



INSTALLATION VOTER ASSISTANCE OFFICE

# handbook

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Department of Defense (DoD)

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**NOTE: This document is intended for training purposes only.**

# 1

## Introduction

### A // Overview

In recognition of the importance for citizens to be able to vote and in response to recent legislative changes, the Department of Defense (DoD) issued new guidance on the implementation of installation voter assistance offices. This guidance aims to permanently establish voter assistance offices on military installations to provide year-round voting assistance to U.S. citizens with access to these offices.

**A summary of the office requirements is available on page 8**

This new guidance adds to the existing direction previously provided by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) of 1986. The UOCAVA helps to ensure the voting rights for more than six million active duty uniformed service members, their families, and overseas civilians. One of the actions was to create the Federal Voting Assistance Program (FVAP) to administer the responsibilities of UOCAVA. The mission of FVAP is to:

- > Inform and educate U.S. citizens worldwide of their right to vote
- > Administer UOCAVA effectively and efficiently
- > Foster voting participation
- > Protect the integrity of, and enhance the electoral process at the Federal, State, and local levels for military and overseas voters

FVAP has developed this handbook to help the Services establish installation voter assistance offices. Their establishment requires adherence to specific guidelines to set up the office, as well as additional responsibilities to staff the office. This handbook serves to provide assistance to create the installation voter assistance office, guide the operation of the office, and instruct on the additional responsibilities.

**Chapter 1 // background information and changes in legislation and DoD guidance**

**Chapter 2 // creating and running the installation voter assistance office**

**Chapter 3 // registering U.S. citizens to vote**

**Appendix A // copies of the relevant legislation and DoD Directives**

**Appendix B // important installation voter assistance office resources and job aids**

**Appendix C // installation voter assistance office checklists**

## B // Relevant Legislation, Directives, and Memoranda

### 1 // The MOVE Act and DoD Guidance

In 2009, Congress passed the Military and Overseas Voter Empowerment (MOVE) Act to improve the process by which uniformed service members, their families, and overseas voters are able to register and cast their ballots. The MOVE Act approaches the situation from two directions: 1) mandates the provisions by which States accept and deliver voting materials and 2) improves access to voter registration.

- > **State Requirements.** For uniformed service members, their families, and overseas voters, all States are required to accept at least one mode of electronic transmission for voter registration and absentee ballot information and must establish procedures to transmit blank absentee ballots electronically. Further, States must now ensure that absentee ballots are transmitted to voters at least 45 days before an election, provided that the request for the ballot was made prior to that time period.<sup>1</sup>
- > **Military Requirements.** To improve voter registration reliability, the MOVE Act specifies the establishment of voter assistance offices on military installations and outlines the responsibilities of the offices. The recommendations made in the MOVE Act have been adopted by the DoD in Directive-Type Memorandum (DTM) 10-021 and will ultimately be integrated as part of DoD Directive 1000.04. Due to the significance of their impact, it is worthwhile to discuss the important changes and requirements specified by the MOVE Act and implemented by DoD. The relevant section of the MOVE Act is included in Appendix A.

- **Establishment of Installation Voter Assistance Offices on Military Installations**

The MOVE Act specifies that an installation voter assistance office be established to provide absent uniformed service voters and their family members with aid in voting-related matters. The MOVE Act specifies both the type of aid and the individuals covered. Information and assistance must be provided, both in writing as well as individually, on voter registration and absentee ballot procedures, including how to update voter information.

- **Designation of Installation Voter Assistance Offices as Voter Registration Agencies**

Installation voter assistance offices are Voter Registration Agencies as defined by the National Voter Registration Act of 1993 (NVRA). This designation makes the installation voter assistance office responsible to provide voter registration assistance to uniformed services voters, their family members, and overseas citizens, as well as to all other civilian voters who have access and visit the office. Also, the installation voter assistance office must provide the voter registration services and assistance required by the NVRA.

<sup>1</sup> States are permitted to apply for waivers in certain situations for particular elections; check the State's election website for the most current information.

## 2 // Other DoD Directives

While DTM 10-021 provides guidance specific to installation voter assistance offices, other DoD directives exist by which the installation voter assistance office is bound:

- > DoD Directive 1000.04 which deals with the Federal Voting Assistance Program (FVAP) and designates the responsibilities of all voting assistance officers (available in Appendix A).
- > DoD Directive 1344.10 that defines the political activities in which members of the Armed Forces may and may not engage (available in Appendix A).

## C // Implications for the Establishment of the Installation Voter Assistance Office

DTM 10-021 provides guidance to implement the MOVE Act by providing further clarification on the functions of the office, the establishment of the office, and the responsibilities of the office.

### 1 // Function and establishment of the office

The office has two main functions:

- > **Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) Voting Assistance.** To provide uniformed service members, their family members, and overseas citizens with information and assistance on how to request an absentee ballot and vote absentee. These functions are accomplished through the use of two forms: 1) the Federal Post Card Application (FPCA), which serves as a vehicle for registration as well as a request for an absentee ballot; and 2) the Federal Write-in Absentee Ballot (FWAB), which serves as a back up in the event an official absentee ballot is not received.
- > **Civilian Voting Assistance.** To provide to civilians with access to the installation voter assistance office information and assistance on procedures to register to vote and update voter registration information (e.g., change of address). This is accomplished with the use of the National Mail Voter Registration Form (NVRF).

DTM 10-021 further requires the establishment of the office's location and chain of command.

- > **Chain of Command.** Shall be established within the installation headquarters organization and report directly to the commander, regardless of where it is geographically located.
- > **Location.** Should be in a well-advertised, fixed location while physically co-located with an existing office that receives extensive visits.

## 2 // Responsibilities of the Installation Voter Assistance Office

The DTM designates the responsibilities of the office. These responsibilities include:

- > The installation voter assistance office shall be integrated into processing activities required of military personnel and dependents, as well as civilian personnel and other civilians who have access to the office who are reporting, deploying, returning from deployment, or recording a change of address.
- > The installation voter assistance office shall provide written instruction on voter registration and absentee ballot procedures.
- > Installation voter assistance office personnel shall provide direct assistance in completing the FPCA or NVRF.
- > The installation voter assistance office needs to transmit completed forms to the appropriate election officials on behalf of the applicant.
- > The installation voter assistance office needs to maintain monthly records of the number of citizens assisted as well as actions taken with regards to the application forms.

## 3 // Oversight

The passage of the MOVE Act places the authority to monitor compliance with the Inspectors General of each of the Army, Navy, Air Force, and Marine Corps. The Inspectors General will conduct an annual review of the effectiveness and compliance of voting assistance programs, including the installation voter assistance office.

## Summary of Installation Voter Assistance Office Requirements

### The MOVE Act and DTM 10-021:

- Create new responsibilities regarding military voting assistance
- Require the creation of installation voter assistance offices
- Require the installation voter assistance offices to also provide assistance to civilians who have access to the office

### The Installation Voter Assistance Office:

- Provides the appropriate form to citizens who have access to the office
- Provides voting assistance to all citizens who come to the office
- Transmits the completed form to the appropriate voting office, either electronically or by mail, on behalf of the applicant
- Coordinates with other departments on the installation to integrate voting assistance into installation personnel processing activities and when citizens are changing their address
- Collects metrics measuring the volume of citizens assisted on a monthly basis

**Chapter 2 will provide help on how to set up the installation voter assistance office and execute these responsibilities.**



# 2

## Installation Voter Assistance Office Operations

### A // Establishing an Installation Voter Assistance Office

DTM 10-021, in conjunction with the MOVE Act, requires military installations to designate a voter assistance office to provide voting assistance to all U.S. citizens with access to the office. The following section outlines key requirements to establish an installation voter assistance office, including the designation, location, personnel, equipment/materials, installation awareness, and reporting structure.

A summary of the office operations is available on page 15

### 1 // Designation

The installation commander must designate the installation voter assistance office in writing as a Voter Registration Agency as defined by NVRA. This written designation shall be kept on file in the headquarters office and a copy shall be included in the installation voter assistance office continuity folder. The installation commander must also designate, in writing, personnel to staff the installation voter assistance office (for more information on personnel, see point 3 of this section).

It is recommended that the installation voter assistance office be clearly established as an office that offers only voting services. While the installation voter assistance office should be co-located with a frequently visited office, it should be set up with reporting, visual, functional, and personnel separation.

- > **Reporting Separation:** While staffing the installation voter assistance office, personnel report directly to the installation commander—not to the office in which the installation voter assistance office is co-located.
- > **Visual Separation:** The installation voter assistance office should be set up in an independent, well-defined space (room, desk, or cubicle) and should be clearly labeled as the installation voter assistance office.
- > **Functional Separation:** The installation voter assistance office should only be used to provide voting services.
- > **Personnel Separation:** While staffing the installation voter assistance office, personnel should only provide voting services.

The way in which the office is physically set up has important implications for what is required as an NVRA Voter Registration Agency. NVRA specifies different requirements for an office that offers only voting services and an office that offers other services or assistance in addition to conducting voter registration.

## 2 // Location

The installation voter assistance office should be located in a well-advertised, fixed location. This location should be physically co-located with an existing office that receives extensive visits by Service personnel, family members, and DoD civilians. Examples of such offices include the Personnel Support Detachment, Family Readiness Group, or In & Out Processing Center. These types of locations are recommended to maximize the visibility of the office and its accessibility to voters associated with that installation. Other areas on the installation that are highly trafficked, such as an ID card office would also provide high visibility to the installation community.

**Consult your Service's instruction for specific information on where the installation voter assistance office should be placed.**

The decision of where to place installation voter assistance offices will ultimately be determined within each of the Services and by their installation commanders—consult your Service's instruction for additional information on an appropriate location.

## 3 // Personnel

DoDD 1000.04 required the designation of voting assistance officers at every level of command, including the installation level, to coordinate the programs conducted by subordinate units and tenant commands. Although the Installation Voting Assistance Officer (IVAO) retains the responsibilities outlined in DoDD 1000.04 and in your Service-specific instruction, the IVAO's role in the day-to-day operations of the installation voter assistance office will be determined by each of the Services.

Similarly, the Unit Voting Assistance Officers (UVAOs) operate outside the sphere of influence of the installation voter assistance office. The UVAOs ensure that all small and geographically separated units are assisted and have responsibility to promote and assist voting-related efforts within their given units. Service-specific guidelines should be consulted as to any additional roles of the UVAOs.

To fulfill the responsibilities of the installation voter assistance office the installation needs to designate and train sufficient personnel. The number of personnel required to staff the office will vary based on how an individual Service chooses to execute the responsibilities of the office and on the size and activity level of the installation. Given the substantial effort involved in providing voter registration assistance to all voters who can access the installation voter assistance office, the staffing level is estimated at one to two full-time equivalents. Service-specific rank requirements must be adhered to in the designation of personnel. See your Service Voting Action Plan or ask your SVAO for details.

**The installation voter assistance office is staffed by personnel who must be designated in writing and have training on providing voting assistance.**

Regardless of rank, all designated personnel must be trained to provide voting assistance within the installation voter assistance office. Copies of training certificates for all office personnel should be kept in the office continuity folder. In addition, all installation voter assistance office personnel must be familiar with the materials available on [www.fvap.gov](http://www.fvap.gov). Along with the Voting Assistance Guide and other reference information, the website offers training, information on marketing materials, and other resources. Familiarity with the website is crucial, as [www.fvap.gov](http://www.fvap.gov) contains the most up-to-date and complete information related to voting assistance activities.

Voting assistance needs to be available during normal business hours; however, the office does not require continuous staffing. When the office is not staffed during business hours, designated installation voter assistance office personnel should be on call and in close proximity. Additionally, while staffing the installation voter assistance office, all installation voter assistance office personnel should provide exclusively voting services.

#### 4 // Equipment/Materials

Information and assistance must be provided to individuals regarding registering to vote, registration procedures, updating registration information, and absentee voting. To achieve these goals it is recommended that, where practical, a computer with access to the internet and a printer are provided so that applicants may complete their forms online and print them in the installation voter assistance office. If a computer and printer are not available for the applicant to use, a computer with internet access and a printer are still necessary for installation voter assistance office personnel to be able to access voting materials online and print voter registration forms and information on voter registration for citizens.

**A computer with access to the internet and a printer are necessary so office personnel can print voter registration forms and instructions for citizens.**

To meet this requirement, the installation voter assistance office must have:

- > A computer with access to the internet and a printer (along with adequate printing supplies) to print copies of:
  - The FPCA for military members and their voting age dependents and overseas civilians.
  - The FWAB for military members and their voting age dependents and overseas civilians.
  - The NVRF and the instructions attached to that form (issued by the Election Assistance Commission) for Federal civilian employees and non-Federal civilians with access to the installation voter assistance office.
  - State-specific instructions for completing the FPCA and FWAB available in the Voting Assistance Guide

- > Business-size envelopes (Number 10) with the Postage-Paid Template printed upon them (for mailing completed FPCAs). This template can be downloaded and printed from [www.fvap.gov/resources/media/returnenvelope.pdf](http://www.fvap.gov/resources/media/returnenvelope.pdf).
- > First-class postage or other mail franking to mail completed NVRFs.

Additionally, it is strongly recommended that the installation voter assistance office have access to a fax machine and a scanner to submit FPCAs electronically on behalf of applicants (if the applicant's State permits electronic submissions). This is particularly important if the applicant's voter registration deadline is approaching.

*NOTE: Not all States currently accept completed FPCAs via fax or email; check the Voting Assistance Guide on [www.fvap.gov](http://www.fvap.gov) for the most current State-specific information.*

## 5 // Installation Awareness

Appropriate actions are required to inform the installation community about the availability of information and voter registration assistance at the installation voter assistance office, including the time, location, and manner in which voters may utilize the installation voter assistance office.

To meet this requirement, the installation voter assistance office should:

- > Post hours of operation outside of the office
- > Provide the installation directory and telephone operators with the contact information for the installation voter assistance office and for installation voter assistance office personnel
- > Post hours of operation, location, and contact information on installation website

Additional recommended outreach practices include:

- > Posting copies of the Election Calendar Poster throughout the installation to inform installation personnel of upcoming dates. Instructions for ordering posters can be found in your Service Voting Action Plan.
- > Coordination with the local Public Affairs office to encourage voter registration and voter participation in State primary elections and the general election.
- > Including office location and hours of operation on all posted election materials.
- > Soliciting publicity through additional channels, such as service or installation newsletters or social media.

## 6 // Reporting Structure

The installation voter assistance office shall report directly to the installation commander, even if geographically located in another office. When providing voting assistance, all installation voter assistance office personnel report directly to the installation commander.

## B // Responsibilities of the Installation Voter Assistance Office

DTM 10-021 specifies five required activities of the installation voter assistance office. Each of these requirements is outlined in this section.

### 1 // Inclusion in Processing Activities

The installation voter assistance office is included in processing activities required of reporting personnel, deploying personnel, personnel returning from deployment, and personnel recording a change of address.

To meet this requirement, the installation voter assistance office shall:

- > Require individuals to visit the installation voter assistance office or meet with installation voter assistance office personnel as part of in-processing.
- > Require individuals to visit the installation voter assistance office or meet with installation voter assistance office personnel pre- and post-deployment.
- > Coordinate with other installation offices so when individuals update or change their mailing address they are informed of the location of the installation voter assistance office so that they can update their address with their local election office. This could include coordinating with offices such as Personnel Support Detachment or battalion personnel offices.

**To ease the burden on the installation voter assistance office, it is recommended that individuals interested in registering to vote or updating their registration information be advised to complete the FPCA using FVAP's online assistant and bring the completed paperwork to the office.**

### 2 // Provide Written Information on Voter Registration and Absentee Ballot Procedures

The installation voter assistance office is required to provide written information on voter registration and absentee ballot procedures.

To meet this requirement, the installation voter assistance office shall:

- > Be able to print copies of the FPCA, FWAB, NVRF, and State-specific instructions for completing the FPCA and FWAB available in the Voting Assistance Guide for citizens to use in the office or take with them.

### 3 // Provide Direct Assistance in Completing the FPCA or the NVRF

Personnel staffing the installation voter assistance office must be equipped to provide direct assistance to individuals in completing the FPCA and the NVRF.

To meet this requirement, all installation voter assistance office personnel shall:

- > Complete FVAP's installation voter assistance office training. This self-paced training module can be completed online at [www.fvap.gov](http://www.fvap.gov).

#### 4 // Mail Completed FPCA or NVRF

Personnel staffing the installation voter assistance office must mail completed FPCAs or NVRFs to the appropriate election office within five days.

To meet this requirement, all installation voter assistance office personnel shall:

- > Be familiar with the resources provided by FVAP (Voting Assistance Guide, Installation Voter Assistance Office Handbook) and the EAC (NVRF) and able to use the resources to find the correct contact information for an applicant's election office (mail, email, or fax number).

**The installation voter assistance office must mail the completed FPCA or NVRF to the appropriate election official within five days.**

#### 5 // Maintain Monthly Records

The installation voter assistance office must maintain monthly records regarding voting assistance activities. Consult your Service Voting Action Plan and/or your Service Voting Regulations for specific information on collecting and reporting voting assistance metrics.

To meet this requirement, each installation voter assistance office shall, at a minimum, establish a method for recording the number of:

- Citizens assisted
- FPCAs and NVRFs provided
- FPCAs and NVRFs mailed
- FPCAs and NVRFs taken by the applicant themselves

**Installation voter assistance office personnel should check their Service Voting Action Plan or with their SVAO for Service-specific metrics and reporting protocol.**

## Summary of Installation Voter Assistance Office Operations

Chapter 2 outlined the requirements for establishing an installation voter assistance office.

### Installation Voter Assistance Office Set-up:

- > **Designation.** The installation commander must designate in writing the installation voter assistance office as a Voter Registration Agency.
- > **Location.** Consult your Service's instruction to ensure compliance with its specific requirements. The installation voter assistance office needs to be:
  - In a fixed location that is well advertised and co-located with another well-trafficked office
  - Established as an office that only offers voting services
- > **Personnel.** Make sure enough personnel have been designated and trained to cover the responsibilities of the installation voter assistance office.
- > **Equipment/Materials.** The installation voter assistance office needs:
  - Computer access to the internet and a printer to provide citizens with copies of the FPCA, FWAB, and NVRF, as well as the State-specific instructions for completing those forms
  - Business envelopes and postage or franking to mail completed forms
  - A fax machine and scanner to submit completed FPCAs to States that accept the form electronically
- > **Installation Awareness.** The installation voter assistance office needs an established phone number and email address that are registered with the installation directory and operators, and must ensure that the contact information is well advertised throughout the installation.
- > **Reporting Structure.** The installation voter assistance office reports directly to the installation commander—regardless of where it is located.

### Responsibilities:

- > **Inclusion in Processing Activities.** The installation voter assistance office shall be included in the processing activities required of reporting personnel, deploying personnel, personnel returning from deployment, and personnel recording a change of address.
- > **Provide Written Voting Materials.** Installation voter assistance office personnel need to be able to print of copies of the FPCA, FWAB, NVRF, and information from the Voting Assistance Guide in the office.
- > **Provide Direct Voting Assistance.** Personnel staffing the installation voter assistance office need to offer assistance to applicants to complete the appropriate forms.
- > **Mail Completed Forms.** Applicants must be advised that the installation voter assistance office can send the completed application form to local election officials. Forms must be transmitted by the installation voter assistance office within five calendar days.
- > **Maintain Monthly Records.** Accurate records of the volume of assistance must be kept.

**Checklists for the installation voter assistance office establishment, operations, and continuity folder are available in Appendix C.**

**Chapter 3 will guide you through helping voters.**



# 3

## Assisting Voters

The installation voter assistance office provides applicants with written information on voter registration procedures and absentee ballot procedures. Voting assistance begins with helping the applicant identify the correct form. There are two different voter registration forms that need to be available in the installation voter assistance office—the Federal Post Card Application (FPCA) and the National Mail Voter Registration Form (NVRF).

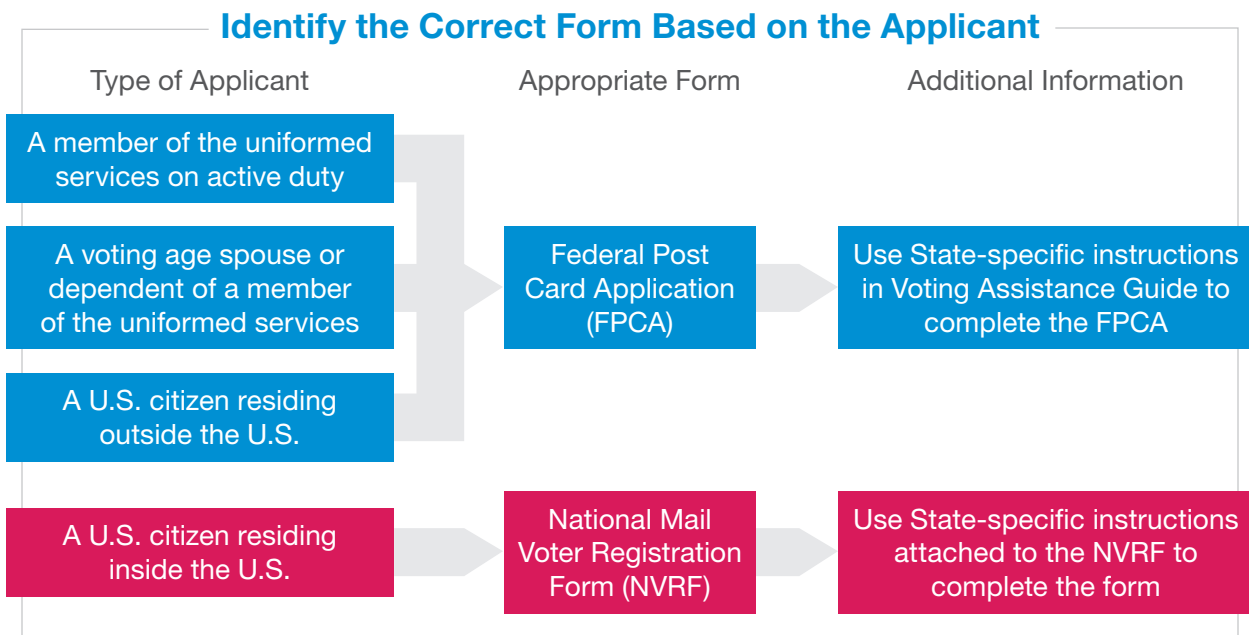
A summary of how to provide voting assistance is available on page 35

The **FPCA** should be used by all uniformed service personnel and their family members, as well as all overseas U.S. citizens. The FPCA can be used to:

- > Register to vote
- > Update information with the local voter registration office (e.g., report address change)
- > Request an absentee ballot

The **NVRF** should be used by all other U.S. citizens. The NVRF can be used to:

- > Register to vote
- > Update information with the local voter registration office (e.g., report address change)



Quick Reference Guides on completing the FPCA and the NVRF are included in Appendix B.

# Federal Post Card Application (FPCA)

The Federal Post Card Application (FPCA) should be used by uniformed service personnel and their family members, as well as overseas U.S. citizens. The FPCA can serve as both a voter registration form and a request for an absentee ballot.

The FPCA must be completed according to the applicant’s State or territory’s specific instructions and submitted to the applicant’s local election office. State-specific instructions are available in the Voting Assistance Guide, which can be accessed at [www.fvap.gov](http://www.fvap.gov).

Uniformed service personnel and their family members and overseas citizens should submit a new FPCA each year and whenever the applicant changes his or her mailing address. The following pages outline how installation voter assistance office personnel can help an applicant submit an FPCA.

(After completion, fold to inside and seal before mailing.)  
**WARNING: Knowingly presenting false information in this application could result in criminal sanctions.** Standard Form 76 (Rev. 10-2005)  
 NSN 7540-09-634-5053.

**REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)**

**1. I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE AND I AM (Mark only one):**

(a) A MEMBER OF THE UNIFORMED SERVICES OR MERCHANT MARINE ON ACTIVE DUTY, OR AN ELIGIBLE SPOUSE OR DEPENDENT

(b) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. TEMPORARILY

(c) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. INDEFINITELY

**2. MY INFORMATION (Required)**

a. TYPED OR PRINTED NAME (Last, First, Middle) \_\_\_\_\_ SUFFIX (Jr., Sr., III, etc.) \_\_\_\_\_ b. PREVIOUS NAME (if applicable) \_\_\_\_\_

c. SEX  M  F d. RACE \_\_\_\_\_ e. DATE OF BIRTH \_\_\_\_\_ f. SOCIAL SECURITY NUMBER \_\_\_\_\_ g. STATE DRIVER'S LICENSE OR I.D. NUMBER \_\_\_\_\_

h. TELEPHONE NUMBER (No DSN number; include all international prefixes) \_\_\_\_\_ i. FAX NUMBER (No DSN number; include all international prefixes) \_\_\_\_\_

j. EMAIL ADDRESS \_\_\_\_\_

**3. MY VOTING RESIDENCE ADDRESS (Required) (Military, use legal residence. Overseas citizens, use last legal residence in U.S.)**

a. NUMBER AND STREET (Cannot be a P.O. Box) \_\_\_\_\_

b. CITY, TOWN OR VILLAGE \_\_\_\_\_ c. COUNTY \_\_\_\_\_ d. STATE \_\_\_\_\_ e. ZIP CODE \_\_\_\_\_

**4. WHERE TO SEND MY VOTING MATERIALS**

a. MY CURRENT ADDRESS (Where I live now) (Required) \_\_\_\_\_

b. MY FORWARDING ADDRESS (NOTE: Complete 4b. only if you do not want your ballot mailed to the address in Block 4a.) \_\_\_\_\_

c. I PREFER TO RECEIVE MY ABSENTEE BALLOT, AS PERMITTED BY MY STATE, BY:  MAIL  FAX  EMAIL

**5. MY POLITICAL PARTY PREFERENCE (Optional, but may be required by states to register to vote in primary elections):** \_\_\_\_\_

**6. ADDITIONAL INFORMATION (Designate the period for which you want to receive ballots - see instructions for Block 6, paragraph (3). Consult the Voting Assistance Guide for other specific state instructions.)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7. 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., and
- 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, and
- 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, and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., and
- My signature and date below indicate when I completed this document, and
- 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.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ M M D D Y Y Y Y \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_ M M D D Y Y Y Y \_\_\_\_\_  
(Witness/Notary and address (if required))

The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law. Adobe Designer 8.0

**The FPCA Online Assistant is available at:**  
 > [www.fvap.gov/r3](http://www.fvap.gov/r3)

**The Voting Assistance Guide is available at:**  
 > [www.fvap.gov/vao/guide.html](http://www.fvap.gov/vao/guide.html)

**The FPCA is available at:**  
 > [www.fvap.gov/resources/media/fpca.pdf](http://www.fvap.gov/resources/media/fpca.pdf)



### FPCA - Step 1: Determine an Applicant's Legal Voting Residence

To vote in U.S. elections, citizens must have a legal voting residence address in a State or territory. A legal voting residence is typically defined as where a citizen has, or has had, physical presence and where the citizen intends to remain or return.

U.S. citizens may only have one legal voting residence at a time, and may not arbitrarily choose which State to declare as their legal voting residence without meeting the State's residency requirement.

#### If you are assisting a member of the uniformed services or family member...

- > For uniformed service personnel their legal voting residence can either be the State or territory where he or she last resided prior to entering military service (Home of Record) OR the State or territory that he or she has since claimed as a legal residence.
- > A spouse does not automatically assume the legal residence of the active duty member upon marriage. Minors typically assume the legal residence of either parent and, when they become 18, they also have the option of establishing their own legal residence that can be different from either parent, assuming they have met the guidelines of physical presence and intent to remain or return.
- > Uniformed service members and their eligible dependents may change their legal residence every time they change permanent duty stations, or they may retain their established legal residence without change. This may mean that a uniformed service member has a different legal voting residence than his or her family members.
- > A Judge Advocate General officer or legal counsel should be consulted before legal residence is changed because there are usually other factors that should be considered besides voting, such as State and local taxes.

#### If you are assisting an overseas civilian...

- > For overseas civilians, their legal voting residence is usually the State or territory in which they resided immediately prior to leaving the U.S. This is true even if many years have elapsed since they lived in the U.S., and they no longer maintain a residence in that State or territory, or if their intent to return is uncertain.

*NOTE: Voting in an election for Federal offices only may not be used as the sole basis to determine residency for the purposes of imposing State and local taxes. If a voter claims a particular State as his or her residence and has other ties with that State in addition to voting, then that voter may be liable for State and local taxation, depending upon that particular State law. Consult legal counsel for specific questions or situations.*



## FPCA - Step 2: Use State-Specific Guidelines for Completing the Form

After determining an applicant's legal voting residence, the FPCA needs to be completed according to the rules of the applicant's State of residence. State-specific instructions for completing the FPCA are available in the Voting Assistance Guide, which can be accessed at [www.fvap.gov](http://www.fvap.gov). Office personnel should offer to assist applicants in completing the FPCA.

Local election officials have noted that some of the most frequent problems with processing the FPCA include not providing an adequate voting residence address, writing illegibility, and mailing the completed FPCA to the wrong jurisdiction. To reduce the occurrences of these issues, FVAP has created an online tool to help applicants to correctly complete the FPCA. The FPCA online assistant (available at [www.fvap.gov](http://www.fvap.gov)) asks applicants to enter the State of their voting residence and provides State-specific instructions for completing and submitting the form.

### After completing the FPCA online assistant, the applicant is provided with a personalized FPCA PDF package that includes:

- > A pre-addressed, postage-paid envelope template
- > State-specific instructions including key deadlines for registering to vote, requesting an absentee ballot, and returning that ballot
- > An electronic transmission coversheet for faxing or emailing the FPCA (depending what is allowed by that State)
- > The completed FPCA for the applicant to sign
- > Any additional information specific to that State. Go to [page 24](#) for information on submitting the FPCA if completed using the online assistant



### FPCA - Step 2: Use State-Specific Guidelines for Completing the Form (Continued)

If possible, the installation voter assistance office should include a computer with internet access and a printer that applicants can use to access the FPCA online assistant. If there is not a computer for the applicant to use, installation voter assistance office personnel need to provide the applicant with the State-specific instructions from the Voting Assistance Guide. Whether the FPCA is completed on paper or on a computer, office personnel should offer to assist applicants in filling out the form.

If an applicant wants to take the FPCA with them to complete at a later time or pick-up copies of the FPCA for family members to complete, installation voter assistance office personnel must print copies of the FPCA as well as the State-specific instructions for completing the form available in the Voting Assistance Guide.

**Installation voter assistance office personnel need to print copies of the FPCA and the State-specific instructions for applicants who wish to complete the form at a later time.**

#### The FPCA Online Assistant is available at:

> [www.fvap.gov/r3](http://www.fvap.gov/r3)

#### The Voting Assistance Guide is available at:

> [www.fvap.gov/vao/guide.html](http://www.fvap.gov/vao/guide.html)

#### The FPCA is available at:

> [www.fvap.gov/resources/media/fpca.pdf](http://www.fvap.gov/resources/media/fpca.pdf)



### FPCA - Step 3: Submit the Completed Form to the Appropriate Election Official

The completed and signed FPCA should be sent directly to the applicant's local election office. All States will accept the FPCA via mail; however, State laws may differ as to whether an applicant may return the completed FPCA via email or fax. Check the Voting Assistance Guide, (available at [www.fvap.gov](http://www.fvap.gov)) for State-specific requirements. The installation voter assistance office should have the contact information for local and State election offices readily available to help address citizens' concerns on the submission of their FPCAs.

**Mail:** Postal addresses for the local election offices are included in the Voting Assistance Guide (available at [www.fvap.gov](http://www.fvap.gov)). The cardstock version of the FPCA is postage-paid within the U.S. postal system, including APO and FPO addresses. The online version of the FPCA must be placed in an envelope; a postage-paid envelope template is available at [www.fvap.gov](http://www.fvap.gov). If using a foreign mail service, the applicant must affix proper postage and include "USA" in the mailing address.

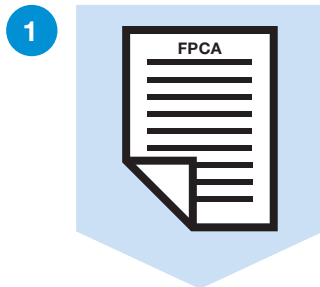
**Email:** Scan the completed and signed FPCA and save as a PDF file. Email the file as an attachment, along with a copy of the Electronic Transmission Sheet. Email directly to the local election office. Email addresses can be found on the State's election website or at [www.fvap.gov](http://www.fvap.gov). *Note: Not every State currently accepts the FPCA via email—check the Voting Assistance Guide available at [www.fvap.gov](http://www.fvap.gov).*

**Fax:** Fax the completed and signed FPCA to the applicant's local election office. Fax numbers can be found on the State's election website or in the Voting Assistance Guide (available at [www.fvap.gov](http://www.fvap.gov)). Use a separate transmission coversheet for each FPCA and send each form separately. *Note: Not every State currently accepts the FPCA via fax—check the Voting Assistance Guide available at [www.fvap.gov](http://www.fvap.gov).*

**Installation Voter Assistance Office:** The installation voter assistance office shall mail the completed FPCA for the applicant within five calendar days to the appropriate local election office. If the applicant's State allows the FPCA to be submitted via email or fax, installation voter assistance office personnel may email or fax the signed FPCA to the correct local election official.

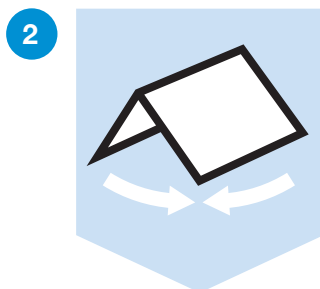
The following page illustrates how to submit an FPCA by mail.

## FPCA Mailing Instructions



### Step 1

Complete the FPCA using your State's instructions in the Voting Assistance Guide. The FPCA and the Voting Assistance Guide are available at [www.fvap.gov](http://www.fvap.gov).



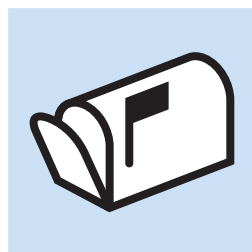
### Step 2

If completing the cardstock version of the FPCA, sign, fold, and seal your FPCA.

If using the online FPCA, print, sign, and put it in an envelope. You may print postage-paid insignia on your envelope by using the envelope template available at [www.fvap.gov](http://www.fvap.gov).



If using FVAP's online assistant for completing the FPCA, a pre-addressed postage-paid envelope template will be provided for you to print.



### Step 3

Mail the FPCA to your local election official (addresses are available in the Voting Assistance Guide). Be sure to include your return address and affix postage if using a foreign postal service.

The following pages outline how to submit an FPCA using the online assistant.

### Submitting FPCAs Completed Using the FPCA Online Assistant on www.FVAP.gov

If an applicant brings in the printed personalized FPCA PDF package produced by the FPCA online assistant, the installation voter assistance office has several options for submitting the form (mail, fax, or email), depending on the submission methods allowed by the applicant’s State and the equipment available to the installation voter assistance office.

### FPCA Package from the Online Assistant

FPCAs completed by the applicant with the FPCA online assistant will have all the applicant’s information printed on the form. The installation voter assistance office personnel should check that the applicant has signed and dated the FPCA. Reference State information to determine whether a witness is required.

(After completion, fold to inside and seal before mailing.)  
**WARNING: Knowingly presenting false information in this application could result in criminal sanctions.** Standard Form 76 (Rev. 10-2005)  
 NSN 7540-09-634-9053

**REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)**

**1. I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE AND I AM (Mark only one):**

(a) A MEMBER OF THE UNIFORMED SERVICES OR MERCHANT MARINE ON ACTIVE DUTY, OR AN ELIGIBLE SPOUSE OR DEPENDENT  
 (b) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. TEMPORARILY  
 (c) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. INDEFINITELY

**2. MY INFORMATION (Required)**

a. TYPED OR PRINTED NAME (Last, First, Middle) \_\_\_\_\_ SUFFIX (Jr., Sr., III, etc.) \_\_\_\_\_ b. PREVIOUS NAME (if applicable) \_\_\_\_\_

c. SEX  M  F d. RACE \_\_\_\_\_ e. DATE OF BIRTH \_\_\_\_\_ f. SOCIAL SECURITY NUMBER \_\_\_\_\_ g. STATE DRIVER'S LICENSE OR I.D. NUMBER \_\_\_\_\_

h. TELEPHONE NUMBER (No DSN number, include all international prefixes) \_\_\_\_\_ i. FAX NUMBER (No DSN number, include all international prefixes) \_\_\_\_\_

j. EMAIL ADDRESS \_\_\_\_\_

**3. MY VOTING RESIDENCE ADDRESS (Required) (Military, use legal residence. Overseas citizens, use last legal residence in U.S.)**

a. NUMBER AND STREET (Center use a P.O. Box) \_\_\_\_\_

b. CITY, TOWN OR VILLAGE \_\_\_\_\_ c. COUNTY \_\_\_\_\_ d. STATE \_\_\_\_\_ e. ZIP CODE \_\_\_\_\_

**4. WHERE TO SEND MY VOTING MATERIALS**

a. MY CURRENT ADDRESS (Where I live now) (Required) \_\_\_\_\_

b. MY FORWARDING ADDRESS (NOTE: Complete 4b. only if you do not want your ballot mailed to the address in Block 4a.) \_\_\_\_\_

c. I PREFER TO RECEIVE MY ABSENTEE BALLOT, AS PERMITTED BY MY STATE, BY:  MAIL  FAX  EMAIL

**5. MY POLITICAL PARTY PREFERENCE (Optional, but may be required by states to register to vote in primary elections):** \_\_\_\_\_

**6. ADDITIONAL INFORMATION (Designate the period for which you want to receive ballots - see instructions for Block 6, paragraph (3). Consult the Voting Assistance Guide for other specific state instructions.)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7. 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., and
- 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, and
- 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, and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., and
- My signature and date below indicate when I completed this document, and
- 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.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Witness/Notary and address if required) (Witness/Notary and address if required)

The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law. Adobe Designer 8.0


Ensure the applicant has signed and dated the FPCA.

Check to see if a witness is required. If it is, sign and date the form.



### Mailing


The first page of the personalized PDF package is a postage-paid envelope template that is pre-addressed to the applicant’s local election office. To use this envelope, it must be printed onto an envelope at least 9½ inches by 4⅓ inches (a number 10 envelope). Please note that the postage-paid label must be printed directly onto the envelope (not taped or stapled to the envelope). Be sure to mail the completed and signed FPCA along with any addendum sheets in the personalized FPCA PDF package.

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

## Electronic Submissions

If the applicant’s State accepts FPCAs via fax or email, the PDF package will include coversheets for submitting the FPCA electronically. The coversheets will be prefilled with the correct contact information for the jurisdiction selected by the applicant. When possible, it is recommended that the installation voter assistance office submit FPCAs electronically for faster delivery to the local election office. **If there are no coversheets in the package, that State does not currently accept electronic submissions of the FPCA.**

### Sample FPCA Fax Coversheet


**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

To:	
City/County	Arlington General Registrar
Board Of Elections	
State	Virginia
Fax Number	703 228-3659

From:	
Last Name	Jones
First Name	James
Middle Name	Larry
Telephone Number	23-145-14-5789145
Fax Number	23-145-14-5789145
Email Address	jj.pdf52@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

The fax coversheet in the PDF package will include the fax number for the applicant’s local election office.

Fill in the number of pages being transmitted via fax. Fax the signed FPCA and any “Addendum Sheets” created by the online assistant.

### Sample FPCA Email Coversheet


**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

To:	
City/County	Arlington General Registrar
Board Of Elections	
State	Virginia
LEO Email	voters@arlingtonva.us

From:	
Last Name	Jones
First Name	James
Middle Name	Larry
Telephone Number	23-145-14-5789145
Fax Number	23-145-14-5789145
Email Address	jj.pdf52@hawkstooth.com

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

The email coversheet in the PDF package will include the email address for the applicant’s local election office.

Fill in the number of pages being transmitted via email. Scan the signed FPCA and any “Addendum Sheets” created by the online assistant.



### FPCA - Step 4: Remind Applicant of the Option to Submit the FWAB

The Federal Write-In Absentee Ballot (FWAB) is a back-up ballot available to citizens who have submitted an FPCA requesting an absentee ballot from their State but have not yet received their ballot. To use the FWAB, citizens must have submitted their FPCA early enough so that the local election office received the request at least 30 days before the election or before the State's ballot request deadline—which ever is later.

A voter can submit a FWAB anytime after submitting an FPCA. It is important for installation voter assistance office personnel to remind installation voters who complete an FPCA of the option to submit a FWAB as a back up for a State absentee ballot not received in time.

**Voters can submit a FWAB anytime after submitting an FPCA. If their absentee ballot arrives after they submit the FWAB they should still complete and return the absentee ballot.**

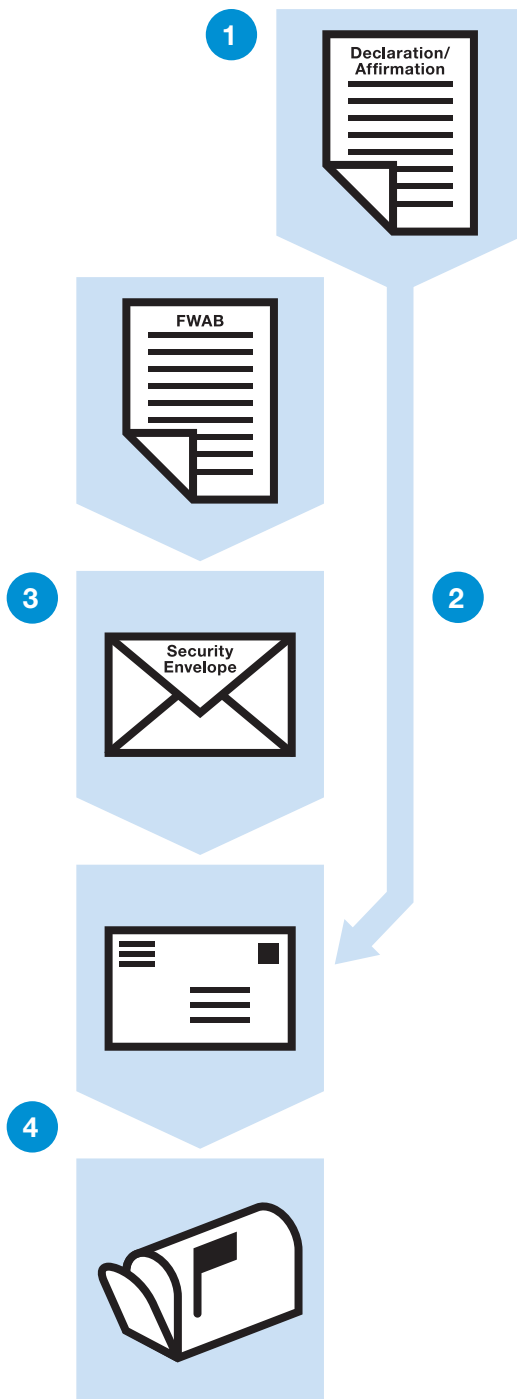
If citizens receive their State absentee ballot after they submit their FWAB, they should vote and immediately return the State absentee ballot. If the State absentee ballot arrives by the State's ballot return deadline, the State will count the State absentee ballot instead of the FWAB.

Currently, all States accept the FWAB as a ballot for Federal offices (President/Vice President, U.S. Senator, U.S. Representative, Delegate, or Resident Commissioner) in general elections. Some States have expanded the use of the FWAB and accept the FWAB for voting in primary, special, and runoff elections and/or for State and local offices (refer to the Voting Assistance Guide for State-specific uses of the FWAB).

*Note: Beginning January 1, 2011, the FWAB may be used by any uniformed service member, family member, or overseas citizen to vote in any primary, general, special, or runoff election for Federal office.*

The following page illustrates how to submit a FWAB.

## FWAB Mailing Instructions



### Step 1

Complete and sign the FWAB's Voter Declaration/Affirmation using your State's instructions in the Voting Assistance Guide.

### Step 2

Fold the Voter Declaration/Affirmation and put it in the accompanying Mailing Envelope. Do not seal the envelope yet.

If using the online FWAB, use your own envelope as the Mailing Envelope. You may print postage-paid insignia on your envelope by using the envelope template available at [www.fvap.gov](http://www.fvap.gov).

### Step 3

Vote the ballot by writing in a candidate or party name. Detach the ballot from the Security Envelope, fold it, insert it into the Security Envelope, and seal.

If using the online FWAB, use a separate blank envelope and write "Security Envelope" on it.

### Step 4

Put the Security Envelope into the Mailing Envelope, seal, and address it to your local election official. Be sure to include your return address and affix postage if using a foreign postal service.

# National Mail Voter Registration Form (NVRF)

The National Mail Voter Registration Form (NVRF) should be used by all U.S. citizens who are not uniformed service personnel and their families, or an overseas U.S. citizen. The NVRF can be used to register to vote in a U.S. State, report a change of name to the applicant’s voter registration office, report a change of address to the applicant’s voter registration office, or to register with a political party.

Unlike the FPCA, the NVRF does not serve as an application for an absentee ballot. Voters who are not active-duty military, family members of active-duty military, or overseas citizens but will be away from their polling place on Election Day should contact their local election office or check their State election website for their State’s guidelines on voting absentee.

State-specific instructions and contact information are listed in instructions attached to the NVRF (available at [www.eac.gov](http://www.eac.gov)).

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

Are you a citizen of the United States of America? Will you be 18 years old on or before election day? 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.)				This space for office use only.	
1 (Circle one) Last Name		First Name		Middle Name(s)	
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)			
I have reviewed my state's instructions and I swear/affirm that: <ul style="list-style-type: none"> <li>■ I am a United States citizen</li> <li>■ I meet the eligibility requirements of my state and subscribe to any oath required.</li> <li>■ 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.</li> </ul>					
9 Please sign full name (or put mark)					Date: / / Month Day Year

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.

If this application is for a change of name, what was your name before you changed it?

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

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 Street (or route and box number)		Apt. or Lot #	City/Town/County	State	Zip Code
------------------------------------	--	---------------	------------------	-------	----------

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.

■ Write in the names of the crossroads (or streets) nearest to where you live.  
 ■ Draw an X to show where you live.  
 ■ Use a dot to show any schools, churches, stores, or other landmarks near where you live, and write the name of the landmark.

Example  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Public School ●

Route #2

\_\_\_\_\_  
 \_\_\_\_\_  
 Woodchuck Road

● Grocery Store

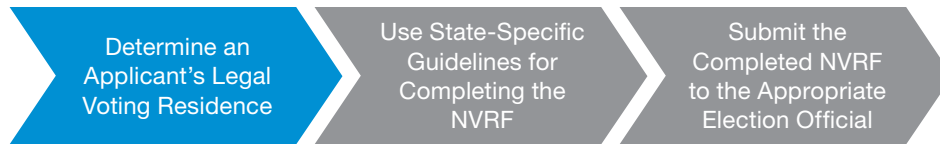
X

NORTH ↑

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

D					
---	--	--	--	--	--

Mail this application to the address provided for your State.

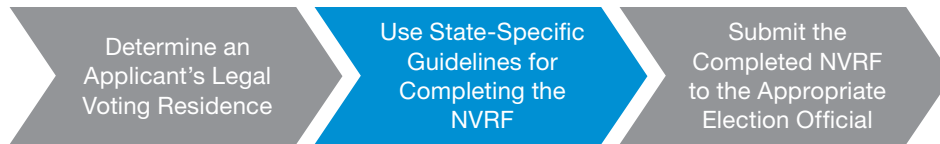


### **NVRF - Step 1: Determine an Applicant's Legal Voting Residence**

To vote in U.S. elections, citizens must have a legal voting residence address in a State or territory. A legal voting residence is typically defined as where a citizen has, or has had, physical presence and where the citizen intends to remain or return. U.S. citizens may only have one legal voting residence at a time and must meet the State's residency requirement.

**If assisting domestic civilians, their legal voting residence is their home address (which might not be their current mailing address). If determining a civilian's voting residence is complicated, contact the State election office.**

*NOTE: Voting in an election for Federal offices only may not be used as the sole basis to determine residency for the purposes of imposing State and local taxes. If a voter claims a particular State as his or her residence and has other ties with that State in addition to voting, then that voter may be liable for State and local taxation, depending upon that particular State law. Consult legal counsel for specific questions or situations.*



## NVRF - Step 2: Use State-Specific Guidelines for Completing the Form

After determining an applicant's legal voting residence, the form needs to be completed according to the rules of the applicant's State. The instructions attached to the NVRF contain State-specific guidelines for completing the form. If a computer with internet access and a printer are available, encourage the applicant to complete the form online. This will ensure that the form is completed legibly. Whether the NVRF is completed on paper or on a computer, office personnel should offer to assist applicants in filling out the form.

If an applicant wants to take the NVRF with them to complete at a later time or pick up copies of the NVRF for family members to complete, installation voter assistance office personnel shall print copies of the NVRF as well as the State-specific instructions attached to the form.

### The NVRF and its instructions are available at:

> [www.eac.gov/assets/1/Page/National Mail Voter Registration Form - English.pdf](http://www.eac.gov/assets/1/Page/National_Mail_Voter_Registration_Form_-_English.pdf)

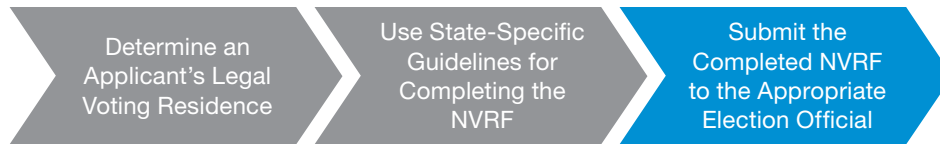
### In addition to English, the NVRF is available in Spanish, Chinese, Japanese, Korean, Tagalog, and Vietnamese from:

> [www.eac.gov/voter\\_resources/register\\_to\\_vote.aspx](http://www.eac.gov/voter_resources/register_to_vote.aspx)

### All states have specific instructions regarding the NVRF. For example:

- > Wyoming does not allow the use of the NVRF. Wyoming applicants must use the form available at: [soswy.state.wy.us/Forms/Elections/General/vrapp.pdf](http://soswy.state.wy.us/Forms/Elections/General/vrapp.pdf)
- > North Dakota voters are not required to register, so there is no need to submit the NVRF.
- > Virginia, along with some other States, requires a full Social Security Number.

**Always check the State-specific instructions.**



### **NVRF - Step 3: Submit the Completed Form to the Appropriate Election Official**

The completed and signed NVRF should be mailed directly to the State election office or delivered in person to the local election office.

**Mail:** Postal addresses for the State election offices are included in the State-specific instructions attached to the NVRF. Mailing the NVRF requires a first-class postage stamp.

**Installation Voter Assistance Office:** Installation voter assistance office personnel shall mail the completed NVRF for the applicant within five calendar days to the appropriate State election office. Mailing the NVRF requires first-class postage (either stamp or other frank), which must be provided by the installation voter assistance office.

**The following page illustrates how to submit an NVRF.**

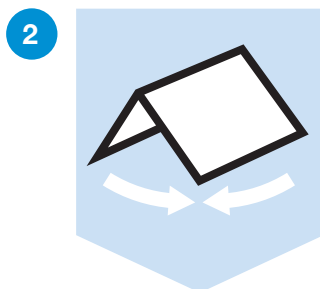


## NVRF Mailing Instructions



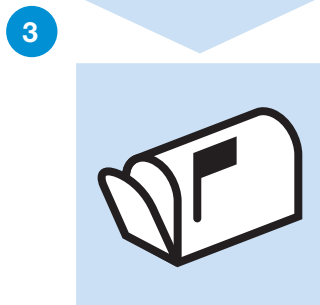
### Step 1

Complete the NVRF using your State's instructions that are attached to the NVRF. The NVRF and the instructions for the NVRF are available at [www.eac.gov](http://www.eac.gov)



### Step 2

Print, sign, and fold your NVRF and place in an envelope.



### Step 3

Mail the NVRF to your State election office (addresses are available in the instructions attached to the NVRF). Be sure to include your return address and affix first class postage.

## Guidelines for Installation Voter Assistance Office Personnel

Installation voter assistance office personnel must not provide partisan voting information from candidates, political parties, or partisan organizations. Installation voter assistance office personnel may receive questions from voters regarding whether they can distribute and/or display materials at the military installations. Installation voter assistance office personnel should consult their Commanding Officer for their interpretation of DoD Directive 1344.10 Political Activities by Members of the Armed Forces on Active Duty, available at [www.fvap.gov](http://www.fvap.gov).

Additionally, because the installation voter assistance office is designated as a Voter Registration Agency, Federal law provides that personnel staffing the office shall not:

- > Seek to influence an applicant's political preference or party registration
- > Display any such political preference or party allegiance
- > Make any statement to an applicant or take any actions with the purpose or effect of encouraging or discouraging the applicant from registering to vote
- > Make any statement to an applicant or take any action the purpose or effect of which is to lead the applicant to believe that deciding to register, or not to register, has any bearing on the availability of services or benefits.

Installation voter assistance office personnel should report any irregularities in the voting process to their department or agency headquarters' voting assistance officers. Federally-employed voting assistance officers should refer to the Hatch Act, Title 5 U.S.C. Sec. 7321, link available at: [www.fvap.gov](http://www.fvap.gov).

Installation voter assistance office personnel can advise citizens on locating information on candidates and issues. The primary source of information should be voters' State and local election websites. Additional resources that may be useful include national, local, and Service newspapers, magazines, radio, television, political party and campaign committee offices, overseas newspapers and periodicals.

**If voters are looking for information on candidates and issues, installation voter assistance office personnel should direct them to their local or State election websites.**

## Summary of Voter Assistance

Chapter 3 provided guidance on how to determine which form is appropriate for the applicant and how to assist them in completing the appropriate form.

### Installation voter assistance office personnel need to be familiar with three forms:

#### > Federal Post Card Application (FPCA)

- Used by all uniformed service members, their family members, and overseas U.S. citizens to register to vote, update mailing address, or request an absentee ballot

#### > Federal Write-In Absentee Ballot (FWAB)

- Used as a back-up ballot by uniformed service members, their family members, and overseas U.S. citizens

#### > National Mail Voter Registration Form (NVRF)

- Designed to serve civilians who reside in the U.S. in registering to vote or updating voter information

### Installation voter assistance office personnel need to provide assistance with:

#### > Completing the forms

- Legibility and completeness are key components to ensuring that forms will be accepted by the election offices
- Both the FPCA and NVRF have State-specific instructions that need to be referenced when completing the forms. Installation voter assistance office personnel must print a copy of the form and the State-specific instructions.

#### > Transmitting the forms

- The installation voter assistance office must transmit completed forms on behalf of the applicant. Using the online assistant for the FPCA quickly provides the necessary information to make certain of successful delivery. The State-by-State instructions for the NVRF provide the appropriate information, but postage is still necessary and must be provided by the installation voter assistance office.
- Transmission of the forms by the installation voter assistance office must occur within five calendar days

### Installation voter assistance office personnel need to be aware of restrictions of voting assistance

- > Installation voter assistance office personnel must not attempt to influence or interfere with anyone's voting rights, nor demonstrate or display any partisan stance
- > Installation voter assistance office personnel can assist interested parties to find voting-related information

# A

## Appendix A: Directives & Legislation

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## Department of Defense Directive (DoDD) 1000.04

April 14, 2004

SUBJECT: Federal Voting Assistance Program (FVAP)

References: (a) DoD Directive 1000.4, "Federal Voting Assistance Program (FVAP)," June 3, 2002 (hereby canceled)

(b) Executive Order 12642, "Designation of the Secretary of Defense as the Presidential Designee Under Title I of the Uniformed and Overseas Citizens Absentee Voting Act," June 8, 1988

(c) Section 1973ff. of title 42, United States Code

(d) Sections 596, 608, and 609 of title 18, United States Code

(e) through (g), see enclosure 1

### 1. REISSUANCE AND PURPOSE

This Directive:

1.1. Reissues reference (a) to update policy and responsibilities for the FVAP under reference (b).

1.2. Continues to implement reference (b), wherein the Secretary of Defense is named the "Presidential designee" and assigned responsibility for oversight of the FVAP under reference (c).

### 2. APPLICABILITY AND SCOPE

This Directive applies to:

2.1. The Office of the Secretary of Defense, the Military Departments, the Coast Guard (when it is not operating as a Military Service of the Navy by agreement with the Department of Homeland Security), the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities and all other organizational entities in the Department of Defense (hereafter referred to collectively as the "DoD Components").

2.2. The Commissioned Corps of the Public Health Service (PHS) and the National Oceanic and Atmospheric Administration (NOAA) under agreements with the Departments of Health and Human Services, and Commerce, respectively. The term “Uniformed Services” refers to the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, and their Reserve components, as well as the Commissioned Corps of the PHS and the NOAA.

2.3. Other Federal Executive Departments and Agencies that provide assistance to the FVAP under reference (c). (Participating Federal Executive Departments and Agencies shall adopt regulations and procedures that conform to this Directive to the maximum extent practicable, consistent with their organizational missions.)

### 3. DEFINITIONS

Terms used in this Directive are defined in enclosure 2.

### 4. POLICY

It is DoD policy that:

4.1. The Heads of the DoD Components and the Uniformed Services shall encourage eligible voters in their organizations to register and vote in elections for Federal, State, and local office.

4.2. The FVAP shall ensure that eligible voters receive, under reference (c), information about registration and voting procedures and materials pertaining to scheduled elections, including dates, offices, constitutional amendments, and other ballot proposals.

4.3. Every eligible voter shall:

4.3.1. Be given, unless military necessity precludes it, an opportunity to register and vote in any election for which he or she is eligible.

4.3.2. Be able to vote in person or by absentee process when local conditions allow the voter to participate in the electoral process.

4.3.3. Receive voting assistance in a manner that safeguards the integrity of the electoral process and secrecy of the ballot.

4.4. All persons assisting in the voting process shall take all necessary steps to prevent fraud and to protect voters against any coercion, including the following:

4.4.1. No member of the Uniformed Services shall attempt to influence the vote of any other member, or to require any member to march to any polling place or place of voting as proscribed under 18 U.S.C. 608 and 609 (reference (d)). Nothing in this Directive shall be considered to prohibit free discussion about political issues or candidates for public office as proscribed in reference (d).

4.4.2. No person shall poll any member of the Armed Forces before or after he or she votes, as proscribed in reference (d). If any such member is polled, that event shall be reported through the chain of command to the Director, Federal Voting Assistance Program.

4.4.3. Nothing in this Directive shall preclude conducting official surveys authorized by reference (c) to report to the President and the Congress on the effectiveness of the assistance provided to eligible voters, including a separate statistical analysis of voter participation and a description of Federal-State cooperation.

## 5. RESPONSIBILITIES

5.1. The Undersecretary of Defense for Personnel and Readiness shall:

5.1.1. Administer the FVAP for the Presidential designee, the Secretary of Defense.

5.1.2. Designate a civilian employee as the Director, Federal Voting Assistance Program. The Director shall be responsible for all aspects of the FVAP, and shall have the necessary authority to administer that responsibility.

5.1.3. Act for the Presidential designee to coordinate and implement actions that may be necessary to discharge Federal responsibilities assigned in references (b) and (c).

5.1.4. Manage, coordinate, and perform the responsibilities assigned to the Presidential designee in reference (c).

5.1.5. Establish and maintain liaison with officials of the State legislatures, and with State and local government officials.

5.1.6. Be the sole Federal Executive Branch representative for obtaining from each State current voting information and disseminating it to other Federal Executive Departments, Agencies, and the DoD Components pursuant to reference (c). In this regard, the DoD Components and participating Departments and Agencies may not contact State and local government officials about voting matters.

5.1.7. Encourage and assist States and other U.S. jurisdictions to adopt the mandatory and recommended provisions of reference (c) and advise them on how Federal laws and

regulations apply to their individual electoral systems.

5.1.8. Establish and maintain a DoD Voting Assistance Program to cover all eligible voters of the Department of Defense (military and civilian) and other citizens covered by reference (c) and to assist those personnel to vote. Conduct Voting Assistance Workshops during even-numbered years worldwide.

5.1.9. Publicize the right of citizens to participate in the electoral process under reference (c).

5.1.10. Review and coordinate the informational and educational efforts directed toward all persons covered by reference (c).

5.1.11. Provide an ombudsman service for all persons covered by reference (c) and for State and local government officials.

5.1.12. Designate an “Armed Forces Voters Week” in August or September of each even-numbered year to encourage military personnel and their family members to exercise their right to vote.

5.1.13. Survey U.S. citizens (military and civilian) covered by reference (c) to gather necessary statistical information for the report to the President and the Congress required by reference (c).

5.1.14. Prescribe the standard oath to be used with any document under reference (c).

5.1.15. As discussed in DoD 4525.6-M (reference (e)), implement measures, to the maximum extent practicable, to ensure that a postmark or other proof of mailing date is provided on each absentee ballot collected at any overseas location or vessel at sea and that voting materials are moved expeditiously by military postal authorities.

## 5.2. The Heads of the DoD Components and the Uniformed Services shall:

5.2.1. Disseminate voting information to assist eligible voters in their organization in the following ways:

5.2.1.1. Develop written policies to support all eligible military personnel and their family members including those in deployed, dispersed, and tenant organizations. Establish the ratio and maximum number of voters that may be represented by a Voting Assistance Officer based on the ratio required in subparagraph 5.2.1.4.2.

5.2.1.2. Ensure command support at all levels for the FVAP.



5.2.1.3. Designate a uniformed officer of general or flag rank in each Uniformed Service as the “Senior Service Voting Representative” to manage the respective Service voting programs. A “Service Voting Action Officer,” preferably a civilian employee (GS-12 or higher), shall assist the Senior Service Voting Representative and shall be responsible for voting assistance operations within his or her Service. If the Service Voting Action Officer is a military member, he or she shall be at least of pay grade O-4, if an officer, or of pay grade E-8 if an enlisted member. The Service Voting Action Officer shall be a permanently assigned member within the Senior Service Voting Representative’s organization and shall have such assistance as may be necessary to meet FVAP goals. The Chief/Director of each Reserve component shall coordinate with the Senior Service Voting Representative and the Director, FVAP, to maintain a contingency absentee voting program for the National Guard and Reserve units and personnel who have been activated and deployed.

5.2.1.4. Designate Voting Assistance Officers at every level of command.

5.2.1.4.1. Assign one Voting Assistance Officer on each installation and in each major command to coordinate the programs conducted by subordinate units and tenant commands. Each Reserve component shall also designate a Voting Assistance Officer at its Headquarters level. Where possible, Installation Voting Assistance Officers should be a civilian GS-12 or higher. If a military member is assigned as the Installation Voting Assistance Officer, that officer should hold the pay grade of O-4 or higher. Each Installation Voting Assistance Officer shall notify installation personnel of the last date before a general Federal election by which absentee ballots must be mailed from that installation to reasonably be delivered in time to State and local election officials.

5.2.1.4.2. Designate and assign in writing a Unit Voting Assistance Officer, at the O-2/E-7 level or above within each unit of 25 or more permanently assigned members. An additional Unit Voting Assistance Officer should be assigned for each additional 50 members above the 25-member base. Unit Voting Assistance Officers shall ensure that all small and geographically separated units are assisted. When military personnel (including noncommissioned officers) are designated as Voting Assistance Officers, this Directive authorizes them to administer oaths in connection with voter registration and voting.

5.2.1.4.3. Ensure that Voting Assistance Officers are available and equipped to personally assist voters for all elections. Additionally, any person appearing to need assistance in reading or understanding English language material on voting or voter registration should receive immediate assistance in the appropriate language. Voting Assistance Officers shall be provided the time and resources needed to perform their voting assistance duties, especially during even-numbered years. Ensure that Uniformed Services members and their voting-age dependents have ready access to absentee voter registration, ballot request and absentee ballot submission information, and deadlines.

5.2.1.5. Expeditiously obtain and disseminate voting information and related materials, such as the “Voting Assistance Guide”; Standard Form (SF) 76, “Federal Post Card Application (FPCA)”; and SF 186, “Federal Write-In Absentee Ballot (FWAB).” To do this:

5.2.1.5.1. Purchase sufficient materials to furnish registration and ballot request support for all elections.

5.2.1.5.2. Establish a DoD Component-wide means to communicate effectively with and expeditiously disseminate voting information to Commanders, Voting Assistance Officers, and military and overseas DoD civilian members of the DoD Component and their voting age dependents. Establish within each military installation and major command a Voting Assistance Officer network and communications capability to quickly disseminate voting information throughout the installation or major command.

5.2.1.5.3. Develop a system to ensure the in-hand delivery of Federal Post Card Applications to all eligible voters. The system record keeping may include numbers or percent contacted, but may not include names (or any other identifying information) of individual citizens.

5.2.1.6. Ensure the delivery of SFs 76:

5.2.1.6.1. By January 15 of each calendar year deliver SFs 76 in-hand to eligible voters and their voting-age dependents.

5.2.1.6.2. By August 15 of even-numbered years provide SFs 76 to eligible voters, including DoD civilian employees and voting-age dependents, who are serving outside the territorial limits of the United States.

5.2.1.6.3. By September 15 of even-numbered years provide SFs 76 to eligible voters, including voting-age dependents, in the United States.

5.2.1.6.4. Before graduation and detachment from recruit training.

5.2.1.7. Ensure that adequate numbers of SFs 76 are available for military members and their voting-age dependents, and overseas DoD civilians during check-in processing as a result of permanent change of station orders and that they receive assistance in properly completing the form. These SFs 76 shall be used to notify local election officials of the change of mailing address.

5.2.1.8. Require the Inspectors General of the Military Departments to review their voting assistance program annually at every level of command to ensure compliance with DoD regulations and public law and submit their reports to the DoD Inspector General by January 31

of the following year.

5.2.1.9. Continually evaluate command voting programs.

5.2.1.10. Establish and maintain a Voting Assistance Program homepage on the DoD Component's website. This homepage shall provide DoD Component-specific information regarding its Voting Assistance Program, including links to the assigned Voting Assistance Officers (company/squadron level and above and commissioned units) within the DoD Component; procedures to order voting materials; and links to other Federal and State voting websites, including a link to the FVAP website. Designate at least one well-advertised fixed location on bases, installations, and ships where absentee voting material and voting assistance are available to all military personnel, family members, and overseas DoD civilian employees.

5.2.1.11. Develop comprehensive command-wide voting awareness and assistance programs and activities in conjunction with Armed Forces Voters Week. A special day or days shall be designated at each military installation to inform Uniformed Services members and their voting-age dependents of absentee registration and voting procedures and, minimally, of the absentee registration and ballot request deadlines preceding general elections for Federal offices.

5.2.1.12. Establish and publicize a special telephone service, the "Voting Action Line," to link unit voting officers with their respective Service or Departmental Voting Action Officer. Emphasize rapid and accurate responses and solutions to voting-oriented problems.

5.2.1.13. Provide telephone operators at every military installation with the names, e-mail addresses, and office telephone numbers of unit or installation Voting Assistance Officers.

5.2.1.14. Train all Service members (including activated National Guard and Reserve personnel) on absentee registration and voting procedures during years of elections for Federal offices. All basic training and command courses shall emphasize and advertise voting assistance programs to encourage junior Service members to register and subsequently vote and include instruction on voting rights and responsibilities and procedures on absentee registration and voting. They also shall provide training and voting assistance for units preparing for deployment where voting materials and accessibility to register may be limited due to at-sea or remote area deployment. Train all Reserve component personnel during years of elections for Federal offices on all aspects of the voting program, to include familiarity with the FPCA and the FWAB.

5.2.1.15. Require that all major command, Installation and Unit Voting Assistance Officers attend an FVAP Voting Assistance Workshop during even-numbered years with elections for Federal offices. If the installation is not scheduled to receive FVAP workshop training, Installation and Unit Voting Assistance Officers should attend training at a nearby installation. Voting Assistance Officers at remote locations can access the FVAP website for training. Document the training of Voting Assistance Officers at the installation or base level and within local personnel records.

5.2.1.16. Require commanders to rate Voting Assistance Officers on the way they perform their voting assistance duties. Commanders shall establish the evaluation criteria for Voting Assistance Officer performance within their command.

5.2.1.17. File an after-action report in the format and manner that the Director, FVAP specifies.

5.2.1.18. Assist the FVAP in conducting official surveys in the manner specified by the Director, FVAP.

5.2.2. Refrain from contacting State and local government officials about voting matters. The Principal Deputy Under Secretary of Defense (Personnel and Readiness) shall be the sole DoD representative for contact and coordination with Federal, State, and local government entities for voting assistance and elections pursuant to reference (c).

5.3. In accordance with 10 U.S.C. 1566 (reference (f)), the Inspector General of the Department of Defense shall periodically conduct, at DoD installations, unannounced assessments of those installations' compliance with the provisions of reference (c) and with this Directive.

5.4. The Inspectors General of the Military Departments shall provide a report of their assessment required under subparagraph 5.2.1.8., to the Inspector General of the Department of Defense, by January 31 of each year.

5.5. **Combatant Commanders:** Combatant Commanders bear additional responsibility to ensure that deployed forces have access to federal voting assistance information, particularly in remote or difficult locations. Combatant Commanders shall highlight within the operational chain of command the importance they and the Department attach to participation by U.S. forces in the Federal, State, and local election process, and make every reasonable effort to assist the Military Departments in discharging the responsibilities outlined elsewhere in this Directive.


## 6. INFORMATION REQUIREMENTS

6.1. The Statistical Analysis and Reporting requirements in paragraphs 5.1.13. and 5.2.1.18., above, have been assigned Report Control Symbol DD-DA&M(AR)1918 according to DoD 8910.1-M (reference (g)).

6.2. The after action reports referred to in subparagraph 5.2.1.17., above, are exempt from licensing in accordance with reference (g).

7. EFFECTIVE DATE

This Directive is effective immediately.



**Paul Wolfowitz**  
Deputy Secretary of Defense

Enclosures - 2

- E1. References, continued
- E2. Definitions

E1. ENCLOSURE 1

REFERENCES, continued

- (e) DoD 4525.6-M, "Department of Defense Postal Manual," August 15, 2002
- (f) Section 1566 of title 10, United States Code
- (g) DoD 8910.1-M, "DoD Procedures for Management of Information Requirements," June 30, 1998

## E2. ENCLOSURE 2

### DEFINITIONS

E2.1.1. Eligible Voter. Any of the following:

E2.1.1.1. An “absent Uniformed Services voter,” defined as an active duty member of the Uniformed Services or a member of the Merchant Marine who is absent from the place of residence where he or she is otherwise qualified to vote, and their accompanying dependents.

E2.1.1.2. An “overseas voter,” defined as:

E2.1.1.2.1. An absent Uniformed Services voter who, by reason of active duty or service, is absent from the United States on the date of the election;

E2.1.1.2.2. A person who resides outside the United States and is qualified to vote in the last place in which the person was domiciled before leaving the United States; or

E2.1.1.2.3. A person who resides outside the United States and (but for such residence) would be qualified to vote in the last place in which the person was domiciled before leaving the United States.

E2.1.2. Federal Office. The offices of President and Vice President; Presidential Elector; Member of the U.S. Senate or of the U.S. House of Representatives; Resident Commissioner from the Commonwealth of Puerto Rico to the Congress; or Delegate from American Samoa, the District of Columbia, Guam, or the Virgin Islands to the Congress.

E2.1.3. Installation Voting Assistance Officer. An individual responsible for the FVAP at the installation level.

E2.1.4. Local Election. An election for candidates for a Local government, such as municipal, county, township or village elections, or referenda of local interest.

E2.1.5. Official Survey. A survey of citizens covered by reference (c), as required for the report to the President and the Congress.

E2.1.6. Poll. Any request for information regarding the content of an individual’s vote.

E2.1.7. Senior Service Voting Representative. A uniformed member at the O-7 grade, or higher, responsible for implementing the FVAP in his or her respective Uniformed Service.

E2.1.8. Service Voting Action Officer. An individual at a Uniformed Service Headquarters

level responsible for voting assistance operations for his or her respective Service.

E2.1.9. State Election. Any election held solely, or in part, for selecting, nominating, or electing any candidate for any State office, such as Governor, Lieutenant Governor, Attorney General, or State Legislator, or on issues of State-wide interest.

E2.1.10. Uniformed Services. The Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, and their Reserve components, as well as the Commissioned Corps of the PHS and the NOAA.

E2.1.11. Unit Voting Assistance Officer. An individual at the unit level of a Uniformed Service responsible for voting assistance.

E2.1.12. Voting Residence. The legal residence in which the voter is registered to vote.





## Department of Defense Directive (DoDD) 1344.10

SUBJECT: Political Activities by Members of the Armed Forces

References: (a) DoD Directive 1344.10, "Political Activities by Members of the Armed Forces on Active Duty," August 2, 2004 (hereby canceled)  
(b) Sections 973, 888, 101, and Chapter 47 of title 10, United States Code  
(c) DoD Instruction 1334.1, "Wearing of the Uniform," October 26, 2005  
(d) Section 441a of title 2, United States Code  
(e) through (i), see Enclosure 1

### 1. PURPOSE

This Directive:

1.1. Reissues Reference (a) to update policies on political activities of members of the Armed Forces.

1.2. Implements section 973(b) through (d) of Reference (b).

### 2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the "DoD Components"). Paragraph 4.3. applies to members of the National Guard, even when in a non-Federal status. Other provisions apply to members of the National Guard while on active duty, which, for purposes of this Directive only, also includes full-time National Guard duty.

### 3. DEFINITIONS

The terms used in this Directive are defined in Enclosure 2.

### 4. POLICY

It is DoD policy to encourage members of the Armed Forces (hereafter referred to as “members”) (including members on active duty, members of the Reserve Components not on active duty, members of the National Guard even when in a non-Federal status, and retired members) to carry out the obligations of citizenship. In keeping with the traditional concept that members on active duty should not engage in partisan political activity, and that members not on active duty should avoid inferences that their political activities imply or appear to imply official sponsorship, approval, or endorsement, the following policy shall apply:

#### 4.1. General

4.1.1. A member of the Armed Forces on active duty may:

4.1.1.1. Register, vote, and express a personal opinion on political candidates and issues, but not as a representative of the Armed Forces.

4.1.1.2. Promote and encourage others to exercise their voting franchise, if such promotion does not constitute use of their official authority or influence to interfere with the outcome of any election.

4.1.1.3. Join a partisan or nonpartisan political club and attend its meetings when not in uniform, subject to the restrictions of subparagraph 4.1.2.4. (See DoD Instruction 1334.1 (Reference (c).))

4.1.1.4. Serve as an election official, if such service is not as a representative of a partisan political party, does not interfere with the performance of military duties, is performed when not in uniform, and the Secretary concerned has given prior approval. The Secretary concerned may NOT delegate the authority to grant or deny such permission.

4.1.1.5. Sign a petition for a specific legislative action or a petition to place a candidate’s name on an official election ballot, if the signing does not obligate the member to engage in partisan political activity and is done as a private citizen and not as a representative of the Armed Forces.

4.1.1.6. Write a letter to the editor of a newspaper expressing the member's personal views on public issues or political candidates, if such action is not part of an organized letter-writing campaign or a solicitation of votes for or against a political party or partisan political cause or candidate. If the letter identifies the member as on active duty (or if the member is otherwise reasonably identifiable as a member of the Armed Forces), the letter should clearly state that the views expressed are those of the individual only and not those of the Department of Defense (or Department of Homeland Security for members of the Coast Guard).

4.1.1.7. Make monetary contributions to a political organization, party, or committee favoring a particular candidate or slate of candidates, subject to the limitations under section 441a of title 2, United States Code (U.S.C.) (Reference (d)); section 607 of title 18, U.S.C. (Reference (e)); and other applicable law.

4.1.1.8. Display a political bumper sticker on the member's private vehicle.

4.1.1.9. Attend partisan and nonpartisan political fundraising activities, meetings, rallies, debates, conventions, or activities as a spectator when not in uniform and when no inference or appearance of official sponsorship, approval, or endorsement can reasonably be drawn.

4.1.1.10. Participate fully in the Federal Voting Assistance Program.

4.1.2. A member of the Armed Forces on active duty shall not:

4.1.2.1. Participate in partisan political fundraising activities (except as permitted in subparagraph 4.1.1.7.), rallies, conventions (including making speeches in the course thereof), management of campaigns, or debates, either on one's own behalf or on that of another, without respect to uniform or inference or appearance of official sponsorship, approval, or endorsement. Participation includes more than mere attendance as a spectator. (See subparagraph 4.1.1.9.)

4.1.2.2. Use official authority or influence to interfere with an election, affect the course or outcome of an election, solicit votes for a particular candidate or issue, or require or solicit political contributions from others.

4.1.2.3. Allow or cause to be published partisan political articles, letters, or endorsements signed or written by the member that solicits votes for or against a partisan political party, candidate, or cause. This is distinguished from a letter to the editor as permitted under the conditions noted in subparagraph 4.1.1.6.

4.1.2.4. Serve in any official capacity with or be listed as a sponsor of a partisan political club.

4.1.2.5. Speak before a partisan political gathering, including any gathering that promotes a partisan political party, candidate, or cause.

4.1.2.6. Participate in any radio, television, or other program or group discussion as an advocate for or against a partisan political party, candidate, or cause.

4.1.2.7. Conduct a political opinion survey under the auspices of a partisan political club or group or distribute partisan political literature.

4.1.2.8. Perform clerical or other duties for a partisan political committee or candidate during a campaign, on an election day, or after an election day during the process of closing out a campaign.

4.1.2.9. Solicit or otherwise engage in fundraising activities in Federal offices or facilities, including military reservations, for any political cause or candidate.

4.1.2.10. March or ride in a partisan political parade.

4.1.2.11. Display a large political sign, banner, or poster (as distinguished from a bumper sticker) on a private vehicle.

4.1.2.12. Display a partisan political sign, poster, banner, or similar device visible to the public at one's residence on a military installation, even if that residence is part of a privatized housing development.

4.1.2.13. Participate in any organized effort to provide voters with transportation to the polls if the effort is organized by or associated with a partisan political party, cause, or candidate.

4.1.2.14. Sell tickets for or otherwise actively promote partisan political dinners and similar fundraising events.

4.1.2.15. Attend partisan political events as an official representative of the Armed Forces, except as a member of a joint Armed Forces color guard at the opening ceremonies of the national conventions of the Republican, Democratic, or other political parties recognized by the Federal Elections Committee or as otherwise authorized by the Secretary concerned.

4.1.2.16. Make a campaign contribution to, or receive or solicit (on one's own behalf) a campaign contribution from, any other member of the Armed Forces on active duty. Any contributions not prohibited by this subparagraph remain subject to the gift provisions of sections 2635.301-2635.304 of title 5, Code of Federal Regulations (Reference (f)). See subparagraph 4.1.2.1. for general prohibitions on partisan fundraising activity.

4.1.3. Commissioned officers shall not use contemptuous words as prohibited by section 888 of Reference (b) or participate in activities proscribed by DoD Directives 5200.2 and 1325.6 (References (g) and (h), respectively).

4.1.4. Subject to any other restrictions in law, a member of the Armed Forces not on active duty may take the actions or participate in the activities permitted in subparagraph 4.1.1., and may take the actions and participate in the activities prohibited in subparagraph 4.1.2, provided the member is not in uniform and does not otherwise act in a manner that could reasonably give rise to the inference or appearance of official sponsorship, approval, or endorsement.

4.1.5. Activities not expressly prohibited may be contrary to the spirit and intent of this Directive. Any activity that may be reasonably viewed as directly or indirectly associating the Department of Defense or the Department of Homeland Security (in the case of the Coast Guard) or any component of these Departments with a partisan political activity or is otherwise contrary to the spirit and intention of this Directive shall be avoided.

#### 4.2. Nomination or Candidacy for Civil Office in the U.S. Government or State or Other Non-U.S. Government Offices

4.2.1. Paragraph 4.2. applies to:

4.2.1.1. A civil office in the U.S. Government that:

4.2.1.1.1. Is an elective office;

4.2.1.1.2. Requires an appointment by the President; or

4.2.1.1.3. Is a position on the executive schedule under sections 5312-5317 of title 5, U.S.C. (Reference (i)).

4.2.1.2. A civil office in a State; the District of Columbia; a territory, possession, or commonwealth of the United States; or any political subdivision thereof.

4.2.2. A regular member, or a retired regular or Reserve Component member on active duty under a call or order to active duty for more than 270 days, may not be a nominee or candidate for the offices described in subparagraph 4.2.1., except when the Secretary concerned grants permission.

4.2.2.1. The Secretary concerned may NOT delegate the authority to grant or deny such permission.

4.2.2.2. Such permission shall not authorize activity while on active duty that is otherwise prohibited by other provisions of law or this Directive.

4.2.2.3. Such permission is required regardless of whether evidence of nomination or candidacy for civil office is filed prior to commencing active duty service or whether the member is an incumbent.

4.2.2.4. If a member covered by the prohibition in subparagraph 4.2.2. becomes a nominee or candidate for civil office prior to commencing active duty, then the member must request permission in writing and submit the request to the Secretary concerned before entering active duty. The member must understand that if the Secretary concerned does not grant permission, then the member must immediately decline the nomination or withdraw as a candidate.

4.2.3. A retired regular member or Reserve Component member on active duty under a call or order to active duty for 270 days or fewer may remain or become a nominee or candidate for the offices set out in subparagraph 4.2.1. provided there is no interference with the performance of military duty.

4.2.4. Notwithstanding any other provision of this Instruction:

4.2.4.1. Any enlisted member on active duty may seek, hold, and exercise the functions of a nonpartisan civil office as a notary public or member of a school board, neighborhood planning commission, or similar local agency, provided that the office is held in a non-military capacity and there is no interference with the performance of military duties.

4.2.4.2. Any warrant or commissioned officer on active duty may seek, hold, and exercise the functions of a nonpartisan civil office on an independent school board that is located exclusively on a military reservation, provided that the office is held in a non-military capacity and there is no interference with the performance of military duties.

### 4.3. Additional Limitations on Nomination or Candidacy and Campaigning

4.3.1. Members not on active duty who are nominees or candidates for the offices described in subparagraph 4.2.1. may, in their campaign literature (including Web sites, videos, television, and conventional print advertisements):

4.3.1.1. Use or mention, or permit the use or mention of, their military rank or grade and military service affiliation; BUT they must clearly indicate their retired or reserve status.

4.3.1.2. Include or permit the inclusion of their current or former specific military duty, title, or position, or photographs in military uniform, when displayed with other non-military biographical details. Any such military information must be accompanied by a prominent and clearly displayed disclaimer that neither the military information nor photographs imply endorsement by the Department of Defense or their particular Military Department (or the Department of Homeland Security for members of the Coast Guard); e.g., “John Doe is a member of the Army National Guard. Use of his military rank, job titles, and photographs in uniform does not imply endorsement by the Department of the Army or the Department of Defense.”

4.3.2. Members included in subparagraph 4.3.1. may NOT, in campaign literature (including Web sites, videos, television, and conventional print advertisements):

4.3.2.1. Use or allow the use of photographs, drawings, and other similar media formats of themselves in uniform as the primary graphic representation in any campaign media, such as a billboard, brochure, flyer, Web site, or television commercial. For the purposes of this policy, “photographs” include video images, drawings, and all other similar formats of representational media.

4.3.2.2. Depict or allow the depiction of themselves in uniform in a manner that does not accurately reflect their actual performance of duty. For the purpose of this policy, “photographs” include video images, drawings, and all other similar formats of representational media.

4.3.3. Any member on active duty who is permitted to be, or otherwise not prohibited from being, a nominee or candidate for office as described in subparagraph 4.2.1. may NOT participate in any campaign activities. This includes open and active campaigning and all behind-the-scene activities. For example, such members described in this paragraph who are candidates or nominees may not:

4.3.3.1. Direct, control, manage, or otherwise participate in their campaign, including behind-the-scene activities.

4.3.3.2. Make statements to or answer questions from the news media regarding political issues or regarding government policies or activities unless specifically authorized to do so by an appropriate supervisor or commander.

4.3.3.3. Publish or allow to be published partisan political articles, literature, or documents that they have signed, written, or approved that solicit votes for or against a partisan political party, candidate, issue, or cause.

4.3.4. Those members included in subparagraph 4.3.3. who are nominees or candidates for office must:

4.3.4.1. Take affirmative, documented efforts to inform those who work for them and those whom they control that they (the nominees or candidates) may not direct, control, manage, or otherwise participate in campaign activities on their own behalf.

4.3.4.2. Take all reasonable efforts to prevent current or anticipated advertisements that they (the nominees or candidates) control from being publicly displayed or running in any media. This includes Web sites devoted to the nomination or candidacy. Web sites created before entry on active duty may not be updated or revised and may be ordered shut down as the Secretary concerned may direct.

4.3.5. Those who require permission to be nominees or candidates under the provisions of subparagraph 4.2.2., or who are on active duty and are not otherwise prohibited from being a nominee or a candidate under the provisions of subparagraph 4.2.3., must complete the acknowledgment of limitations at Enclosure 4. Those who require permission must complete the acknowledgment before permission may be granted. Those who do not require permission must complete the acknowledgment within 15 days of becoming a nominee or candidate or within 15 days of entry on active duty if already a nominee or candidate. The acknowledgment must be forwarded through the nominee's or candidate's immediate supervisor to the first general officer in the chain of command.

#### 4.4. Holding and Exercising the Functions of a U.S. Government Civil Office Attained by Election or Appointment

4.4.1. Paragraph 4.4. applies to a civil office in the U.S. Government that:

4.4.1.1. Is an elective office;

4.4.1.2. Requires an appointment by the President; or

4.4.1.3. Is in a position on the executive schedule under sections 5312-5317 of Reference (i).

4.4.2. A regular member, or retired regular or Reserve Component member on active duty under a call or order to active duty for more than 270 days, may not hold or exercise the functions of civil office set out in subparagraph 4.4.1. unless otherwise authorized in paragraph 4.4. or by law.

4.4.3. A retired regular member, or a Reserve Component member on active duty under a call or order to active duty for 270 days or fewer, may hold and exercise the functions of a civil office provided there is no interference with the performance of military duty.

4.4.4. A member on active duty may hold and exercise the functions of a civil office under paragraph 4.4. when assigned or detailed (while on active duty) to such office to perform such functions, provided the assignment or detail does not interfere with military duties.



4.4.5. Any member on active duty authorized to hold or exercise or not prohibited from holding or exercising the functions of office under paragraph 4.4. are still subject to the prohibitions of subparagraph 4.1.2.

4.5. Holding and Exercising the Functions of a State or Other Non-U.S. Government Office Attained by Election or Appointment

4.5.1. Paragraph 4.5. applies to a civil office in a State; the District of Columbia; a territory, possession, or commonwealth of the United States; or any political subdivision thereof.

4.5.2. A regular member may not hold or exercise the functions of civil office unless otherwise authorized in paragraph 4.5. or by law.

4.5.3. A retired regular or Reserve Component member on active duty under a call or order to active duty for more than 270 days may hold—but shall NOT exercise—the functions of a civil office as set out in subparagraph 4.5.1., as long as:

4.5.3.1. The holding of such office is not prohibited under the laws of the State; the District of Columbia; a territory, possession, or commonwealth of the United States; or any political subdivision thereof.

4.5.3.2. The Secretary concerned grants permission after determining that holding such office does not interfere with the performance of military duties. The Secretary concerned may NOT delegate the authority to grant or deny such permission.

4.5.4. A retired regular or Reserve Component member on active duty under a call or order to active duty for 270 days or fewer may hold and exercise the functions of civil office provided there is no interference with the performance of military duties.

4.5.5. Any member on active duty authorized to hold or exercise, or not prohibited from holding or exercising, the functions of office under paragraph 4.5. is still subject to the prohibitions of subparagraph 4.1.2.

4.6. Actions When Prohibitions Apply

4.6.1. Members affected by the prohibitions against being a nominee or candidate or holding or exercising the functions of a civil office may request retirement (if eligible), discharge, or release from active duty. The Secretary concerned may approve these requests, consistent with the needs of the Service, unless the member is:

4.6.1.1. Obligated to fulfill an active duty service commitment.

4.6.1.2. Serving or has been issued orders to serve afloat or in an area that is overseas, remote, a combat zone, or a hostile pay fire area.

4.6.1.3. Ordered to remain on active duty while the subject of an investigation or inquiry.

4.6.1.4. Accused of an offense under Chapter 47 of Reference (b) or serving a sentence or punishment for such an offense.

4.6.1.5. Pending other administrative separation action or proceedings.

4.6.1.6. Indebted to the United States.

4.6.1.7. In a Reserve Component and serving involuntarily under a call or order to active duty that specifies a period of active duty of more than 270 days during a period of declared war or national emergency; or other period when a unit or individual of the National Guard or other Reserve Component has been involuntarily called or ordered to active duty as authorized by law.

4.6.1.8. In violation of this Directive or an order or regulation prohibiting such member from assuming or exercising the functions of civil office.

4.6.2. Subparagraph 4.6.1. does not preclude a member's involuntary discharge or release from active duty.

4.6.3. No actions undertaken by a member in carrying out assigned military duties shall be invalidated solely by virtue of such member having been a candidate or nominee for a civil office in violation of the prohibition of paragraph 4.2. or having held or exercised the functions of a civil office in violation of the prohibitions of paragraphs 4.4. or 4.5.

4.6.4. This is a lawful general regulation. Violations of paragraphs 4.1. through 4.5. of this Directive by persons subject to the Uniform Code of Military Justice are punishable under Article 92, "Failure to Obey Order or Regulation," Chapter 47 of Reference (b).

## 5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Personnel and Readiness shall administer this Directive.

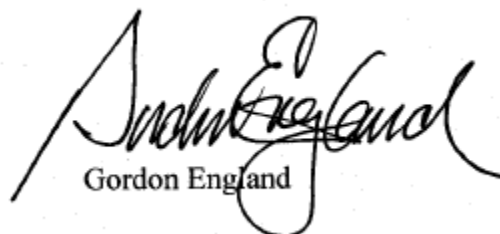
5.2. The Secretaries of the Military Departments shall issue appropriate implementing documents for their respective Departments.

## 6. RELEASABILITY

UNLIMITED. This Directive is approved for public release. Copies may be obtained through the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

## 7. EFFECTIVE DATE

This Directive is effective immediately.



Gordon England

Enclosures - 4

- E1. References, continued
- E2. Definitions
- E3. Nonpartisan Activities and Other Miscellaneous Guidance
- E4. Candidacy or Nomination for Political Office Counseling Statement

E1. ENCLOSURE 1

REFERENCES, continued

- (e) Section 607 of title 18, United States Code
- (f) Sections 2635.301-2635.304 of title 5, Code of Federal Regulations
- (g) DoD Directive 5200.2, "DoD Personnel Security Program," April 9, 1999
- (h) DoD Directive 1325.6, "Guidelines for Handling Dissident and Protest Activities Among Members of the Armed Forces," October 1, 1996
- (i) Sections 5312-5317 of title 5, United States Code

## E2. ENCLOSURE 2

### DEFINITIONS

E2.1. Active Duty. Full-time duty in the active military service of the United States regardless of duration or purpose. Active duty includes full-time training duty; annual training duty; and attendance, while in the active military service, at a school designated as a Service school by law or by the Secretary concerned. For purposes of this Directive only, active duty also includes full-time National Guard duty.

E2.2. Call or Order to Active Duty for More Than 270 Days. Any prohibitions or limitations this Directive triggers by a call or order to active duty for more than 270 days begins on the first day of the active duty.

E2.3. Civil Office. A non-military office involving the exercise of the powers or authority of civil government, to include elective and appointed office in the U.S. Government, a U.S. territory or possession, State, county, municipality, or official subdivision thereof. This term does not include a non-elective position as a regular or reserve member of civilian law enforcement, fire, or rescue squad.

E2.4. Nonpartisan Political Activity. Activity supporting or relating to candidates not representing, or issues not specifically identified with, national or State political parties and associated or ancillary organizations or clubs. Issues relating to State constitutional amendments or referendums, approval of municipal ordinances, and others of similar character are not considered under this Instruction as specifically identified with national or State political parties.

E2.5. Partisan Political Activity. Activity supporting or relating to candidates representing, or issues specifically identified with, national or State political parties and associated or ancillary organizations or clubs.

E2.6. Secretary Concerned. See section 101(a)(9) of Reference (b).

### E3. ENCLOSURE 3

#### NONPARTISAN ACTIVITIES AND OTHER MISCELLANEOUS GUIDANCE

##### E3.1. LOCAL NONPARTISAN POLITICAL ACTIVITIES

This Directive does not preclude participation in local nonpartisan political campaigns, initiatives, or referendums. A member taking part in local nonpartisan political activity, however, shall not:

E3.1.1. Wear a uniform or use any Government property or facilities while participating.

E3.1.2. Allow such participation to interfere with or prejudice the member's performance of military duties.

E3.1.3. Engage in conduct that in any way may reasonably imply that the Military Department concerned or any component of such Department has taken an official position on, or is otherwise involved in, the local political campaign or issue.

##### E3.2. ADDITIONAL REQUIREMENTS

Members of the Armed Forces on active duty engaging in permissible political activities shall:

E3.2.1. Give full time and attention to the performance of military duties during prescribed duty hours.

E3.2.2. Avoid any outside activities that may be prejudicial to the performance of military duties or likely to bring discredit upon the Armed Forces.

E3.2.3. Refrain from participating in any political activity while in military uniform, as proscribed by Reference (c), or using Government facilities or resources for furthering political activities.

E4. ENCLOSURE 4CANDIDACY OR NOMINATION FOR POLITICAL OFFICE  
ACKNOWLEDGMENT OF LIMITATIONS

[To be prepared by any member on active duty (or who is about to enter active duty) who is:

Alternate A: Granted permission to remain or to become a candidate or nominee for civil office, (subparagraph 4.2.2.); or

Alternate B: Not otherwise prohibited from remaining or becoming a candidate or nominee for civil office (subparagraph 4.2.3.).

(Prepare as a letter or memorandum, signed by the member and addressed through the member's immediate supervisor (if known) to the first general or flag officer in the member's chain of command.)]

(Date)

[Select the appropriate paragraph 1].

Alternate A (over 270 days)

1. I understand that for me to remain or to become a nominee or a candidate for the civil office of [specifically identify the civil office] while on active duty, I must have the permission of the [name of the Secretary concerned] as required by subparagraph 4.2.2. of DoD Directive (DoDD) 1344.10, "Political Activities by Members of the Armed Forces." I understand that such permission will be granted sparingly because it runs counter to the traditional concept that Service members on active duty should not engage in partisan political activity. Furthermore, I understand that if I am already a candidate or nominee, I must submit my request for permission from [specifically identify the Secretary concerned] before I enter active duty. If I am already on active duty and wish to become a candidate or nominee, I must receive permission first.

Alternate B (270 days or fewer)

1. I understand that I am authorized to remain or to become a candidate or nominee for the civil office of [specifically identify the civil office] while on active duty. This is authorized by subparagraph 4.2.3. of DoD Directive (DoDD) 1344.10, "Political Activities by Members of the Armed Forces," because I am under a call or order to active duty for 270 days or fewer. I understand that I may remain a candidate or nominee only as long as my candidacy or nomination does not interfere with the performance of my military duty.

2. I have read and fully understand that DoDD 1344.10, paragraphs 4.2. and 4.3. severely limit my ability to participate as a nominee or candidate in the political process. I specifically understand that if I am granted permission to be a candidate or nominee or am not otherwise prohibited from becoming a candidate or nominee, I may not direct, control, endorse, or otherwise participate in campaign activities on my behalf (including behind-the-scene activities). Furthermore, I must:

a. Take affirmative, documented efforts to inform those who work for me and those whom I control that I may not direct, control, manage, or otherwise participate in campaign activities on my own behalf.

b. Take all reasonable efforts to prevent current or anticipated advertisements that I control from being publicly displayed or running in any media. This includes Web sites devoted to the nomination or candidacy. Such Web sites created before my entry on active duty must otherwise comply with subparagraph 4.3.1. and may not be updated or revised while I am on active duty. Furthermore, I understand that the Secretary concerned may direct that the Web site be removed.

3. I have read and understand the prohibitions found in DoDD 1344.10, paragraphs 4.2 and 4.3.

4. I understand that DoDI 1334.1, "Wearing of the Uniform," prohibits the wearing of a military uniform during or in connection with the furtherance of any political or commercial interests not otherwise prohibited or limited above.

5. Finally, I understand that should I be elected to this civil office while on active duty, I will be subject to the policies concerning holding and exercising the function of civil office also found in DoDD 1344.10.

[Include signature block of nominee or candidate.]



## Section 583 (b) of Military and Overseas Voter Empowerment Act

### VOTER REGISTRATION ASSISTANCE FOR ABSENT UNIFORMED SERVICES VOTERS

#### (a) DESIGNATION OF OFFICES ON MILITARY INSTALLATIONS AS VOTER ASSISTANCE OFFICES.

Not later than 180 days after the date of the enactment of the National Defense Authorization Act for Fiscal Year 2010 and under regulations prescribed by the Secretary of Defense under subsection (f), the Secretaries of the military departments shall designate offices on installations under their jurisdiction to provide absent uniformed services voters, particularly those individuals described in subsection (b), and their family members with the following:

- (1) Information on voter registration procedures and absentee ballot procedures (including the official post card form prescribed under section 101 of the Uniformed and Overseas Citizens Absentee Voting Act (42 U.S.C. 1973ff).
- (2) Information and assistance, if requested, including access to the Internet where practicable, to register to vote in an election for Federal office.
- (3) Information and assistance, if requested, including access to the Internet where practicable, to update the individual's voter registration information, including instructions for absent uniformed services voters to change their address by submitting the official post card form prescribed under section 101 of the Uniformed and Overseas Citizens Absentee Voting Act to the appropriate State election official.
- (4) Information and assistance, if requested, to request an absentee ballot under the Uniformed and Overseas Citizens Absentee Voting Act (42 U.S.C. 1973ff et seq.).

#### (b) COVERED INDIVIDUALS.

The individuals described in this subsection are absent uniformed services voters who—

- (1) are undergoing a permanent change of duty station;
- (2) are deploying overseas for at least six months;
- (3) are returning from an overseas deployment of at least six months; or
- (4) otherwise request assistance related to voter registration.

#### (c) TIMING OF PROVISION OF ASSISTANCE.

The regulations prescribed by the Secretary of Defense under subsection (f) shall ensure, to the maximum extent practicable and consistent with military necessity, that the assistance provided under subsection (a) is provided to a covered individual described in subsection (b)—

- (1) if described in subsection (b)(1), as part of the administrative in-processing of the covered individual upon arrival at the new duty station of the covered individual;
- (2) if described in subsection (b)(2), as part of the administrative out-processing of the covered individual in preparation for deployment from the home duty station of the covered individual;

- (3) if described in subsection (b)(3), as part of the administrative in-processing of the covered individual upon return to the home duty station of the covered individual; or
- (4) if described in subsection (b)(4), at the time the covered individual requests such assistance.

(d) OUTREACH.

The Secretary of each military department, or the Presidential designee, shall take appropriate actions to inform absent uniformed services voters of the assistance available under subsection (a), including—

- (1) the availability of information and voter registration assistance at offices designated under subsection (a); and
- (2) the time, location, and manner in which an absent uniformed services voter may utilize such assistance.

(e) AUTHORITY TO DESIGNATE VOTING ASSISTANCE OFFICES AS VOTER REGISTRATION AGENCY ON MILITARY INSTALLATIONS.

The Secretary of Defense may authorize the Secretaries of the military departments to designate offices on military installations as voter registration agencies under section 7(a)(2) of the National Voter Registration Act of 1993 (42 U.S.C. 1973gg–5(a)(2)) for all purposes of such Act. Any office so designated shall discharge the requirements of this section, under the regulations prescribed by the Secretary of Defense under subsection (f).

(f) REGULATIONS.

The Secretary of Defense shall prescribe regulations relating to the administration of the requirements of this section. The regulations shall be prescribed before the regularly scheduled general election for Federal office held in November 2010, and shall be implemented for such general election for Federal office and for each succeeding election for Federal office.

(g) DEFINITIONS.

In this section:

- (1) The term ‘absent uniformed services voter’ has the meaning given that term in section 107(1) of the Uniformed and Overseas Citizens Absentee Voting Act (42 U.S.C. 1973ff–6(1)).
- (2) The term ‘Federal office’ has the meaning given that term in section 107(3) of the Uniformed and Overseas Citizens Absentee Voting Act (42 U.S.C. 1973ff–6(3)).
- (3) The term ‘Presidential designee’ means the official designated by the President under section 101(a) of the Uniformed and Overseas Citizens Absentee Voting Act (42 U.S.C. 1973ff(a)).

## Section 7 of National Voter Registration Act

### VOTER REGISTRATION AGENCIES

(a) DESIGNATION.

- (1) Each State shall designate agencies for the registration of voters in elections for Federal office.
- (2) Each State shall designate as voter registration agencies—
  - (A) all offices in the State that provide public assistance; and
  - (B) all offices in the State that provide State-funded programs primarily engaged in providing services to persons with disabilities.
- (3)
  - (A) In addition to voter registration agencies designated under paragraph (2), each State shall designate other offices within the State as voter registration agencies.
  - (B) Voter registration agencies designated under subparagraph (A) may include—
    - (i) State or local government offices such as public libraries, public schools, offices of city and county clerks (including marriage license bureaus), fishing and hunting license bureaus, government revenue offices, unemployment compensation offices, and offices not described in paragraph (2)(B) that provide services to persons with disabilities; and
    - (ii) Federal and nongovernmental offices, with the agreement of such offices.
- (4)
  - (A) At each voter registration agency, the following services shall be made available:
    - (i) Distribution of mail voter registration application forms in accordance with paragraph (6).
    - (ii) Assistance to applicants in completing voter registration application forms, unless the applicant refuses such assistance.
    - (iii) Acceptance of completed voter registration application forms for transmittal to the appropriate State election official.
  - (B) If a voter registration agency designated under paragraph (2)(B) provides services to a person with a disability at the person's home, the agency shall provide the services described in subparagraph (A) at the person's home.
- (5) A person who provides service described in paragraph (4) shall not—
  - (A) seek to influence an applicant's political preference or party registration;
  - (B) display any such political preference or party allegiance;
  - (C) make any statement to an applicant or take any action the purpose or effect of which is to discourage the applicant from registering to vote; or

- (D) make any statement to an applicant or take any action the purpose or effect of which is to lead the applicant to believe that a decision to register or not to register has any bearing on the availability of services or benefits.
- (6) A voter registration agency that is an office that provides service or assistance in addition to conducting voter registration shall—
- (A) distribute with each application for such service or assistance, and with each recertification, renewal, or change of address form relating to such service or assistance—
    - (i) the mail voter registration application form described in section 1973gg-7 (a)(2) of this title, including a statement that—
      - (I) specifies each eligibility requirement (including citizenship);
      - (II) contains an attestation that the applicant meets each such requirement;
      - and
      - (III) requires the signature of the applicant, under penalty of perjury; or
    - (ii) the office's own form if it is equivalent to the form described in section 1973gg-7 (a)(2) of this title, unless the applicant, in writing, declines to register to vote;
  - (B) provide a form that includes—
    - (i) the question, “If you are not registered to vote where you live now, would you like to apply to register to vote here today?”;
    - (ii) if the agency provides public assistance, the statement, “Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.”;
    - (iii) boxes for the applicant to check to indicate whether the applicant would like to register or declines to register to vote (failure to check either box being deemed to constitute a declination to register for purposes of subparagraph (C)), together with the statement (in close proximity to the boxes and in prominent type), “IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.”;
    - (iv) the statement, “If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private.”; and
    - (v) the statement, “If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with XXXXX.”, the blank being filled by the name, address, and telephone number of the appropriate official to whom such a complaint should be addressed; and

(C) provide to each applicant who does not decline to register to vote the same degree of assistance with regard to the completion of the registration application form as is provided by the office with regard to the completion of its own forms, unless the applicant refuses such assistance.

(7) No information relating to a declination to register to vote in connection with an application made at an office described in paragraph (6) may be used for any purpose other than voter registration.

(b) FEDERAL GOVERNMENT AND PRIVATE SECTOR COOPERATION.

All departments, agencies, and other entities of the executive branch of the Federal Government shall, to the greatest extent practicable, cooperate with the States in carrying out subsection (a) of this section, and all nongovernmental entities are encouraged to do so.

(c) ARMED FORCES RECRUITMENT OFFICES.

(1) Each State and the Secretary of Defense shall jointly develop and implement procedures for persons to apply to register to vote at recruitment offices of the Armed Forces of the United States.

(2) A recruitment office of the Armed Forces of the United States shall be considered to be a voter registration agency designated under subsection (a)(2) of this section for all purposes of this subchapter.

(d) TRANSMITTAL DEADLINE.

(1) Subject to paragraph (2), a completed registration application accepted at a voter registration agency shall be transmitted to the appropriate State election official not later than 10 days after the date of acceptance.

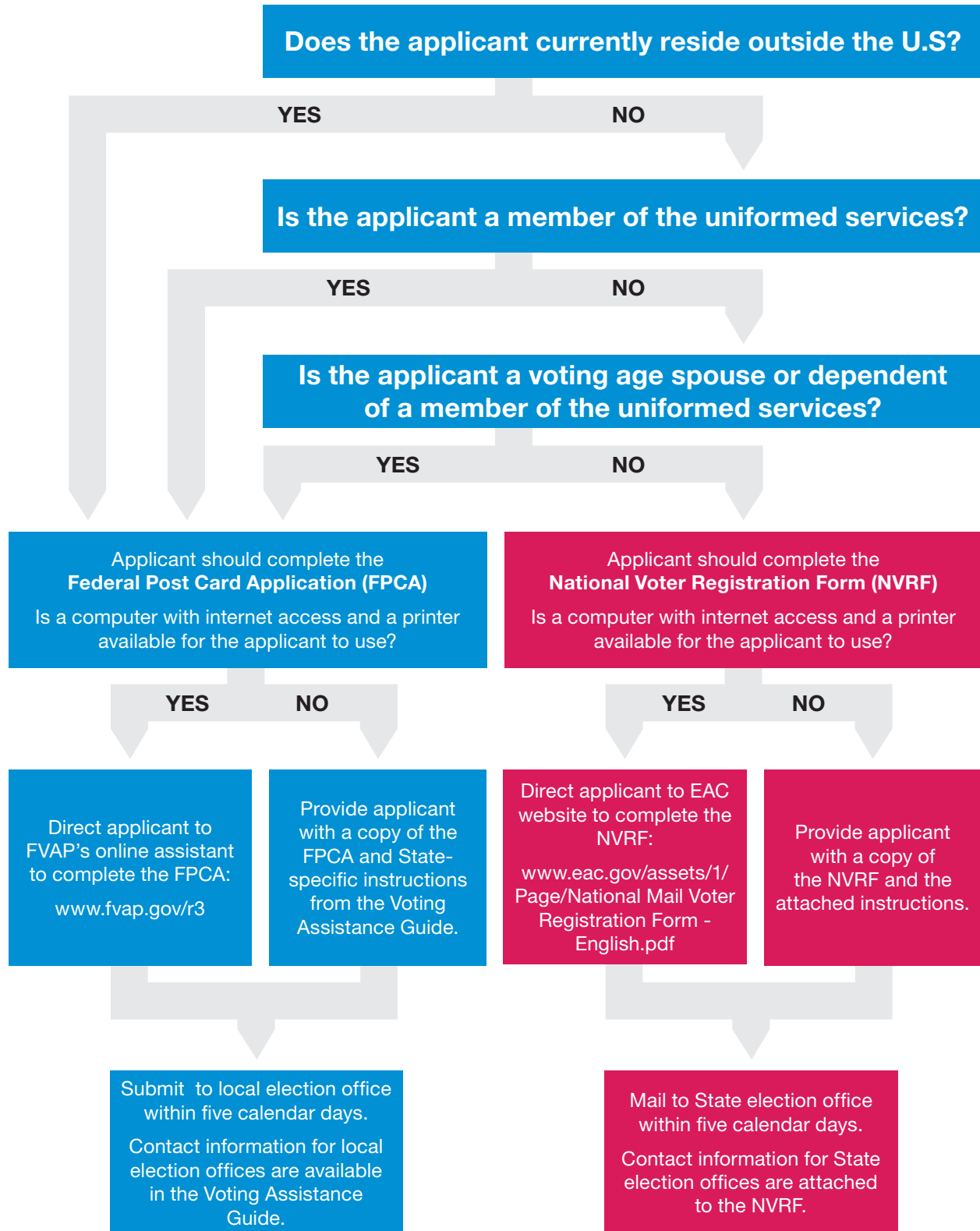
(2) If a registration application is accepted within 5 days before the last day for registration to vote in an election, the application shall be transmitted to the appropriate State election official not later than 5 days after the date of acceptance.

# B

## Appendix B: Job Aids & Handouts

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## Choosing the Appropriate Form



*Note: Installation voter assistance office personnel should offer to assist applicants in completing the voter registration forms and to transmit completed forms on behalf of the applicant.*

# Federal Post Card Application (FPCA) Quick Reference Guide

The Federal Post Card Application (FPCA) is for uniformed service personnel and their family members, as well as all overseas U.S. citizens, to request an absentee ballot and/or to update their mailing address with their local election office. The applicant should fill the FPCA out in January of each year, and again each time there is a change in mailing address, to successfully receive and cast their vote.

## BLOCK 1

- Uniformed service members check box (a)
- Voting-age family members also check box (a)

## BLOCK 3

- Each voter 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 voter's local election official with any issues of voting residence
- The address on the Leave and Earnings statement is often the legal residence address

## BLOCK 5

- 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
- If an applicant does not enter party preference, he will still receive the November general election ballot

(After completion, fold to inside and seal before mailing.)  
**WARNING: Knowingly presenting false information in this application could result in criminal sanctions.** Standard Form 76 (Rev. 10-2005)  
 NSN 7540-00-634-5053

**REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)**

**1. I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE AND I AM (Mark only one):**

(a) A MEMBER OF THE UNIFORMED SERVICES OR MERCHANT MARINE ON ACTIVE DUTY, OR AN ELIGIBLE SPOUSE OR DEPENDENT  
 (b) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. TEMPORARILY  
 (c) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. INDEFINITELY

**2. MY INFORMATION (Required)**

a. TYPED OR PRINTED NAME (Last, First, Middle) *Jones, James Larry* SUFFIX (Jr., Sr., III, etc.) *Sr.* b. PREVIOUS NAME (if applicable)

c. SEX  M  F d. RACE *W* e. DATE OF BIRTH *05171985* f. SOCIAL SECURITY NUMBER *987-65-4321* g. STATE DRIVER'S LICENSE OR I.D. NUMBER *XY-145257162*

h. TELEPHONE NUMBER (No DSN number; include all international prefixes) *23-145-14-5789145* i. FAX NUMBER (No DSN number; include all international prefixes) *23-145-14-67879145*

j. EMAIL ADDRESS *jj.pdf52@hawkstooth.com*

**3. MY VOTING RESIDENCE ADDRESS (Required) (Military, use legal residence. Overseas citizens, use last legal residence in U.S.)**

a. NUMBER AND STREET (Cannot be a P.O. Box) *123 Maple Terrace*  
 b. CITY, TOWN OR VILLAGE *Maywood* c. COUNTY *Somewhere* d. STATE *CA* e. ZIP CODE *90270-1037*

**4. WHERE TO SEND MY VOTING MATERIALS**

a. MY CURRENT ADDRESS (Where I live now) (Required) *Jones, James Larry*  
*USS FVAP*  
*FPO AE 54321*

b. MY FORWARDING ADDRESS (NOTE: Complete 4b. only if you do not want your ballot mailed to the address in Block 4a.) *Jones, James Larry*  
*12 North Court St*  
*Rockland, PA 19522*

c. I PREFER TO RECEIVE MY ABSENTEE BALLOT, AS PERMITTED BY MY STATE, BY:  MAIL  FAX  EMAIL

**5. MY POLITICAL PARTY PREFERENCE (Optional, but may be required by states to register to vote in primary elections):** *Abcdef Party*

**6. ADDITIONAL INFORMATION (Designate the period for which you want to receive ballots - see instructions for Block 6, paragraph (3). Consult the Voting Assistance Guide for other specific state instructions.)**  
*Last date lived in Maywood: Feb. 2006.*  
*Due to military contingencies, I am unable to follow the regular absentee ballot application process. I request a special write-in ballot.*

**7. AFFIRMATION (Required)**  
 I swear or affirm, under penalty of perjury, that:  
 1. 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., and  
 2. 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, and  
 3. 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, and  
 4. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., and  
 5. My signature and date below indicate when I completed this document, and  
 6. 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.

Signed: *James L. Jones* Date: *06212010* Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 M M D D Y Y Y Y (Witness/Notary and address (if required)) M M D D Y Y Y Y

The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law. Adobe Designer 8.0

## BLOCK 2

- Information on race (d) is requested by some States, but an application will not be rejected if left blank
- Encourage applicants to provide a telephone, fax number, and email, which will help local election officials communicate with applicants to resolve any questions

## BLOCK 4

- If an applicant is currently stationed overseas, enter the mailing address of that location
- Complete the forwarding address if the applicant wants the ballot mailed somewhere other than his current address
- Check the Voting Assistance Guide to see which States permit faxing or emailing of the ballot

## BLOCK 6

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

## BLOCK 7

- After reading the affirmation, have the applicant sign and date the application
- Remind the applicant that by signing the FPCA he is verifying his information under the penalty of perjury

The FPCA can also be completed using the online assistant at [www.fvap.gov/r3](http://www.fvap.gov/r3)



# Federal Post Card Application (FPCA) Quick Reference Guide (cont.)

## FPCA Submission Checklist:

- The applicant's signature and date
- A complete voting residence address (no P.O. Box addresses)
- Legible handwriting
- All the information required by the applicant's State
- Party preference if the applicant wants to vote in primary elections (if required by the applicant's State)
- Witness signature (if required by the applicant's State)
- Check State requirements in the Voting Assistance Guide to make sure it complies with any/all State deadlines.
- Look in the applicant's State section of the Voting Assistance Guide to determine if any electronic transmission options are available. States may allow the voter to submit the FPCA by email or fax.
- Look in the applicant's State section of the Voting Assistance Guide for the mailing address of their local election official.
- Enter the complete address for the local election official on the FPCA mailing envelope.
- Send the cardstock version of the FPCA (postage-paid) via:
  - > U.S. Postal Service
  - > Military Postal Service
  - > State Department Pouch Mail
- The online version must be placed in an envelope and mailed. Postage is not paid unless the postage-paid insignia is printed on the envelope. The postage-paid envelope template is available at
  - > [www.fvap.gov/resources/media/returnenvelope.pdf](http://www.fvap.gov/resources/media/returnenvelope.pdf)
- If the FPCA is submitted through the U.S. Post Office (including APO/FPO) or diplomatic pouch, do not write "USA" in the address line of the mailing envelope, as this could cause a delay.
- If the FPCA is submitted using a foreign country's postal service, use local postage and write "USA" in the address line of the mailing envelope.

**Encourage the applicant to call, fax, or email their local election official to verify that their application was processed.**

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

The Federal Write-in Absentee Ballot (FWAB) is for uniformed service personnel and their family members, as well as all overseas U.S. citizens, who completed and submitted a Federal Post Card Application (FPCA) in a timely manner but may not receive the ballot in time to return it by the State's deadline.

## Declaration/Affirmation

### BLOCK 1

- Uniformed service members check the first box
- Voting-age family members also check the first box

### BLOCK 3

- Each voter 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 voter's local election official with any issues of voting residence
- The address on the Leave and Earnings statement is often the legal residence address

### BLOCK 5

- 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
- If a voter does not enter party preference, he will still receive the November general election ballot

WARNING: Knowingly presenting false information in this application could result in criminal sanctions. Standard Form 186A (Rev. 10-2005)

VOTER'S DECLARATION/AFFIRMATION - FEDERAL WRITE-IN ABSENTEE BALLOT (FWAB)					
1.a. I AM (Mark only one):					
<input checked="" type="checkbox"/> A MEMBER OF THE UNIFORMED SERVICES OR MERCHANT MARINE ON ACTIVE DUTY, OR AN ELIGIBLE SPOUSE OR DEPENDENT					
<input type="checkbox"/> A U.S. CITIZEN RESIDING OUTSIDE THE U.S. TEMPORARILY					
<input type="checkbox"/> A U.S. CITIZEN RESIDING OUTSIDE THE U.S. INDEFINITELY					
1.b. I ALSO REQUEST VOTER REGISTRATION (where permitted by state law) <input type="checkbox"/>					
2. MY INFORMATION (Required)					
a. TYPED OR PRINTED NAME (Last, First, Middle)				SUFFIX (Jr., Sr., III, etc.)	b. PREVIOUS NAME (if applicable)
Jones, James Larry				Sr	
c. SEX	d. RACE	e. DATE OF BIRTH (MMDDYYYY)	f. SOCIAL SECURITY NUMBER	g. STATE DRIVER'S LICENSE OR I.D. NUMBER	
<input checked="" type="checkbox"/> M <input type="checkbox"/> F	W	05171985	987-65-4321	XY-145257162	
h. TELEPHONE NUMBER (No DSN number; include all international prefixes)			i. FAX NUMBER (No DSN number; include all international prefixes)		
23-145-14-5789145			23-145-14-67879145		
j. EMAIL ADDRESS					
jj.pdf52@hawkstooth.com					
3. MY VOTING RESIDENCE ADDRESS (Required) (Military, use legal residence. Overseas citizens, use last legal residence in U.S.)					
a. NUMBER AND STREET (Cannot be a P.O. Box.)					
123 Maple Terrace					
b. CITY, TOWN OR VILLAGE		c. COUNTY		d. STATE e. ZIP CODE	
Maywood		Somewhere		CA 90270-1037	
4. WHERE TO SEND MY VOTING MATERIALS					
a. MY CURRENT ADDRESS (Where I live now) (Required)			b. MY FORWARDING ADDRESS (NOTE: Complete 4b. only if you do not want your ballot mailed to the address in Block 4a.)		
Jones, James Larry USS FVAP FPO AE 54321			Jones, James Larry 12 North Court St Rockland, PA 19522		
5. MY POLITICAL PARTY PREFERENCE (Optional, but may be required by states to register to vote in primary elections):					
Abcdef Party					
6. ADDITIONAL INFORMATION (Designate the period for which you want to receive future ballots. See instructions. Consult your state pages of the Voting Assistance Guide for additional information requested.)					
Last date lived in Maywood: Feb. 2006.					
7. AFFIRMATION: (Required)					
I swear or affirm, under penalty of perjury, that:					
1. 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., and					
2. 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, and					
3. 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, and					
4. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., and					
5. My application for a regular absentee ballot was mailed in time to be received by the local election official 30 days prior to this election, or the state deadline, whichever is later, and					
6. I have not received the requested ballot, and					
7. I understand that if my regular absentee ballot is received by the local election official in time to be counted, that ballot will be counted and this write-in ballot will be voided, and					
8. I have voted and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except for those authorized to assist voters under state or Federal law and I have not been influenced, and					
9. I am a Uniformed Services member, or dependent, who is absent from my voting jurisdiction, or I am an overseas citizen and have submitted this ballot from outside the U.S., or my state has made special provisions to allow me to mail this ballot inside the U.S., and					
10. My signature and date below indicate when I completed this document, and					
11. 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.					
Signed: James L. Jones		Date: 06212010		Signed: _____ Date: _____	
		(MMDDYYYY)		Witness/Notary and Address (if required) (MMDDYYYY)	

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

### BLOCK 2

- Information on race (d) is requested by some States, but a ballot will not be rejected if left blank
- Encourage voters to provide a telephone, fax number, and email, which will help local election officials communicate with voters to resolve any questions

### BLOCK 4

- If a voter is currently stationed overseas, enter the mailing address of that location
- Complete the forwarding address if the voter wants the ballot mailed somewhere other than his current address
- Check the Voting Assistance Guide to see which States permit faxing or emailing of the ballot

### BLOCK 6

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

### BLOCK 7

- After reading the affirmation, have the voter sign and date the ballot
- Remind the voter that by signing the FWAB he is verifying his information under the penalty of perjury

## Voting by Absentee Ballot

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

- For each office, he may write in either a candidate's name or a political party designation

OFFICIAL FEDERAL WRITE-IN ABSENTEE BALLOT	
PRESIDENT/VICE PRESIDENT	
U.S. SENATOR*	
U.S. REPRESENTATIVE/DELEGATE**/RESIDENT COMMISSIONER**	
<small>* Legal residents of the District of Columbia may vote only for President/Vice President and Delegate.                      ** Legal residents of American Samoa, Guam, Puerto Rico and the U.S. Virgin Islands may vote only for Delegate or Resident Commissioner to the Congress.</small>	
ADDENDUM	
<small>Some states allow the Federal Write-In Absentee Ballot to be used by military and overseas civilian voters in elections other than general elections or for offices other than Federal offices. Consult your state section in the <i>Voting Assistance Guide</i> to determine your state's policy. <i>If you are eligible to use this ballot to vote for offices/candidates other than those listed above, please indicate in the spaces provided below, the office for which you wish to vote (for example: Governor, Attorney General, Mayor, State Senator, etc.), and the name and/or party affiliation of the candidate for whom you wish to vote.</i></small>	
OFFICE	CANDIDATE NAME or PARTY AFFILIATION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- Some States have expanded the use of the FWAB for State and local offices as well, so the voter should check the Voting Assistance Guide to see if his State allows him to write in these offices

### FWAB Submission Checklist:

- Check State requirements in the Voting Assistance Guide to make sure it complies with any/all State deadlines.
- Look in the voter's State's section of the Voting Assistance Guide to determine if any electronic transmission options are available. States may allow the voter to submit the FWAB by email or fax.
- Look in the voter's State's section of the Voting Assistance Guide for the mailing address of their local election official.
- Insert the sealed security envelope (containing the voted write-in ballot) and the Declaration/Affirmation into the mailing envelope.
- Enter the complete address for the local election official on the FWAB mailing envelope and send via:
  - > U.S. Postal Service
  - > Military Postal Service
  - > State Department Pouch Mail
- If the voter mails the FWAB through the U.S. Post Office (including APO/FPO) or diplomatic pouch, they should **not** write "USA" in the address line of the mailing envelope, as this could cause a delay.
- If the voter is using a foreign country's postal service, they have to apply local postage and should write "USA" in the address line of the mailing envelope.

If the regular State absentee ballot arrives after mailing the FWAB, but before the election, the member should return his regular ballot immediately, regardless of its receipt date, because their State may allow late counting of these ballots from overseas citizens.

- > The regular ballot must be signed, dated, and postmarked by the day of the election.
- > If the regular ballot arrives by the deadline for receipt of absentee ballots, the State will count the regular ballot instead of the FWAB.

# 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 his name in this order—Last, First, Middle
- Do not use nicknames or initials

## BLOCK 3

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

## BLOCK 7


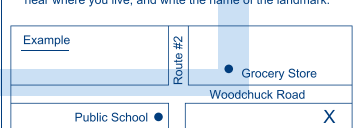
- Political party preference is required in most States to participate in partisan primary elections
- If the applicant does not want to register with a party, write “no party” or leave the box blank. Do not write in the word “independent” if they mean “no party,” because this might be confused with 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 a 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.

Are you a citizen of the United States of America? Will you be 18 years old on or before election day? <b>If you checked "No" in response to either of these questions, do not complete form.</b> <small>(Please see state-specific instructions for rules regarding eligibility to register prior to age 18.)</small>				This space for office use only.			
1	(Circle one) <input checked="" type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Miss <input type="radio"/> Ms.	Last Name <b>Jones</b>	First Name <b>James</b>	Middle Name(s) <b>Larry</b>	(Circle one) Jr. <input type="radio"/> Sr. <input type="radio"/> III <input type="radio"/> IV		
2	Home Address <b>123 Maple Terrace</b>		Apt. or Lot #	City/Town <b>Maywood</b>	State <b>CA</b>	Zip Code <b>90270</b>	
3	Address Where You Get Your Mail If Different From Above <b>12 North Court St</b>			City/Town <b>Rockland</b>	State <b>PA</b>	Zip Code <b>19522</b>	
4	Date of Birth <b>05/17/85</b> <small>Month Day Year</small>	5	Telephone Number (optional) <b>678-791-4567</b>	6			
7	Choice of Party <small>(see item 7 in the instructions for your State)</small> <b>Abcde Party</b>	8	Race or Ethnic Group <small>(see item 8 in the instructions for your State)</small> <b>White</b>	ID Number - <small>(See item 6 in the instructions for your state)</small> <b>SSN 987-65-4321</b>			
9				 Please sign full name (or put mark) ▲ Date: <b>06/21/2010</b> <small>Month Day Year</small>			
I have reviewed my state's instructions and I swear/affirm that: <input checked="" type="checkbox"/> I am a United States citizen <input checked="" type="checkbox"/> I meet the eligibility requirements of my state and subscribe to any oath required. <input checked="" type="checkbox"/> 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.							
<p style="color: red; font-weight: bold;">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.</p> <p style="color: red; font-weight: bold;">Please fill out the sections below if they apply to you.</p> <p>If this application is for a <b>change of name</b>, what was your name before you changed it?</p>							
A	Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/>	Last Name	First Name	Middle Name(s)	(Circle one) Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> III <input type="checkbox"/> IV		
B	Street (or route and box number)		Apt. or Lot #	City/Town/County	State	Zip Code	
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.							
Write in the names of the crossroads (or streets) nearest to where you live. Draw an X to show where you live. Use a dot to show any schools, churches, stores, or other landmarks near where you live, and write the name of the landmark.							
C	Example: 		NORTH ↑				
D	If the applicant is unable to sign, who helped the applicant fill out this application? Give name, address and phone number (phone number optional).						

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 his mailing address here if it is different from his 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 his 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 he is verifying his information under the penalty of perjury

## How to Submit Your Application

Mail your application to the address listed under your State instructions. Or, deliver the application in person to your local voter registration office. The States that are required to accept the national form will accept copies of the application printed from the computer image on regular paper stock, signed by the applicant, and mailed in an envelope with the correct postage.

## First Time Voters Who Register by Mail

If you are registering to vote for the first time in your jurisdiction and are mailing this registration application, federal law requires you to show proof of identification the first time you vote. Proof of identification includes:

- > A current and valid photo identification or
- > A current utility bill, bank statement, government check, paycheck or government document that shows your name and address.

Voters may be exempt from this requirement if they submit a **COPY** of this identification with their mail in voter registration form. If you wish to submit a **COPY**, please keep the following in mind:

- > Your State may have additional identification requirements which may mandate you show identification at the polling place even if you meet the federal proof of identification.
- > Do not submit original documents with this application, only **COPIES**.

## FAQs – Installation Voter Assistance Office

### Where should the installation voter assistance office be located?

The installation voter assistance office should be located in well-advertised, fixed location. This location should be physically co-located with an existing office that receives extensive visits by Service personnel, family members, and DoD civilians. The precise location of installation voter assistance offices will ultimately be determined by each of the Services and their installation commanders—consult your Service’s instruction for additional information.

### What does it mean for the installation voter assistance office to be considered a Voter Registration Agency?

According to the NVRA Section 7, a Voter Registration Agency must offer the following services:

- > Distribute mail voter registration application forms
- > Assist applicants in completing the voter registration application forms, unless the applicant refuses assistance
- > Accept completed voter registration forms to be sent to the appropriate election office

This means that each installation voter assistance office in the U.S. must be prepared to provide all civilians who have access to the installation voter assistance office with the National Mail Voter Registration Form (NVRF). Installation voter assistance office personnel must be prepared to provide assistance in completing the form and mail the form to appropriate local election office within five days.

Additionally, as a voter registration agency, personnel staffing the installation voter assistance office shall not:

- > Seek to influence an applicant’s political preference or party registration
- > Display any such political preference or party allegiance
- > Make any statement to an applicant or take any actions with the purpose or effect of discouraging or encouraging the applicant from registering to vote
- > Make any statement to an applicant or take any action the purpose or effect of which is to lead the applicant to believe that deciding to register, or not to register, has any bearing on the availability of services or benefits.

## FAQs – Installation Voter Assistance Office (cont.)

### What does it mean to establish an office that only offers voting services?

While the installation voter assistance office should be co-located with a frequently visited office, it should be set up with reporting, visual, functional, and personnel separation.

- Reporting Separation: While staffing the installation voter assistance office, personnel report directly to the installation commander—not to the office in which the installation voter assistance office is co-located.
- Visual Separation: The installation voter assistance office should be set-up in a well-defined space (room, desk, or cubicle) and should be clearly labeled as the installation voter assistance office.
- Functional Separation: The installation voter assistance office should only be used to provide voting services.
- Personnel Separation: While staffing the installation voter assistance office, personnel should provide exclusively voting services.

### How many hours does the installation voter assistance office need to be staffed?

Individuals should be able to receive voting assistance during normal business hours. While the office does not require continuous staffing, personnel should be on call and in close proximity during business hours to provide voting assistance if needed. Refer to your Service instruction for additional information.

### What are the staffing needs of the installation voter assistance office?

The installation needs to have enough personnel to fulfill the responsibilities of the installation voter assistance office. The number of personnel required to staff the office will vary based on how an individual Service chooses to execute the responsibilities of the office and the size and activity level of the installation. The staffing level is estimated at one to two full-time equivalents.

### To whom does the installation voter assistance office report?

The installation voter assistance office and personnel staffing the office report directly to the installation commander—even if geographically located in another office.

### What's the difference between the FPCA and the NVRF?

The FPCA is only to be used by uniformed services voters, their family members, or overseas U.S. voters. U.S. citizens that are not members of those groups should complete the NVRF. Additionally, submitting the FPCA serves as a request for an absentee ballot—submitting the NVRF does not.

### Can the postage-paid envelope template provided for the FPCA be used to mail the NVRF?

No. The FPCA is postage paid under 39 USC 3406 which applies only to balloting materials used by uniformed services voters, their family members, or overseas U.S. voters.

## FAQs – Installation Voter Assistance Office (cont.)

### How often should citizens submit an FPCA?

The military and overseas absentee ballot procedure only works when the local election office has a valid address to mail an absentee ballot. This makes it important to notify the local election office whenever there is a change in the mailing address of uniformed service members, their family members, and overseas U.S. citizens to ensure timely delivery of election materials. Integrating the completion of an FPCA as part of activities that involve a change in mailing address (reporting, deploying, and returning from deployment) ensures that local election officials have accurate mailing information for all Service personnel.

In addition to updating voter registration information, the FPCA also serves as a request for an absentee ballot. For this reason, the FVAP recommends all uniformed service members, their family members, and overseas U.S. citizens submit an FPCA by January 15th of each year.

### Who can I contact if I have questions?

FVAP staff can be reached from 8:30am-5:00pm Eastern Time (U.S.), Monday-Friday. Messages can be left 24 hours a day, 7 days a week.

**Toll-free:** 1-800-438-VOTE (8683)

**Commercial:** 703-588-1584

**DSN:** 425-1584

**Email:** [vote@fvap.gov](mailto:vote@fvap.gov)



## FAQs – Voters

### How do I register to vote?

To register to vote you must complete, sign, date, and mail the appropriate application form:

- Uniformed services members, their family members, and overseas citizens should register using the FPCA. The FPCA is available at [www.fvap.gov/resources/media/fpca.pdf](http://www.fvap.gov/resources/media/fpca.pdf).
- All other U.S. citizens should register using the NVRF. The NVRF is available at [www.eac.gov/assets/1/Page/National Mail Voter Registration Form - English.pdf](http://www.eac.gov/assets/1/Page/National%20Mail%20Voter%20Registration%20Form%20-%20English.pdf).

### How do I update my voter registration information?

The same application form that you use to register to vote can also be used to update your name and address with your voter registration office.

- For uniformed services members, their family members, and overseas citizens this form is the FPCA. The FPCA is available at [www.fvap.gov/resources/media/fpca.pdf](http://www.fvap.gov/resources/media/fpca.pdf).
- For all other U.S. citizens the form is the NVRF. The NVRF is available at [www.eac.gov/assets/1/Page/National Mail Voter Registration Form - English.pdf](http://www.eac.gov/assets/1/Page/National%20Mail%20Voter%20Registration%20Form%20-%20English.pdf)

### Where do I send my voter registration application form?

The application form must be submitted to the appropriate election office. The installation voter assistance office will submit completed applications to the appropriate office on behalf of the applicant.

- For uniformed services members, their family members, and overseas citizens, the FPCA should be submitted to your local election office. The FPCA is postage-paid in the U.S. mail system using either the cardstock hard copy or the postage-paid envelope template available at [www.fvap.gov/resources/media/returnenvelope.pdf](http://www.fvap.gov/resources/media/returnenvelope.pdf). Some States accept FPCAs submitted electronically (email or fax). Check the Voting Assistance Guide to see if electronic submission is allowed for your State.
- For all other U.S. citizens, the NVRF should be submitted to the State election office. The NVRF requires first-class postage.

## FAQs – Voters (cont.)

### Where is my legal voting residence?

- For uniformed services members, your legal voting residence is either the State or territory where you last resided prior to entering military service (Home of Record) OR the State or territory that you have since claimed as a legal residence. This is true even if many years have elapsed since you lived in the U.S., and you no longer maintain a residence in that State or territory, or if your intent to return is uncertain.
- For spouses of uniformed service personnel, your legal voting residence is either the State or territory where you last resided prior to your spouse entering military service OR the State or territory that you have since claimed as a legal residence. This may mean that you and your spouse have different voting residences.
- Minors typically assume the legal residence of either parent, and when they become 18, they also have the option of establishing their own legal voting residence which can be different from either parent.
- For overseas citizens, your legal voting residence is usually the State or territory in which you resided immediately prior to leaving the U.S.

### Can I use a P.O. Box as my voting residence address?

No. When you register to vote, your election official needs your previous residence address in order to determine your precise voting district. Your voting residence address must be a physical street or rural route address, or a location that you describe in detail—a P.O. Box address is not an acceptable voting residence address. You can use a P.O. Box as the address where you would like the election office to send your voting materials (Box 4 on the FPCA).

### Can I vote in-person where I am stationed?

Uniformed service members and their family members can vote in-person if their current residence is their voting residence (even if that residence is on a military installation). Be advised that there may be legal obligations, such as taxation, if you change your State of residence. Therefore, consult a Judge Advocate General officer or legal counsel before changing your residence for voting purposes.

### Can I vote absentee? How do I request an absentee ballot?

Uniformed service members, their family members, and overseas U.S. citizens can vote absentee in all Federal elections by submitting the FPCA as their request for an absentee ballot. Parents, children, or siblings who are not dependents, or spouses and dependents who are not absent from the place they are eligible to vote may not register to vote absentee using the FPCA. However, they may still be eligible to vote absentee depending on their State's requirements and should contact their local election office for their State's guidelines on voting absentee.

## FAQs – Voters (cont.)

### I'm in the Military but my family members are not; can they vote absentee?

It depends, eligible spouses and dependent family members (U.S. citizens, ages 18 years or older) of uniformed service members may vote absentee and should submit an FPCA to request an absentee ballot.

### When should I request an absentee ballot for the General Election?

For the general election, FVAP recommends that you send your FPCA by August 15 to ensure that you receive your ballot in time to vote and return it to be counted.

### Where do I send my request for an absentee ballot?

- For uniformed services members, their family members, and overseas citizens, the FPCA should be submitted to your local election office. The FPCA is postage-paid in the U.S. mail system using either the cardstock hard copy or the pre-paid envelope template available at [www.fvap.gov/resources/media/returnenvelope.pdf](http://www.fvap.gov/resources/media/returnenvelope.pdf). Some States accept FPCAs submitted electronically (email or fax). Check the Voting Assistance Guide to see if electronic submission is allowed for your State. The installation voter assistance office will submit completed FPCAs to the appropriate election official on behalf of the applicant.
- All other U.S. citizens should contact their local election office or check their State election website for their State's guidelines on voting absentee.

### When mailing election materials, do I have to pay postage?

- The FPCA may be mailed for free from any U.S. post office, U.S. embassy or consulate, or APO/FPO mail facility. The hard copy FPCA on cardstock is printed to be postage-paid. If you use the online FPCA, you can print the postage-paid envelope template available at [www.fvap.gov/resources/media/returnenvelope.pdf](http://www.fvap.gov/resources/media/returnenvelope.pdf).
- The NVRF is not postage-paid and requires first-class postage. If submitted to the installation voter assistance office, the office will provide first-class postage.

# C

## Appendix C: Checklists

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## 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.

### Other Steps

#### Are installation voter assistance personnel familiar with available resources?

- Installation voter assistance office personnel are familiar with the resources available at [www.fvap.gov](http://www.fvap.gov).
- Contact information for local and State election offices is available in the installation voter assistance office.

## 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 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 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.

## 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
- FVAP Installation Voter Assistance Office Training certificates for all designated office personnel
- 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 [www.fvap.gov/vao/forms.html](http://www.fvap.gov/vao/forms.html))
- NVRFs for civilian voters  
(Available at [www.eac.gov/assets/1/Page/National Mail Voter Registration Form - English.pdf](http://www.eac.gov/assets/1/Page/National_Mail_Voter_Registration_Form_-_English.pdf))
- Current Voting Assistance Guide (Available at [www.fvap.gov/vao/guide.html](http://www.fvap.gov/vao/guide.html))
- Materials for monthly reporting requirements
  - Available from SVAO
- Current Election Dates Calendar (Available at [www.fvap.gov/vao/calendar.html](http://www.fvap.gov/vao/calendar.html))
- DoD Directives 1000.04 and 1344.10 (Available at [www.fvap.gov/vao/guidance.html](http://www.fvap.gov/vao/guidance.html))
- Training materials from FVAP Installation Voter Assistance Office Training  
(Available at [www.fvap.gov/vao/training.html](http://www.fvap.gov/vao/training.html))
- Installation Voter Assistance Office Handbook
  - Available from [www.fvap.gov](http://www.fvap.gov)



The information in this Handbook is current as of July 26, 2010. For a list of updates to the Handbook, please consult the Errata Sheet available at:

<http://www.fvap.gov/resources/media/installation-vao-errata.pdf>