. elections. Use the Voting Assistance Guide to identify and contact the applicant's local election official with any issues of voting residence.
- For a uniformed service member, the State on the Leave and Earnings Statement is often the State of the applicant's legal residence address

**BLOCK 9**

- The applicant's State may require additional information in the box—consult the State directions in the Voting Assistance Guide

**BLOCK 2**

- Political party preference is required in most States to participate in partisan primary elections
- Check the State requirements in the Voting Assistance Guide to properly enter a political party preference
- Applicants who do not want to be affiliated with a political party should enter, "no party"

**BLOCK 4**

- Information on race is requested by some States, but an application will not be rejected if it is blank
- Check the Voting Assistance Guide to see what identification is required by the applicant's State

**BLOCK 6**

- Check the Voting Assistance Guide to see if the applicant's State permits faxing, emailing, or online delivery of the ballot

**BLOCK 8**

- Applicants should enter their current mailing address

**AFFIRMATION**

- After reading the affirmation, have the applicant sign and date the application
- Printed applicants that by signing the FPCA, they are verifying their information under the penalty of perjury

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

This Guide provides an overview of the process and a checklist for reviewing FPCAs

In the event that a FWAB is necessary there is a Quick Reference Guide available to assist there as well

**FWAP.GOV**  
FEDERAL VOTING ASSISTANCE PROGRAM

**2011 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 2011; the 2005 version of the form remains valid and will be accepted and processed by election officials.

**BLOCK 1**

- Many States require applicants to have previously registered to vote and requested an absentee ballot
- If the applicant has not previously registered to vote and requested an absentee ballot, check the Voting Assistance Guide to see if the applicant's State allows the FWAB to be used as an application for voter registration and request for an absentee ballot

**BLOCK 3**

- Applicants should provide their full, legal name

**BLOCK 5**

- Encourage applicants to provide a telephone, fax number, and email address, which will help local election officials communicate with applicants to resolve any questions

**BLOCK 7**

- Each applicant must have a legal residence address in a State or territory to vote in U.S. elections. Use the Voting Assistance Guide to identify and contact the applicant's local election official with any issues of voting residence
- For a uniformed service member, the State on the Leave and Earnings statement is often the State of the applicant's legal residence address

**BLOCK 9**

- The applicant's State may require additional information in the box—consult the State directions in the Voting Assistance Guide

**Declaration/Affirmation**

**BLOCK 2**

- Applicants should check the box that best describes their current situation

**BLOCK 4**

- Information on race is required by some States, but an application will not be rejected if left blank
- Check the Voting Assistance Guide to see what identification is required by the applicant's State

**BLOCK 6**

- Political party preference is required in most States to participate in partisan primary elections
- Check the State requirements in the Voting Assistance Guide to properly enter a political party preference
- Applicants who do not want to be affiliated with a political party should enter "no party"

**BLOCK 8**

- Applicants should enter their current mailing address

**AFFIRMATION**

- After reading the affirmation, have the applicant sign and date the form
- Remind applicants that by signing the FWAB, they are verifying their information under the penalty of perjury

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

**FWAP.GOV**  
FEDERAL VOTING ASSISTANCE PROGRAM

**2011 Federal Write-In Absentee Ballot (FWAB) Quick Reference Guide**

**Voting by Absentee Ballot**

**TOP OF THE BALLOT**

- The FWAB is used for Federal elections, so the applicant can write in his preferred candidates for the Office of President and Vice President, U.S. Senator, and U.S. Representative

**Official Federal Write-In Absentee Ballot**

**BOTTOM OF THE BALLOT**

- Some States have expanded the use of the FWAB for State and local elections, so applicants should check the Voting Assistance Guide to see if their State allows the FWAB to be used to in other elections

**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 mailing the FWAB using a foreign country's postal service, it requires local postage and should have "USA" in the address line of the mailing envelope.
- 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](http://fvap.gov) ([www.fvap.gov/resources/media/returnenvelope.pdf](http://www.fvap.gov/resources/media/returnenvelope.pdf)).

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.



## There is also a Quick Reference Guide for the NVRF

All of these Quick Reference Guides can be found in the Installation Voter Assistance Office Handbook

### 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.**

#### BLOCK 1

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

#### BLOCK 3

- If the applicant gets their mail at an address other than the address in Box 2, put their mailing address here.

#### 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 to the right. To find out if the applicant's State asks for this information, see item 8 in the instructions for the specific state.

**Voter Registration Application**  
Before completing this form, review the General, Application, and State specific instructions.

The space for this form is for use by the State of Maryland. Do not use for other purposes.

1. Name (Last, First, Middle)  
Last Name: Jones, First Name: James, Middle Initial: Larry

2. Home Address  
128 Maple Terrace, Baltimore, MD 21220

3. Mailing Address  
12 North Court St, Rockland, MA 01822

4. Date of Birth: 05/12/1955

5. Telephone Number (Home/Work/Mobile): 428-291-4567

6. Social Security Number: SSN 983-65-4321

7. Political Party Preference: No Party

8. Race or Ethnicity: White

Signature: James L. Jones

Date: 06/21/2018

Please fill out the sections below if they apply to you.

A. Change of Name: No

B. Change of Address: No

C. Change of Party: No

D. Change of Race or Ethnicity: No

Mail this application to the address provided for your State.

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

#### BLOCK 2

- Put in the applicant's legal home address. Do not put their 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 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 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.

Also available in the Handbook are checklists to ensure the completeness of the office set-up, operations and continuity folder.

Installation Voter Assistance Office Handbook 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 office 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 the 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.

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Installation Voter Assistance Office Handbook Appendix C. # Checklists

**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
- 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 <http://www.fvap.gov/vao/forms.htm>)
- NVRFs for civilian voters (Available at <http://www.eac.gov/assets/VP/2010/National Mail Voter Registration Form - English.pdf>)
- Current Voting Assistance Guide (Available at <http://www.fvap.gov/vao/guide.htm>)
- Materials for monthly reporting requirements
  - Available from SVAO
- Current Election Dates Calendar (Available at <http://www.fvap.gov/vao/calendar.htm>)
- DoD Directives 1000.04 and 1344.10 (Available at <http://www.fvap.gov/vao/guidance.htm>)
- Training materials from FVAP Installation Voter Assistance Office Training (Available at <http://www.fvap.gov/vao/training.htm>)
- Installation Voter Assistance Office Handbook
  - Available from [www.fvap.gov](http://www.fvap.gov)

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Installation Voter Assistance Office Handbook Appendix C. # Checklists

**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, if requested by applicants, 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.

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New legislation and changes to DoD Directives have resulted in new voter assistance responsibilities for military installations

- ✓ An installation voter assistance office must be created on military installations
- ✓ The office has voting assistance responsibilities to civilians who have access to the office as well as military personnel and their families
- ✓ New tools to assist with this transition are available through [www.fvap.gov](http://www.fvap.gov)

This concludes the training specific to the creation and operation of an installation voter assistance office. If you have any questions regarding assistance to UOCAVA voters and use of the FPCA and FWAB, consult the Military VAO training available at <http://www.fvap.gov/vao/training.html>.

Congratulations on completing the Installation Voter Assistance Office Training!

The following slide contains the Certificate of Completion. Please fill in your name, organization, command, or activity, and date at the bottom.



**Department of Defense**  
**Federal Voting Assistance Program**



# Certificate of Training

**On-Line Workshop for the Installation Voter Assistance Office**

**Presented To**

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**Command, Activity or Organization, Location**

*Ken WPL*

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**Deputy Director, Voter Assistance**

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**Date**