

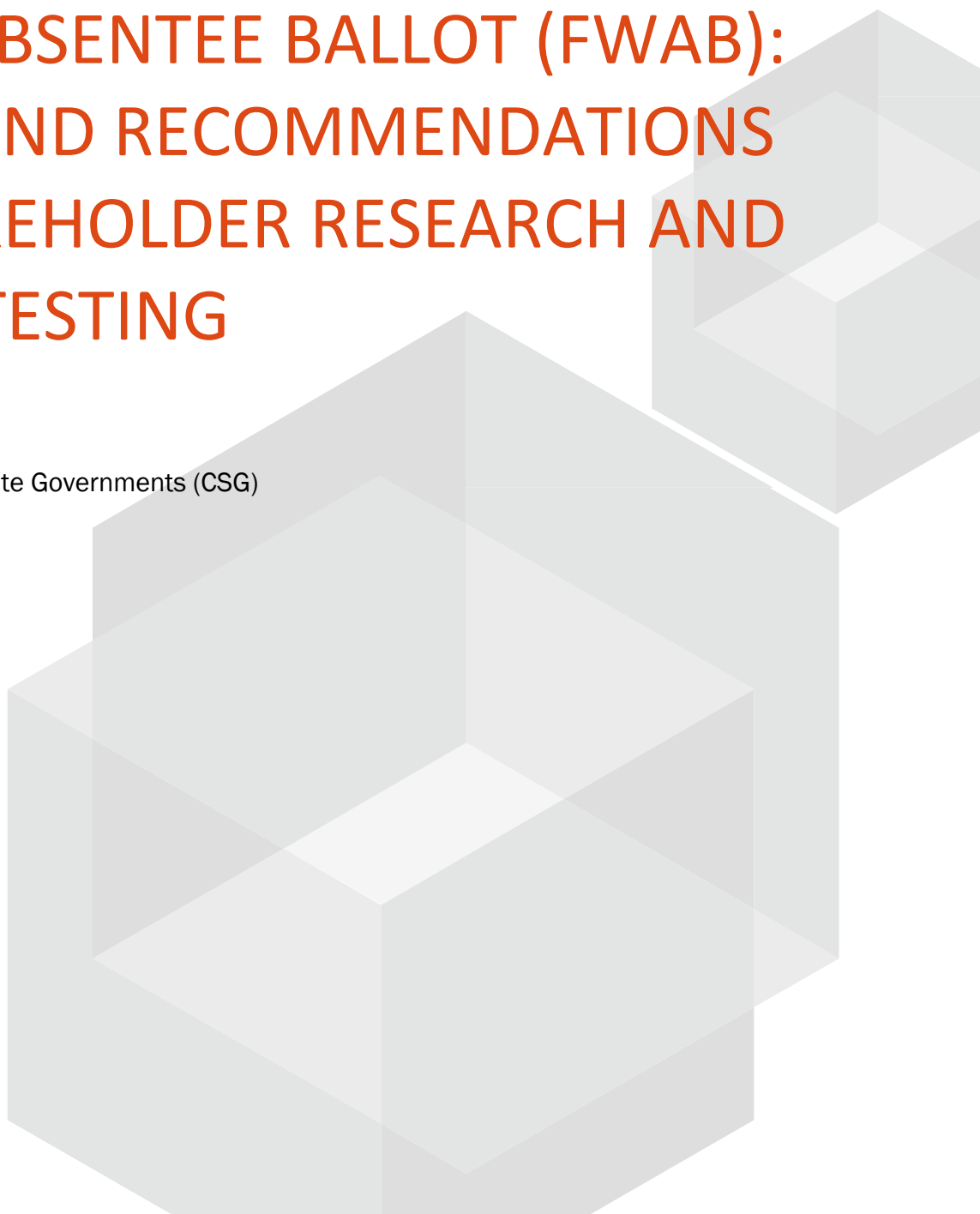


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UPDATING THE FEDERAL POST CARD APPLICATION (FPCA) AND THE FEDERAL WRITE-IN ABSENTEE BALLOT (FWAB): FINDINGS AND RECOMMENDATIONS FROM STAKEHOLDER RESEARCH AND USABILITY TESTING

Prepared for The Council of State Governments (CSG)

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Introduction

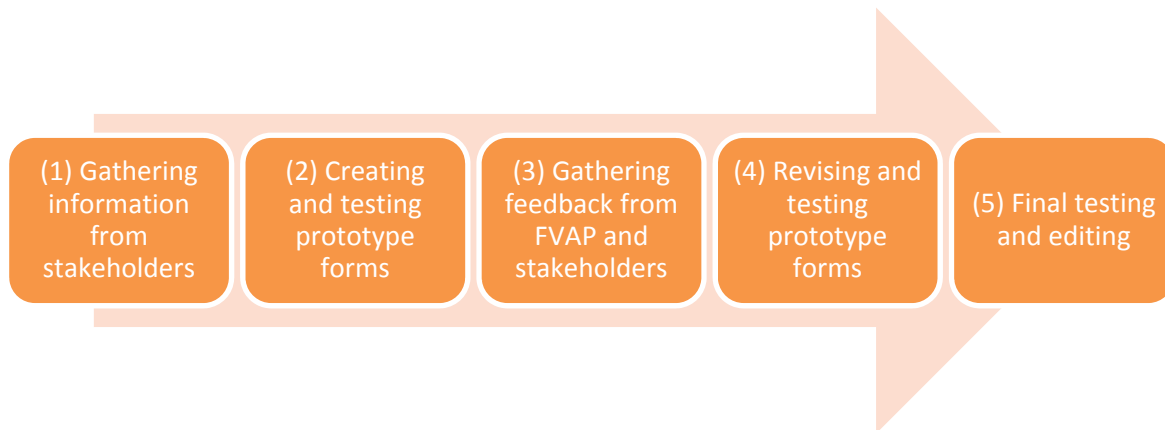
The Overseas Voting Initiative (OVI) is a cooperative agreement between The Council of State Governments (CSG) and the U.S. Department of Defense's (DoD) Federal Voting Assistance Program (FVAP). The OVI is charged with developing targeted and actionable improvements to the voting process for the more than 1.3 million members of the uniformed services and the Merchant Marine who are stationed away from home; their 700,000 eligible family members; and the 5.7 million U.S. citizens living, studying and working overseas. One key way of doing this is by ensuring that the Federal Post Card Application (FPCA) and the Federal Write-In Absentee Ballot (FWAB) are as easy and effective as possible for both voters and election administrators to use. The FPCA allows voters covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) to apply to register to vote, to request an absentee ballot and to update their contact information with their local election office, and it is often the primary method of communication between UOCAVA voters and their election office. The FWAB is a write-in absentee ballot that can be used as a backup by UOCAVA voters who have not received their requested state ballot in time to vote by the election deadline. Both forms are produced as a paper form for distribution, are online as a PDF and can be completed via an online assistant on the FVAP website. To ensure that the forms reflect up-to-date law and policy and are as usable for voters as possible, FVAP has revised these forms many times, most recently in 2013. FVAP is now conducting a redesign effort in preparation for the 2018 election cycle. CSG commissioned Fors Marsh Group (FMG) to conduct a multistage usability effort to inform this redesign.

The redesign was carried out by a team of researchers, including a form designer and plain language expert, user experience researchers, and experts in qualitative research methods and voting research (hereafter, referred to as the FMG Team). The FMG Team gathered background information about the existing forms, created several rounds of prototype forms and conducted usability testing to make recommendations and iterative improvements on the design of the forms. This process was done in close collaboration with personnel from CSG and FVAP, and the final prototype forms incorporated contributions from many policymakers, stakeholders and research participants. The active contribution of each of these groups led to the development of prototype forms that will improve the UOCAVA voting experience in future elections, and the FMG Team extends its thanks to all who have participated in this research effort.

Research and Form Design Process

A five-step process was used to evaluate the current FPCA and FWAB forms, to create new prototypes and to continue soliciting feedback from FVAP and CSG personnel, state and local election officials, military voting officers and current or potential UOCAVA voters. Each step is described in more detail in the subsequent sections of this report.

Figure 1. The FPCA and FWAB Research and Form Design Process

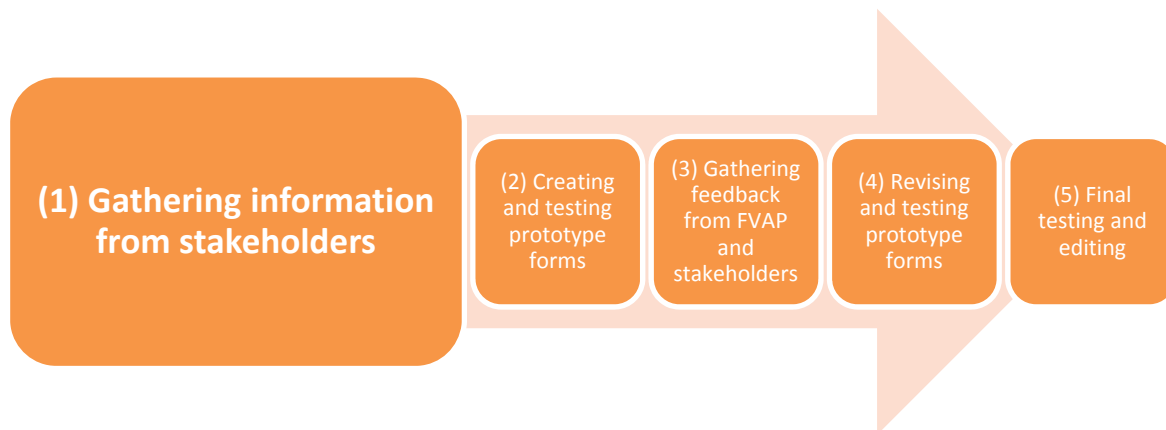


1. **Gathering information from stakeholders.** As a first step in this effort, the FMG Team conducted phone interviews with state and local election officials and other stakeholders in the UOCAVA voting process. The interviews focused specifically on the current versions of the FPCA and FWAB forms, including how these officials and stakeholders use and interact with the forms and the issues that they are aware of with voters completing and submitting the forms or with administrators receiving and processing the forms. Data collected in these interviews—along with feedback from FVAP staff and input from an expert form designer—informed the design of the initial prototypes of the revised forms. All prototype versions of the revised forms can be found in Appendix A, and the current (2013) versions of the forms can be found on the FVAP website.¹
2. **Creating and testing prototype forms.** The second step in the research process involved conducting usability testing with current, former or potential UOCAVA voters. Usability-testing participants worked through each form as if they were using it to vote in the 2016 general election. Prompted by an FMG researcher, they answered questions about the ease of completing the forms, commented on areas of concern or confusion, and identified areas for improvement. Members of the FMG, CSG and FVAP teams observed the sessions and suggested areas for further inquiry. The FMG Team compiled the results of this initial round of usability testing, made recommendations for changing the forms and created updated drafts of the prototype forms to guide conversations with CSG, FVAP and other stakeholders.

¹ The FPCA form can be accessed at <https://www.fvap.gov/uploads/FVAP/Forms/fpca2013.pdf>, and the FWAB form can be accessed at <https://www.fvap.gov/uploads/FVAP/Forms/fwab2013.pdf>.

3. **Gathering feedback from FVAP and stakeholders.** The third step was to gather detailed feedback on the second draft of the prototype forms from FVAP personnel, election officials and voting assistance officers. Prototype forms were distributed to FVAP, which produced a detailed list of suggested changes. The FMG Team held a meeting with FVAP personnel to discuss proposed changes to the forms and the feasibility of making similar changes to the online versions of the FPCA and the FWAB. Draft prototypes were distributed to a subset of the stakeholders, including voting assistance officers (VAOs) and state and local election officials, who were contacted in Step 1 and who had agreed to provide feedback. These stakeholders provided feedback via email, describing features of the prototype forms that they felt would improve usability of the forms compared to the forms that are currently in use. They also suggested areas for further improvements to the prototype forms.
4. **Revising and testing prototype forms.** The fourth step was to incorporate all of the information gathered and to create a third iteration of the prototype forms. A second round of usability testing was conducted to obtain feedback from current, former or potential UOCAVA voters. Based on findings from this round of testing, the FMG Team, again, made recommendations for changing the forms and held discussions with FVAP and CSG personnel. Once a consensus was reached, the FMG Team made minor modifications to the prototype forms in an effort to further improve their usability. This fourth draft built upon previous drafts and took into account all of the information gathered up to this point in the project.
5. **Final testing and editing.** The final step in the process was to conduct a third round of usability testing using the fourth draft of the prototype forms. This final round of testing provided insights into any remaining usability issues. The findings from this round of testing showed that many of the difficulties with the previous versions of the forms had been resolved. Participants were able to complete the necessary information, locate the correct addresses to send the forms to and prepare the forms for mailing. FVAP staff then conducted a final review of the forms and requested final, additional changes. The resulting forms will be made available to FVAP for final internal DoD approval and Office of Management and Budget (OMB) submission.

Step 1: Gathering Information From Stakeholders



As the initial step in the information-gathering process, the FMG Team conducted phone interviews with 13 stakeholders involved in election administration or election policy in various capacities. These interviews took place from April 26, 2016, to June 14, 2016. CSG worked with FVAP to identify election officials and other stakeholders who could provide insights through interviews on the issues of the FPCA and the FWAB. Eight election officials were interviewed: three currently working at the state level and five in positions at the county or local level. In addition, three stakeholders who had previously been in state government and two military members who had worked as Installation Voter Assistance Officers (IVAOs) or Voting Assistance Officers (VAOs) were also interviewed. A semi-structured interview protocol was used to allow interviewers to follow a series of questions with each subject while also allowing them to raise new questions during the interview, depending on each interviewee's responses. A copy of the discussion guide can be found in Appendix B.

Interview Findings

Several general themes emerged from the interviews with election officials, applying to their overall experience with the forms and with UOCAVA voters:

- *State-Specific Materials.* Many officials mentioned that their state has online ballot delivery or a registration website/system. Although all officials indicated that they always accept the FPCA and FWAB as required by law, they prefer that voters use their state-specific systems, and several officials suggested that FVAP refer voters to state-specific online resources.
- *Voting Residency.* A few officials mentioned larger questions about the concept of voting residency. They indicated that some voters are confused as to how to choose their permanent voting residence, particularly if they have lived in several states before moving overseas or have transferred with the military multiple times.

- *Delivery and Return Confusion.* A common theme among the interviews was that the method of delivery and return of forms and ballots is confusing to voters. This is understandable, as every state has its own laws about how FPCAs and FWABs can be accepted—some states allow certain forms to be emailed or faxed, whereas other states’ forms must be submitted as a hard copy with a “wet signature.” These requirements can be challenging to communicate to voters. Most officials said that when they receive a hard-copy version of an FPCA or a FWAB, it is a version that the voter had printed from the internet rather than the DoD-produced, paper version.
- *Desire to Assist Voters.* Every official and stakeholder that was interviewed expressed a genuine desire to assist military and overseas voters however possible. In addition, many officials indicated that they understand that the FPCA and FWAB need to work for all voters from all U.S. jurisdictions and that creating forms that work for all jurisdictions is challenging. Several officials specifically said that they believe that given all the different state requirements that the forms have to meet, both the FPCA and FWAB work well.

Officials and stakeholders identified specific elements of the FPCA and FWAB that cause major confusion or issues for voters who use the form or for election administrators who process the forms.

The original FPCA featured a page of instructions and nine informational blocks that were arranged vertically in which voters entered their data; copies of the original FPCA and all prototype FPCAs can be found in Appendix A. For the FPCA, major concerns included:

- *Block 1, Classification.* Under some state laws, the type of ballot that is sent to the voter depends on whether a voter is living overseas temporarily or permanently. For these states, voters who live overseas permanently are only eligible to vote in federal races, and voters who plan to return are eligible to vote in federal, state and local elections. The current wording of the form does not allow states to easily distinguish between these two classes of overseas citizen voters. However, other officials indicated that they do not need the different distinctions that are currently offered and that they do not use all of this information. They said that reducing the number of options on this block could make it easier for voters to complete.
- *Block 5, Contact Information.* This section was a high priority for election officials. Anytime the FPCA is incomplete or ambiguous, election officials will try to contact the voter to clarify the situation. However, if the contact information is incorrect or illegible, it becomes impossible to contact the voter (e.g., one official mentioned that people often write over the boxes rather than put a letter in each box, which makes the information difficult to read). Interviewees suggested adding space for a secondary email address and emphasizing the importance of providing legible, up-to-date contact information. Email was cited as the easiest method to get in touch with

voters, particularly those who are overseas, but phone number and address information are also used as backup methods of contact when necessary.

- *Block 6, Ballot Receipt.* Officials in several jurisdictions indicated that voters are not able to easily tell which of the ballot delivery methods is permitted by their state of residence. Some states allow both email and online delivery, and officials cannot distinguish the voter's preference between these two methods, since the two options are collapsed into one option on the current form. The online option is problematic because the voter must actively go to their state's website to download the ballot, thus, selecting the online option on the FPCA does not complete their goal of requesting a ballot. In these cases, the election official sometimes has to email or call the voter to inform them of the online delivery options and instructions for downloading a ballot. In addition, despite the instructions on the current form, which asks voters to rank their preferred delivery methods, some officials described getting forms with only one method checked or marked. In some cases, voters provided an email address but not a mailing address when they only selected online delivery.
- *Block 7, Voting Residence Address.* Many interviewees suggested that knowing how to identify a voter's voting residence is a source of confusion. Voters may be confused about which address to use for registration and may try to register using the address of a friend or family member even if they have never personally resided there. Legibility issues are also a concern with addresses.
- *Block 8, Where to Send My Ballot.* Officials reported that voters do not always understand which address to put in this section. Voters are often confused which address belongs in Section 7 and which belongs in Section 8.
- *Instructions.* Most election officials noted that the text for the instructions was too small and very dense (e.g., one official used the word "cluttered"), and they thought that voters typically do not read the instructions. Some officials suggested incorporating the instructions into the form or adding a notice at the top of the form that notifies voters that instructions are on page 2.

The original FWAB featured a page of instructions; a Declaration/Affirmation page, consisting of nine blocks of information, similar to the FPCA; a ballot page; and in the print version, self-contained envelopes for the ballot and all other materials. Copies of the original FWAB and all prototype FWABs can be found in Appendix B. For the FWAB, major concerns included:

- *Purpose of the FWAB.* There was confusion about the purpose of the FWAB—election officials and IVAOs said that voters were unsure whether they were eligible to use the FWAB. One IVAO said that voters are reluctant to use the FWAB because "this form is frightening to them." This IVAO stated that many people are afraid to submit a FWAB even if they have not received an official absentee ballot because they are afraid of

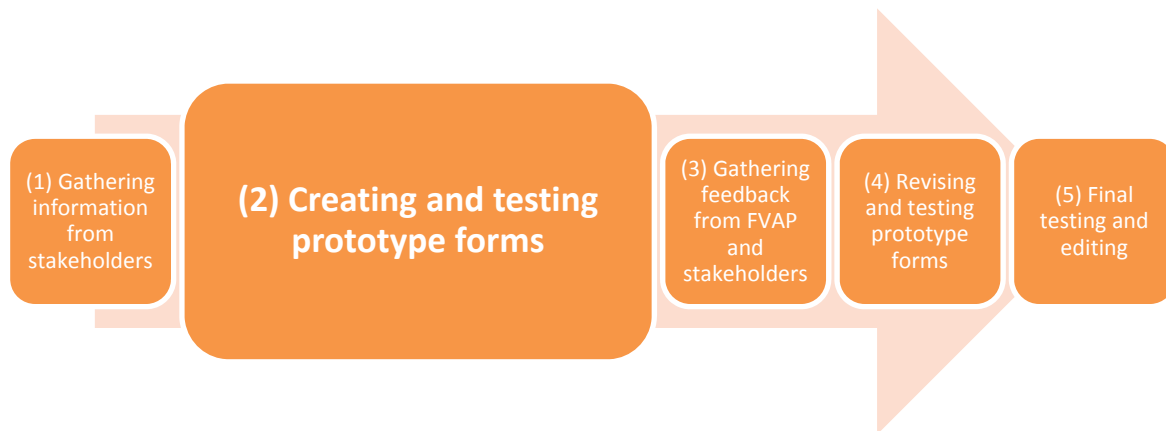
committing voter fraud by submitting two ballots (in case the real ballot arrives later). The complicated instructions and the process of assembling the different portions of the form combined with the ambiguity of its purpose and the difficulty of locating information about the relevant races and ballot items are all obstacles to voters who are potentially eligible to use this form.

- *Block 1, Qualification and Voter Registration.* The first section of the FWAB creates significant issues for voters and election officials because it asks voters to indicate whether they have registered and requested an absentee ballot. Some officials indicated that they are unsure whether their voters understand the question or are aware that an FPCA is an absentee ballot request, or the officials said that they doubt that voters are able to remember whether they had registered or requested a ballot for a specific election. Officials also indicated that voters sometimes skip or miss the initial checkboxes to answer this question, which makes the form difficult or impossible for the officials to process.
- *Block 5, Contact Information.* As with the FPCA, election officials noted that having legible, up-to-date contact information is crucial in case they need to contact a voter to clarify any of the information on the form.
- *Confusion on the Ballot.* In general, election officials indicated that voters struggle with what to write on the blank ballot; some officials suggested that the ballot itself should include language that directs voters to their state's website for more information on specific races.

After all interviews were completed, an expert form designer reviewed the current versions of the FPCA and the FWAB, took into account the information that is required to be collected on the forms and reviewed the information collected from the interviews and from FVAP staff. The FMG Team also held a meeting with FVAP personnel, a DoD form designer and other DoD personnel involved with the forms' approval process. FVAP also corresponded with the General Services Administration (GSA) to inquire about any rules governing particular colors or fonts that should be used in Standard and Optional Forms. GSA provided information from the Standard and Optional Forms Procedural Handbook and indicated that the handbook only contains suggested guidelines for fonts, colors and design specifications, but that these are not requirements. Based on this information, the FMG Team created initial prototypes for the FPCA and FWAB forms (Prototype FPCA Version 1, Based on Stakeholder Feedback and Prototype FWAB Version 1, Based on Stakeholder Feedback can be found in Appendix A). The design of these prototypes focused on improving the usability of the forms, creating a more intuitive and user-friendly interface and helping voters provide all of the necessary information to successfully complete the voting process.

See pages 3–4 and 11–14 in the Illustration of Changes to the FPCA and FWAB for more details on the original FPCA and FWAB and the initial prototypes that were developed.

Step 2: Creating and Testing Prototype Forms



On July 27–28, 2016, the FMG Team conducted an initial round of usability testing with eight participants. Participants were recruited based on having resided overseas, having served in the uniformed services or having been a spouse or dependent of an active duty uniformed services member. Interviews took place at FMG’s data collection facility in Arlington, Va. Each session lasted approximately one hour and consisted of a series of questions and tasks in which the participant completed the prototypes of the FPCA and FWAB forms and provided feedback on the absentee registration and voting process. Participants were provided with the forms, a computer with internet access, a paper copy of the current Voting Assistance Guide, and various envelopes and office supplies. Each participant was instructed to complete the FPCA and FWAB forms and to address and prepare them to be mailed to the appropriate election office as if he or she were voting absentee as a UOCAVA voter. A copy of the complete interview protocol can be found in Appendix C.

Findings

In general, participants were able to complete the forms correctly and were confident in their ability to register to vote using the FPCA prototype and to cast a backup ballot using the FWAB prototype. However, there were some sources of difficulty and confusion on both forms.

For both the FPCA and FWAB prototypes, participants struggled with the following areas:

- *Address of Residence.* Participants did not always provide their current address of residence, especially if mail was not their preferred method of ballot receipt.
- *State-Specific Information.* Participants were unsure how to locate state-specific rules. It might also be helpful to make state-specific rules more prominent in the online Voting Assistance Guide.

- *Local Election Office Address.* Participants found it difficult to locate the correct address to which they should return their voting forms. The forms do not directly provide this information, but it would be beneficial to include a simple, permanent link to an online tool that would allow voters to locate their local election office's address, if this is feasible. Additionally, it would be helpful to move address info to the top of each state's page in the online Voting Assistance Guide.

Specifically for the FPCA, the following issues were observed:

- *Ballot Receipt Method.* Participants were uncertain about the meaning of "The best way to send your ballot." They did not know if this referred to the way they would receive their ballot or the way they would return their ballot. They were also uncertain whether they could submit the form online or via email.
- *Mailing the FPCA.* Many participants were uncertain how to assemble the FPCA return envelope. Some tried to cut off the address label and attach it to an envelope, and others folded it up to mail it directly.

For the FWAB, participants experienced issues with the following elements:

- *Assembly and Mailing.* Participants were uncertain about how to assemble the FWAB package and whether postage was included. The instructions, regarding the voter information form, were unclear.
- *Backup Ballot.* Study participants were uncertain about where to write their candidate choices on the backup ballot and about what information was necessary in order for their vote to be counted.

Changes Implemented

Based on the findings from the first round of usability testing, a number of changes were made to the prototype forms. At this point in the process, the FMG Team confirmed with FVAP that the usability testing and the design should focus on the hard-copy, paper versions of the FPCA and FWAB that will be printed by the Government Printing Office (GPO), since these are the versions of the forms that will be submitted to OMB and for public comment. Alternate media for the forms, including a printable PDF and the online assistant output, will be created by FVAP after approval has been received for the paper versions of the forms. All instructions and formatting of the forms, therefore, reflect hard copy, paper-printed versions that will include adhesive for self-sealing and attached envelope.

Other changes to the forms included restructuring certain sections as well as small language changes. Table 1 summarizes major changes.

Table 1. Major Changes to the FPCA and FWAB After Initial Usability Tests

Form	Section	Changes Made
FPCA	<i>Address of Residence</i>	The prototype for the FPCA form was restructured so that the address box did not immediately follow the ballot-request-mode question. The form segments were reordered and language was modified to indicate that the voter's current address of residence must be included.
	<i>State-Specific Information</i>	Language was added to prompt voters from specific states to look at the Voting Assistance Guide. It might also be helpful to make state-specific rules more prominent in the online Voting Assistance Guide.
	<i>Ballot Receipt Method</i>	This data element was moved so that it immediately follows voting-related elements. This section of the form was clarified, and the prompt was reworded to "The best way for you to receive your ballot from election officials."
	<i>Mailing Instructions</i>	The FMG Team modified the instructions and the format of the paper version of the form to make mailing instructions clearer. Once the prototype form has been approved and finalized, other formats, such as the printable PDF form and online assistant output, should include their own customized assembly instructions as well.
FWAB	<i>Address of Residence</i>	The prototype for the FWAB form was restructured so that the address box did not immediately follow the ballot-request-mode question. The form segments were reordered and language was modified to indicate that the voter's current address of residence must be included.
	<i>State-Specific Information</i>	Language was added to prompt voters from specific states to look at the Voting Assistance Guide. It might also be helpful to make state-specific rules more prominent in the online Voting Assistance Guide.
	<i>Assembly and Mailing</i>	The FMG Team clarified the mailing instructions and changed the heading of the voter information form to read, "Confirm Your Identity with This Form." Once the prototype form has been approved and finalized, other formats, such as the printable PDF form and online assistant output, should include their own customized assembly instructions as well.
	<i>Backup Ballot</i>	The FMG Team clarified the instructions for the bottom half of the ballot and reformatted the columns for the office and candidate name or party to make it more obvious that they are connected.

In addition, a number of minor wording changes were made:

FPCA, the first page:

- In the red box located in the upper-left corner, some participants thought that the gray squares were check boxes. These boxes were changed to circles to make it clear that no input is required here.

- In the instructions located at the top, a link was added for the Voting Assistance Guide.

FPCA, the second page (instructions):

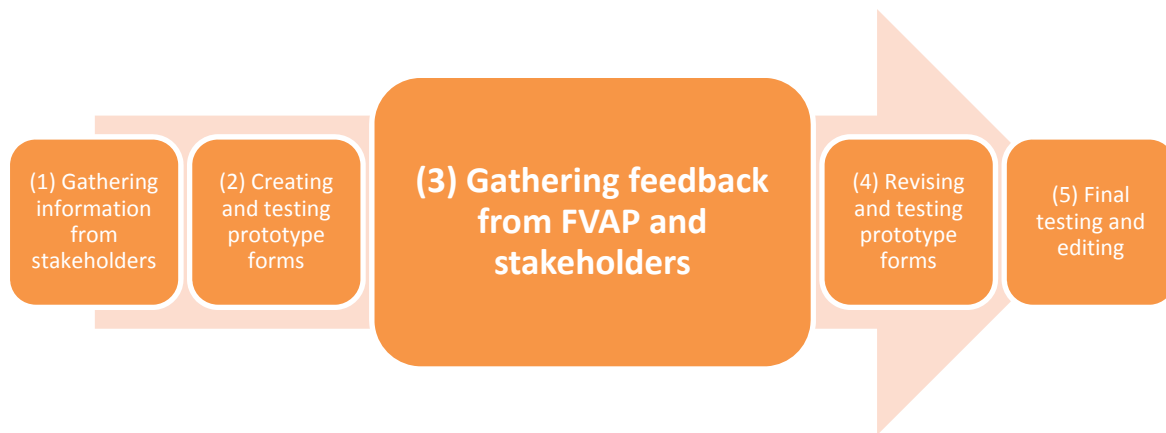
- One participant noted that the absentee-voting process is rather complicated and the wording “It’s easy to vote while you’re outside of the U.S.” seems out of touch. That wording was replaced with “You can vote wherever you are.”
- The wording of “55 States, territories, and the District of Columbia” was changed by substituting “55” with “all.”
- The first item of the instructions was changed to clarify that all states accept the form by mail, and some states also accept it via email or fax.
- The third icon showed a pencil and blue ink even though the form specifies that voters should use black ink and a pen. The icon was changed to show a black pen to be consistent with the instructions.
- An FVAP email address was added for voters to contact if they have questions. Many participants also noted that a phone number would be helpful.

FWAB, the instruction page:

- One participant noted that the absentee-voting process is rather complicated, and the wording “It’s easy to vote while you’re outside of the U.S.” seems out of touch. That wording was replaced with “You can vote wherever you are.”
- In the first paragraph of instructions were revised about informing the local election office if an official ballot is received after submitting a FWAB. Participants indicated they would not do this, and it is important to make it clear that voters are not doing anything wrong by returning both ballots, if that ends up being the case.
- The first item of the instructions was changed to clarify that all states accept the form by mail, and some states also accept it via email or fax.
- The third icon showed a pencil and blue ink even though the form specifies that voters should use black ink and a pen. The icon was changed to show a black pen to be consistent with instructions.
- An FVAP email address was added for voters to contact if they have questions. Many participants also noted that a phone number would be helpful.

See pages 5 and 15–17 in the Illustration of Changes to the FPCA and FWAB for detailed images of the development of the FPCA and FWAB at this point in the research process.

Step 3: Gathering Feedback From FVAP and Stakeholders



Based on the findings from the first round of usability testing, the FMG Team modified the prototype forms to address the most common sources of difficulty or confusion, which were described in the previous section. The updated prototypes were then distributed to a select group of stakeholders, which included three state or local election officials and two VAOs who had agreed to review the prototype forms and provide feedback. Three of these stakeholders provided email feedback about the forms.

FVAP personnel also provided extensive feedback on the prototype forms at this stage in the process. Several FVAP staff members provided detailed comments on various aspects of both forms. When providing this feedback, they took into account their organizational mission, the state and federal legal requirements that are related to the voting process and their direct experiences with helping voters. Their comments were then compiled into a comprehensive list of suggested changes. The FMG Team held a meeting with FVAP personnel to review and discuss the proposed changes and the best ways to improve the prototype forms and then the agreed-upon changes were implemented.

Stakeholder Feedback

In general, stakeholders approved of the changes made to the prototype forms and believed that the updated prototypes would be helpful to UOCAVA voters trying to complete the absentee-voting process. They viewed most of the changes as improvements on the existing FPCA and FWAB, and they provided additional suggestions for changes to be made.

- *Voter Type*. Election officials preferred the check boxes with “overseas citizens” as a single category and the type of overseas citizen as a separate, sub-check box.

- *Political Party.* Election officials noted that some states use a voter’s political party to determine which primary ballot to send, and other states use it to establish permanent party affiliation. It may be important to clarify the purpose of this field or provide options.
- *Email or Online Delivery.* Election officials recommended deleting “online” as an option for ballot delivery, since it is not clear what that means. For example, in Wisconsin, voters can only receive a ballot online through the state’s online portal, and selecting “online” on the FPCA does not provide voters with any information to direct them to this portal.
- *Mental Competence Requirement.* Mental competence is not a requirement for voting in all states. Consider removing this from the voter statement on the FPCA and FWAB.

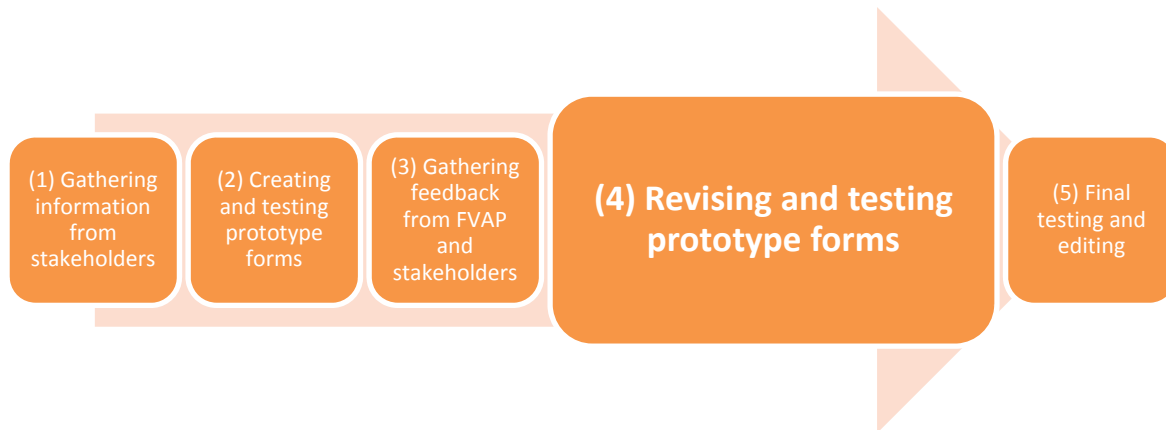
FVAP Feedback

FVAP staff reviewed the prototypes for the FPCA and FWAB forms and provided detailed recommendations for changes to both forms. These changes often focused on specific wording. FVAP also provided guidance regarding legal requirements for the forms, including portions of the form that required official language.

- *General Formatting.* FVAP suggested changing the blue areas to black or gray and limiting color on the form to a few red accents. These red accents were used only on the most important fields of each form to ensure maximum visibility of crucial elements. Additionally, it was noted that the light gray areas of the form were not visible on photocopies.
- *Instructions and Spacing.* In order to provide better readability and spacing, FVAP recommended removing many of the in-line instructions on the form.
- *Voter Type.* FVAP suggested listing each category of voter as a separate check box so that voters would not inadvertently skip over the second set of check boxes.
- *Voter Declaration.* FVAP recommended changing the language of the voter declaration, which appears immediately before the signature, reverting to the official language used on the current versions of the FPCA and the FWAB.

See pages 6 and 18–20 in the Illustration of Changes to the FPCA and FWAB for detailed images of the development of the FPCA and FWAB at this point in the research process.

Step 4: Revising and Retesting Prototype Forms



A second round of usability testing was conducted with eight participants who were former or potential UOCAVA voters, as they had been on active duty in the uniformed services, had been a dependent of a uniformed services member, or had lived or will be living overseas. These interviews focused on the second round of prototype versions of the FPCA and FWAB forms. Participants completed each form and provided feedback on the experience. The interviews were conducted on Sept. 26 and 27, 2016, at the FMG facility in Arlington, Va. The same interview protocol was used for all rounds of usability testing, and it can be found in Appendix C for reference.

Findings

In general, participants were able to complete the forms correctly and were confident in their ability to register to vote using the FPCA prototype and to cast a backup ballot using the FWAB prototype. There were notable improvements in the participants' ability to successfully use several parts of the forms, although some difficulties remained.

For both of the FPCA and FWAB prototypes, participants struggled with the following areas:

- **Addresses.** Overall, participants were able to successfully enter both their registration and residence addresses—generally, they put each address in the right place on the form. Having this complete and correct information will allow state and local election officials to easily determine voting eligibility and to send ballots and other election materials to the correct address.
- **FVAP Email Address.** Several participants said that if they had questions they would use the FVAP email address provided on the forms. Email assistance could be further improved by creating a specific help email address for each form (i.e.,

fpca@fvap.gov). Several participants also noted that it would be helpful to have a link to a web page that covers frequently asked questions.

- *Mailing and Assembly.* Overall, participants seemed to understand how to assemble the FWAB and how to fold and mail the FPCA.
- *Internet Links.* Overall, participants were able to locate the fvap.gov website but had a hard time locating the specific information they needed either because they typed in the wrong internet address or because the links are too general. For instance, one user typed in a URL with “vaq” instead of “vag” and was unable to find the Voting Assistance Guide on the FVAP site. It may be helpful to create specific, simple and permanent links to the relevant areas of the FVAP website, such as fvap.gov/state for state-specific requirements or fvap.gov/address to locate the correct address for returning the forms.
- *Race.* Many participants did not appreciate being asked for their race even though they understood that it is an optional field. It might be beneficial to remove the “Race” field and instead include information about states that are required to request it in the Voting Assistance Guide under “Other State Requirements.” However, this wording would add to the length of the list of states with specific requirements.
- *State-Specific Information.* In general, participants had questions about how the forms related to their state’s voting process. For instance, one participant was confused about whether completing the FPCA was all she needed to do for her state or if her state would send separate forms. Many participants were curious about state deadlines, state-specific candidates and ballot initiatives, and how to locate more information about their state’s voting process.
- *Political Party.* Some participants were unsure of the purpose of the political party option. They were not sure if it was required or what it would be used for.

Specifically for the FPCA, the following issues were observed:

- *Contact Information.* Participants failed to provide contact information because they felt that they only needed to provide information for their preferred method of ballot receipt. For instance, if they preferred to receive their ballot by mail, they did not provide an email address, phone number or fax number. Some participants even failed to provide the necessary information that corresponded to their preferred method of ballot delivery.
- *Ballot Delivery Method.* Participants were confused about this section. There is no option for mail delivery, and phone is not a method of ballot delivery. In addition, participants did not fully complete the contact information because the check boxes located next to the contact information section confused them. Incomplete contact information prevents election officials from contacting voters if they need more information or clarification.

Specifically for the FPCA, the following issues were observed:

- *Voter Registration Address.* A significant number of participants were confused about the wording “State or territory where you will submit an absentee ballot.” They did not know whether this referred to their state of residence or their current residence.
- *Candidate Choices.* Participants were unsure which candidates they could vote for or where to locate that information. Many participants said that they wished they had a list of candidates, and one said he was unsure whether he could only vote for federal offices.

Changes Implemented

Based on findings from the second round of usability testing, a number of changes were made to the prototype forms. These changes included both restructuring certain sections as well as small language changes. Table 2 summarizes major changes.

Table 2. Major Changes to the FPCA and FWAB After Round 2 Usability Tests

Form	Section	Changes Made
FPCA	<i>Address of Residence</i>	The prototype for the FPCA form was restructured so that the address box did not immediately follow the ballot-request-mode question. The form segments were reordered and language was modified to indicate that the voter's current address of residence must be included.
	<i>Mailing and Assembly</i>	The prototype for the FPCA was modified so that the fold line is precisely in the middle of the page.
	<i>Internet Links</i>	The URL, fvap.gov/vao/vag , was updated by printing "VAG" in capital letters to avoid any confusion. It might also be helpful to create specific, simple and permanent links to the relevant areas of the FVAP website, such as fvap.gov/state for state-specific requirements or fvap.gov/address to locate the correct address for returning the forms.
	<i>Political Party</i>	This field was moved so that it is grouped with ballot delivery method.
	<i>Contact Information</i>	The contact information section was reorganized to make it more visible, and language was added to encourage voters to provide their contact information.
	<i>Ballot Delivery Method</i>	For the third version of the prototype forms, the FMG Team reformatted this section to separate the ballot-delivery preference and the contact information fields.
FWAB	<i>Internet Links</i>	The URL, fvap.gov/vao/vag , was updated by printing "VAG" in capital letters to avoid any confusion. It might also be helpful to create specific, simple and permanent links to the relevant areas of the FVAP website, such as fvap.gov/state for state-specific requirements or fvap.gov/address to locate the correct address for returning the forms.
	<i>Political Party</i>	This field was moved so that it is grouped with ballot delivery method.
	<i>Voter Registration Address</i>	The wording of the registration address field was changed to read, "What is your address in the State or territory where you are registered to vote or sending a ballot?"
	<i>Candidate Choices</i>	Language was added to direct voters to the fvap.gov website to find more information about specific candidates and races.

Based on findings from the second round of usability testing, the following additional, minor changes were implemented on the FPCA prototype:

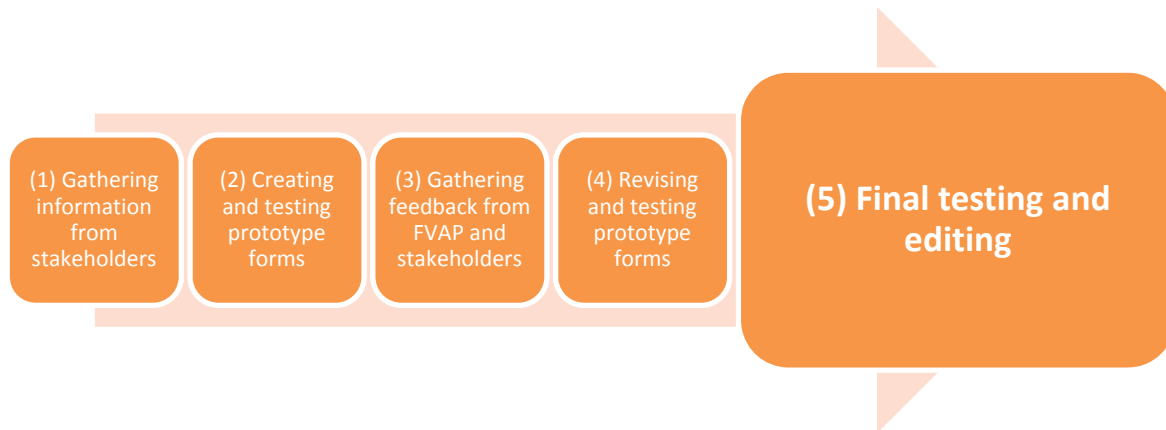
- The language "Your mailing address (if different)" was changed to "If your mailing address is different."
 - Having the conditional statement first will help participants understand the purpose of this field and avoid entering the same address twice.

Based on findings from the second round of usability testing, the following additional minor changes were implemented on the FWAB prototype:

- Underneath the heading for address of voting residence, the language “Your ballot will not be sent to this address” was changed to “Your voting materials will not be sent to this address.” This reflects the fact that the FWAB acts as an absentee ballot, so it does not typically result in a ballot being sent to the voter.
- The language “Your mailing address (if different)” was changed to “If your mailing address is different.”
 - Having the conditional statement first will help participants understand the purpose of this field and avoid entering the same address twice.
- Language was added to the instructions indicating that voters should also complete and return their state ballot if they receive it before the election even if they already submitted the FWAB. Some participants expressed concern that both ballots would accidentally be counted, and others thought that the current instructions meant that they should return a blank state ballot.
- The language “Form” was changed to “Voter Information Form” on instructions.
- The language located in the top, right-hand box of the FWAB Voter Information Form was revised to make it clearer as to what action voters need to take if they have not yet registered and their state does not accept the FWAB as a voter registration form.

Because of the information gathered during this phase of research, the FMG Team updated its prototypes of the FPCA and FWAB forms. See pages 7 and 21 – 23 in the Illustration of Changes to the FPCA and FWAB for detailed images of the development of the FPCA and FWAB after the second round of usability testing.

Step 5: Final Testing and Editing



For the fifth stage in the research process, the FMG Team conducted in-person interviews using the latest versions of the prototypes of the FPCA and FWAB forms. Participants consisted of eight registered voters who were former or potential UOCAVA voters, as they had been on active duty in the uniformed services, had been a dependent of a uniformed services member, or had lived or will be living overseas. Participants completed the prototypes of the FPCA and FWAB forms and provided feedback during and after the experience. The interviews were conducted on Oct. 27 and 28, 2016, at the FMG facility in Arlington, Va. The same interview protocol was used for all rounds of usability testing, and it can be found in Appendix C for reference.

Findings

Participants were successful at completing all of the key areas of the forms:

- *Addresses:* Overall, participants accurately completed the address portions of both forms. They understood which address belonged in each field, and they provided full information for their registration and mailing addresses.
- *Mailing and Assembly:* Overall, participants seemed to understand how to assemble the FWAB and how to fold and mail the FPCA. For this round of testing, the form prototypes were outfitted with double-sided tape so that they would more accurately reflect the design of the final forms, and participants were able to correctly assemble and prepare the forms for mailing.
- *Contact Information:* Participants generally provided information for at least one method of contact, and they were able to complete this information in a manner that was readable and correctly formatted.

Participants had some difficulty with the following areas of the forms:

- *Internet Links:* Overall, participants were able to locate the fvap.gov website but had a hard time locating the specific information they needed either because they typed in the wrong internet address or because the links are too general.
- *State-Specific Information:* Participants continued to struggle with locating state-specific information with respect to additional requirements and mailing addresses for their election office. They were generally able to find the FVAP website based on the information on the prototype forms, but navigating to the specific information they needed was often difficult.

Changes Implemented

Based on the findings from the third round of usability testing, a few small changes were made to each of the forms.

On the FPCA prototype, the link to the Voting Assistance Guide was updated from fvap.gov/vao/VAG to fvap.gov/vao/vag, since internet browsers were unable to navigate to the page when “vag” was typed in with capital letters.

Two changes were made on the FWAB prototype:

- A security pattern was added to the back of the ballot page to protect the secrecy of voter choices.
- The ballot pictures on the instructions were updated to match the updated appearance of the ballot.

See pages 8 and 24–26 in the Illustration of Changes to the FPCA and FWAB for detailed images of the development of the FPCA and FWAB after the third round of testing.

After edits were made following the third round of usability testing, FVAP staff reviewed the forms and requested additional changes be made. As a result of the FVAP review, the following changes, as well as a few other small wording changes, were made to the forms:

- AP comma style was used throughout the forms.
- Sections 1 and 2 were combined into a single “Who Are You?” section, and social security number and driver’s license were moved to this new combined section.
- The “Race” field was removed from the form.
- Formatting changes were made to provide more space for the overseas address and state requirements.
- The contact information instructions were rephrased to read, “Contact information so election officials can reach you if there is a problem with your request.”

- “Election officials” was changed to “election office” throughout the form.
- “Best way for you to get a ballot from election officials if your State allows” was changed to “How do you want to receive your ballot from your election office?”
- The positions of the ballot delivery and political party items were reversed.
- “What other additional information or State requirements must you provide?” was changed to “What additional information must you provide?”
- On the FPCA and FWAB instructions page, the information for looking for state-specific guidance on completing the form was moved from the first step of the instructions to the last step.
- On the FWAB, Alabama and Wisconsin were added to the list of states that may have additional requirements.
- On the FWAB form, instructions for residents of American Samoa, Guam, Puerto Rico and the U.S. Virgin Islands were moved to the initial block instructions. Instructions on the other parts of the ballot were removed, and “Include additional pages if necessary” was added.
- Also on the ballot page, the space for writing in candidate names was reduced and the space for ballot initiatives was increased.
- “Ballot Enclosed for MM/YY Election” was added to the FWAB envelope.

See pages 9 and 27–29 in the Illustration of Changes to the FPCA and FWAB for images of the prototypes that the FMG Team developed based on feedback from FVAP.

After completion of the usability testing process, FVAP personnel then reworked the FPCA and FWAB forms to submit them for public comment and then to the Office of Management and Budget (OMB) for approval. Two primary changes were made to the forms during this process. First, the font size on both forms was increased. Second, the layout was adjusted to maintain structural continuity throughout both forms, ensuring that across forms the text boxes were the same size and the lines were the same weight and color.

See pages 10 and 30–32 in the Illustration of Changes to the FPCA and FWAB for images of the final forms as edited by FVAP.

Recommendations

This research process, with its multiple rounds of usability testing and stakeholder feedback, was designed to create a central data collection that is as clear and usable as possible. However, to ensure maximum voter success, the FPCA and the FWAB both need to be surrounded and supported by information sources that meet voters' needs. During the process of gathering data from FVAP staff, potential UOCAVA voters, election officials and other stakeholders, the FMG Team also identified a number of additional steps that FVAP could consider taking—beyond just the production of the FPCA and FWAB forms—to support UOCAVA voters.

(1) *Customize instructions for the medium of that specific form.* Election officials reported that correctly assembling the forms, particularly the FWAB, can be a challenge for voters. Some of the participants in user testing also struggled with this. One way to facilitate this process is to ensure that each version of the forms—the GPO-printed hard copy, the printable PDF and the output from the online assistant—has unique, visual instructions that guide voters through assembling that specific set of forms.

The prototype versions discussed here are, as noted earlier, the GPO-printed hard-copy forms; the instructional text and images are designed for a printed version of the forms that would have adhesives and, for the FWAB, an attached envelope. The FMG Team recommends that once the main elements of the paper form have been approved, new, alternate instructions should be created, specifying that individuals who are using materials that he or she has printed will need to get or create an envelope, provide postage and perform other necessary steps. This will help ensure that when a voter has completed an FPCA or a FWAB, the physical process of packaging the materials for submission will be as clear as possible, since the voter will have a set of instructions that will guide them on how to manage the exact materials they are using at the time.

(2) *Provide links on the forms to customized fvap.gov web pages.* Because of various state requirements and because each voter must submit their completed forms to their specific jurisdiction, there is no way that either the FPCA or the FWAB can be completely self-contained. A voter will always need to access either the Voting Assistance Guide or the FVAP website in order to find, at a minimum, their jurisdiction's address. Most voters will not have access to a paper copy of the Voting Assistance Guide, so they will be using either the PDF version of the guide or the FVAP website only. However, there is a great deal of information on the overall FVAP website and in the Voting Assistance Guide, and in testing, a number of participants were able to go to the correct place but were never able to find the specific information (i.e., additional state requirements or the jurisdiction's mailing address).

As any user who is visiting the FVAP website to complete and submit their FPCA or FWAB will likely be looking for a few key pieces of information, we recommend that FVAP create

customized web pages within fvap.gov that place state requirements, links to mailing address and other information at the top of a clean, well-directed website. This specific URL will then be the one provided on the forms. A user who goes to this URL will then be able to access the full Voting Assistance Guide or the rest of the FVAP website, but this URL will ensure that a form user is pointed as quickly and clearly as possible to the specific information they are looking for. The goal of specific, customized web pages is to ensure that a voter does not give up on completing a form or provide incorrect information even though they went to the right place but were not able to quickly find the specific information that they needed.

(3) *Create a form-specific email account.* The final prototype version of the forms includes an FVAP email address that users can email to receive help on the forms. This was not included on previously approved versions of the FPCA and FWAB, but it could help ensure that people correctly complete and return their forms by offering a clear, centralized place to request assistance. Much like the website described above, voters who would be sending an email to the email address on the form would likely be asking a few key questions about their residency, deadlines, state requirements and mailing addresses, among other issues. Therefore, we recommend establishing a unique email address for the forms so that those queries can be easily distinguished from other help requests. We also recommend creating an auto-response to respond to any emails submitted to that address, which would answer or provide links to answers for those key questions. This can help ensure that voters get the assistance they need as quickly as possible, possibly as soon as they send the email, and FVAP staff can follow up, as the support response schedule allows, to ensure the voter's question was answered.

(4) A final recommendation addresses the form design process, as we encourage FVAP to ensure that the final versions of the forms are tested with potential users. The prototypes that have been developed here have been refined in an iterative process based on feedback from stakeholders and learnings from usability testing. However, before the forms can be finalized, they will be published for public comment so that everyone concerned with the UOCAVA voting process can provide comments and input on the forms. This process helps ensure that the form revisions address all the concerns of the overseas and military voting community. However, if changes are made to the forms as a result of public comments without evaluating how those changes affect the usability of the forms or how the totality of the information works together, new opportunities for error could be introduced. We strongly recommend that FVAP conduct an additional round of usability testing on the final version of the forms that include changes based on all public and internal FVAP and DoD comments. This will help confirm that the usability of the forms remains consistently high as the final versions proceed through the OMB approval process.

Appendix A: Federal Post Card Application

Original FPCA

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

For absent Uniformed Service members, their families, and citizens residing outside the U.S. Please print in black ink.

For any questions about this form, consult the Voting Assistance Guide available in hard copy or on FVAP.gov or your Voting Assistance Officer.

Classification
Make only 1 selection.
(In most States, you must be absent from your voting district to use this form.)

1 I request an absentee ballot for all elections in which I am eligible to vote AND:

I am a member of the Uniformed Services or Merchant Marine on active duty OR I am an eligible spouse or dependent.

I am an activated National Guard member on State orders.

I am a U.S. citizen residing outside the United States, and I intend to return.

I am a U.S. citizen residing outside the United States, and my return is not certain.

I am a U.S. citizen and have never resided in the United States.

Political party

2 Your State may require you to specify a political party to vote in primary elections: _____

Legal name

3 Last name _____ Suffix _____

First name _____ Middle name _____

Previous name (if applicable) _____

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

4 State Driver's License or ID _____

OR Social Security Number _____

Birth date _____ Sex: M F Race _____

See instructions.

Contact Information
Include international prefixes. No DSN numbers.

5 Telephone _____

Fax _____

Email _____

Ballot receipt

6 Rank from 1-3 in order of preference, be sure appropriate contact information is provided above.

I prefer to receive my ballot, as permitted by my State, by: Email/Online Mail Fax

Voting residence address
Usually your last U.S. residence or your legal U.S. residence. See instructions.

7 Street Address (not P.O. box) _____ Apt. # _____

City/Town/Village _____

County _____ State _____ Zip Code _____ - _____

Where to send my ballot
This is your current mailing address and should be different from above. If required, please a forwarding address in Box 8.

Additional requirements for your State
Such as: mail forwarding address, additional email address/phone number, or other State required information. See Voting Assistance Guide.

Affirmation (REQUIRED): I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, 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.
- 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 am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I 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 United States, except the jurisdiction cited in this voting form.

Signature X

You must sign and send in.

Today's date _____

M M D D Y Y Y Y

Witness signature / date if required by your State.

Signature _____

Date _____

This information is for official use only. Any unauthorized release may be punishable by law. PREVIOUS EDITIONS ARE OBSOLETE. Standard Form 76 (Rev. 08-2013), OMB No. 0750-0002

Instructions for Federal Post Card Application Voter Registration and Absentee Ballot Request

For any questions about this form, consult the Voting Assistance Guide available in hard copy or on FVAP.gov or your Voting Assistance Officer.

The **(1)(g)** numbers and instructions below correspond to the **(1)(g)** numbered boxes on the face of the form.

- 1 The classification you choose may determine in which election(s) you will be allowed to vote. Choose the one that best represents your current situation.
- 2 If you want to vote in primary elections, most States require you to specify a political party. Check your State's pages in the Voting Assistance Guide on FVAP.gov to see if your State requires you to specify a political party.
- 3 The information you enter for your name should match the information you normally put on legal or official forms. For example, it should be the same name that appears on your Driver's License or other government-issued ID.
- 4 While most States allow you to enter either your Driver's License number or the last 4 digits of your Social Security Number, some will invalidate this form without your full SSN. Check your State's pages in the Voting Assistance Guide on FVAP.gov to see if your State requires the full SSN. Also, many States ask that you provide your race or ethnic group in order to demonstrate that they are complying with the Voting Rights Act and the National Voter Registration Act.
- 5 If there are questions or problems with your form, local election officials will use this information to contact you. An email address is the simplest and fastest way for them to do so. Your voting materials will be sent to the email address that you provide here if you request it and your State allows it. Include an alternate email or phone number in Box 9 if necessary.
- 6 Indicate your preferred method for receiving your ballot by marking each box 1, 2, or 3. All States and jurisdictions must send absentee ballots to military and overseas voters by at least one of the following: email, online download, or fax if requested. Check your State's pages in the Voting Assistance Guide on FVAP.gov to learn what your State allows. You can always get your absentee ballot by mail.
- 7 This determines the jurisdiction where you vote. For military voters the voting address is your legal U.S. residence. For overseas citizens this is usually the U.S. address where you last lived. You do not need to have any current physical ties to this address. Do not use a post office box number. If this area has no street name, enter the route number and box number.
- 8 Enter the address where you want voting materials to be sent. Voting materials will be sent to this address unless you enter a forwarding address in Box 9.
- 9 Enter anything here that would help ensure that your ballot is accepted. Check your State's pages in the Voting Assistance Guide on FVAP.gov for anything your State may specifically require here. For example, some States require last date of residency in the U.S., previous location of registration, overseas employer, or witness address. If you want your voting materials to be sent somewhere other than where you live now, enter that alternate (forwarding) address here. Provide an alternate email address and phone number here.

Attention: Read this carefully. It is what you are agreeing to under oath and penalty of perjury by filling out and sending in this form. Some States require that your form be witnessed. Check the Voting Assistance Guide on FVAP.gov for your State's requirements.

Agency Disclosure Statement

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Service Directorate, Information Management Division, 4800 Mark Center Drive, 5th Tower, Suite 02006, Alexandria, VA 22304-2100. (OMB CONTROL # 0704-0002) Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ADDRESS ABOVE.

Privacy Act Statement

Authority: The authority to collect your personal information on this form comes from 42 USC 19721, "Uniformed and Overseas Citizens Absentee Voting Act (UCOVA)."

Principal Purpose: This form serves as an application for registration and/or request for absentee ballot for all persons covered by UCOVA.

Routine Use(s): There is no retention of this information by the Federal government. Completed forms are sent by you to an appropriate State election official.

Disclosure: Your disclosure of personal information is voluntary. However, failure to provide the requested personal information may keep the pertinent jurisdiction from processing this request and may prevent you from voting absentee.

From
(Your name and current complete military or overseas mailing address)



U.S. Postage Paid
39 USC 3406

PAR-A/10N



International airmail postage is required if not mailed in the U.S. Postal Service, APO/FPO system, or diplomatic pouch.

OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 703.8.0

To
(Your local election office in the United States. Check your State's pages in the Voting Assistance Guide on FVAP.gov for contact information.)

Prototype FPCA Version 1, Based on Stakeholder Feedback

Register to Vote Absentee Wherever You Are

This form is for you if you are:

- On active duty with the Uniformed Services or Merchant Marine or an eligible spouse or dependent
- On active duty with the National Guard under State order
- A U.S. citizen living outside the U.S.

Use this form to register to vote, request an absentee ballot, or update your contact information for local election officials.
Go online at FVAP.gov to fill out this form or print clearly in black ink.

You should know: People from all States and territories can use this form. Because States govern elections, you must follow your State's laws when you vote. See the *Voting Assistance Guide* for information you need to complete this form.

Why are you eligible to use this form?

Pick 1:

<input type="checkbox"/>	I am on active duty with the Uniformed Services or Merchant Marine or I am an eligible spouse or dependent
<input type="checkbox"/>	The State has ordered me to be on active duty with the National Guard.
<input type="checkbox"/>	I am a U.S. citizen living outside the U.S. and

<input type="checkbox"/>	I intend to return to live in the U.S.
<input type="checkbox"/>	My return is uncertain
<input type="checkbox"/>	I have never lived in the U.S.

Who are you?

Your full legal name as it appears on your government-issued ID		Other names you have used on ID such as a maiden name	
First name	<input type="text"/>	Full name	<input type="text"/>
Middle name	<input type="text"/>		<input type="text"/>
Last name	<input type="text"/>		<input type="text"/>
Suffix (Sr., Jr., II)	<input type="text"/>		<input type="text"/>

Your birth date / /

State rules apply to the information you should give here:

State driver's license or ID <input type="text"/>	OR	Social Security No. <input type="text"/>	<small>Some States need a full SSN, others only need the last 4 digits</small>
Your race (not required) <input type="text"/>			

Political party

The best way to send your ballot Email or online
 Mail
 Fax (if your State allows)

Where are you now? You MUST give us your current address

We'll send your ballot to this address if you choose to have it mailed to you.	If you can't get mail at that address, give us a forwarding address.
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Your contact information

If election officials need to contact you, they will do so in this way:

Email — This is usually the easiest, fastest way for someone to contact you

Alternate email — Give us an email that is not military or business

Phone — Give the full number, including country and city codes, but no DSN ...

Fax — Give the full number, including country and city codes, but no DSN

In which State or territory are you registering to vote?

This place may be the U.S. State or territory where you last lived before you entered military service or left the U.S. or the place you have since claimed as your legal residence. This address tells election officials where you are registered to vote and it determines where you are allowed to vote in an election.

Street (No P.O. box)	<input type="text"/>	Apt. #	<input type="text"/>
City, Town, Village	<input type="text"/>	County	<input type="text"/>
State	<input type="text"/>	ZIP	<input type="text"/>

Does your State ask for any other information? See the Voting Assistance Guide for details.

You MUST read this statement and sign under penalty of perjury:

I swear to the best of my knowledge that the information I gave on this form is true, correct, and complete. If I materially misstate facts, I understand that I may be convicted of perjury.

- I am a U.S. citizen, am at least 18 years old (or will be by election day), and am eligible to vote in the requested jurisdiction.
- I am not disqualified from voting because I have not been convicted of a felony or other disqualifying offense, and I have not been judged to be mentally incompetent; or if either of those is true, my voting rights have been reinstated.
- I am requesting a ballot or registering or voting only in the U.S. jurisdiction I cite on this form.

Sign here:

Today's date / /

It's easy to vote while you're outside of the U.S.

You may use this form to register to vote, request an absentee ballot, or update your contact information for your local election officials.



1. Follow your State's instructions for voting.

State laws vary about whether they accept voting forms online or by mail. To learn about your State's rules, see the *Voting Assistance Guide*. It has everything you need to know about absentee voting in all 55 States, territories, and the District of Columbia. Either **go to FVAP.gov** or **ask your Voting Assistance Officer** for a copy.

If you fill out the form at FVAP.gov, the online assistant automatically filters your State's requirements.



2. Fill out your form carefully.

Either fill it out online or print clearly in black ink.



3. Be sure to sign it!



4. Send your form to your local election office.

The *Voting Assistance Guide* at <https://www.fvap.gov/vao/vag> will give you the proper address.

Agency Disclosure Statement

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including time to review instructions, gather and maintain the data needed, and complete and review the collection of information. To be valid, this document must display a current OMB control number. [OMB Control #0704-xxxx]. If it does not, you will not be subject to any penalty if you do not comply with its collection of information. Send any comments about the estimate, any aspect of collecting this information, or ways to reduce burden to:

Department of Defense, Washington Headquarters Services, Executive Services Directorate
Information Management Division
4800 Mark Center Dr., East Tower, Suite 02G09
Alexandria, VA 22350-3100.

To find out where to send this form, go to FVAP.gov. Do not send it to the address above.

Privacy Act Statement

Authority: 42 USC 1973ff, Uniformed and Overseas Citizens Absentee Voting Act (UCAVA).

Principal purpose: As an application to register to vote or to request an absentee ballot for anyone covered by the Uniformed and Overseas Citizens Absentee Voting Act.

Routine uses: The Federal government does not keep this information. You send your completed forms to an appropriate State election official.

Disclosure: You voluntarily disclosure personal information. But if you do not provide the requested personal information, the pertinent jurisdiction may not be able to process this request and you may not be able to vote absentee.

From
Fill in your name and full current mailing address:

International airmail postage is required if not mailed in the U.S. Postal Service, APO/FPO system, or diplomatic pouch.



U.S. Postage Paid
39 USC 3406

PAR AVION



OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 703.8.0

To

Fill in the address of your local election office in the U.S. To find it, go to your State's pages in the *Voting Assistance Guide* on FVAP.gov.

Prototype FPCA Version 2, Based on Round 1 Testing

Register to Vote Absentee Wherever You Are

This form is for you if you are:

- On active duty with the Uniformed Services or Merchant Marine or an eligible spouse or dependent
- On active duty with the National Guard under State order
- A U.S. citizen living outside the U.S.

Use this form to register to vote, request an absentee ballot, or update your contact information for local election officials. Go online at FVAP.gov to fill out this form or print clearly in black ink.

You should know: People from all States and territories can use this form. Because States govern elections, you must follow your State's laws when you vote. See the *Voting Assistance Guide* at <https://www.fvap.gov/vao/vag> for information you need to complete this form.

Why are you eligible to use this form?

Pick 1:

<input type="checkbox"/> I am on active duty with the Uniformed Services or Merchant Marine or I am an eligible spouse or dependent	<input type="checkbox"/> I intend to return to live in the U.S.
<input type="checkbox"/> The State has ordered me to be on active duty with the National Guard.	<input type="checkbox"/> My return is uncertain
<input type="checkbox"/> I am a U.S. citizen living outside the U.S. and.....	<input type="checkbox"/> I have never lived in the U.S.

Who are you?

Your full legal name as it appears on your government-issued ID		Other names you have used on ID such as a maiden name	
First name		Full name	
Middle name			
Last name			
Suffix (Sr., Jr., II)			
Your birth date			
	MM / DD / YYYY		

In which State or territory are you registering to vote?

This place may be the U.S. State or territory where you last lived before you entered military service or left the U.S. or the place you have since claimed as your legal residence. This address tells election officials where you are registered to vote and it determines where you are allowed to vote in an election.

Street (No P.O. box)		Apt. #	
		County	
City, Town, Village		ZIP	
State			

State rules apply to the information you should give here:

State rules vary. See the <i>Voting Assistance Guide</i> before filling these out.	State driver's license or ID	OR	Social Security No.
	Your race (not required)		Some States need a full SSN; others only need the last 4 digits.
The best way for you to receive your ballot from election officials If your State allows		Your political party for primary elections	
<input type="checkbox"/> Email or online <input type="checkbox"/> Mail <input type="checkbox"/> Fax			

Where are you now? You MUST give us your current address

Your current address	Your preferred mailing address
Your contact information	If election officials need to contact you, they will do so in this way:
	Email — This is usually the easiest, fastest way for someone to contact you.....
	Alternate email — Give us an email that is not military or business.....
	Phone — Give the full number, including country and city codes, but no DSN.....
	Fax — Give the full number, including country and city codes, but no DSN.....

Does your State ask for any other information?

Some States or territories need more information, especially Alaska, Arizona, Puerto Rico, South Dakota, Vermont, and Virginia. For example, Virginia asks for the name of your current employer. See the *Voting Assistance Guide* at <https://www.fvap.gov/vao/vag>.

You MUST read this statement and sign under penalty of perjury:

I swear to the best of my knowledge that the information I gave on this form is true, correct, and complete. If I materially misstate facts, I understand that I may be convicted of perjury.

- I am a U.S. citizen, am at least 18 years old (or will be by election day), and am eligible to vote in the requested jurisdiction.
- I am not disqualified from voting because I have not been convicted of a felony or other disqualifying offense, and I have not been judged to be mentally incompetent; or if either of those is true, my voting rights have been reinstated.
- I am requesting a ballot or registering or voting only in the U.S. jurisdiction I cite on this form.

Sign here:  _____ Today's date: MM / DD / YYYY

You can vote wherever you are

You may use this form to register to vote, request an absentee ballot, and update your contact information for your local election officials.



1. Follow your State's instructions for voting.

All States will accept voting forms by mail, but State laws vary about whether they accept them by email or fax. To learn about your State's rules, see the *Voting Assistance Guide*. It has everything you need to know about absentee voting in all States, territories, and the District of Columbia. Either [go to FVAP.gov](http://fvap.gov) or **ask your Voting Assistance Officer** for a copy.

If you fill out the form at [FVAP.gov](http://fvap.gov), the online assistant automatically filters your State's requirements.



2. Fill out your form carefully.

Either fill it out online or print clearly in black ink.



3. Be sure to sign it!



4. Fold your form and put it in the envelope.

Write your name and mailing address on the envelope and fill in the address of your local election office. The *Voting Assistance Guide* at <https://www.fvap.gov/vao/vag> will give you the proper address.

Questions? Write to vote@fvap.gov

Agency Disclosure Statement

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including time to review instructions, gather and maintain the data needed, and complete and review the collection of information. To be valid, this document must display a current OMB control number. [OMB Control #0704-xxxx]. If it does not, you will not be subject to any penalty if you do not comply with its collection of information. Send any comments about the estimate, any aspect of collecting this information, or ways to reduce burden to:

Department of Defense, Washington Headquarters Services, Executive Services Directorate
Information Management Division
4800 Mark Center Dr., East Tower, Suite 02G09
Alexandria, VA 22350-3100.

To find out where to send this form, go to [FVAP.gov](http://fvap.gov). Do not send it to the address above.

Privacy Act Statement

Authority: 42 USC 1973ff, Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).

Principal purpose: As an application to register to vote or to request an absentee ballot for anyone covered by the Uniformed and Overseas Citizens Absentee Voting Act.

Routine uses: The Federal government does not keep this information. You send your completed forms to an appropriate State election official.

Disclosure: You voluntarily disclose personal information. But if you do not provide the requested personal information, the pertinent jurisdiction may not be able to process this request and you may not be able to vote absentee.

From

Fill in your name and full current mailing address:

International airmail postage is required if not mailed in the U.S. Postal Service, APO/FPO system, or diplomatic pouch.



U.S. Postage Paid
39 USC 3406

PAR AVION



OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 703.8.0

To

Fill in the address of your local election office in the U.S. To find it, go to your State's pages in the *Voting Assistance Guide* on FVAP.gov.

Prototype FPCA Version 3, Based on FVAP Feedback After Round 1 Testing

Voter Registration and Absentee Ballot Request

Federal Post Card Application (FPCA)

Use this form to register to vote,
request an absentee ballot, or
update your contact information.

Go online at FVAP.gov to find
instructions for your State.

1. Why are you eligible to use this form?

- I am on active duty with the Uniformed Services or Merchant Marine or I am an eligible spouse or dependent
- I am an activated National Guard member on State orders.
- I am a U.S. citizen living outside the country, and I intend to return.
- I am a U.S. citizen living outside the country, and my return is uncertain.
- I am a U.S. citizen living outside the country, and I have never lived in the U.S.

2. Who are you?

First name		Previous names (if applicable)	
Middle name			
Last name			
Suffix (Sr., Jr., II)		Your birth date	MM / DD / YYYY
		Race (optional)	

3. What is your address in the State or territory where you are registering to vote or requesting a ballot?

Your ballot will not be sent to this address.

Street (No P.O. box)		Apt. #	
		County	
City, Town, Village		ZIP	
State			
State driver's license or ID#		OR	Social Security No. _____
Your political party For primary elections			Hawaii, New Mexico, South Carolina, Tennessee, and Virginia need a full SSN; all other States and territories need only the last 4 digits.

4. Where are you now? You MUST give us your contact information

Your current address		Your mailing address (if different)	
The best way for you to receive your ballot from election officials	<input type="checkbox"/> Email		
	<input type="checkbox"/> Alternate email		
	<input type="checkbox"/> Phone — Give the full number, including country and city codes, but no DSN		
	<input type="checkbox"/> Fax — Give the full number, including country and city codes, but no DSN		

5. What other additional information or State requirements must you provide?

Some States and territories need more information (Alaska, Arizona, Puerto Rico, South Dakota, Vermont, and Virginia). See the *Voting Assistance Guide* online at www.fvap.gov/vao/vag.

6. You MUST read this statement and sign under penalty of perjury:

I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, 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.
- I am a U.S. citizen, am at least 18 years of age (or will be by the day of election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I 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 United States, except the jurisdiction cited in this voting form.

Sign here: 	_____	Today's date	MM / DD / YYYY
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You can vote wherever you are

You may use this form to register to vote, request an absentee ballot, and update your contact information for your election officials.



1. Follow your State's instructions for voting.

All States will accept voting forms by mail, but State laws vary about whether they accept them by email or fax. To learn about your State's rules, see the *Voting Assistance Guide*. It has everything you need to know about absentee voting in all States, territories, and the District of Columbia. Either go online at fvap.gov or ask your Voting Assistance Officer for a copy.



2. Fill out your form completely and accurately.

Either fill it out online or print clearly.



3. Be sure to sign it!



4. On the top and sides of your form, remove the liner papers that cover the adhesive. Fold the form and seal all of the sides.

Write your name and mailing address on the front and fill in the address of your local election office. The *Voting Assistance Guide* at www.fvap.gov/vao/vag will give you the proper address.

Questions? Email vote@fvap.gov

Agency Disclosure Statement

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Department of Defense, Washington Headquarters Services, Executive Services Directorate
Information Management Division
4800 Mark Center Dr., East Tower, Suite 02G09
Alexandria, VA 22350-3100
[OMB Control #0704-0503].

Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

Please do not return your completed form to the address above.

Privacy Act Statement

Authority: The authority to collect your personal information on this form comes from 42 USC 1973ff, "Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)."

Principal purpose: This form serves as an application for registration and/or request an absentee ballot for all persons covered by UOCAVA.

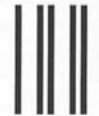
Routine use(s): There is no retention of this information by the Federal government. Completed forms are sent by you to an appropriate State election official.

Disclosure: Your disclosure of personal information is voluntary. However, failure to provide the requested personal information may keep the pertinent jurisdiction from processing this request and may prevent you from voting absentee.

From

Fill in your name and full current mailing address:

International airmail postage is required if not mailed in the U.S. Postal Service, APO/FPO system, or diplomatic pouch.



U.S. Postage Paid
39 USC 3406

PAR AVION



OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 703.8.0

To

Fill in the address of your local election office in the U.S. To find it, go to your State's pages in the *Voting Assistance Guide* on fvap.gov.

Voter Registration and Absentee Ballot Request

Federal Post Card Application (FPCA)

All States and territories accept this form to register to vote, request an absentee ballot or update contact information.

For instructions about your State, go online at FVAP.gov.

1. Why are you eligible to use this form?

- I am on active duty with the Uniformed Services or Merchant Marine or I am an eligible spouse or dependent
- I am an activated National Guard member on State orders.
- I am a U.S. citizen living outside the country, and I intend to return.
- I am a U.S. citizen living outside the country, and my return is uncertain.
- I am a U.S. citizen living outside the country, and I have never lived in the U.S.

2. Who are you?

First name			Previous names (if applicable)	
Middle name				
Last name				
Suffix (Sr., Jr., II)		Your birth date	MM / DD / YYYY	Race (optional)

3. What is your address in the State or territory where you are registering to vote or requesting a ballot?

Your voting materials will not be sent to this address.

Street (No P.O. box)	Apt. #
	County
City, town, village	ZIP
State	

Social Security No. _____ OR State driver's license or ID# _____

Only the last 4 digits are needed, except Hawaii, New Mexico, South Carolina, Tennessee, and Virginia.

4. Where are you now? You MUST give us your contact information

Your current address	If your mailing address is different, fill it in here:
_____	_____
_____	_____
_____	_____

Contact information

If election officials need to contact you, they will do so in the following ways. Fill in all options:

Email _____

Alternate email _____

Phone — Give full number, including country and city codes, not DSN _____

Fax — Give the full number, including country and city codes, not DSN _____

5. What are your voting preferences?

Your political party For primary elections	Best way for you to get a ballot from election officials If your State allows	<input type="checkbox"/> Email or online <input type="checkbox"/> Mail <input type="checkbox"/> Fax
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6. What other additional information or State requirements must you provide?

Some States and territories need more information (Alaska, Arizona, Puerto Rico, South Dakota, Vermont, and Virginia). See the *Voting Assistance Guide* online at www.fvap.gov/vag/VAG.

7. You MUST read this statement and sign under penalty of perjury:

I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, 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.
- I am a U.S. citizen, am at least 18 years of age (or will be by the day of election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I 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 United States, except the jurisdiction cited in this voting form.

Sign here:  _____ Today's date MM / DD / YYYY

You can vote wherever you are

You may use this form to register to vote, request an absentee ballot and update your contact information.



1. Follow your State's instructions for voting.

All States will accept voting forms by mail, but State laws vary about whether they accept them by email or fax. To learn about your State's rules, see the *Voting Assistance Guide*. It has everything you need to know about absentee voting in all States, territories, and the District of Columbia. Either go online at FVAP.gov or ask your Voting Assistance Officer for a copy.



2. Fill out your form completely and accurately.

Either fill it out online or print clearly.



3. Be sure to sign it!



4. On the top and sides of your form, remove the liner papers that cover the adhesive. Fold the form and seal all of the sides.

Write your name and mailing address on the front and fill in the address of your local election office. The *Voting Assistance Guide* at www.fvap.gov/vao/VAG will give you the proper address.

Questions? Email vote@fvap.gov

Agency Disclosure Statement

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Department of Defense, Washington Headquarters Services, Executive Services Directorate
Information Management Division
4800 Mark Center Dr., East Tower, Suite 02G09
Alexandria, VA 22350-3100
[OMB Control #0704-0503].

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Please do not return your completed form to the address above.

Privacy Act Statement

Authority: The authority to collect your personal information on this form comes from 42 USC 1973ff, "Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)."

Principal purpose: This form serves as an application for registration and/or request an absentee ballot for all persons covered by UOCAVA.

Routine use(s): There is no retention of this information by the Federal government. Completed forms are sent by you to an appropriate State election official.

Disclosure: Your disclosure of personal information is voluntary. However, failure to provide the requested personal information may keep the pertinent jurisdiction from processing this request and may prevent you from voting absentee.

From

Fill in your name and full current mailing address:

International airmail postage is required if not mailed in the U.S. Postal Service, APO/FPO system, or diplomatic pouch.



U.S. Postage Paid
39 USC 3406

PAR AVION



OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 703.8.0

To

Fill in the address of your local election office in the U.S. To find it, go to your State's pages in the *Voting Assistance Guide* on FVAP.gov.

Voter Registration and Absentee Ballot Request

Federal Post Card Application (FPCA)

All States and territories accept this form to register to vote, request an absentee ballot or update contact information.
For instructions about your State, go online at FVAP.gov.

1. Why are you eligible to use this form?

- I am on active duty with the Uniformed Services or Merchant Marine or I am an eligible spouse or dependent
- I am an activated National Guard member on State orders.
- I am a U.S. citizen living outside the country, and I intend to return.
- I am a U.S. citizen living outside the country, and my return is uncertain.
- I am a U.S. citizen living outside the country, and I have never lived in the U.S.

2. Who are you?

First name			Previous names (if applicable)	
Middle name				
Last name				
Suffix (Sr., Jr., II)		Your birth date	MM / DD / YYYY	Race (optional)

3. What is your address in the State or territory where you are registering to vote or requesting a ballot?

Your voting materials will not be sent to this address.

Street (No P.O. box)			Apt. #	
			County	
City, town, village			ZIP	
State				
Social Security No.	_____ - _____ - _____	OR	State driver's license or ID#	_____

Only the last 4 digits are needed, except Hawaii, New Mexico, South Carolina, Tennessee, and Virginia.

4. Where are you now? You MUST give us your contact information

Your current address			If your mailing address is different, fill it in here:	
Contact information	If election officials need to contact you, they will do so in the following ways. Fill in all options:			
	Email			
	Alternate email			
	Phone — Give full number, including country and city codes, not DSN			
	Fax — Give the full number, including country and city codes, not DSN			

5. What are your voting preferences?

Your political party For primary elections		Best way for you to get a ballot from election officials If your State allows	<input type="checkbox"/> Email or online <input type="checkbox"/> Mail <input type="checkbox"/> Fax
---	--	--	---

6. What other additional information or State requirements must you provide?

Some States and territories need more information (Alaska, Arizona, Puerto Rico, South Dakota, Vermont, and Virginia). See the *Voting Assistance Guide* online at www.fvap.gov/vao/vag.

7. You MUST read this statement and sign under penalty of perjury:

- I swear or affirm, under penalty of perjury, that:
- The information on this form is true, accurate, 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.
 - I am a U.S. citizen, am at least 18 years of age (or will be by the day of election), eligible to vote in the requested jurisdiction, and
 - I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I 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 United States, except the jurisdiction cited in this voting form.

Sign here:  _____ Today's date: MM / DD / YYYY _____

You can vote wherever you are

You may use this form to register to vote, request an absentee ballot and update your contact information.



1. Follow your State's instructions for voting.

All States will accept voting forms by mail, but State laws vary about whether they accept them by email or fax. To learn about your State's rules, see the *Voting Assistance Guide*. It has everything you need to know about absentee voting in all States, territories, and the District of Columbia. Either go online at fvap.gov or ask your Voting Assistance Officer for a copy.



2. Fill out your form completely and accurately.

Either fill it out online or print clearly.



3. Be sure to sign it!



4. On the top and sides of your form, remove the liner papers that cover the adhesive. Fold the form and seal all of the sides.

Write your name and mailing address on the front and fill in the address of your local election office. The *Voting Assistance Guide* at www.fvap.gov/vao/vaq will give you the proper address.

Questions? Email vote@fvap.gov

Agency Disclosure Statement

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Department of Defense, Washington Headquarters Services,
Executive Services Directorate
Information Management Division
4800 Mark Center Dr., East Tower, Suite 02G09
Alexandria, VA 22350-3100
[OMB Control #0704-0503].

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Please do not return your completed form to the address above.

Privacy Act Statement

Authority: The authority to collect your personal information on this form comes from 42 USC 1973ff, "Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)."


Principal purpose: This form serves as an application for registration and/or request an absentee ballot for all persons covered by UOCAVA.

Routine use(s): There is no retention of this information by the Federal government. Completed forms are sent by you to an appropriate State election official.

Disclosure: Your disclosure of personal information is voluntary. However, failure to provide the requested personal information may keep the pertinent jurisdiction from processing this request and may prevent you from voting absentee.


From
Fill in your name and full current mailing address:

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U.S. Postage Paid
39 USC 3406

PAR AVION



OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 703.8.0

To

Fill in the address of your local election office in the U.S. To find it, go to your State's pages in the *Voting Assistance Guide* on fvap.gov.

Prototype FPCA Version 6, Based on FVAP Feedback

Voter Registration and Absentee Ballot Request

Federal Post Card Application (FPCA)

States and territories accept this form to register to vote, request an absentee ballot and update contact information. See your State instructions at FVAP.gov.

1. Who are you?

- I am on active duty in the Uniformed Services or Merchant Marine or I am an eligible spouse or dependent
- I am an activated National Guard member on State orders.
- I am a U.S. citizen living outside the country, and I intend to return.
- I am a U.S. citizen living outside the country, and my return is uncertain.
- I am a U.S. citizen living outside the country, and I have never lived in the U.S.

First name			Previous names (if applicable)		
Middle name					
Last name					
Suffix (Sr., Jr., II)			Your birth date	MM / DD / YYYY	
Social Security No.	- - - - -		OR	State driver's license or ID#	

Only the last 4 digits are needed, except Hawaii, New Mexico, South Carolina, Tennessee, and Virginia.

2. What is your address in the State or territory where you are registering to vote or requesting a ballot?

Your voting materials will not be sent to this address.

Street (No P.O. box)			Apt. #		
			County		
City, town, village			ZIP		
State					

3. Where are you now? You MUST give us your CURRENT contact information

Your current address	if your mailing address is different, fill it in here:				
Contact information so election officials can reach you if there is a problem with your request.	Email	→			
	Alternate email	→			
	Phone: Give full number, including country, city codes, not DSN...	→			
	Fax: Give full number, including country, city codes, not DSN	→			

4. What are your voting preferences?

How do you want to receive your ballot from your election office?	<input type="checkbox"/> Email or online <input type="checkbox"/> Mail <input type="checkbox"/> Fax	Your political party for primary elections	
---	---	--	--

5. What other additional information or State requirements must you provide?

These States and territories need more information (Alaska, Arizona, Puerto Rico, South Dakota, Vermont, and Virginia). See the *Voting Assistance Guide* online at www.fvap.gov/vao/vag.

6. You MUST read this statement and sign under penalty of perjury:

- I swear or affirm, under penalty of perjury, that:
- The information on this form is true, accurate, 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.
 - I am a U.S. citizen, am at least 18 years of age (or will be by the day of election), eligible to vote in the requested jurisdiction, and
 - I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I 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 United States, except the jurisdiction cited in this voting form.

Sign here: _____ Today's date: MM / DD / YYYY

You can vote wherever you are

Use this form to register to vote, request an absentee ballot and update your contact information.



- 1. Fill out your form completely and accurately.**
Print clearly.



- 2. Be sure to sign it!**



- 3. Remove the adhesive liner from the top and sides of this form. Fold and seal tightly.**

Write your name and mailing address on the front, then fill in the address of your election office. The address can be found online at FVAP.gov. All States accept this form by mail, but vary on email and fax. See your State's rules in the *Voting Assistance Guide* online at FVAP.gov.

Questions? Email vote@fvap.gov

Agency Disclosure Statement

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Department of Defense, Washington Headquarters Services,
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Please do not return your completed form to the address above.

Privacy Act Statement

Authority: The authority to collect your personal information on this form comes from 42 USC 1973ff, "Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)."

Principal purpose: This form serves as an application for registration and/or request an absentee ballot for all persons covered by UOCAVA.

Routine use(s): There is no retention of this information by the Federal government. Completed forms are sent by you to an appropriate State election official.

Disclosure: Your disclosure of personal information is voluntary. However, failure to provide the requested personal information may keep the pertinent jurisdiction from processing this request and may prevent you from voting absentee.

From

Fill in your name and full current mailing address:

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U.S. Postage Paid
39 USC 3405

PAR AVION



OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 703.6.0

To

Fill in the address of your election office. The address can be found online at FVAP.gov.

You can vote wherever you are.

Use this form to register to vote, request an absentee ballot, and update your contact information.



1. Fill out your form completely and accurately.

Print clearly in black ink.



2. Be sure to sign it!



3. Remove the adhesive liner from the top and sides of this form. Fold and seal tightly.

Write your name and mailing address on the front, then fill in the address of your election office. The address can be found online at FVAP.gov. All States accept this form by mail, but vary on email and fax. See your State's rules in the *Voting Assistance Guide* online at FVAP.gov.

Agency Disclosure Statement

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including time to review instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to: Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Dr., East Tower, Suite 02G09, Alexandria, VA 22350-3100, [OMB Control #0704-0503]. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. **DO NOT RETURN YOUR FORM TO THE ADDRESS ABOVE.**

Privacy Act Statement

Authority: The authority to collect your personal information on this form comes from 52 U.S.C. § 20301, "Uninformed and Overseas Citizens Absentee Voting Act (UOCAVA)."

Principal purpose: This form serves as an application for registration and/or request an absentee ballot for all persons covered by UOCAVA.

Routine use(s): There is no retention of this information by the Federal government. Completed forms are sent by you to an appropriate State election official.

Disclosure: Your disclosure of personal information is voluntary. However, failure to provide the requested personal information may keep the pertinent jurisdiction from processing this request and may prevent you from voting absentee.

Questions? Email vote@fvap.gov

From

(Your name and current complete military or overseas mailing address)

International airmail postage is required if not mailed in the U.S. Postal Service, APO/FPO/DPO system or diplomatic pouch.



U.S. Postage Paid
39 USC 3406

PAR AVION



OFFICIAL VOTING INFORMATION MATERIAL – FIRST CLASS MAIL

No postage necessary in the U.S. Mail – DMM 703.8.0

To

(Fill in the address of your election office. The address can be found online at FVAP.gov.)

Voter Registration and Absentee Ballot Request

Federal Post Card Application (FPCA)

States and territories accept this form to register to vote, request an absentee ballot, and update contact information.

See your State Instructions at FVAP.gov.

1. Who are you?

- I am on active duty in the Uniformed Services or Merchant Marine - OR - I am an eligible spouse or dependent.
- I am an activated National Guard member on State orders.
- I am a U.S. citizen living outside the country, and I intend to return.
- I am a U.S. citizen living outside the country, and my return is uncertain.
- I am a U.S. citizen living outside the country, and I have never lived in the U.S.

First name	Suffix (Sr., Jr., II)
Middle name	Previous names (if needed)
Last name	Birth date (MM/DD/YYYY) / /
Social Security Number	- OR - Driver's license or State ID

Only the last 4 digits are needed, except for Hawaii, New Mexico, South Carolina, Tennessee, and Virginia.

2. What is your address in the State or territory where you are registering to vote or requesting a ballot?

Your voting materials will not be sent to this address.

Street (Not P.O. box)	Apt. Number
City, town, village	County
State	ZIP

3. Where are you now? You must give your CURRENT contact information to receive your voting materials.

Your current address.	If your mailing address is different, fill it in here.

Contact information: So election officials can reach you if there is a problem with your request.	Email	→
	Alternate email	→
	Phone: Include country and area codes. Not DSN.	→
	Fax: Include country and area codes. Not DSN.	→

4. What is your voting preference?

How do you want to receive your ballot from your election office?	<input type="checkbox"/> Email or online <input type="checkbox"/> Mail <input type="checkbox"/> Fax	Your political party for primary elections.
---	---	---

5. What additional information or State requirements must you provide?

These following need more information: Alaska, Arizona, Puerto Rico, South Dakota, Vermont, and Virginia. See the *Voting Assistance Guide* online at www.fvap.gov/vao/vag.

6. You must read and sign this statement.

I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, 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.
- I am a U.S. citizen, am at least 18 years of age (or will be by the day of election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I 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 United States, except the jurisdiction cited in this voting form.

Sign here **X**

Today's date / /

This information is for official use only. Any unauthorized release may be punishable by law.

Previous editions are obsolete.

Standard Form 76 (Rev. 09-2016), OMB No. 0704-0503

Appendix B: Federal Write-In Absentee Ballots

Original FWAB

Federal Write-in Absentee Ballot (FWAB)

For absent Uniformed Service members, their families, and citizens residing outside the U.S.

For any questions about this form, consult the Voting Assistance Guide available in hard copy or on FVAP.gov or your Voting Assistance Officer.

Instructions for Voter's Declaration/Affirmation

The **gray** numbers and instructions below correspond to the **gray** numbered boxes on the face of the form.

1 In most States, you must have registered and requested an absentee ballot from your voting jurisdiction to use this form. If you have not done this, you cannot use this form unless your State allows voter registration via the FWAB. If your State does not allow you to register to vote using this form and you have not already submitted a Federal Post Card Application or registered/requested an absentee ballot by other means, your FWAB will not be counted.

2 The classification you choose may determine in which election(s) you will be allowed to vote. Choose the one that best represents your current situation.

3 The information you enter for your name should match the information you used to register to vote. The local election official who receives this form will match this to your voter registration information.

4 While most States allow you to enter either your Driver's License number or the last 4 digits of your Social Security Number, some will invalidate this form without your full SSN. Check your State's pages in the Voting Assistance Guide on FVAP.gov to see if your State requires the full SSN.

Also, many States ask that you provide your race or ethnic group in order to demonstrate that they are complying with the Voting Rights Act and the National Voter Registration Act.

5 If there are questions about your form, local election officials will use this information to contact you. An email address is the simplest and fastest way for them to do so. Your voting materials will be sent to the email address(es) that you provide here if you request it and your State allows it. Include an alternate phone number in Box 9 if necessary.

6 If you want to vote in primary elections, most States require you to specify a political party.

7 This determines the jurisdiction where you vote. For military voters the voting address is your legal U.S. residence. For overseas citizens this is usually the U.S. address where you last lived. You do not need to have any current physical ties to this address. Do not use a post office box number. If the area has no street names, enter the route number and box number. The address you enter here must match the address you used when you requested an absentee ballot.

8 Enter the address where you want voting materials to be sent. Voting materials will be sent to this address unless you enter a forwarding address in Box 9.

9 Enter anything here that would help ensure your ballot is accepted. Indicate your preferred method for receiving future ballots: email, online download, or fax if requested. You can always get your absentee ballot by mail. Check your State's pages in the Voting Assistance Guide on FVAP.gov for anything your State may specifically require here.

Affirmation Read this carefully. It is what you are agreeing to under oath and penalty of perjury by filling out and sending in this form. Some States require that your form be witnessed. Check your State's pages in the Voting Assistance Guide for your State's requirements.

Instructions for Official Federal Write-In Absentee Ballot

To vote, write in either a candidate's name or a political party for each office. Your State may allow you to vote in State and local elections in the Addendum section of this ballot. If you submit the FWAB and later receive your State ballot you should make every reasonable effort to inform your local election office and return your State ballot.

Some States allow you to send your Federal Write-In Absentee Ballot electronically after printing, signing and scanning.

To return by mail, fold the ballot. Put it in a blank envelope, seal the envelope, and mark it "Security Envelope." This security envelope keeps your vote private.

Put the security envelope and the Declaration / Affirmation form into a larger envelope together. Seal the larger envelope.

To send your ballot:

- For non-U.S. mailing, put the correct amount of local postage in the top right corner on the front of the large envelope.
- In the upper left corner, enter your current complete military or overseas mailing address and the election date.
- Under "To," enter the name and mailing address of the local election official to whom you are sending the packet. It must be the same local election office where you sent your request for an absentee ballot.

Agency Disclosure Statement

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100. [OMB CONTROL #0704-0502]. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ADDRESS ABOVE.

Privacy Act Statement

Authority: The authority to collect your personal information on this form comes from 42 USC 10731f, "Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)."

Principal Purpose: This form serves as a write-in absentee ballot for elections for Federal office or other elections provided by State law or special provisions for all persons covered by UOCAVA.

Routine Use(s): There is no retention of this information by the Federal government. Completed forms are sent by you to an appropriate State election official.

Disclosure: Your disclosure of personal information is voluntary. However, failure to provide the requested information may result in the Federal Write-In Absentee Ballot not being recognized and therefore not counted.

5010-107-0104-0100-0100

Voter's Declaration/Affirmation Federal Write-in Absentee Ballot (FWAB)

For any questions about this form, consult the Voting Assistance Guide available in hard copy or on FVAP.gov or your Voting Assistance Officer.

For absent Uniformed Services members, their families, and citizens residing outside the U.S.

Please print in black ink.

Qualification & Voter Registration <small>Many States require that you be registered and request an absentee ballot before using this form.</small>	1 Have you already registered and requested an absentee ballot? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answer No, you can do this via the Federal Post Card Application, or in a few States, by marking the box below. Check your State's page in the Voting Assistance Guide on FVAP.gov to see if your State allows registration via this form. <input type="checkbox"/> I also want to register to vote and/or request an absentee ballot for all elections in which I am eligible to vote.
Classification <small>Make only 1 selection.</small>	2 <input type="checkbox"/> I am a member of the Uniformed Services or Merchant Marine on active duty OR <input type="checkbox"/> I am an eligible spouse or dependent. <input type="checkbox"/> I am an activated National Guard member on State orders. <input type="checkbox"/> I am a U.S. citizen residing outside the United States, and I intend to return. <input type="checkbox"/> I am a U.S. citizen residing outside the United States, and my return is not certain. <input type="checkbox"/> I am a U.S. citizen and have never resided in the United States.
Legal name	3 Last name <input type="text"/> Suffix <input type="text"/> First name <input type="text"/> Middle name <input type="text"/> Previous name (if applicable) <input type="text"/>
Identification <small>Some States require your full SSN. Check your State's pages in the Voting Assistance Guide on FVAP.gov.</small>	4 State Driver's License or I.D. <input type="text"/> OR Social Security Number <input type="text"/> Birth date <input type="text"/> / <input type="text"/> / <input type="text"/> Sex <input type="checkbox"/> M <input type="checkbox"/> F Race <input type="text"/> <small>See instructions</small>
Contact Information <small>Include international prefixes. No DSN numbers.</small>	5 Telephone <input type="text"/> Fax <input type="text"/> Email <input type="text"/> Alternate Email <input type="text"/>
Political party	6 Your State may require you to specify a political party to vote in primary elections: <input type="text"/>
Voting residence address <small>Usually your last U.S. residence or your legal U.S. residence. See instructions.</small>	7 Street Address (or P.O. box) <input type="text"/> Apt. # <input type="text"/> City/Town/Village <input type="text"/> County <input type="text"/> State <input type="text"/> Zip Code <input type="text"/> - <input type="text"/>
Where to send my voting materials <small>This is your current mailing address and should be different from above. If required, place a forwarding address in Box 9.</small>	8 <input type="text"/>
Additional requirements for your State <small>Such as: future ballot receipt preference, mail forwarding address, additional phone, or other State required information. See your State's page in the Voting Assistance Guide on FVAP.gov.</small>	9 <input type="text"/>

Affirmation (REQUIRED): I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, 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.
- 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 am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I 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 United States, except the jurisdiction cited in this voting form.
- In voting, I have marked and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except those authorized to assist voters under State and Federal law.

Signature  _____
 You must sign and send in.

Today's date / /
M M D D Y Y Y Y

Witness signature / Date if required by your State.
 Signature _____
 Date _____

Official Federal Write-in Absentee Ballot

Vote by writing the name and/or party affiliation of the candidate for whom you wish to vote. Some States allow the Federal Write-In Absentee Ballot to be used by military and overseas voters in elections other than general elections or for offices other than Federal offices. Consult the Voting Assistance Guide to determine your State's policy.

President/Vice President:

U.S. Senator*:

U.S. Representative/Delegate**/Resident Commissioner**:

* 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.

Addendum

If you are eligible to use this ballot to vote for offices other than those listed above or for ballot initiatives, please indicate in the spaces provided below, the office for which you wish to vote (for example: Governor, Attorney General, Mayor, State Senator, etc.). You may also indicate the ballot initiative and your vote for the initiative.

Office / Ballot Initiative

Candidate Name, Party Affiliation,
or Initiative Vote

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Standard Form 186 (Rev 08-2013)

Prototype FWAB Version 1, Based on Stakeholder Feedback

It's easy to vote while you're outside of the U.S.

If you do not receive your absentee ballot from your State 30 days before the election, use this ballot as a backup. If you send this ballot in and then later receive your State's ballot, you should try to inform your local election office and return your State ballot.

People from all States and territories can use this ballot to vote for Federal offices (for instance, President or U.S. Senate), but State laws vary about using it for other elections. To learn about your State's rules, see the *Voting Assistance Guide*. It has everything you need to know about absentee voting in all 55 States, territories and the District of Columbia. To read the guide, either go to <https://www.fvap.gov/vao/vag> or ask your Voting Assistance Officer for a copy.



1. Follow your State's instructions for voting.

State laws vary about whether they accept voting forms online or by mail. To learn about your State's rules, see the *Voting Assistance Guide*. Either go to [FVAP.gov](https://www.fvap.gov) or ask your Voting Assistance Officer for a copy.

If you fill out the form at [FVAP.gov](https://www.fvap.gov), the online assistant automatically filters your State's requirements.



2. Fill out your form and ballot carefully.

Either fill them out online or print clearly in black ink.



3. Be sure to sign the form!



4. Get 2 envelopes. Put your ballot in the first envelope.

To keep your ballot private, fold it and put it in an envelope. Seal it.



5. Then assemble your package.

Put the envelope with your ballot and your form into another envelope.

Write your return address and the mailing address for your local election office on the face of that envelope.

See the *Voting Assistance Guide* at <https://www.fvap.gov/vao/vag> for the proper mailing address.

Agency Disclosure Statement

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including time to review instructions, gather and maintain the data needed, and complete and review the collection of information.

To be valid, this document must display a current OMB control number. [OMB Control #0704-xxxx]. If it does not, you will not be subject to any penalty if you do not comply with its collection of information.

Send any comments about the estimate, any aspect of collecting this information, or ways to reduce burden to:

Department of Defense
Washington Headquarters Services
Executive Services Directorate
Information Management Division
4800 Mark Center Dr., East Tower
Suite 02G09
Alexandria, VA 22350-3100

To find out where to send this form, go to [FVAP.gov](https://www.fvap.gov). Do not use the address above.

Privacy Act Statement

Authority: 42 USC 1973ff, Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).

Principal purpose: As a write-in absentee ballot for elections for Federal office or other elections provided by State law or special provisions for anyone covered by the Uniformed and Overseas Citizens Absentee Voting Act.

Routine uses: The Federal government does not keep this information. You send your completed forms to an appropriate State election official.

Disclosure: You voluntarily disclose personal information. But if you do not provide the requested personal information, your ballot may not be counted.

Vote Wherever You Are with the Back-up Ballot

Have you already registered and requested an absentee ballot?

- Yes. Fill out the *Back-up Ballot* and send it in.
- No. Either first fill out another form, *Register to Vote Wherever You Are* or go to FVAP.gov to see if your State or territory allows you to use this *Back-up Ballot*.
 - Check here to register to vote or request a ballot for all elections in which you are eligible to vote.

Because States govern elections, you must follow your State's laws when you vote. Many States require that you be registered and request an absentee ballot before you fill out the *Back-up Ballot*. If you have not received your absentee ballot from your State in time for the next election, use this form and the ballot. If you have questions, see the *Voting Assistance Guide*, go to FVAP.gov, or talk to your Voting Assistance Officer.

Print clearly in black ink.

Why are you eligible to use this form?

- Pick 1:
- I am on active duty with the Uniformed Services or Merchant Marine or I am an eligible spouse or dependent
 - The State has ordered me to be on active duty with the National Guard.
 - I am a U.S. citizen living outside the U.S. and
 - I intend to return to live in the U.S.
 - My return is uncertain
 - I have never lived in the U.S.

Who are you?

Your full legal name as it appears on your government-issued ID		Other names you have used on ID such as a maiden name	
First name	<input type="text"/>	Full name	<input type="text"/>
Middle name	<input type="text"/>		<input type="text"/>
Last name	<input type="text"/>		<input type="text"/>
Suffix (Sr., Jr., II)	<input type="text"/>		<input type="text"/>
Your birth date			
MM / DD / YYYY			

State rules apply to the information you should give here:

State rules vary. See the <i>Voting Assistance Guide</i> before filling these out:	State driver's license or ID	OR	Social Security No.	Some States need a full SSN, others only need the last 4 digits
	Your race (not required)		<input type="text"/>	

Political party
For primaries

Where are you now? You MUST give us your current address

We'll send your ballot to this address if you choose to have it mailed to you.	If you can't get mail at that address, give us a forwarding address.
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Your contact information	If election officials need to contact you, they will do so in this way:
	Email — This is usually the easiest, fastest way for someone to contact you
	Alternate email — Give us an email that is not military or business
	Phone — Give the full number, including country and city codes, but no DSN
	Fax — Give the full number, including country and city codes, but no DSN

Where are you registered to vote?

This place may be the U.S. State or territory where you last lived before you entered military service or left the U.S. or the place you have since claimed as your legal residence. This address tells election officials where you are registered to vote and it determines where you are allowed to vote in an election.

Street (No P.O. box)	<input type="text"/>	Apt. #	<input type="text"/>
City, Town, Village	<input type="text"/>	County	<input type="text"/>
State	<input type="text"/>	ZIP	<input type="text"/>

Does your State ask for any other information? See the *Voting Assistance Guide* for details.

You MUST read this statement and sign under penalty of perjury:

I swear to the best of my knowledge that the information I gave on this form is true, correct, and complete. If I materially misstate facts, I understand that I may be convicted of perjury.

- I am a U.S. citizen, am at least 18 years old (or will be by election day), and am eligible to vote in the requested jurisdiction.
- I am not disqualified from voting because I have not been convicted of a felony or other disqualifying offense, and I have not been judged to be mentally incompetent; or if either of those is true, my voting rights have been reinstated.
- I am voting only in the U.S. jurisdiction I cite on this form, have marked and sealed my ballot privately, and have allowed no one to see what I marked on this ballot, unless that person is authorized to help me under State and Federal law.

Sign here: _____ Today's date: MM / DD / YYYY

Back-up Ballot

Official Federal Write-in Absentee Ballot

This form is for you if you are:

- On active duty with the Uniformed Services or Merchant Marine or an eligible spouse or dependent
- On active duty with the National Guard under State order
- A U.S. citizen living outside the U.S.

If you do not receive your absentee ballot from your State 30 days before the election, use this ballot as a backup. This ballot can be used in all States and territories to vote for Federal offices (for instance, President or U.S. Senate), but State laws vary about using it for other elections. To learn about your State's rules, see the *Voting Assistance Guide*. Either go to www.fvap.gov/vao/vaq or ask your Voting Assistance Officer for a copy.

To find out more about the specific candidates and races in the upcoming election, go to www.fvap.gov.

Write in the name or party of the candidates you choose.

President or Vice President

U.S. Senator

If you are a legal resident of the District of Columbia, you may not vote for a U.S. Senator.

U.S. Representative, Delegate, or Resident Commissioner to Congress

If you are a legal resident of American Samoa, Guam, Puerto Rico, and the U.S. Virgin Islands, you may vote only for Delegate or Resident Commissioner.

To vote for other candidates or ballot initiatives, fill out the back of this ballot.

Other candidates' names, party, or initiative

If your State allows you to use this ballot to vote for offices other than Federal offices (for example, governor, attorney general, mayor, or state senator), write in your choices below.

Office or ballot initiative

If your State allows you to use this ballot to vote for offices or ballot initiatives, write in your choices below.

Prototype FWAB Version 2, Based on Round 1 Testing

You can vote wherever you are

If you do not receive your absentee ballot from your State at least 30 days before the election, use this ballot as a backup. If you send this ballot in and then later receive your State's ballot, you should try to return your State ballot as well. Officials will count only one ballot.

People from all States and territories can use this ballot to vote for Federal offices (for instance, President or U.S. Senator), but State laws vary about using it for other elections. To learn about your State's rules, see the *Voting Assistance Guide*. It has everything you need to know about absentee voting in all States, territories and the District of Columbia. To read the guide, either go to <https://www.fvap.gov/vao/vag> or ask your Voting Assistance Officer for a copy.

This form is for you if you are:

- On active duty with the Uniformed Services or Merchant Marine or an eligible spouse or dependent
- On active duty with the National Guard under State order
- A U.S. citizen living outside the U.S.



1. Follow your State's instructions for voting.

All States will accept voting forms by mail, but State laws vary about whether they accept them by email or fax.

To learn about your State's rules, see the *Voting Assistance Guide*. Either go to [FVAP.gov](https://www.fvap.gov) or ask your Voting Assistance Officer for a copy.

If you fill out the form at [FVAP.gov](https://www.fvap.gov), the online assistant automatically filters your State's requirements.



2. Fill out your form and ballot carefully.

Either fill them out online or print clearly in black ink.



3. Be sure to sign the form!



4. Put your ballot in the ballot envelope.

To keep your ballot private, fold it and put it in the blue ballot envelope. Seal that envelope.



5. Then assemble your documents for mailing.

Put the blue ballot envelope and your form into the larger envelope.

Write your return address and the mailing address for your local election office on the face of the larger envelope. See the *Voting Assistance Guide* at <https://www.fvap.gov/vao/vag> for the proper mailing address.

Agency Disclosure Statement

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including time to review instructions, gather and maintain the data needed, and complete and review the collection of information.

To be valid, this document must display a current OMB control number. [OMB Control # 0704-xxxx]. If it does not, you will not be subject to any penalty if you do not comply with its collection of information.

Send any comments about the estimate, any aspect of collecting this information, or ways to reduce burden to:

Department of Defense
Washington Headquarters Services
Executive Services Directorate
Information Management Division
4800 Mark Center Dr., East Tower
Suite 02G09
Alexandria, VA 22350-3100

To find out where to send this form, go to [FVAP.gov](https://www.fvap.gov). Do not send it to the address above.

Privacy Act Statement

Authority: 42 USC 1973ff, Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).

Principal purpose: As a write-in absentee ballot for elections for Federal office or other elections provided by State law or special provisions for anyone covered by the Uniformed and Overseas Citizens Absentee Voting Act.

Routine uses: The Federal government does not keep this information. You send your completed forms to an appropriate State election official.

Disclosure: You voluntarily disclose personal information. But if you do not provide the requested personal information, your ballot may not be counted.

Questions? Write to vote@fvap.gov

Confirm Your Identity with This Form

Because States govern elections, you must follow your State's laws when you vote. Many States require that you be registered and request an absentee ballot before you fill out the *Back-up Ballot*. If you have not received your absentee ballot from your State in time for the next election, use this form and the *Back-up Ballot*. If you have questions, see the *Voting Assistance Guide* at <https://www.fvap.gov/vao/vag>, go to [FVAP.gov](https://www.fvap.gov), or talk to your Voting Assistance Officer.

Print clearly in black ink.

Have you already registered and requested an absentee ballot?

Yes. Fill out this form and the *Back-up Ballot* and send them both in.

No. Either first fill out another form, *Register to Vote Absentee Wherever You Are*, or go to [FVAP.gov](https://www.fvap.gov) to see if your State or territory allows you to use this *Back-up Ballot*.

Check here to register to vote or request a ballot for all elections in which you are eligible to vote.

Why are you eligible to use this form?

- Pick 1:
- I am on active duty with the Uniformed Services or Merchant Marine or I am an eligible spouse or dependent
 - The State has ordered me to be on active duty with the National Guard.
 - I am a U.S. citizen living outside the U.S. and
 - I intend to return to live in the U.S.
 - My return is uncertain
 - I have never lived in the U.S.

Who are you?

Your full legal name as it appears on your government-issued ID		Other names you have used on ID such as a maiden name	
First name	<input style="width: 80%;" type="text"/>	Full name	<input style="width: 80%;" type="text"/>
Middle name	<input style="width: 80%;" type="text"/>		<input style="width: 80%;" type="text"/>
Last name	<input style="width: 80%;" type="text"/>		<input style="width: 80%;" type="text"/>
Suffix (Sr., Jr., II)	<input style="width: 80%;" type="text"/>		<input style="width: 80%;" type="text"/>
Your birth date	<input style="width: 40%;" type="text"/> MM / <input style="width: 40%;" type="text"/> DD / <input style="width: 40%;" type="text"/> YYYY		

In which State or territory are you registering to vote?

This place may be the U.S. State or territory where you last lived before you entered military service or left the U.S. or the place you have since claimed as your legal residence. This address tells election officials where you are registered to vote and it determines where you are allowed to vote in an election.

Street (No P.O. box)	<input style="width: 80%;" type="text"/>	Apt. #	<input style="width: 40%;" type="text"/>
City, Town, Village	<input style="width: 80%;" type="text"/>	County	<input style="width: 80%;" type="text"/>
State	<input style="width: 80%;" type="text"/>	ZIP	<input style="width: 40%;" type="text"/>

State rules apply to the information you should give here:

State rules vary. See the <i>Voting Assistance Guide</i> before filling these out:	State driver's license or ID <input style="width: 80%;" type="text"/>	OR	Social Security No. <input style="width: 80%;" type="text"/>
	Your race (not required) <input style="width: 80%;" type="text"/>	Some States need a full SSN; others only need the last 4 digits.	
Your political party For primary elections <input style="width: 80%;" type="text"/>			

Where are you now? You MUST give us your current address

Your current address	Your preferred mailing address
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Your contact information	
If election officials need to contact you, they will do so in this way:	
Email — This is usually the easiest, fastest way for someone to contact you <input style="width: 80%;" type="text"/>	
Alternate email — Give us an email that is not military or business <input style="width: 80%;" type="text"/>	
Phone — Give the full number, including country and city codes, but no DSN <input style="width: 80%;" type="text"/>	
Fax — Give the full number, including country and city codes, but no DSN <input style="width: 80%;" type="text"/>	

Does your State ask for any other information?

Some States or territories need more information, especially Alaska, Arizona, Puerto Rico, South Dakota, Vermont, and Virginia. For example, Virginia asks for the name of your current employer. See the *Voting Assistance Guide* at <https://www.fvap.gov/vao/vag>.

You MUST read this statement and sign under penalty of perjury:

- I swear to the best of my knowledge that the information I gave on this form is true, correct, and complete. If I materially misstate facts, I understand that I may be convicted of perjury.
- I am a U.S. citizen, am at least 18 years old (or will be by election day), and am eligible to vote in the requested jurisdiction.
 - I am not disqualified from voting because I have not been convicted of a felony or other disqualifying offense, and I have not been judged to be mentally incompetent; or if either of those is true, my voting rights have been reinstated.
 - I am voting only in the U.S. jurisdiction I cite on this form, have marked and sealed my ballot privately, and have allowed no one to see what I marked on this ballot, unless that person is authorized to help me under State and Federal law.

Sign here: Today's date: MM / DD / YYYY

This information is for official use only. Any unauthorized release may be punishable by law. Previous editions of this form are not valid. Standard Form 196 (Rev. 09-2016), OMB No. 0704-0000

Back-up Ballot

Official Federal Write-in Absentee Ballot

If you do not receive your absentee ballot from your State 30 days before the election, use this ballot as a backup. This ballot can be used in all States and territories to vote for Federal offices (for instance, President or U.S. Senator), but State laws vary about using it for other elections. To learn about your State's rules, see the *Voting Assistance Guide*. Either go to www.fvap.gov/vao/vaq or ask your Voting Assistance Officer for a copy.

To find out more about the specific candidates and races in the upcoming election, go to www.fvap.gov.

Write in the name or political party of the candidates you choose.

Candidates for Federal offices	
President and Vice President	
U.S. Senator <small>If you are a legal resident of the District of Columbia or territories, you may not vote for a U.S. Senator.</small>	
U.S. Representative, Delegate, or Resident Commissioner to Congress <small>If you are a legal resident of American Samoa, Guam, Puerto Rico, and the U.S. Virgin Islands, you may not vote for U.S. Representative. You may vote only for Delegate or Resident Commissioner.</small>	

To vote for other candidates or ballot initiatives, fill out the back of this ballot.

This form is for you if you are:

- On active duty with the Uniformed Services or Merchant Marine or an eligible spouse or dependent
- On active duty with the National Guard under State order
- A U.S. citizen living outside the U.S.

Standard Form 186 (Rev. 09-2016), OMB No. 0704-xxxx

Detach here. Fold your ballot and keep it private. Put it into the ballot envelope.

Ballot Envelope

For Your Official Federal Write-in Absentee Ballot

Private

Candidates for offices that are not Federal offices

If your State allows you to use this ballot to vote for offices other than Federal offices (for example, governor, attorney general, mayor, or state senator), write in your choices below. If you need more space, make a copy of this page.

Office	Candidate name	Political party

Ballot initiatives

If your State allows you to use this ballot to vote for ballot initiatives, write in your choices below.

Detach here. Fold your ballot and keep it private. Put it into the ballot envelope.

Standard Form 186 (Rev. 09-2016), OMB No. 0704-xxxx



Put your ballot in this envelope.

It will remain secure until your local election official opens it.

If you are voting:



Before you seal the envelope:

- 1.** Sign your *Confirm Your Identity* form.
- 2.** Put your ballot in the blue ballot envelope.
- 3.** Put both the form and ballot envelope inside this envelope.

For election officials:

Inside is a Back-up Ballot. It is an Official Federal Write-in Absentee Ballot authorized by 42 U.S.C. 1973 ff-2.

If you have questions about it, contact your State officials.



REMOVE TAPE ON REVERSE AND FOLD HERE TO SEAL



From

Fill in your name and full current mailing address:

International airmail postage is required if not mailed in the U.S. Postal Service, APO/FPO system, or diplomatic pouch.



U.S. Postage Paid
39 USC 3406

PAR AVION



OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 703.8.0

To

Fill in the address of your local election office in the U.S. To find it, go to your State's pages in the Voting Assistance Guide on VAG.gov.

Prototype FWAB Version 3, Based on FVAP Feedback After Round 1 Testing

You can vote wherever you are

If you do not receive your absentee ballot from your State at least 30 days before the election, use this ballot as a backup. If you send this ballot in and then later receive your State's ballot, you should try to return your State ballot as well. Officials will count only one ballot.

People from all States and territories can use this ballot to vote for federal offices (for instance, President or U.S. Senator), but State laws vary about using it for other elections. To learn about your State's rules, see the *Voting Assistance Guide*. It has everything you need to know about absentee voting in all States, territories and the District of Columbia. To read the *Guide*, either go to www.fvap.gov/vao/vaq or ask your Voting Assistance Officer for a copy.



1. Follow your State's instructions for voting.

All States will accept voting forms by mail, but State laws vary about whether they accept them by email or fax.

To learn about your State's rules, see the *Voting Assistance Guide*. Either go online at FVAP.gov or ask your Voting Assistance Officer for a copy.

If you fill out the form online at FVAP.gov, the online assistant automatically filters your State's requirements.



2. Fill out your form and ballot carefully.

Fill them out online or print clearly.



3. Be sure to sign the form!



4. Put your ballot in the ballot envelope.

To keep your ballot private, fold it and put it in the red ballot envelope. Seal that envelope.



5. Then assemble your documents for mailing.

Put the red ballot envelope and your form into the larger envelope.

Write your return address and the mailing address for your local election office on the face of the larger envelope. See the *Voting Assistance Guide* at <http://www.fvap.gov/vao/vaq> for the proper mailing address.

This form is for you if you are:

- On active duty with the Uniformed Services or Merchant Marine or an eligible spouse or dependent
- On active duty with the National Guard under State order
- A U.S. citizen living outside the U.S.

Agency Disclosure Statement

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including time to review instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to:

Department of Defense
Washington Headquarters Services
Executive Services Directorate
Information Management Division
4800 Mark Center Dr., East Tower
Suite 02G09
Alexandria, VA 22350-3100

[OMB Control #0704-0502].

Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

Please do not return your completed form to the address above.

Privacy Act Statement

Authority: The authority to collect your personal information on this form comes from 42 USC 1973ff, "Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)."

Principal purpose: This form serves as a write-in absentee ballot for elections for Federal office or other elections provided by State law or special provisions for anyone covered by UOCAVA.

Routine use(s): There is no retention of this information by the Federal government. Completed forms are sent by you to an appropriate State election official.

Disclosure: Your disclosure of personal information is voluntary. However, failure to provide the requested information may result in the Federal Write-in Absentee Ballot not being recognized and therefore not counted.

Questions? Email vote@fvap.gov

Voter Information

Federal Write-in Absentee Ballot (FWAB)

Print clearly.

Have you already registered and requested an absentee ballot?

- Yes. Fill out this form and the *Backup Ballot* and send them both in.
- No. The following states require you to register and request an absentee ballot before filling out the *Backup Ballot*: AL, AS, AR, CT, FL, GU, HI, ID, IL, IN, IA, KS, LA, MI, NH, NJ, NM, NY, PA, PR, RI, TX, VT, WV, WY.
If your State does not allow you to use this *Voter Information* form (FWAB) this way, first go online to FVAP.gov to fill out your *Voter Registration and Absentee Ballot Request* (FPCA).

1. Why are you eligible to use this form?

- I am on active duty with the Uniformed Services or Merchant Marine or I am an eligible spouse or dependent
- I am an activated National Guard member on State orders.
- I am a U.S. citizen living outside the country, and I intend to return.
- I am a U.S. citizen living outside the country, and my return is uncertain.
- I am a U.S. citizen living outside the country, and I have never lived in the U.S.

2. Who are you?

First name			Previous name (if applicable)	
Middle name				
Last name				
Suffix (Sr., Jr., II)	Your birth date	MM / DD / YYYY	Race (optional)	

3. What is your address in the State or territory where you will submit an absentee ballot?

Your ballot will not be sent to this address.

Street (No P.O. box)	Apt. #
	County
City, Town, Village	ZIP
State	

State driver's license or ID# _____ OR Social Security No. _____

Your political party _____
For primary elections

Hawaii, New Mexico, South Carolina, Tennessee, and Virginia need a full SSN; all other States and territories need only the last 4 digits.

4. Where are you now? You MUST give us your contact information

Your current address	Your mailing address (if different)
_____	_____
_____	_____
_____	_____

Contact information	Email
	Alternate email
	Phone — Give full number, including country and city codes, not DSN
	Fax — Give the full number, including country and city codes, not DSN

5. What other additional information or State requirements must you provide?

Some States and territories need more information (Alaska, Arizona, Puerto Rico, South Dakota, Vermont, and Virginia). See the *Voting Assistance Guide* online at www.fvap.gov/vao/vag.

6. You MUST read this statement and sign under penalty of perjury:

- I swear or affirm, under penalty of perjury, that:
- The information on this form is true, accurate, 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.
 - I am a U.S. citizen, am at least 18 years of age (or will be by the day of election), eligible to vote in the requested jurisdiction, and
 - I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I 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 United States, except the jurisdiction cited in this voting form.
 - In voting, I have marked and sealed my ballot in private and I have not allowed any person to observe the marking of this ballot, except those authorized to assist voters under State and Federal law.

Sign here:



Today's date

MM / DD / YYYY

Backup Ballot

Official Federal Write-in Absentee Ballot

If you do not receive your absentee ballot from your State 30 days before the election, use this ballot as a backup. This ballot can be used in all States and territories to vote for federal offices (for instance, President or U.S. Senator), but State laws vary about using it for other elections. To learn about your State's rules, see the *Voting Assistance Guide*. Either go online at www.fvap.gov/vao/vag or ask your Voting Assistance Officer for a copy.

This form is for you if you are:

- On active duty with the Uniformed Services or Merchant Marine or an eligible spouse or dependent
- On active duty with the National Guard under State order
- A U.S. citizen living outside the U.S.

Write in the name or political party of the candidates you choose.

Do NOT write your name or Social Security number on the ballot.

Candidates for federal offices	
President and Vice President	
U.S. Senator If you are a legal resident of the District of Columbia or territories, you may not vote for a U.S. Senator.	
U.S. Representative, Delegate, or Resident Commissioner to Congress If you are a legal resident of American Samoa, Guam, Puerto Rico, and the U.S. Virgin Islands, you may not vote for U.S. Representative. You may vote only for Delegate or Resident Commissioner.	

To vote for other candidates or ballot initiatives, fill out the back of this ballot.

Detach here. Fold your ballot and keep it private. Put it into the ballot envelope.

Standard Form 185 (Rev. 09-2016), OMB No. 0704-xxxx

Ballot Envelope

For Your Official Federal Write-in Absentee Ballot

Private

Do NOT write on this envelope.

If you are voting:



Before you seal the envelope:

1. Sign your *Voter Information* form.
2. Put your ballot in the red ballot envelope.
3. Put both the form and ballot envelope inside this envelope.

For election officials:

Inside is a Backup Ballot. It is an Official Federal Write-in Absentee Ballot authorized by 42 U.S.C. 1973 ff-2.

If you have questions about it, contact your State officials.



REMOVE TAPE ON REVERSE AND FOLD HERE TO SEAL



U.S. Postage Paid
39 USC 3406

PAR AVION



From
Fill in your name and full current mailing address:

International airmail postage is required if not mailed in the U.S. Postal Service, APO/FPO system, or diplomatic pouch.

OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 703.8.0

To

Fill in the address of your local election office in the U.S. To find it, go to your State's pages in the *Posting Assistance Guide* on VAP.gov.

Prototype FWAB Version 4, Based on Round 2 Testing

You can vote wherever you are

If you do not receive your absentee ballot from your State at least 30 days before the election, use this ballot as a backup. If you send this ballot in and then later receive your State's ballot, you should fill out and return your State ballot as well. Officials will count only one ballot.

All States and territories accept this ballot to vote for federal offices (for instance, President or U.S. Senator), but State laws vary about using it for other elections. To learn about your State's rules, see the *Voting Assistance Guide*. It has everything you need to know about absentee voting in all States, territories and the District of Columbia. To read the *Guide*, either go to www.fvap.gov/vao/VAG or ask your Voting Assistance Officer for a copy.



1. Follow your State's instructions for voting.

All States will accept voting forms by mail, but State laws vary about whether they accept them by email or fax.

To learn about your State's rules, see the *Voting Assistance Guide*. Either go online at FVAP.gov or ask your Voting Assistance Officer for a copy.

If you fill out the form online at FVAP.gov, the online assistant automatically filters your State's requirements.



2. Carefully fill out your Voter Information form and your Backup Ballot.

Fill them out online or print clearly.



3. Be sure to sign the Voter Information form. DO NOT sign your ballot!



4. On the top and sides of your ballot, remove the liner papers that cover the adhesive. Fold the ballot and seal all of the sides.



5. Then assemble your documents for mailing.

Put the ballot and your *Voter Information* form into the envelope.

Write your return address and the mailing address for your local election office on the face of the envelope. See the *Voting Assistance Guide* at <https://www.fvap.gov/vao/VAG> for the proper mailing address.

This form is for you if you are:

- On active duty with the Uniformed Services or Merchant Marine or an eligible spouse or dependent
- On active duty with the National Guard under State order
- A U.S. citizen living outside the U.S.

Agency Disclosure Statement

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including time to review instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to:

Department of Defense
Washington Headquarters Services
Executive Services Directorate
Information Management Division
4800 Mark Center Dr., East Tower
Suite 02G09
Alexandria, VA 22350-3100

[OMB Control #0704-0502].

Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

Please do not return your completed form to the address above.

Privacy Act Statement

Authority: The authority to collect your personal information on this form comes from 42 USC 1973ff, "Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)."

Principal purpose: This form serves as a write-in absentee ballot for elections for Federal office or other elections provided by State law or special provisions for anyone covered by UOCAVA.

Routine use(s): There is no retention of this information by the Federal government. Completed forms are sent by you to an appropriate State election official.

Disclosure: Your disclosure of personal information is voluntary. However, failure to provide the requested information may result in the Federal Write-in Absentee Ballot not being recognized and therefore not counted.

Questions? Email vote@fvap.gov

Voter Information

Federal Write-in Absentee Ballot (FWAB)

Print clearly.

Have you already registered and requested an absentee ballot?

- Yes. Fill out this form and the *Backup Ballot*. Send them both in.
- No. — You must register and request an absentee ballot before filling out the *Backup Ballot* for: AL, AS, AR, CT, FL, GU, HI, ID, IL, IN, IA, KS, LA, MI, NH, NJ, NM, NY, PA, PR, RI, TX, VT, WV, WY. If your State is listed, first go online to FVAP.gov to fill out your *Voter Registration and Absentee Ballot Request (FPCA)*.
 - If your State is not listed, fill out this form and the *Backup Ballot*. Send them both in.

1. Why are you eligible to use this form?

- I am on active duty with the Uniformed Services or Merchant Marine or I am an eligible spouse or dependent
- I am an activated National Guard member on State orders.
- I am a U.S. citizen living outside the country, and I intend to return.
- I am a U.S. citizen living outside the country, and my return is uncertain.
- I am a U.S. citizen living outside the country, and I have never lived in the U.S.

2. Who are you?

First name	_____	Previous name (if applicable)	_____
Middle name	_____		
Last name	_____		
Suffix (Sr., Jr., II)	_____	Your birth date	MM / DD / YYYY
		Race (optional)	_____

3. What is your address in the State or territory where you are registered to vote?

Your voting materials will not be sent to this address.

Street (No P.O. box)	_____	Apt. #	_____
		County	_____
City, town, village	_____	ZIP	_____
State	_____		
Social Security No.	_____	OR	State driver's license or ID#

Only the last 4 digits are needed, except Hawaii, New Mexico, South Carolina, Tennessee, and Virginia.

4. Where are you now? You MUST give us your contact information

Your current address	_____	If your mailing address is different, fill it in here:	_____
Contact information	If election officials need to contact you, they will do so in the following ways. Fill in all options:		
	Email	_____	_____
	Alternate email	_____	_____
	Phone — Give the full number, including country and city codes, not DSN	_____	_____
	Fax — Give the full number, including country and city codes, not DSN	_____	_____

5. What are your voting preferences?

Your political party	_____	The best way for you to get future ballots from election officials	<input type="checkbox"/> Email or online
For primary elections	_____	If your State allows	<input type="checkbox"/> Mail
			<input type="checkbox"/> Fax

6. What other additional information or State requirements must you provide?

Some States and territories need more information (Alaska, Arizona, Puerto Rico, South Dakota, Vermont, and Virginia). See the *Voting Assistance Guide* online at www.fvap.gov/vao/VAG.

7. You MUST read this statement and sign under penalty of perjury:

- I swear or affirm, under penalty of perjury, that:
- The information on this form is true, accurate, 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.
 - I am a U.S. citizen, am at least 18 years of age (or will be by the day of election), eligible to vote in the requested jurisdiction, and
 - I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I 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 United States, except the jurisdiction cited in this voting form.
 - In voting, I have marked and sealed my ballot in private and I have not allowed any person to observe the marking of this ballot, except those authorized to assist voters under State and Federal law.

Sign here:



Today's date

MM / DD / YYYY

Prototype FWAB Version 5, Created Based on Round 3 Testing

You can vote wherever you are

If you do not receive your absentee ballot from your State at least 30 days before the election, use this ballot as a backup. If you send this ballot in and then later receive your State's ballot, you should fill out and return your State ballot as well. Officials will count only one ballot.

All States and territories accept this ballot to vote for federal offices (for instance, President or U.S. Senator), but State laws vary about using it for other elections. To learn about your State's rules, see the *Voting Assistance Guide*. It has everything you need to know about absentee voting in all States, territories and the District of Columbia. To read the *Guide*, either go to www.fvap.gov/vao/vaq or ask your Voting Assistance Officer for a copy.



1. Follow your State's instructions for voting.

All States will accept voting forms by mail, but State laws vary about whether they accept them by email or fax.

To learn about your State's rules, see the *Voting Assistance Guide*. Either go online at [FVAP.gov](http://fvap.gov) or ask your Voting Assistance Officer for a copy.

If you fill out the form online at [FVAP.gov](http://fvap.gov), the online assistant automatically filters your State's requirements.



2. Carefully fill out your Voter Information form and your Backup Ballot.

Fill them out online or print clearly.



3. Be sure to sign the Voter Information form. DO NOT sign your ballot!



4. On the top and sides of your ballot, remove the liner papers that cover the adhesive. Fold the ballot and seal all of the sides.



5. Then assemble your documents for mailing. Put the ballot and your Voter Information form into the envelope.

Write your return address and the mailing address for your local election office on the face of the envelope. See the *Voting Assistance Guide* at <https://www.fvap.gov/vao/vaq> for the proper mailing address.

This form is for you if you are:

- On active duty with the Uniformed Services or Merchant Marine or an eligible spouse or dependent
- On active duty with the National Guard under State order
- A U.S. citizen living outside the U.S.

Agency Disclosure Statement

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including time to review instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to:

Department of Defense
Washington Headquarters Services
Executive Services Directorate
Information Management Division
4800 Mark Center Dr., East Tower
Suite 02G09
Alexandria, VA 22350-3100

[OMB Control #0704-0502]

Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

Please do not return your completed form to the address above.

Privacy Act Statement

Authority: The authority to collect your personal information on this form comes from 42 USC 1973ff, "Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)."

Principal purpose: This form serves as a write-in absentee ballot for elections for Federal office or other elections provided by State law or special provisions for anyone covered by UOCAVA.

Routine use(s): There is no retention of this information by the Federal government. Completed forms are sent by you to an appropriate State election official.

Disclosure: Your disclosure of personal information is voluntary. However, failure to provide the requested information may result in the Federal Write-in Absentee Ballot not being recognized and therefore not counted.

Questions? Email vote@fvap.gov

Voter Information

Federal Write-in Absentee Ballot (FWAB)

Print clearly.

Have you already registered and requested an absentee ballot?

- Yes. Fill out this form and the *Backup Ballot*. Send them both in.
- No. — You must register and request an absentee ballot before filling out the *Backup Ballot* for: AL, AS, AR, CT, FL, GU, HI, ID, IL, IN, IA, KS, LA, MI, NH, NJ, NM, NY, PA, PR, RI, TX, VT, WV, WY. If your State is listed, first go online to FVAP.gov to fill out your *Voter Registration and Absentee Ballot Request (FPCA)*.
- If your State is not listed, fill out this form and the *Backup Ballot*. Send them both in.

1. Why are you eligible to use this form?

- I am on active duty with the Uniformed Services or Merchant Marine or I am an eligible spouse or dependent
- I am an activated National Guard member on State orders.
- I am a U.S. citizen living outside the country, and I intend to return.
- I am a U.S. citizen living outside the country, and my return is uncertain.
- I am a U.S. citizen living outside the country, and I have never lived in the U.S.

2. Who are you?

First name	_____	Previous name (if applicable)	_____
Middle name	_____		
Last name	_____		
Suffix (Sr., Jr., II)	_____	Your birth date	MM / DD / YYYY
			Race (optional)

3. What is your address in the State or territory where you are registered to vote?

Your voting materials will not be sent to this address.

Street (No P.O. box)	_____	Apt. #	_____
		County	_____
City, town, village	_____	ZIP	_____
State	_____		
Social Security No.	_____	OR	State driver's license or ID#

Only the last 4 digits are needed, except Hawaii, New Mexico, South Carolina, Tennessee, and Virginia.

4. Where are you now? You MUST give us your contact information

Your current address	_____	If your mailing address is different, fill it in here:	_____
Contact information	If election officials need to contact you, they will do so in the following ways. Fill in all options:		
	Email	_____	_____
	Alternate email	_____	_____
	Phone — Give the full number, including country and city codes, not DSN	_____	_____
	FAX — Give the full number, including country and city codes, not DSN	_____	_____

5. What are your voting preferences?

Your political party For primary elections	_____	The best way for you to get future ballots from election officials If your State allows	<input type="checkbox"/> Email or online <input type="checkbox"/> Mail <input type="checkbox"/> Fax
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6. What other additional information or State requirements must you provide?

Some States and territories need more information (Alaska, Arizona, Puerto Rico, South Dakota, Vermont, and Virginia). See the *Voting Assistance Guide* online at www.fvap.gov/vag.

7. You MUST read this statement and sign under penalty of perjury:

I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, 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.
- I am a U.S. citizen, am at least 18 years of age (or will be by the day of election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I 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 United States, except the jurisdiction cited in this voting form.
- In voting, I have marked and sealed my ballot in private and I have not allowed any person to observe the marking of this ballot, except those authorized to assist voters under State and Federal law.

Sign here:



Today's date

MM / DD / YYYY

This information is for official use only. Any unauthorized release may be punishable by law.

Previous editions of this form are obsolete.

Standard Form 186 (Rev.09-2016), OMB No. 0704-0002

Private Private Private Private Private Private Private Private
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Official Ballot
For Your Official Federal Write-in Absentee Ballot
Private Private Private Private Private Private Private Private
Private Private Private Private Private Private Private Private
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Private Private Private Private Private Private Private Private
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Private

Fold your ballot and keep it private. Put it into the envelope.

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If you are voting:



Before you seal the envelope:

1. Sign your *Voter Information* form.
2. Put both the form and the ballot inside this envelope.
3. Write your name and mailing address on the front and fill in the address of your local election office.

The *Voting Assistance Guide* at www.fvap.gov/vao/vag will give you the proper address.

For election officials:

Inside is a Backup Ballot. It is an Official Federal Write-in Absentee Ballot authorized by 42 U.S.C. 1973 ff-2.

If you have questions about it, contact your State officials.

From

Fill in your name and full current mailing address:

International airmail postage is required if not mailed in the U.S. Postal Service, APO/FPO systems, or diplomatic pouch.



U.S. Postage Paid
39 USC 3406

PAR AVION



REMOVE TAPE ON REVERSE AND FOLD HERE TO SEAL

OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 709.8.0

To

Fill in the address of your local election office in the U.S. To find it, go to your State's pages in the Voting Assistance Guide on VAF.gov.

You can vote wherever you are

If you do not receive your absentee ballot from your State at least 30 days before the election, use this ballot as a backup. If you send this ballot in and then later receive your State's ballot, you should fill out and return your State ballot as well. Officials will count only one ballot.

All States and territories accept this ballot to vote for federal offices (for instance, President or U.S. Senator), but State laws vary about using it for other elections. Some States allow this form to be used for voter registration. To learn about your State's rules, see the *Voting Assistance Guide*. It has everything you need to know about absentee voting in all States, territories and the District of Columbia. To read the *Guide*, either go to www.fvap.gov/vao/vag or ask your Voting Assistance Officer for a copy.



1. Carefully fill out your *Voter Information* form and your *Backup Ballot*.
Print clearly.



2. Be sure to sign the *Voter Information* form. **DO NOT** sign your ballot!



3. Remove the adhesive liner from the top and sides of your ballot. Fold and seal tightly.



4. Assemble your documents for mailing.
Put your ballot and *Voter Information* form into the envelope.

Write your name and mailing address on the front, then fill in the address of your election office. The address can be found online at FVAP.gov. All States accept this form by mail, but vary on email and fax. See your State's rules in the *Voting Assistance Guide* online at FVAP.gov.

Questions? Email vote@fvap.gov

This form is for you if you are:

- On active duty in the Uniformed Services or Merchant Marine
- An eligible spouse or dependent
- On active duty in the National Guard under State orders (some States only)
- A U.S. citizen living outside the U.S.

Agency Disclosure Statement

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including time to review instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to:

Department of Defense
Washington Headquarters Services
Executive Services Directorate
Information Management Division
4800 Mark Center Dr., East Tower
Suite 02G09
Alexandria, VA 22350-3100
[OMB Control #0704-0502].

Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

Please do not return your completed form to the address above.

Privacy Act Statement

Authority: The authority to collect your personal information on this form comes from 42 USC 1973ff, "Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)."

Principal purpose: This form serves as a write-in absentee ballot for elections for Federal office or other elections provided by State law or special provisions for anyone covered by UOCAVA.

Routine use(s): There is no retention of this information by the Federal government. Completed forms are sent by you to an appropriate State election official.

Disclosure: Your disclosure of personal information is voluntary. However, failure to provide the requested information may result in the Federal Write-in Absentee Ballot not being recognized and therefore not counted.

Voter Information

Federal Write-In Absentee Ballot (FWAB)

Print clearly.

Have you already registered and requested an absentee ballot?

- Yes. Fill out this form and the *Backup Ballot*. Send them both in.
- No. — You must register and request an absentee ballot before filling out the *Backup Ballot* for: AL, AS, AR, CT, FL, GU, HI, ID, IL, IN, IA, KS, LA, MI, NH, NJ, NM, NY, PA, PR, RI, TX, VT, WV, WY. If your State is listed, go online to complete a *Voter Registration and Absentee Ballot Request (FPCA)* at FVAP.gov.
- If your State is not listed, fill out this form and the *Backup Ballot*. Send both in.

1. Who are you?

- I am on active duty in the Uniformed Services or Merchant Marine or I am an eligible spouse or dependent
- I am an activated National Guard member on State orders.
- I am a U.S. citizen living outside the country, and I intend to return.
- I am a U.S. citizen living outside the country, and my return is uncertain.
- I am a U.S. citizen living outside the country, and I have never lived in the U.S.

First name	_____	Previous names (if applicable)	_____
Middle name	_____		
Last name	_____		
Suffix (Sr., Jr., II)	_____	Your birth date	MM / DD / YYYY
Social Security No.	_____ - _____ - _____	OR	State driver's license or ID# _____
<small>Only the last 4 digits are needed, except Hawaii, New Mexico, South Carolina, Tennessee, and Virginia.</small>			

2. What is your address in the State or territory where you are registered to vote?

Your voting materials will not be sent to this address.

Street (No P.O. box)	_____	Apt. #	_____
		County	_____
City, town, village	_____	ZIP	_____
State	_____		

3. Where are you now? You MUST give us your CURRENT contact information

Your current address	_____	If your mailing address is different, fill it in here:	_____
Contact information so election officials can reach you if there is a problem with your request.	Email	→	_____
	Alternate email	→	_____
	Phone: Give full number, including country, city codes, not DSN	→	_____
	Fax: Give full number, including country, city codes, not DSN	→	_____

4. What are your voting preferences?

How do you want to receive your ballot from your election office?	<input type="checkbox"/> Email or online	Your political party for primary elections	_____
	<input type="checkbox"/> Mail		
	<input type="checkbox"/> Fax		

5. What other additional information or State requirements must you provide?

These States and territories need more information (Alabama, Alaska, Arizona, Puerto Rico, South Dakota, Vermont, Virginia, and Wisconsin). See the *Voting Assistance Guide* online at www.fvap.gov/vao/vag.

6. You MUST read this statement and sign under penalty of perjury:

- I swear or affirm, under penalty of perjury, that:
- The information on this form is true, accurate, 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.
 - I am a U.S. citizen, am at least 18 years of age (or will be by the day of election), eligible to vote in the requested jurisdiction, and
 - I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I 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 United States, except the jurisdiction cited in this voting form.
 - In voting, I have marked and sealed my ballot in private and I have not allowed any person to observe the marking of this ballot, except those authorized to assist voters under State and Federal law.

Sign here: _____ Today's date: MM / DD / YYYY

Private Private Private Private Private Private Private Private

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Official Ballot

For Your Federal Write-In Absentee Ballot

Private Private Private Private Private Private Private Private

Private Private Private Private Private Private Private Private

Private Private Private Private Private Private Private Private

Private

Private Private Private Private Private Private Private Private

Private Private Private Private Private Private Private Private

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Fold your ballot and keep it private. Put it into the envelope.

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If you are voting:



Before you seal this envelope:

1. Sign your *Voter Information form*.
2. Put both the form and the ballot inside this envelope.
3. Write your name and mailing address on the front, then fill in the address of your election office.

The address can be found online at FVAP.gov.

For election office:

Inside is a Backup Ballot. It is an official Federal Write-In Absentee Ballot authorized by 42 U.S.C. 1973 ff-2.

If you have questions about it, contact your State officials.

From

Fill in your name and full current mailing address:

International airmail postage is required if not mailed in the U.S. Postal Service, AIRMAIL/PO system or diplomatic pouch.

I have enclosed my ballot for the / / election
MM / YY



U.S. Postage Paid
39 USC 3405

PAR AVION



REMOVE TAPE ON REVERSE AND FOLD HERE TO SEAL

OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM703.8.0

To

Fill in the address of your election office. The address can be found online at VAP.gov.

Prototype FWAB Created by FVAP and Submitted for Public Comment

You can vote wherever you are.

If you do not receive your absentee ballot from your State 30 days before the election (or sooner if necessary), use this ballot as a backup. If you send this ballot in and then later receive your State's ballot, you should fill out and return your State ballot as well. Officials will count only one ballot.

All States and territories accept this ballot to vote for federal offices (for instance, President or U.S. Senator), but State laws vary about using it for other elections. Some States allow this form to be used for voter registration. To learn about your State's rules, see the *Voting Assistance Guide*. It has everything you need to know about absentee voting in all States, territories and the District of Columbia. To read the *Guide*, either go to www.fvap.gov/vao/vag or ask your Voting Assistance Officer for a copy.



1. Carefully fill out your *Voter Information form* and *Backup Ballot*.

Print clearly in black ink.



2. Be sure to sign the *Voter Information form*.

DO NOT sign your ballot or include any personal information. Keep your ballot anonymous.



3. Remove the adhesive liner from the top and sides of your ballot. Fold and seal tightly.

If you require additional pages for candidates or ballot initiatives, photocopy the ballot page and fill in the necessary information. Fold and seal extra pages inside the official ballot.



4. Assemble your documents for mailing.

Put your ballot and *Voter Information form* into the envelope.

Write your name and mailing address on the front, then fill in the address of your election office. The address can be found online at FVAP.gov. All States accept this form by mail, but vary on email and fax. See your State's rules in the *Voting Assistance Guide* online at FVAP.gov.

This form is for you if you are:

- On active duty in the Uniformed Services or Merchant Marine
- An eligible spouse or dependent
- On active duty in the National Guard under State orders (some States only)
- A U.S. citizen living outside the U.S.

Agency Disclosure Statement

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including time to review instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to: Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Dr., East Tower, Suite 02G09, Alexandria, VA 22350-3100. [OMB Control #0704-0503]. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. DO NOT RETURN YOUR FORM TO THE ADDRESS ABOVE.

Privacy Act Statement

Authority: The authority to collect your personal information on this form comes from 52 U.S.C. § 20301. "Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)."

Principal purpose: This form serves as an application for registration and/or request an absentee ballot for all persons covered by UOCAVA.

Routine use(s): There is no retention of this information by the Federal government. Completed forms are sent by you to an appropriate State election official.

Disclosure: Your disclosure of personal information is voluntary. However, failure to provide the requested personal information may keep the pertinent jurisdiction from processing this request and may prevent you from voting absentee.

Questions? Email vote@fvap.gov

Voter Information

Federal Write-In Absentee Ballot (FWAB)

Yes Fill out this form and the Backup Ballot. Send them both in.
 No — You must register and request an absentee ballot before filling out the Backup Ballot for: AL, AS, AR, CT, FL, GU, HI, ID, IL, IN, IA, KS, LA, MI, NH, NJ, NM, NY, PA, PR, RI, TX, VT, WV, WY. If your State is listed, go online to complete a Federal Post Card Application (FPCA) at FVAP.gov.
— If your State is not listed, send in this form and the Backup Ballot.

1. Who are you?

- I am on active duty in the Uniformed Services or Merchant Marine - OR - I am an eligible spouse or dependent.
- I am an activated National Guard member on State orders.
- I am a U.S. citizen living outside the country, and I intend to return.
- I am a U.S. citizen living outside the country, and my return is uncertain.
- I am a U.S. citizen living outside the country, and I have never lived in the U.S.

First name	Suffix (Sr., Jr., II)
Middle name	Previous names (if needed)
Last name	Birth date (MM/DD/YYYY) / /
Social Security Number	- OR - Driver's license or State ID

Only the last 4 digits are needed; except for Hawaii, New Mexico, South Carolina, Tennessee, and Virginia.

2. What is your address in the State or territory where you are registered to vote?

Your voting materials will not be sent to this address.

Street (Not P.O. box)	Apt. Number
City, town, village	County
State	ZIP

3. Where are you now? You must give your CURRENT contact information to receive your voting materials.

Your current address.

If your mailing address is different, fill it in here.

Contact information: So election officials can reach you if there is a problem with your request.	Email	→	
	Alternate email	→	
	Phone: Include country and area codes. Not DSN.	→	
	Fax: Include country and area codes. Not DSN.	→	

4. What is your voting preference?

How do you want to receive your ballot from your election office?	<input type="checkbox"/> Email or online <input type="checkbox"/> Mail <input type="checkbox"/> Fax	Your political party for primary elections.
---	---	---

5. What additional information or State requirements must you provide?

These following need more information: Alabama, Alaska, Arizona, Puerto Rico, South Dakota, Vermont, Virginia, and Wisconsin.
See the *Voting Assistance Guide* online at www.fvap.gov/vao/vag.

6. You must read and sign this statement.

I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, 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.
- I am a U.S. citizen, am at least 18 years of age (or will be by the day of election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I 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 United States, except the jurisdiction cited in this voting form.

Sign here **X**

Today's date / /

This information is for official use only. Any unauthorized release may be punishable by law.

Previous editions are obsolete.

Standard Form 76 (Rev. 09-2016), OMB No. 0704-0502

Backup Ballot

Federal Write-In Absentee Ballot (FWAB)

To find out more about specific candidates and races in the upcoming election, go to www.fvap.gov.

Instructions

Use this Backup Ballot if you do not receive an absentee ballot from your State 30 days before the election. The Backup Ballot can be used to vote for federal offices. Legal residents of American Samoa, Guam, Puerto Rico, and the U.S. Virgin Islands may vote for all federal offices in the primary election, but only Delegate or Resident Commissioner in the general election. State laws vary about using it for other elections like Governor or Mayor. Learn more online at FVAP.gov.

Write in the name or political party of the candidates you choose.

DO NOT write your name or Social Security Number on the ballot.

Candidates for federal offices	
President and Vice President	
U.S. Senator	
U. S. Representative, Delegate, or Resident Commissioner to Congress	

Candidates for non-federal offices		
Office	Candidate name	Political Party

Ballot initiatives	

Private Private Private Private Private Private Private Private

Private Private Private Private Private Private Private Private

Private Private Private Private Private Private Private Private

Official Ballot

Private Private Private Private Private Private Private Private

Federal Write-In Absentee Ballot

Private Private Private Private Private Private Private Private

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Private Private Private Private Private Private Private Private

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Fold your ballot and keep it private. Put it into the envelope.

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Before you seal this envelop:



- 1. Sign your *Voter Information* form.**
- 2. Put both the form and the sealed ballot inside this envelope.**
- 3. Write your name and mailing address on the front, then fill in the address of your election office, available online at [FVAP.gov](https://www.fvap.gov).**

For election officials:

**This is an official Federal Write-In Absentee Ballot
authorized by 52 U.S.C. § 20301.**

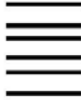
If you have questions about it, contact your State officials.

From

(Your name and current complete military or overseas mailing address)

International airmail postage is required if not mailed in the U.S. Postal Service, APO/FPO/DPO system or diplomatic pouch.

I have enclosed my ballot for the ___/___ election.
MM YYYY



U.S. Postage Paid
39 USC 3406

PAR AVION

OFFICIAL VOTING INFORMATION MATERIAL - FIRST CLASS MAIL

No postage necessary in the U.S. Mail - DMM 703.8.0

To

(Fill in the address of your election office. The address can be found online at FVAP.gov.)

Appendix C: Discussion Guide Used in Initial Stakeholder Interviews

Goal: Conduct interviews with Election Officials, VAOs, and other stakeholders to determine their overall impressions and experiences with the FPCA and FWAB forms. Identify common problems or areas of confusion associated with the completion of these forms.

Introduction: Hi, my name is _____, and I am conducting research on behalf of the Federal Voting Assistance Program and the Council of State Governments. Thank you for taking the time to speak with me about the FPCA and FWAB forms. Because of your experiences with helping others through the voting process/working in elections, you are in a position to provide us with important information that will help us improve the voting process for military members and their dependents and for U.S. citizens living overseas. What you say in this interview will be kept confidential—when we report on these interviews your name will not be linked to anything you say. Your participation is voluntary, and you are free to end the call or not answer a question at any time. I would like to record this call, so that I can refer back later when I'm writing up notes and talking about changes to the forms—the recording will be destroyed once data analysis is complete. Do you have any questions about the study at this point?

General questions (LEOs):

- 1) First, can you tell me a little about what your job in [office/jurisdiction/county name] is?
- 2) What responsibilities do you have for voting?
- 3) Are you the only one who does this or do you have other staff and co-workers who assist you?
- 4) How many total voters typically vote in your jurisdiction during a presidential election? Of these, how many would you estimate are UOCAVA voters?

General questions (VAOs):

- 1) First, can you tell me a little about your responsibilities as a VAO? What responsibilities do you have in terms of providing voter assistance?
- 2) Approximately how many people have you provided voting assistance to in the past year? Are these mostly military members, dependents, or both?
- 3) How often do you work with other UVAOs, IVAOs, or other staff to provide voting assistance?

FPCA questions: Now I'd like to talk about the different voting forms. First, let's talk about the Federal Post Card Application, or the FPCA. Are you familiar with the FPCA?

[If not, who in the office would be familiar? Can we speak with them?]

Before we begin, I'd like to make sure that we are both looking at a copy of the FPCA form. Do you have the paper or PDF copy of this form in front of you?

- 1) How familiar are you with this form? How many times do you see this form in each election year, and what is your overall experience with it?
- 2) What are the most common questions that voters have about this form? Are they usually confident in their ability to fill out the form correctly?
- 3) In your experience, are voters typically successful at requesting a UOCAVA ballot using the FPCA? If not, what are the most common errors or factors preventing them from successfully requesting a ballot?
- 4) Are there any specific parts of the form that voters find confusing, even if it does not prevent them from successfully requesting a ballot?
- 5) Do you accept FPCAs via mail, email, and fax? Are there different problems with paper forms vs. email vs. fax?
- 6) What would you say is the single biggest problem you see with the FPCAs?
- 7) If you could make changes to the FPCA, what changes would you make?

Now let's focus on some specific portions of this form.

- 1) Take a look at the options in section 1 of this form. In your experience (receiving this form/helping others complete this form), do you feel that voters are able to determine which category applies to them? Have you run into a situation where a UOCAVA voter did not fall into any of the categories listed? What changes would you make to this part of the form?
- 2) Now let's look at sections 7 and 8. What are the most common errors in this section? Do you find that voters are able to distinguish which address belongs in each of these sections?
- 3) In section 9 of the form, what are the most common types of information you see listed? (For LEOs: Does your state have specific requirements for this portion of the form?) Do you find that voters are confused about what belongs in this section?
- 4) Finally, let's look at the last page of the form including the instructions and mailing information. Is there anything on this page that seems to be a source of confusion for voters? What issues have you seen with the instruction and submission process?

FWAB questions: Now, let's talk about the Federal Write-in Absentee Ballot. Are you familiar with the FWAB?

[If not, who in the office would be familiar? Can we speak with them?]

Before we begin, I'd like to make sure that we are both looking at a copy of the FWAB form. Do you have the paper or PDF copy of this form in front of you?

- 1) How familiar are you with this form? How many times do you see this form in each election year, and what is your overall experience with it?
- 2) What are the most common questions that voters have about this form? Are they usually confident in their ability to fill out the form correctly?
- 3) In your experience, are voters typically successful at casting a ballot using the FWAB? If not, what are the most common errors or factors preventing them from successfully voting using the FWAB?
- 4) Are there any specific parts of the form that voters find confusing, even if it does not prevent them from successfully voting?
- 5) Do you accept FWABs via mail, email, and fax? Are there different problems with paper forms vs. email vs. fax?
- 6) What would you say is the single biggest problem you see with the FWAB?
- 7) If you could make changes to the FWAB, what changes would you make?
- 8) (For LEOs: Does your State accept the FWAB for any State or local races? Does this present any unique challenges?)

Now let's focus on some specific sections of the FWAB.

- 1) The form is separated into two parts: the Voter's Declaration/Affirmation and the Official Federal Write-in Absentee Ballot. Do you find that voters are able to recognize these distinct parts of the form?
- 2) Let's look at the instructions for mailing the form. These are found on page one of the form starting in the third paragraph in the right-hand column. Are voters typically able to correctly follow these instructions? What are the most common mistakes you see with respect to mailing?
- 3) In section 9 of the form, what are the most common types of information you see listed? (For LEOs: Does your state have specific requirements for this portion of the form? Are these different than the requirements for the FPCA?) Do you find that voters are confused about what belongs in this section?

Appendix D: FPCA and FWAB Forms Usability Testing Interview Protocol

This semi-structured interview protocol served as a discussion guide. The moderator uses these questions as a roadmap and probed as needed to maintain the natural flow of conversation.

A. Introduction (5 minutes)

Thank you for participating in this study today. My name is _____, and I work for Fors Marsh Group. We are a private research firm, and we are working today with the Council of State Governments and the Federal Voting Assistance Program, or FVAP. FVAP is a federal government agency that helps ensure that military members, their eligible family members and overseas citizens are able to exercise their right to vote, and the Council of State Governments is a non-profit organization that supports state government. CSG and FVAP are working together under a four-year cooperative agreement funded by the US Department of Defense, which has created the Overseas Voting Initiative to help improve the election process for military and overseas voters

We're working with FVAP and the Council of State Governments today to improve the forms that military and overseas voters use to register to vote, request a ballot, and submit an absentee ballot. Our goal is to make these forms as clear as possible for people who will use them in the future, and your comments and feedback will help us to improve the forms. We're interested in both your positive and negative reactions to the forms, and I did not create the forms, so please do not feel like you have to hold back on your thoughts to be polite to me. Any difficulties you may run into reflect the design of the forms, not your skills or abilities.

The entire session should last about 60 minutes. Do you have any questions so far?

Let's cover a couple things before we get started.

As you're looking at the materials I'm going to show you, I'd like you to work as you normally would if I was not here, but I would also like you to share anything that is noteworthy or confusing. You don't have to read everything aloud to me. Just do what you normally would do. But please tell me if you are looking for something and what it is and whether you can find it or not. I will ask questions along the way.

We are making an audio recording of this session. Only those of us associated with this project will see the recordings, and we will not share your name or personal information. The recordings are really used as a memory aid for me so I can go back later to recall what happened during each session. Your responses will not be linked to you personally.

There are some people from my team and from the CSG and FVAP who are in the other room to observe, take notes, and record your comments. Your candid feedback will be very valuable, so even though people are observing, please speak openly about your opinions and experience. We want to learn from you, so it is important that you share your honest opinions.

There are no wrong answers, and your comments and opinions will only be used in combination with the feedback that we get from other people. Your participation is voluntary and you can withdraw at any time. Any questions so far?

B. Background Information (10 minutes)

Let's begin by talking for a few minutes about your experiences.

If in the military:

1. What branch of the military are you in?
2. What is your rank?
3. Where is your home of record with the military?
4. And where do you live now?

If a military spouse:

1. What branch of the military is your spouse in?
2. What is their rank?
3. Where is their home of record with the military?
4. And where do you live now? Do you live with your spouse, or are they stationed somewhere else?

If an overseas citizen:

1. What country did/do you live in outside the United States?
2. And why were/are you living there?
3. How long were you there/have you been there?

For all:

1. Are you registered to vote?
2. When is the last time you voted?
3. The last time you voted, did you vote in person or did you vote absentee?
4. If you voted absentee, where were you (in the U.S. or overseas)?
 - a. *[If they voted absentee]* Can you tell me about that experience?
 - i. How did you find the process?
 - ii. Were there barriers or stumbling blocks in the process? What were they?
5. *[If military or military spouse]* Have you ever used any voting resources provided by the military? Talked to a voting assistance officer, visited an installation voting assistance office, etc.?

[Moderator can probe on their UOCAVA voting experience—where were they living, have they voted absentee in past elections if not most recently, etc.]

C. FPCA (15 minutes)

Okay, now we are going to move on to an activity. I would like you to imagine that you are interested in registering to vote, but you are living in a different location than your official home of residence.

[The moderator can customize this situation based on the participant's specific situation. If they are currently a UOCAVA voter, they can recreate their specific registration. If they lived overseas in the recent past, they can fill out the form as if they were still living where they did before, etc.]

Give participant FPCA form, computer, and VAG. Make sure they have pens, envelopes of various sizes, scissors, and tape.]

You've been given this form to fill out in order to register to vote. Please go ahead and fill this out just as you would in real life, if I weren't here, including putting on the mailing address and getting it ready to return to your election official. Feel free to use the computer to access any websites that would be helpful for you or this Voting Assistance Guide. You can also use any of these office supplies to send in the form. We would like you to use addresses that are as real as possible, but feel free to make up a birthday or Social Security number, if you want—and we'll shred these forms when we are done with the session. As you're completing the form, I'd like you to "think aloud." So, I would like you to tell me what you are thinking as you read. Tell me how you're reviewing the information and if anything is confusing, surprising, interesting, or unclear. And then let me know when you're done.

[When the participant is done, the moderator should take their form and quickly review]

Now I'd like to ask you some specific questions about the form and your experience with it.

1. Please walk me through what you did on the form, and tell me about any questions or confusion you remember having along the way.
2. What additional instructions would be useful?
3. Do you feel confident that you could successfully register to vote using this form?
4. What help do you think that other people might need in using these forms?
5. How would you plan to return the form? How confident are you that you're sending the forms to the right place?
6. What would you have done if you hadn't had the VAG here?
7. What other information did you need that wasn't on the form?
8. What other changes would you want to make to the form?

[Moderator can probe on any errors noted on the FPCA, but should be careful to note that the participant is not being tested; any errors are signs that the forms can be improved in the future.]

[Probe on specific areas of the form that are of interest.]

1. How did you decide what to answer for this question?
2. How did you decide which address to put in the block?
3. How did you decide which contact information to include?
4. I see that you answered this question [in this way]. What was your thinking behind that?

D. FWAB (20 minutes)

Okay, now we are going to move on to an activity. Now I want you imagine that it's October, and you want to vote in the general election, and you requested an absentee ballot from your state but your haven't received it yet. So you learn that you can use the Federal Write-in Absentee Ballot, or the FWAB, as a back-up ballot.

[The moderator can customize this situation based on the participant's specific situation, as applicable.]

Give participant FWAB form, envelopes, computer, and VAG]

Please go ahead and fill this out just as you would in real life, if I weren't here, including packaging it up ready to be mailed. Feel free to use any of the materials in front of you. You can use the computer or this paper copy of the Voting Assistance Guide to locate any relevant information as you complete this ballot. Again, we would like you to use addresses that are as real as possible, but feel free to make up a birthday or Social Security number, if you want—and we'll shred these forms when we are done with the session. As you're completing the form, I'd like you to "think aloud" again. So, I would like you to tell me what you are thinking as you read. Tell me how you're reviewing the information and if anything is confusing, surprising, interesting, or unclear. And then let me know when you're done.

Now I'd like to ask you some specific questions about the form and your experience with it.

1. Please walk me through what you did on the form and the ballot, and tell me about any questions or confusion you remember having along the way.
2. What additional instructions would be useful?
3. Do you feel confident that you voted the way you intended to, using this ballot?
4. If you wanted to vote a straight party ticket, how would you do that?

5. Do you feel confident that you assembled the FWAB package in the correct way?
6. How confident are you that you're sending the forms to the right place?
7. What additional resources would you consult besides FVAP.gov and the Voting Assistance Guide?
8. What other information did you need that wasn't on the form?
9. What help do you think that other people might need in using these forms?
10. What other changes would you want to make to the form?

[Moderator can probe on any errors noted on the FWAB, but should be careful to note that the participant is not being tested; any errors are signs that the forms can be improved in the future.]

[Probe on specific areas of the form that are of interest.]

1. How did you decide what to answer for this question?
2. How did you decide which address to put in the block?
3. How did you decide which contact information to include?
4. How did you decide what to write on the ballot?
5. Did you look at the instructions on the back of the document?
6. I see that you answered this question [in this way]. What was your thinking behind that?

Thank you so much for your feedback on these forms today. Before we wrap up, I'm going to check in with the rest of the research team to see if they have any other questions they'd like to ask.

Thank you, those are all the questions I have for you today. Was there anything else that you wanted to say about the forms before we finish?